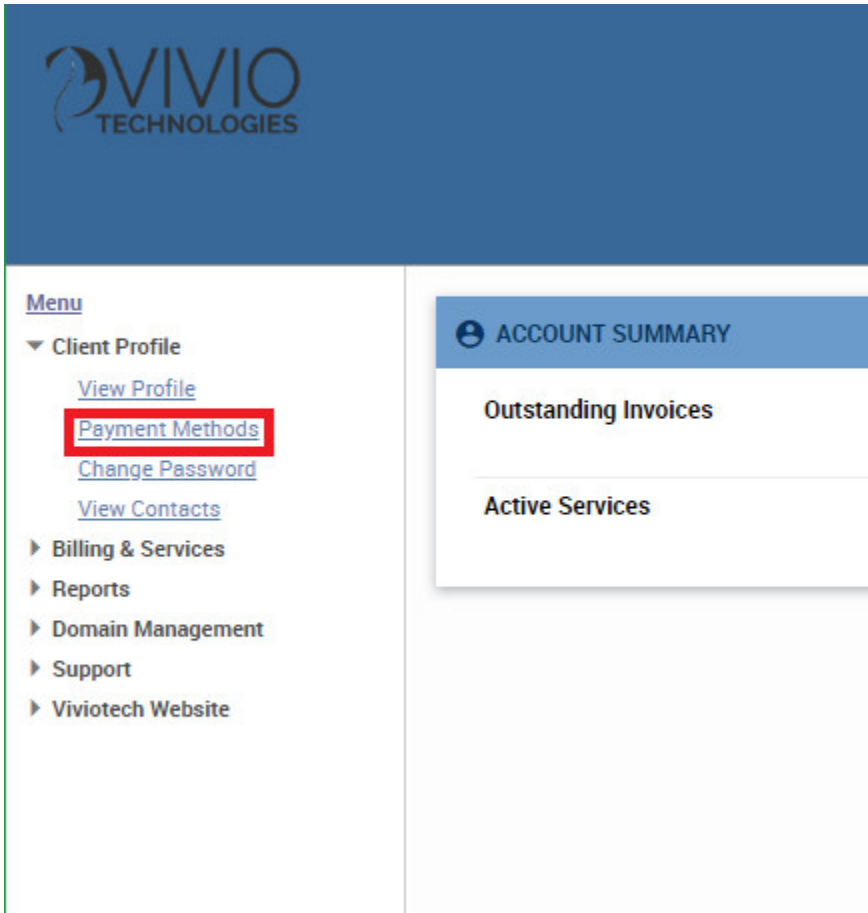


How to add your ACH payment method

ACH is short for "Automated Clearing House" which is nearly identical to paying with a check, you're just doing it electronically. By using ACH to make payments, you reduce the risk of credit card interest charges and significantly speeds up the payment process.

Step-by-step guide to paying with ACH

1. **Log into** your [Vivio Portal](#) account. If you need assistance with this step, please see [How to access your Vivio Portal client account](#).
2. To add a bank account as a payment method, **select** "Payment Methods."



3. **Select** "add bank account."

BANK ACCOUNTS

add bank account

Accountholder Name	Account Number	Bank Name	Type	Default
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No bank accounts found

4. Enter your "Account Number," "Routing Number," and "Bank Name" in the corresponding form fields. Your contact information will be auto-filled below; verify that it is correct.

Add Bank Account

Account Number:

ABA Routing Number: Account Type:

Bank Name:

First Name:

Last Name:

Company:

Billing Address:

City: State: Zip:

Country:

Phone Number:

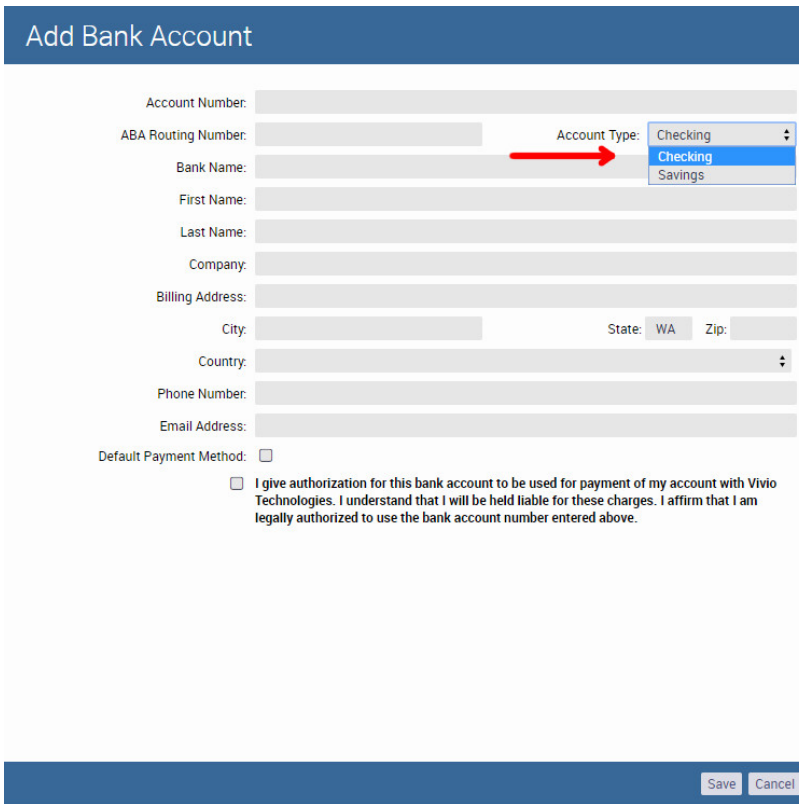
Email Address:

