1. Login to the Student Portal: **http://portal.semo.edu**
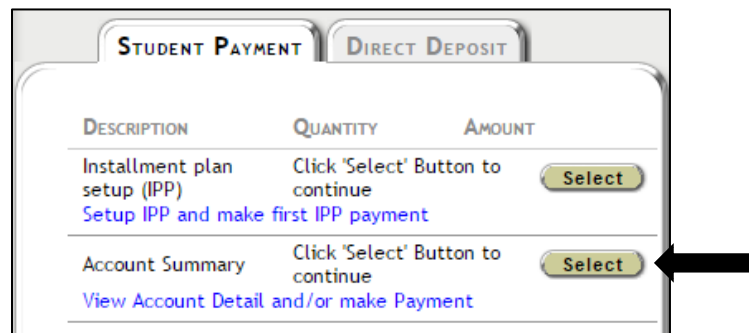
2. Select your **Student SS** tab, at the top.

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 "Select" button, next to "Account Summary."

7. Your account summary will now be shown.

- The "Semester Balances" line relates to all previous semesters. The current semester will show as a separate line, if charges exist.

- Choose "Summary" to view a chronological list of all transactions which have already occurred. Choose "Detail" to view a history broken into transaction types and details of pending aid.

Make payments online by choosing "Pay Now."

Southeast accepts online check payments (FREE) and online debit/credit card payments (service fee will apply).