

# Payment Methods

## Armor Knowledge Base

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To fully use this screen, you must add the following permissions to your account:

- View Invoices
- Read Payment Information
- Update Payment Information

## Payment Methods

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### Credit Card



You cannot edit the details of an existing credit card. If you have received a new credit card with an updated expiration date, then you must add the card as a new payment method.

1. In the Armor Management Portal (AMP), in the left-side navigation, click **Account**.
2. Click **Payment Methods**.
3. Hover over the plus ( + ) icon.
4. Click the **Add Credit Card** icon.
5. Complete the missing fields.
6. Click **Save Payment Method**.



To set this credit card as the primary payment method:

1. Locate and hover over the newly added credit card.
2. Click the vertical ellipses.
3. Select **Set as Primary**.

### Bank Account

1. In the Armor Management Portal (AMP), in the left-side navigation, click **Account**.
2. Click **Payment Methods**.
3. Click the plus ( + ) icon.
4. Click the **Add ACH** icon.
5. Complete the missing fields.
6. Click **Save Payment Method**.



To set this bank account as the primary payment method:

1. Locate and hover over the newly added bank account.
2. Click the vertical ellipses.
3. Select **Set as Primary**.

## New Primary Payment Method

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## Select a New Primary Payment Method

1. In the Armor Management Portal (AMP), in the left-side navigation, click **Account**.
2. Click **Payment Methods**.
3. Locate and hover over the desired payment method.
4. Click the vertical ellipses.
5. Select **Set as Primary**.

## Delete a Payment Method



You cannot delete a primary payment method.

1. In the Armor Management Portal (AMP), in the left-side navigation, click **Account**.
2. Click **Payment Methods**.
3. Locate and hover over the desired payment method.
4. Click the vertical ellipses.
5. Click **Delete**.

## Invoice and Billing Notifications

Armor recommends that you sign up for billing notifications to receive an update when:

- An invoice has posted.
  - An invoice is past due (2, 10, 15, 25, and 30 days).
  - A payment method will soon expire (1, 15, and 30 days).
1. In the Armor Management Portal (AMP), in the top, right corner, click the vertical ellipses.
  2. Click **Settings**.
  3. Click **Notification Preferences**.
  4. Next to **Billing**, use the slider to make your desired changes.
    - Select **Alert** to receive notifications in the top bar in the Armor Management Portal (AMP).
    - Select **Email** to receive notifications through email.
    - You can select both notification options.
  5. Click **Update Notification Preference** to save your changes.



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