1. Login to the Student Portal:  [http://portal.semo.edu](http://portal.semo.edu)

2. If on mobile, click the button to open the left-side menu.

3. Select your Student SS tab, on the left.

4. From the “Registration Tools” section, click “SEMO-Pay” (new window will open)

5. Click your name from the main menu.

6. From the “Payers” section, choose Send a Payer Invitation. Fill out the required fields.

7. The authorized payer will receive an email from SFS with a PIN, password, and link to the payment portal.

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**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.**