Payment Request Process

STS Consulting uses Microsoft Office365 to securely process payment requests. In order to access the site, you will need a Microsoft Account. These accounts are free, and you may already have one. They are used for Hotmail, Xbox, and other Microsoft properties. If you do not have an account, it's easy to create. Click here for help creating a Microsoft Live Account.

How to Submit a Payment Request

1. Visit STS Client Portal and click on your organization.

2. Login with your Microsoft Account. If you do not have a Microsoft Account, click here for help creating a Microsoft Live Account.

3. Click "Payment Requests."

4. Click on "new item" under Payment Requests.

5. Complete the form presented. All fields are required.

Title: Give a brief description of the expense, i.e. Campus Ministry Devotional Pizza 2/26.

Address: Provide the complete mailing address for the recipient of the check.

Amount: List the total amount of the request.
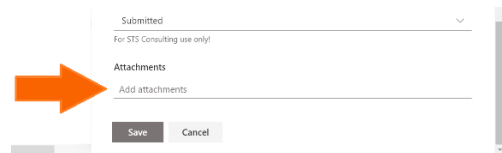

Purpose of Payment: List a specific description of the expense. Please make sure to list the appropriate ministry or region. If applicable, please include the names of any attendees of a meal.

6. Attach a PDF of any supporting documents. (Receipts over $75, etc.)

7. Once complete, click save.

Your request is automatically submitted to our Accounts Payable Department. Requests are generally processed within 3 business days.

If you consistently make purchases for your congregation and would like to receive payments via direct deposit, click here to fill out the form.