

# NEW PAYMENT INFORMATION

2023-2024 School Year

This year, we have decided to no longer use the FACTS Financial System for billing and payments. This year there will be several options for paying the different fees that are due throughout the year. Outlined below will be the 2 options that you can choose to make your payments.

## 1. Paying with a check

-If you pay your fees with checks, Mrs. Helton will be entering the information into our new system. **When she has entered the fees**, an email will be sent that will inform you of your remaining balance for the fee you made the payment on. You will receive an email every time you make a payment after it has been posted on our system. (It is recommended to keep or print these emails so you can refer to your balance when making future payments.)

## 2. Paying online using Flocknote

-If you pay your fees using the online feature, Flocknote, Mrs. Helton will enter the information provided from Flocknote to update your fees and an email will be sent that will inform you of your remaining balance for the fee you made the payment on. You will receive an email every time you make a payment for the designated fee after it has been posted on our system. (It is recommended to keep or print these emails so you can refer to your balance when making future payments.)

### Instructions for using Flocknote

Go to: <http://westphaliafolk.flocknote.com/fundit/give>, choose the School Fee that you would like to make a payment on and follow the instructions or to <https://www.stjosephwestphalia.org/fees-policies-and-forms.html> and click on the Pay School Fees Online tab.

You will have ability to create an account in Flocknote if you would like. If you already have an account with Flocknote, it may merge your account with your existing information.

Please remember that Mrs. Helton will be checking this once a week and then when the payment has been posted to our system, you will then receive an email with the remaining balance.