Default Payment Method:

I give authorization for this bank account to be used for payment of my account with Vivio Technologies. I understand that I will be held liable for these charges. I affirm that I am legally authorized to use the bank account number entered above.

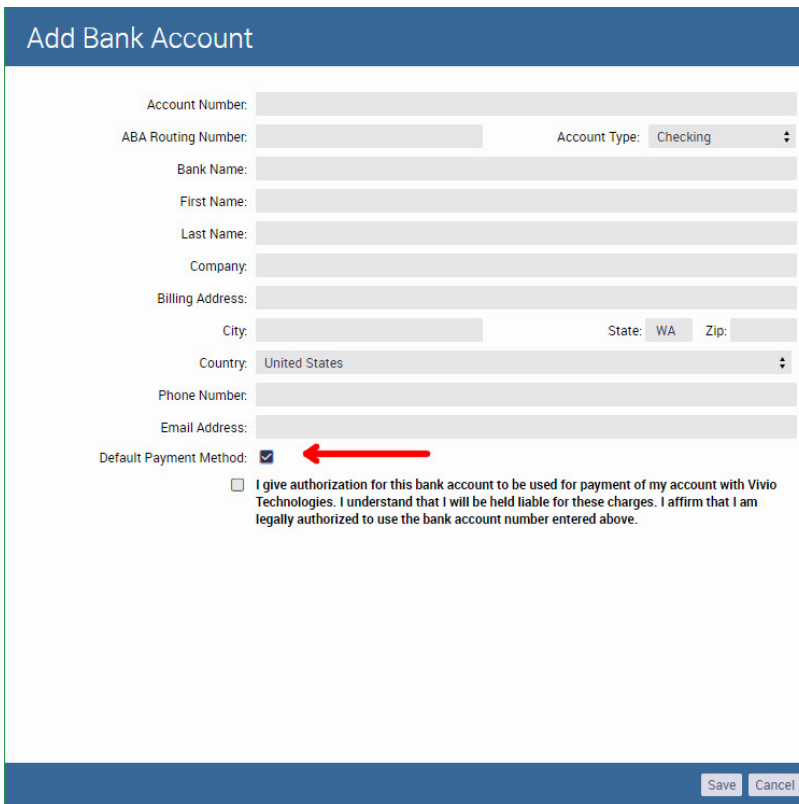
Save Cancel

5. **Select** your "Account Type" from the drop-down menu. If no change is made, it will select "Checking" by default.



The screenshot shows the "Add Bank Account" form with the "Account Type" dropdown menu open. The dropdown menu has "Checking" selected and "Savings" as an option. A red arrow points to the dropdown menu. The form includes fields for Account Number, ABA Routing Number, Bank Name, First Name, Last Name, Company, Billing Address, City, State (WA), Zip, Country, Phone Number, and Email Address. There is also a checkbox for "Default Payment Method" and a consent statement.

6. If you would like to make this account your default payment method, **tic** the "Default Payment Method" box.



The screenshot shows the "Add Bank Account" form with the "Default Payment Method" checkbox checked. A red arrow points to the checkbox. The form includes fields for Account Number, ABA Routing Number, Account Type (Checking), Bank Name, First Name, Last Name, Company, Billing Address, City, State (WA), Zip, Country (United States), Phone Number, and Email Address. There is also a consent statement.

7. **Tic** the last box to allow Vivio to process payments to this account. **Select** "Save."

Add Bank Account

Account Number:

ABA Routing Number: Account Type:

Bank Name:

First Name:

Last Name:

Company:

Billing Address:


City: State: Zip:

Country:

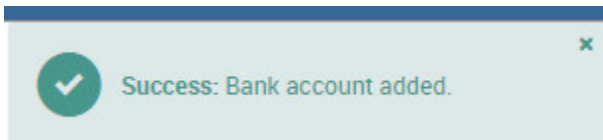
Phone Number:

Email Address:

Default Payment Method:

 I give authorization for this bank account to be used for payment of my account with Vivio Technologies. I understand that I will be held liable for these charges. I affirm that I am legally authorized to use the bank account number entered above.

8. A message will appear. "Success: Bank account added." Your bank account information will now be viewable as an option under the "BANK ACCOUNTS" section.



If you need help with adding an account for an ACH payment, or some other aspect of managing your account via the client portal, please see the related articles below or contact our Support team via [email](#), [phone](#), or [web chat](#).

Related articles

- [How to add your ACH payment method](#)
- [How to check your SysOps or Self-Service Support used time in Portal](#)