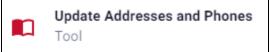


- 1. Login to the Student Portal: https://my.semo.edu
- 2. In the search bar type: "Update Addresses and Phones"
- 3. Choose "Update Addresses and Phones"



- 4. Scroll to the bottom and select the "**Type of Address to Insert**" from the drop down list, and press "Submit."
 - Billing Address = "Accounts Receivable Billing"
 - Note: All students must have a permanent address on file at all times.

| | | _ |
|----------------------------|---|---|
| Type of Address to Insert: | Select 🔹 | |
| | Select | |
| Submit | Accounts Receivable Billing Dept Address f/ SE Employees | |
| | Family Other Address Father Address | |
| | Local Mailing Add (off campus) | |
| RELEASE: 8.7 | Mother Address | |
| | Parent Address | |
| © 2017 Ellucian Company | Permanent Address | |
| | Spouse Address | |

5. Fill out the form and click "Submit" to record changes.

Students receive their first bill to their permanent address. All further billing is done online through SEMO-Pay.