



## Contribution Deposit Reports

STS Consulting uses Microsoft Office365 to securely process Contribution Deposit Reports. 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 Enter Contribution Deposit Reports

1. Visit [STS Client Portal](#) and click on your client portal.
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 "Report Deposits."



4. Click on "new item" under Report Deposits.

### Report Deposits



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

Deposit Date: Please select the deposit date.

Deposit Date \*

Deposit type: Select the type of deposit from the drop-down menu: Weekly Contribution, Benevolence, Missions Contribution or Special Events.

Deposit Type \*

Deposit Amount: List the total amount from this one particular deposit.

Deposit Amount \*   
Total Deposit Amount

Ministry: Select the ministry that deposited the contribution, if applicable.

Comments: If there are comments you'd like to leave for STS regarding the deposit, please do so here.

Comments

6. Attach a PDF of any supporting documents. (Count Sheets, Event Registration Sheets, etc.)



7. Once complete, click save.



After you click save, you will be returned to the Report Deposits main page. If you have another contribution to report, click new item and start the process again.

