

**INSTRUCTIONS TO PRINT AN INVOICE FOR STEP UP- SUMMARY WITH ADDRESS**

IN FACTS FAMILY PORTAL **Click:**

Financial -bottom left screen

Financial home – upper right screen

View details

Term, select 24/25 school year

Payments Made, Where it says 90 days drop down to date range.  
Enter 7/1/24 through today

View

View Payment Summary

2024, down arrow, click Date Range, enter 7/1/24 through today

Print to pdf

Upload to EMA Account based on the YouTube previously sent.

**INSTRUCTIONS TO PRINT AN INVOICE FOR STEP UP- DETAILED PAYMENTS**

IN FACTS FAMILY PORTAL CLICK:

Financial -bottom left screen

Financial home – upper right screen

click view details

down arrow choose school year term  
click Transactions

click date range, enter dates you desire (Jul 1<sup>st</sup> – today)

down arrow All Customers and choose your student. You will do one  
for each student.

click view

click print, you can print to pdf, save and upload. Each computer  
may be a little different

After you click print it will come up with the St. Paul Name and tax id  
you will need this information.

You can print screen here if everything is readable.

Upload to EMA Account based on the YouTube video previously sent  
reimbursement