



FACTS Account for Creativity Club

All payment for the St. Louise de Marillac Creativity Club will be processed through FACTS online tuition management. Please create an account following the instructions below. There is a \$30 fee to set up this account. If you should have any questions, please contact the Main Office at (708) 352-2202. Thank you!

- Click on the [FACTS link](#).
- Once directed to the welcome page, click **Create a Username and Password**.
- Enter your email address and click **Next**.
- Click **Create a New FACTS Account**.
- Enter information and click **Next**.
- Complete the Online Account Profile. Click **Submit**.
- Click **Set Up a Payment Plan**. Choose **Creativity Club 19-20**.
- Complete the necessary information to create your Creativity Club account.