SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

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 "**Account Authorization**" button. *(a new window will open again)*

6. Choose "**Select**" for the appropriate option and follow the additional prompts.

Your authorized user will receive a confirmation email including the link to the login page. You must provide them with the password.