

How To Instructions for STS Tuition Payments

1	Go to ssbvm.org/Education/Religious Ed
2	Go to Registration/STS and click on the Register HERE link
3	Create My Account (you must use the above link on our website)
4	Set up NEW PAYMENT PLAN (Do NOT choose Financial Aid)
5	Choose School Year
6	Repeat #4
7	Add Contact Information and student (s)
8	Save and continue
9	Choose plan option (only choose 1)
10	Choose day (only choose 1)
11	Choose payment method (only choose 1)
12	Save and continue
13	Skip Incidental Billing (it does not pertain to Religious Ed)
14	Save Payment Method
15	Save and continue
16	Check Read and Accept
17	Authorized Payment Plan Summary
18	Be sure to save your login information and password
	STS has an online Chat Box if you need help!
1	Go to ssbvm.org/Education/Religious Ed
2.	Go to Registration/STS
3	Click on the Chat Button link
4.	Begin chat with STS tech support

Registration contact:

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