



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 “**Pay/View my Bill.**” (*a new window will open*)
5. Choose the “**Pay/View my Bill**” button. (*a new window will open again*)
6. Choose the second tab, **Direct Deposit**, at the top.

The screenshot shows a web interface with two tabs: "STUDENT PAYMENT" and "DIRECT DEPOSIT". A black arrow points to the "DIRECT DEPOSIT" tab. Below the tabs is a table with three columns: "DESCRIPTION", "QUANTITY", and "AMOUNT". The table contains one row with the following text:

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.**