1. Login to the Student Portal: **https://my.semo.edu**

2. In the search bar, type "SEMO-Pay".

3. Choose the SEMO-Pay (Pay/View My Bill Option)

SEMO-Pay (Pay/View My Bill)
Tool
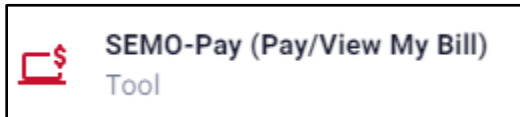
4. Click your name from the SEMO-Pay main menu.

Your Name
Overview
Activity Details
Make a Payment

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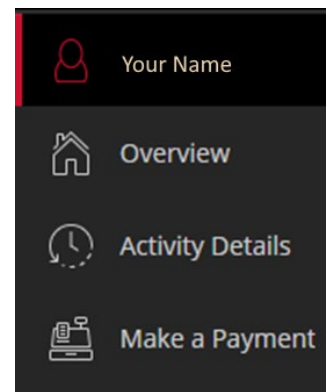
Your authorized payer will receive a confirmation email from SFS including the link to the login page. They will be provided with a login and password via the confirmation email.