1. Login to the Student Portal: https://my.semo.edu

2. In the search bar, type “SEMO-Pay”.

3. Choose the SEMO-Pay (Pay/View My Bill Option)

4. Click your name from the SEMO-Pay main menu.

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

6. 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.