



1. Login to the Student Portal: <http://portal.semo.edu>
2. Select your **Student SS** tab, at the top.
3. Scroll down to the **“Personal Information”** section, on the left (in red)
4. Click **“Update Addresses and Phones.”** (a new window will open)
5. Scroll to the bottom and select the **“Type of Address to Insert”** from the drop down list, and press **“Submit.”**
 - *Billing Address = “Accounts Receivable Billing”*
 - *Note: All students must have a permanent address on file at all times.*

Type of Address to Insert:

RELEASE: 8.7

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- Select
- Accounts Receivable Billing
- Dept Address f/ SE Employees
- Family Other Address
- Father Address
- Local Mailing Add (off campus)
- Mother Address
- Parent Address
- Permanent Address
- Spouse Address

6. Fill out the form and click **“Submit”** to record changes.

If there is not time to mail a paper bill you may only receive an email to your Southeast email account.