

ACCESSING Facts Management

Instructions for Creating a Facts Management Login

- Please go to www.factsmgt.com
- Select **Family Log In** from the menu bar and **Facts Family Portal** from the drop-down menu.
- After the Facts Portal Login screen opens, please select **Create New Account**.
- Enter District Code: LCA-MD
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from Facts Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Enter your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Facts Mgmt. as instructed below.
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- Please go to www.factsmgt.com
- Select **Logins** from the menu bar and **Facts Family Portal** from the drop-down menu.
- Enter District Code: LCA-MD
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family** button in the left menu.
- Go to **Family Billing** block on right side of screen
- Click **Pay Now** on **Lunch Account** line
- Enter **Amount**
- Enter **Bank account info. or Credit Card info.**
- Click **Pay Now**

If you have any questions about the process, please stop in or call the daycare office at 301-777-7689.