

# How to Set Up a Tuition Payment Plan

**Columbus Catholic Schools (CCS)** uses FACTS Management for tuition management, student information, and school communication. Follow the steps below to get started using our **District Code: MACS-WI**.

## Option 1

Click on the Set up payment plan button in the email you receive from FACTS

## Option 2

### Step 1: Log In

1. Go to [www.columbuscatholicschools.org](http://www.columbuscatholicschools.org)
2. Click on **Parent Login**
3. Enter our **District Code: MACS-WI**
4. Enter your new **Username** and **Password**, then click **Login**

### Step 2: Set Up a Tuition Payment Plan

1. Navigate to the **Financial** section
2. Click **Set up a Payment Plan**
3. Enter verify code
4. Follow the screen prompts

## ? Need Help?

If you encounter any issues with your account setup or login:

### **Contact the CCS Finance Office**

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