



1. Login to the Student Portal: <http://portal.semo.edu>
2. Select your **Student SS** tab, at the top.
3. Scroll down to the “**Student Financial Services**” section, on the left (in red)
4. Click “**Account Summary.**” (*a new window will open*)
5. Choose the “**Account Summary**” button. (*a new window will open again*)
6. Choose the second tab, **Direct Deposit**, at the top.

DESCRIPTION	QUANTITY	AMOUNT
Installment plan setup (IPP) Setup IPP and make first IPP payment	Click 'Select' Button to continue	Select

7. Choose to add, remove, or edit direct deposit by clicking “**Select**” for the corresponding row.
8. Fill in the appropriate information and click “**Continue.**”

This direct deposit information will apply to your student account refunds and not student employment.