



Making Payments at SFX Online

St. Francis Xavier School uses HeadMaster Online for online registration, tuition and incidental payments. The biggest benefit is you are not charged the convenience fee by FACTS. The only fees associated with this process are fees charged by your bank or credit card company. Additionally, you will always be able to see your outstanding balance through HeadMaster Online.

HeadMaster Online offers secure online payment options that allow you to make your payments as **one-time** or **scheduled payments**. Your online payments can be processed as either credit card or electronic check transactions. The payments are applied automatically to your oldest invoices first. **Please Note:** Only **primary** parents can post online payments.

To make a one-time payment

1. Log in to HM Online.
2. In the Overview window, locate the Family Balances section and click **Make Payment**.
3. Enter the total amount you want to pay, and click **Continue**.
4. Designate the portions of your total amount that you want to apply to your Family Balance.
5. Click **Continue**.
6. Select a **Payment Method**, or click **Add a New Payment Method**.
7. Click **Continue**.
8. Review your payment information, and select **Process Payment**. You will receive an email receipt.
9. Click **Print** to immediately obtain a copy of your receipt for your records.

*****If making a registration fee, please pay the fee per child to your account.**

To add a scheduled payment

1. Log in to HM Online.
2. In the Overview window, locate the Family Balances section and click **Manage Scheduled Payments**.
3. Click **Add New Scheduled Payment**.
4. Enter the amount you want to pay.
5. Designate the portions you want to apply to your Family Balance.
6. Select a payment frequency.
7. Select the day you want the payment to start and an end date or number of recurrences.
8. Enter your payment method.
9. Select schedule payment.

You can create and manage your payment methods via the **My Account** link that appears in the upper-right corner of the Overview window. A warning message displays with red text if a credit card is close to expiration. If your credit card expires, it's not included as a payment option when you enter your transaction.

If you wish to pay by check, you may still do so. Check with Mrs. Metzger for details.