



*Sacred Heart School Strives to nurture the spiritual, emotional, and academic growth of each student, and to help them become productive Christian citizens.*

Sacred Heart School  
416 West Third Street  
Sedalia, MO 65301  
(660) 827-3800  
[www.gogremlins.com](http://www.gogremlins.com)

## How to Setup Auto Payments in FACTS

Step 1) Visit GoGremlins.com and select Family Portal at the top of the screen to login to your account.

Step 2) Once logged in, on the left side select the Financial option.

Step 3) You will see on the right hand sign a Financial Links box, click on Financial Home

Step 4) On this screen you will see the below option, select the actions drop down and select Setup Automatic Payments.

The screenshot displays the 'Payment Plan & Billing' section of the FACTS system. At the top left is a green circle with a white dollar sign. The title 'Payment Plan & Billing' is in bold, with a 'View Details' link to its right. Below the title is a blue bar representing a current balance. Underneath is the text 'Current Balance' followed by another blue bar. A green button labeled 'Make a Payment' is positioned below the balance bars. At the bottom of the screenshot, there is a table with two columns: '2023-2024 SCHOOL YEAR' and 'AMOUNT DUE'. The first row shows 'Payment Plan' and a blue bar. The 'Actions' dropdown menu is circled in red. Below the table is a link that says 'Set up a Payment Plan'.

Step 5) The next screen you will follow the instructions to enter in your payment information for automatic payments.