Sage Intacct minI-uSER Guide

New Vault Payment

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This guide includes instructions on how to set up a new Paya Account Vault for tokenized payments within Sage Intacct.

Navigate to **"Dashboard" > "Paya Integration" > "Paya Account Vaults" > "Paya Account Vaults"**

Steps:

1. Click **"New Account Vault"** Hyperlink on the top left-hand side of the page

Graphical user interface, application

Description automatically generated

1. Fill out all the required information and press **"Save"**

Graphical user interface, application

Description automatically generated