HOW TO SET UP NOTIFICATION PREFERENCES

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Getting Started

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.
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Amending Email Notifications

To view notification preferences, click on the “Notifications” tab on the right side of the Dashboard home screen.

![Dashboard with Notifications tab highlighted](image)
The system default is to activate all email notification types. However, you can turn off specific notifications by clicking on the green arrow for those you’d prefer not to receive.

*Please note, notifications will go to the email address used to sign in to www.curi.com.*
To view and change notification preferences for the AutoPay process (if your account is set up on AutoPay), click on the “AutoPay” tab at the top of the screen. The system default is to activate email notifications for AutoPay Scheduled and AutoPay Expired. To add or delete preferences click on the green arrow next to those you’d wish to change.
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Setting Up SMS/Text Notifications

You can also choose to receive SMS text notifications in addition to email notifications. To do so, you will need to begin by adding a phone number to your account profile. Start by clicking on your profile link at the top right-hand side of the navigation bar and then on “My Profile”.

Next, click on “Personal Info”.

![Image of Curi dashboard showing My Account and My Profile sections]

![Image of Curi dashboard showing Personal Info in My Profile section]
Then, click on the “Add” button next to the “Text Phone” at the bottom of the page and add the desired number in the box provided. Click the checkbox acknowledging you've read the terms and conditions and then click on the green “Save” button.
Next, you will receive a system-generated SMS text message with instructions on completing the text notification registration process. Once you have successfully completed enrollment, you can go back to the notifications page and activate SMS text for any desired notification type. Do so by clicking the sliding button adjacent to the desired notification.
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Adding Additional Contacts

You can add additional contacts to your profile to have the system send them billing notifications as well. Additional contacts are added under the “My Profile” page.

Next, click on “Additional Contacts”.

From there, click on the “Add Contact” button, complete the pop-up box with the requested information, and hit “Save”.

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Additional Contacts

Add additional contacts to your profile and have the system send them notifications. For example, you can setup up family members to receive notifications such as billing and payments. To manage notifications, go to Notifications.

Back Add Contact
```

```
Add Contact

First Name
John

Last Name
Doe

Email
john.doe@curl.com

Phone # (Text)
9198303278

Opt-in is required for mobile verification.

Cancel Save
```
From here, you can add additional contacts, or you can click on the notifications link to manage the billing notification for the newly added contacts.

To manage the notification for additional contacts, go back to the notifications page and use the contact drop-down arrow under the contact field to select the contact whose notification preferences you’d like to amend.
From there, update preferences as desired.