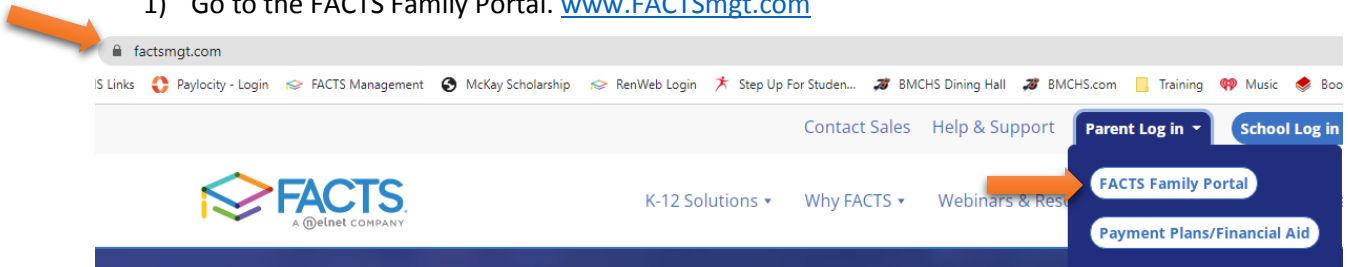


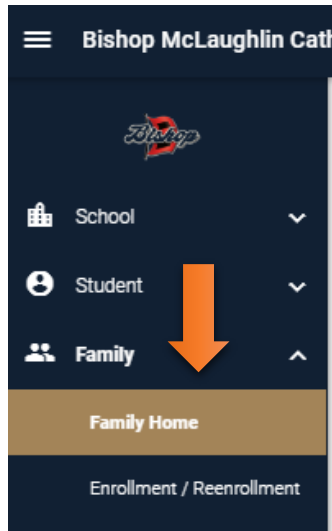
# How to Log in Service Hours for Parents

1) Go to the FACTS Family Portal. [www.FACTSmgmt.com](http://www.FACTSmgmt.com)



2) Login with your username and password. District code **BML-FL**

3) On the left click on Family tab, Family Home.



4) On the new screen, towards the middle, look for Service Hours box. On the right of that box, click on the **Add+** button to add your hours.

