

## To Access Financial Expenditures for 2025 Year in FACTS

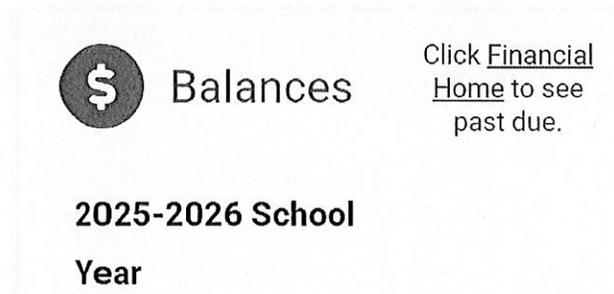
To print financial records (tuition, registration and other expenses)

**Step 1:** Sign into FACTS at <https://factsmgt.com> > Family Log in > Facts Family Portal (District Code: SE-ID)

**Step 2:** Once you are in your Family Portal, you will choose the tab titled "Financial"



**Step 3:** Click on "[Financial Home](#) to see past due"



**Step 4:** Payment Plan & Billing box, Click on "View Details".



**Step 5:** Select "View Payment Summary" to see payments

# Activity Details

Test Parent #5003331278

View Payment Summary

**Step 6:** Select the year you need & then click 'Print' save as a PDF from this page.

Payment Summary

 Print

 The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by FACTS Training School during the selected time frame.

**Customer: Test Parent**

123 Potato Dr.  
Rupert, ID 83350

2025

**Step 7:** Log into your TAP account and upload document to your application.