

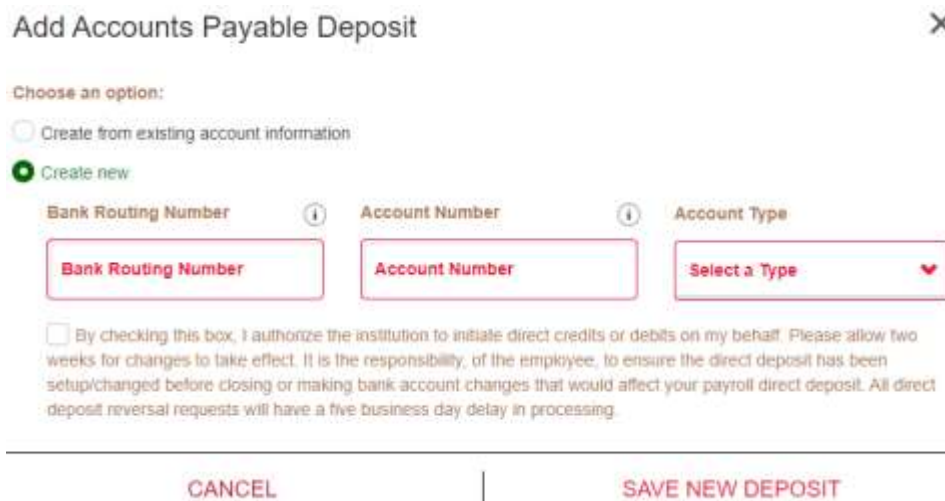


1. Login to the Student Portal: <http://portal.semo.edu>
2. If on mobile, click the  button to open the left-side menu.
3. Select your **Student SS** tab,  on the left.
4. Under “Student Financial Services” click “Direct Deposit (Student Refunds).”
5. Under the “Accounts Payable Deposit” section, click “Add New.”
6. Create a new account by entering in the information below. Click the “i” icons for more information.



The screenshot shows a web form titled "Add Accounts Payable Deposit" with a close button (X) in the top right corner. Below the title, there is a section "Choose an option:" with two radio buttons: "Create from existing account information" (unselected) and "Create new" (selected). Under "Create new", there are three input fields: "Bank Routing Number" (with an information icon), "Account Number" (with an information icon), and "Account Type" (a dropdown menu showing "Select a Type"). Below these fields is a checkbox with the following text: "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." At the bottom of the form, there are two buttons: "CANCEL" and "SAVE NEW DEPOSIT".

7. 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.