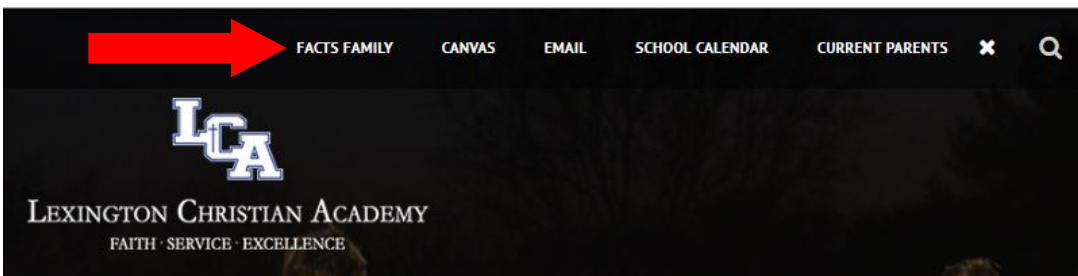


How to Load a Student Eagle Account

1. Go to www.lexingtonchristian.org and click on the menu icon in the top right corner.



2. Then click on "FACTS Family."

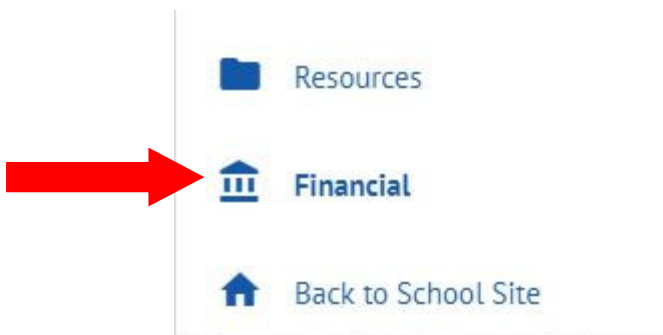


3. Enter your ParentsWeb login and password. If you are unsure of this information, please contact Ashley Tabor at atabor@lexca.org. Click "Login". **Please note the District Code for LCA is "LX-KY".**

The image shows the ParentsWeb login form. It has a blue header with "Parentsweb". Below it are fields for "District Code:" (with "LX-KY" entered), "Username:" (with "username" entered), and "Password:". There is a "Forgot Username / Password?" link, radio buttons for "Parent", "Student", and "Staff", and "Login" and "Create New ParentsWeb Account" buttons. A red arrow points to the Username field.

Enter your username and password for your FACTS Account and click "Sign In". [If you need assistance with your login credentials, please call FACTS at 866-441-4637.](#) In the instance of split homes, PLEASE NOTE ONLY THE PRIMARY PERSON FINANCIALLY RESPONSIBLE FOR STUDENT ACCOUNTS CAN LOAD FUNDS ON THEIR FACTS ACCOUNT. The primary person can, however, add an authorized party to their account to load funds. (See Steps 10 & 11). If you do not wish to add another authorized party, please disregard STEPS 10 & 11.

4. Click on "Financial."



5. Click on the “ADD FUNDS” button.

Prepay Accounts

2020-21 School Year

Student Name ACCOUNT 0.00

Staff Prepay Account 0.00

ADD FUNDS

2020-21 School Year

Student Name Eagle Account 0.00

Student Name 0.00

ADD FUNDS

Enter your username and password for your FACTS Account and click “Sign In”. [If you need assistance with your login credentials, please call FACTS at 866-441-4637.](#) In the instance of split homes, PLEASE NOTE ONLY THE PRIMARY PERSON FINANCIALLY RESPONSIBLE FOR STUDENT ACCOUNTS CAN LOAD FUNDS ON THEIR FACTS ACCOUNT. The primary person can, however, add an authorized party to their account to load funds. (See Steps 10 & 11). If you do not wish to add another authorized party, please disregard STEPS 10 & 11.

6. Enter the amount you wish to load to each of your Student’s Eagle Accounts. Please note there is a \$20 minimum initial load to each student’s Eagle Account. Click “Next – Payment Method”.

Home My Profile Financial Accounts Signed in as Christopher

Add Funds

Rachel Watts #5085112657

1 Select A Payment 2 Payment Method 3 Thank You

Select Term [Want to designate another payer?](#)

Term: 2020-21 School Year

ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Eagle Account	Student Name	\$20.00	\$ Enter Amount	
Eagle Account	Student Name	\$0.00	\$ Enter Amount	
Eagle Account	Student Name	\$0.00	\$ Enter Amount	
Eagle Account	Student Name	\$0.00	\$ Enter Amount	

PAYMENT AMOUNT \$0.00

Cancel **Next - Payment Method**

7. Choose the Financial Account you wish to use to deduct funds (or add a new financial account) and click “Authorize Payment”.



