

Important Info for NEW CLS Families: FACTS Setup Instructions

Covenant Life School uses FACTS as our tuition payment company. In order for you to set up your FACTS payment account, you will *first* need to set up your Family Portal account.

Your **Family Portal** will also give you access to your **student's grades** (6th-12th) throughout the school year, as well as important information about next school year (**supply lists, summer reading, etc.**)

Please note: this account is different than the one you created when you filled out the student admissions application for your student(s).

SET UP INSTRUCTIONS

1. From your web browser, go to this address:
<https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?>
2. **COV-MD** is the district code
3. Your **username** is the email address that you put on your student application when your student applied (if desired, you can change the username once your account is set up).
4. Click "**Create New Family Portal Account**" and follow the directions to set up your account (this is at the bottom of the login area).
5. Once you have created your account you can login to your Family Portal.
6. At the bottom left of the screen you will see the word "**Financial**", click this and then a box will open on the right of the screen – look for "**Set up payment plan.**" Click and go from there.

Please email Mary Wilson at mwilson@clsemail.org if you have any questions.