



Dear Parent or Guardian,

St Margaret Mary has partnered with Simple Tuition Solutions (STS) to manage the tuition and billing.

To complete the setup of your STS tuition payment plan, please follow these 4 simple steps:

- 1.) Click on the unique link specific to St Margaret Mary: <https://app.simpletuitionsolutions.org/register?sc=20596>
If you happen to land on a page that asks you to enter a School or Scholarship Organization Code, you want to enter code: **20596**
- 2.) If you do not already have an account with STS, you want to click "Create a new account".
*** If you already have an account with STS, click "Sign in", and enter your previously created login and password. ***
- 3.) Upon creation of your account, you will be sent to a page that will allow you to "Start a new Payment Plan". Be sure you are selecting the proper school year you are creating the payment plan for.
- 4.) The payment plan creation process is 5 easy steps counting the review/authorize page, each step will save as you advance to the next step. You are able to use the 5-step tool bar across the top of the page to toggle back to a previous step and make any necessary edits. However, please note, once you submit the payment plan and it enters "Pending" status any changes would need to be made by reaching out to your school's administrator.

To view your balance, update your information or to make payments, you can access your STS account anytime at: <https://app.simpletuitionsolutions.org> and login using your previously created account information.

***STS simply manages tuition and billing payments for your school and follows policies established by your school. Tuition amounts, Financial Aid amounts, Scholarships and all other tuition and billing related decisions are made by your school. ***

If you have any questions regarding this setup process or software functionality, please contact STS support using the following contact information: (Please be sure to have your Payment Plan ID readily accessible)

STS Customer Support

support@simpletuitionsolutions.org

Via chat on our company website within the "Contact Us" section