



August 2020

School Families,

Here's a quick refresher on navigating the WC financial world:

1. **FROM YOUR COMPUTER:** Log in directly to your FACTS Family Portal, or access your account through the Worthington Christian website under Parents and Students-FACTS Login. Click on **Financial** and you will see the following:
 - a. **PREPAY ACCOUNTS** - Here you can see your Food Service balance and add funds as needed. Please monitor this account regularly and prevent it from dropping into a negative balance.
 - b. **BALANCES** – Here you can track your tuition **Payment Plan** and **Incidental Expenses**:
 - i. **Payment Plan:** You can view your tuition balance here or click on “Make a Payment” to go directly to your FACTS account and make a manual tuition payment if needed.
 - ii. **Incidental Expenses:** These are charges for items other than Tuition and Food Service, such as Continuous Enrollment fees or class trip charges. Click on “Make a Payment” to pay off these balances. Incidental Expenses will NOT be paid automatically, even if your Payment Plan (Tuition) is set up that way.
 - c. **FINANCIAL LINKS** - If you would like to view more detailed information on any of the above, click on Financial Home to go directly to your FACTS account. There you can view charges and payment history, as well as update your banking information.
2. **FROM YOUR PHONE:** The RenWeb HOME app gives you a very convenient way to do most common tasks. The following will get you started:
 - a. To make a Food Service payment: Click on FACTS – PREPAY ACCOUNTS – ADD FUNDS.
 - b. To view or make online payments on Tuition and Incidental balances: Click on FACTS – PAYMENT ACTIVITY – MAKE A PAYMENT.
 - c. To view more detail on anything: Click on FACTS – FACTS HOME.

Don't hesitate to contact the Finance Department if you need some help. My awesome team of Tammy Kelley and Cheri Rettstatt are the real stars of the show. Although Tammy will be your primary contact (tammy.kelley@worthingtonchristian.com), any of us will be glad to help if she's not available.

Randy Steckel
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