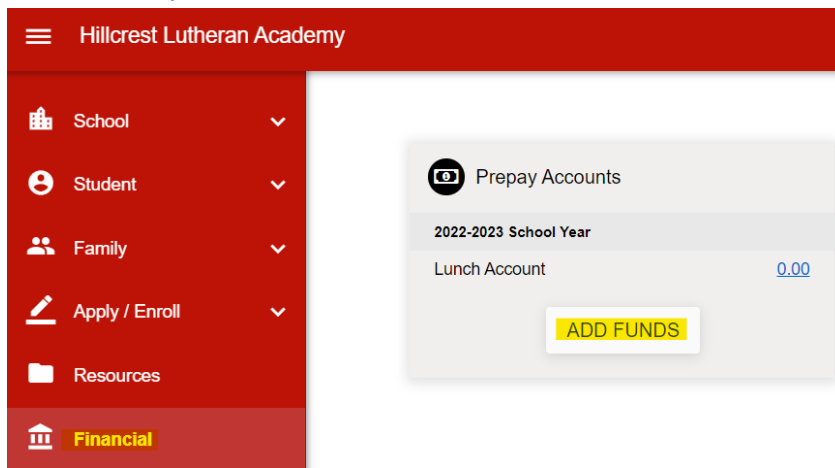




HILLCREST LUTHERAN ACADEMY

ADDING FUNDS TO FAMILY LUNCH ACCOUNT

1. Sign-in to your FACTS account at [FACTS Family Portal](#)
 - a. District Code = HC-MN
2. Click **Financial** on the left hand side
3. Under Prepay Accounts, click **Add Funds**



4. Enter dollar amount under Payment Amount and click **Next - Payment Method**

CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
\$0.00	\$ <input type="text" value="Enter Amount"/>	
<hr/>		
	PAYMENT AMOUNT	\$0.00
<hr/>		
Cancel	Next - Payment Method	

5. Select the Payment Method and click **Pay ###.## Now**