How to Set up AutoPay

You can access your payment account via our website at www.curi.com. You will log in to the website using your existing Curi credentials. If you do not have a login for the Curi website, one can be created using the “Register as a new user” link under the “Sign In” tab at the top right-hand side of the Curi homepage.

Once you are logged in, click on the “Pay Insurance Premium” Icon located under the “All Curi Resources” page.
Next, click on “Access Invoices and Manage Payments”.

From there you will be directed to your “Account Dashboard” where you will see basic information regarding the account including the Amount Due, Bill History, Notification Preferences, and Payment History.

To set up AutoPay for the account listed, click on the grey “AutoPay” button under “Billing Services”.
Next, click on the “Create AutoPay” link in the middle of the page.

**Note:** If you do not have any payment options saved in your “Wallet”, you will need to add one prior to completing the AutoPay set up. For step-by-step instructions on how to set new payment options, see Curi’s User Guide on Setting up Payment Options in your Wallet.
You’ll begin by choosing your “Account Information” selections including Account Number and Payment Option.

**Note:** If you have multiple policies associated with your practice, you can choose which account you’d like to set up on AutoPay using the drop-down menu under the Account selection box. You will need to set up AutoPay separately for each account.

![Create AutoPay](image)

Continue by selecting the Start and End Dates of the AutoPay process. You can select the date on which you would like your premium payments to begin automatically processing. You can also select how long you’d like for the autopayment process to remain active, either until further notice, until a specific date, or number of subsequent invoices.

![Start and End Dates](image)
Finally, select the maximum dollar amount Curi is authorized to pull from your account under the Payment Instructions section. The system defaults to the maximum dollar amounts allowed for the different payment types i.e., $25,000 for credit card payments and $1,000,000 for banking account information. However, you can reduce these amounts if desired.

Once complete hit the green “Save” button at the bottom of the screen and you will be directed to the AutoPay Dashboard where you will see the account noted as “Active” for Autopay. Finally, you can edit your AutoPay selections or delete AutoPay at any time by using the “Edit” or “Cancel” buttons on the far-right side of the screen.