


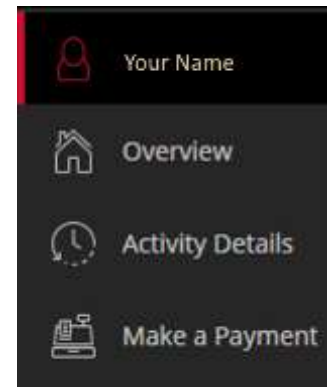


1. Login to the Student Portal: <http://portal.semo.edu>
2. If on mobile, click the  button to open the left-side menu.
3. Select your **Student SS** tab,  on the left.
4. From the “Registration Tools” section, click “**SEMO-Pay**” (*new window will open*)
5. Click your name from the main menu. 
6. From 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.



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.