
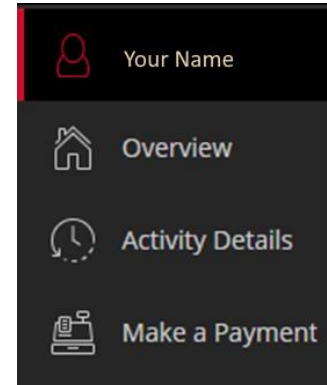




1. Login to the Student Portal: <http://portal.semo.edu>
2. Select your **Student SS** tab, at the top.
3. From the “Student Financial Services” section on the left, click **“SEMO-Pay”** (*new window will open*)
4. Click your name from the main menu. 
5. From the “Payers” section, choose Send a Payer Invitation. Fill out the required fields.
6. The authorized payer will receive an email from SFS with a PIN, password, and link to the payment portal.



Your authorized payer will receive a confirmation email from SFS including the link to the login page. They will be provided with a login and password via the confirmation email.