Home My Profile **Financial Accounts** Signed in as Christopher

Add Funds

Rachel Watts #5085112857

1 Select A Payment 2 Payment Method 3 Thank You

Payment Method

- JPMorgan Chase Bank ending in XXXX
 - Chase ending in 4060
- or [Add a New Account](#)

Total Amount

Institution Amount \$20.00

Total **\$20.00**

A transaction receipt will be sent to: rwatts@lexingtonchristian.org. [Change](#)

Authorization

By clicking the Authorize Payment button, you authorize FACTS to process this payment from the financial account identified above. Once this payment has been authorized, it cannot be cancelled.

[Cancel](#)

[Authorize Payment](#)



8. You will receive a confirmation receipt and a copy sent to your email address on file with FACTS.

 Print



Your payment for \$20.00 has been authorized and submitted.

A transaction receipt was sent to all e-mail addresses on file.

[Proceed to Home](#)

Summary

Institution	Lexington Christian Academy
Customer	
Customer Number	
Payment Date	
Account Holder Name	
Account	
Institution Payment Amount	

This is an immediate one-time payment and cannot be cancelled. If you have any questions, contact FACTS at (866)441-4637.

Authorization 

**** **Please note:** Failure to load funds or negative Eagle Accounts will be **accessed a \$50 charge PER Student by FACTS at the end of each month.** The negative balance and \$50 fee PER student will be deducted from your FACTS Incidental Account after 10 business days. You will receive low balance and negative balance email alerts to avoid this from occurring. ****

ADDING AN AUTHORIZED PARTY TO YOUR ACCOUNT:

9. If you wish to add an authorized party to add funds to your Student Eagle Account, click “Want to designate another payer?”

The screenshot shows the 'Add Funds' interface for Rachel Watts (#5065112657). The user is logged in as Christopher. The page has three steps: 1. Select A Payment, 2. Payment Method, and 3. Thank You. A red arrow points to the 'Want to designate another payer?' link. Below this is a 'Select Term' section with a dropdown menu set to '2016-2017 School Year'. A table lists four Eagle Accounts with their current balances and payment amounts. The total payment amount is \$0.00.

ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Eagle Account	Anna Belle Watts	\$20.00	\$ Enter Amount	
Eagle Account	Braden Watts	\$0.00	\$ Enter Amount	
Eagle Account	Brody Watts	\$0.00	\$ Enter Amount	
Eagle Account	Molly Kristine Watts	\$0.00	\$ Enter Amount	

PAYMENT AMOUNT \$0.00

10. Fill in the information and follow the prompts to add an authorized party to add funds to your students Eagle Account (Pre-Pay Account). An authorized party can be a parent, grandparent, aunt/uncle or family friend who may help financially. **Any authorized party on your account will have access to all activity on your account including tuition information, Incidental Account and Eagle Account Information. They will NOT have access to your banking information, contact information, user credentials or other Authorized Parties.** Authorized parties can make payments on tuition or add funds to student Eagle Accounts.

The screenshot shows the 'Add Authorized Party' form. It includes fields for First Name and Last Name, a section for Authorized Party Access, a section for Authorized Party Authentication with a question and answer, a section for Web Access with an email address field, and a section for Terms and Conditions with a 'Save' button.

Authorized Party Access
Authorized Parties will have access to all activity on your Lexington Christian Academy account regardless of who initiated the activity. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

Authorized Party Authentication
Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.
Authorized Party Authentication Question
e.g. What year did we go to Florida?
Authorized Party Authentication Answer
e.g. 2010

Web Access
Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account with FACTS over the phone.
E-mail Address

Terms and Conditions
By creating an Authorized Party you are giving explicit consent for that individual to view and discuss your account information, make payments on your behalf, and take any other action with reference to your account as could be taken by you except for changing your authentication information. This authorization will remain in effect until you remove the individual as an Authorized Party on your account.
By adding this Authorized Party you, Christopher Watts, agree to the terms and conditions.

Cancel Save

11. If you do not wish to add an authorized party to your FACTS Account, others may call FACTS at 866-441-4637 to add funds to a student’s Pre-Pay Eagle Account. **They will NOT be given any information or balances on the account,** but can load funds over the phone to the student’s Pre-Pay Account for lunches, concessions and purchases in WINGS.