

# How to update your primary account information

Every now and again it may become necessary to update your contact information, be that something as small as a new telephone number or email address, or something as large as a massive re-branding that results in an entirely new business name. This article will explain how to accomplish those changes.

Here's how to do it:

First, log in to <https://portal.viviotech.net/>. If you don't know how to do this, please see the related article section at the bottom for help with that.

**Step 1:** Once you have logged in to your client account, select "View Profile" under "Client Profile." After you click on it, you will see your Client Profile which displays your Address and Contact Information, your Authorized Users, an area where you can manage your account authentication, and a Billing Summary.

Client, Example

Menu

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View Profile

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View Services

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View Orders

View Quotes

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Client Profile

ADDRESS & CONTACT INFORMATION

Name:

Example Client

Company:

Address:

PO Box 345  
Walla Walla, WA 99362  
United States

E-mail:

[noreply@viviotech.net](mailto:noreply@viviotech.net)

Phone:

5095934207

Fax:


Invoice Delivery:

Email Only

\*Click to view a larger version

**Step 2:** In the Address & Contact Information area, click the 'edit' link on the right side of the title bar (see the image above for an example). This will open a new window which will allow you to update the account information.

Edit Client

Client, Example  
Client ID: 

First Name:

Example

Last Name:

Client

Company:

Address:

PO Box 345

City:

Walla Walla

State:

Washington

Zip:

99362

Country/Territory:

United States

Phone:

5095934207

Fax:

Email:

noreply@viviotech.net

Invoice Delivery:

Email Only

Save

Cancel

\*Click to view a larger version

**Step 3:** In the Edit Client window, enter or update any information you need to change. Please note, the Vivio Technologies terms of service requires that clients provide us with valid contact information to include both a telephone and email address.

Once the information has been updated you may click Save to record the changes, or Cancel if you wish to cancel the update.

And that is it! You have successfully updated your primary account information. If you need further assistance please check out the other articles available on the knowledge base, or contact our 24/7 support staff for assistance via [phone](#), [email](#), or [live web chat](#).

## Related articles

- [How to Preview a Domain by Modifying your Hosts File](#)
- [Accepted Payment Methods](#)
- [How to add or manage a credit card on file](#)
- [How to add two-factor authentication to your Vivio Portal account](#)
- [How to access your Shared Hosting account for the first time](#)