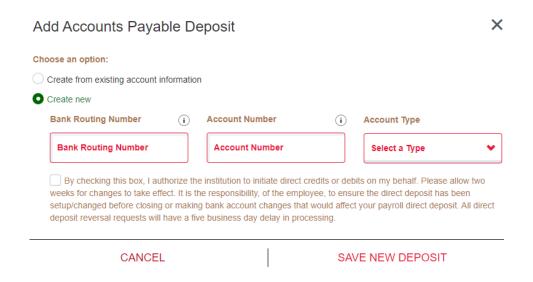1. Login to the Student Portal: **https://my.semo.edu**

2. In the search bar type: "**Direct Deposit**"

3. Choose "Direct Deposit (Student Refunds)"

> $\boxed{\text{Direct Deposit (Student Refunds)}}$
> **Direct Deposit (Student Refunds)**
> Tool

4. Under the "Accounts Payable Deposit" section, click "Add New."

5. Create a new account by entering in the information below. Click the "i" icons for more information.

> **Add Accounts Payable Deposit**                    ✕
>
> **Choose an option:**
> ○ Create from existing account information
> ⦿ Create new
>
> **Bank Routing Number**   ⓘ   **Account Number**   ⓘ   **Account Type**
>
> [ Bank Routing Number ]   [ Account Number ]   [ Select a Type  ▾ ]
>
> ☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf. Please allow two weeks for changes to take effect. It is the responsibility, of the employee, to ensure the direct deposit has been setup/changed before closing or making bank account changes that would affect your payroll direct deposit. All direct deposit reversal requests will have a five business day delay in processing.
>
> CANCEL              |              SAVE NEW DEPOSIT

6. After filling in the appropriate information, click "Save New Deposit."

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