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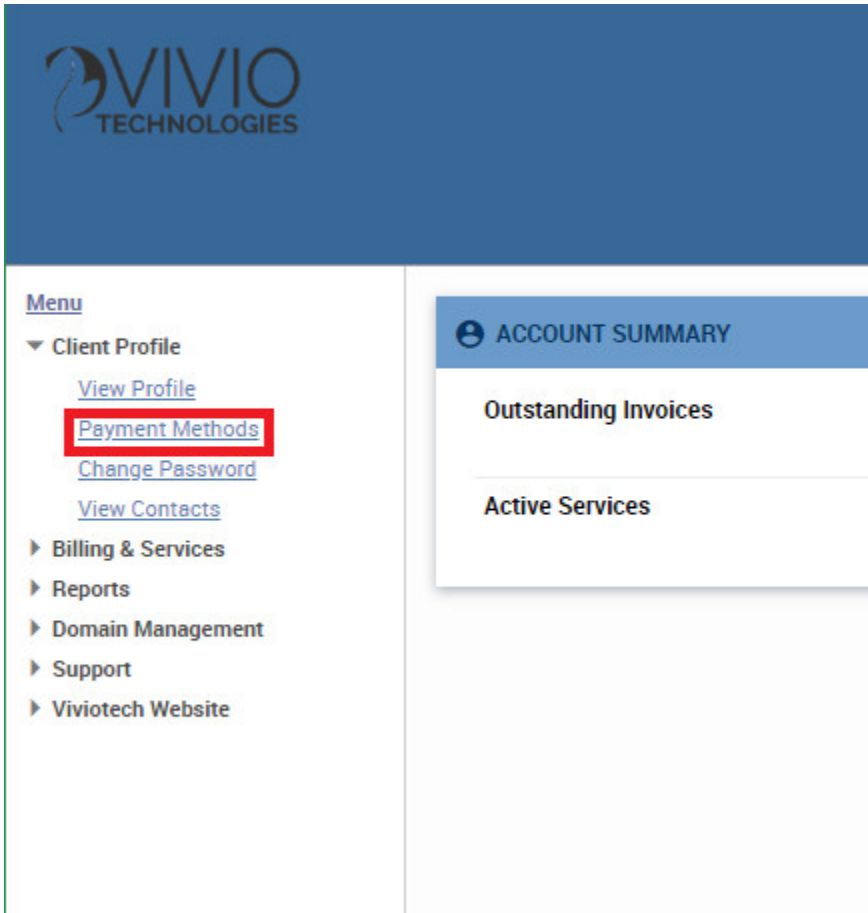
3. **Select** "add bank account."

BANK ACCOUNTS   add bank account

Accountholder Name	Account Number	Bank Name	Type	Default
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: Checking
Bank Name:	
First Name:	
Last Name:	
Company:	
Billing Address:	
City:	State: Zip:
Country: United States	
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.

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

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

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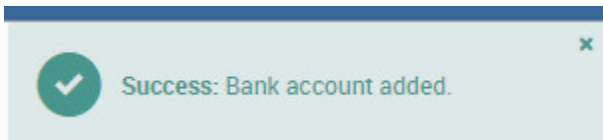
If you need help with adding an account for an ACH payment, or some other aspect of managing your account via the client portal, please see the related articles below or contact our Support team via email, phone, or web chat.

Related articles

- How to add your ACH payment method
- How to check your SysOps or Self-Service Support used time in Portal