



Manage billing online guide

curascriptsd.com

CuraScript SD

By EVERNORTH



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Manage billing online

Manage your billing online via the CuraScript SD online ordering website to make immediate (one-time) payments, schedule future dated payments, and create and manage payment options – including credit card and ACH/eCheck and view/search your account billing history.

- + **Manage Payments:** View, pay, and schedule outstanding billing documents.
- + **Pending Payments:** View previously scheduled payments that have not yet begun processing.
- + **Billing History:** View your account's billing history.
- + **Payment Details:** Easily manage your payment methods.

Note: If you have applicable access for multiple accounts, you can easily switch accounts from the Account # dropdown to manage billing functions.

- 1 Log into the CuraScript SD online ordering website. Your default account will be displayed.
- 2 From the main navigation bar, access the *Account #* drop-down menu and select the desired account. If the account you would like to work with is not visible, select the **View All Accounts** link to display additional accounts.

Manage payments

- 1 To access *Manage Payments*, click the My Company dropdown menu and select **Manage Payments**.
- 2 From the *Manage Payments* page, you can view the *Total Balance Due* (all unsettled documents and transactions) for your account, pay your balance in full, and access unsettled payment or credit-related documents for the current account.
- 3 The *Remaining Balance* column displays the amount due for the selected document and may reflect a prior partial payment or partial use of a credit document. When you select more than one unsettled document to be paid, all selected documents are included in the payment calculation.
- 4 You can make immediate (one-time) payments even if you have payments scheduled for future dates and make those selections from the *Payment Processing* page.
- 5 Invoices are available to View in downloadable PDF format.

Note: If you select invoices exceeding \$999,999.99 for payment, the payment method must be ACH/eCheck. A message displays if you attempt to make a payment exceeding that amount with credit card selected as the payment method.

Account # [REDACTED] ▼ Welcome [REDACTED] (Sign Out)

CuraScript SD
By EVERENOSTRA

I'm looking for

Pharmaceuticals Medical Supplies

Home / Manage Payments

Manage Payments

Current Balance: \$70,688.58

Bill To [REDACTED] **Ship To** [REDACTED]

Payments & Balances

Current Balance	\$70,688.58
Past Due Balance	\$4,595.76
Pending Payment Balance	\$0.00

Filter By +

15 Items Sort By: Document Date ▼

☐	Document #	Document Type	Reference	Document Date	P.O. #	Original Amount	Remaining Balance	Net Due Date	Terms	View	☐ Pay In Full	Enter Amount
☐	[REDACTED]	Invoice	[REDACTED]	06/06/2024	[REDACTED]	\$2,081.52	\$2,081.52	07/21/2024	NET 45 DAYS	View	☐ Pay In Full	
☐	[REDACTED]	Invoice	[REDACTED]	06/07/2024	[REDACTED]	\$3,700.00	\$3,700.00	11/04/2024	NET 150	View	☐ Pay In Full	
☐	[REDACTED]	Invoice	[REDACTED]	06/07/2024	[REDACTED]	\$4,680.00	\$4,680.00	09/05/2024	NET 90 DAYS	View	☐ Pay In Full	
☐	[REDACTED]	Invoice	[REDACTED]	06/08/2024	[REDACTED]	\$3,510.00	\$3,510.00	09/06/2024	NET 90 DAYS	View	☐ Pay In Full	
☐	[REDACTED]	Invoice	[REDACTED]	06/10/2024	[REDACTED]	\$3,510.00	\$3,510.00	09/08/2024	NET 90 DAYS	View	☐ Pay In Full	
☐	[REDACTED]	Invoice	[REDACTED]	06/11/2024	[REDACTED]	\$312.36	\$312.36	07/26/2024	NET 45 DAYS	View	☐ Pay In Full	
☐	[REDACTED]	Invoice	[REDACTED]	06/11/2024	[REDACTED]	\$13,175.31	\$13,175.31	07/26/2024	NET 45 DAYS	View	☐ Pay In Full	

Search and Filter your documents

The *Filter By* feature gives you the ability to:

- + Search by Document #
- + Document # Range
- + Document Type
- + Document Date Range
- + Due Date Range
- + Original Amount Range
- + Remaining Balance Range

Home / Manage Payments

Manage Payments

Current Balance: \$70,688.58 Last Payment Date: 07/03/2024

Bill To [REDACTED] **Ship To** [REDACTED]

Payments & Balances

Current Balance	\$70,688.58
Past Due Balance	\$4,703.82
Pending Payment Balance	\$0.00

Filter By -

Filter By: Document Date Range ▼ From To **Search**

1 - 25 of 26 Items Sort By: Document Date ▼

☐	Document #	Document Type	Reference	Document Date	P.O. #	Original Amount	Remaining Balance	Net Due Date	Terms	View	☐ Pay In Full	Enter Amount
☐	[REDACTED]	UE-Invoice	[REDACTED]	03/04/2024	[REDACTED]	\$309.70	\$309.70	04/18/2024	NET 45 DAYS	View	☐ Pay In Full	

Sort document columns

Documents are sorted by *Document Date Ascending* order – oldest to newest. Click each column heading to sort documents in ascending or descending order: *Document Date*, *Due Date*, *Document Type*, and *Document #*.

Filter By +

1 - 25 of 26 Items

Sort By: Document Date

☐	Document #	Document Type	Reference	Document Date	P.O. #	Original Amount	Remaining Balance	Net Due Date	Terms	☐ Pay in Full
☐		UE-Invoice		03/04/2024		\$309.70	\$309.70	04/18/2024	NET 45 DAYS	☐ Pay in Full
☒		UE-Invoice		03/13/2024		\$2,077.14	\$1,877.14	06/11/2024	NET 90 DAYS	☒ Pay in Full

Pay in full (make full payments)

Select the row that corresponds to the *Pay in full* check box for the invoice(s) you want to pay.

Note: This option is checked by default. Please refer to the Make Partial Payments section of this document on page 06 if you would like to deselect this option.

Manage Payments

Current Balance: \$70,688.58

Last Payment Date: 07/05/2024

Bill To

Ship To

Payments & Balances

Current Balance	\$70,688.58
Past Due Balance	\$4,703.52
Pending Payment Balance	\$0.00

Filter By +

1 - 25 of 26 Items

Sort By: Document Date

☐	Document #	Document Type	Reference	Document Date	P.O. #	Original Amount	Remaining Balance	Net Due Date	Terms	☐ Pay in Full	Enter Amount
☐		UE-Invoice		03/04/2024		\$309.70	\$309.70	04/18/2024	NET 45 DAYS	☐ Pay in Full	
☒		UE-Invoice		03/13/2024		\$2,077.14	\$1,877.14	06/11/2024	NET 90 DAYS	☒ Pay in Full	\$1,877.14
☒		UE-Invoice		03/19/2024		\$311.56	\$311.56	05/03/2024	NET 45 DAYS	☒ Pay in Full	\$311.56
☒		UE-Invoice		03/19/2024		\$475.20	\$475.20	05/03/2024	NET 45 DAYS	☒ Pay in Full	\$475.20
☐		UE-Invoice		03/25/2024		\$921.88	\$921.88	06/30/2024	5% 60 NET 90	☐ Pay in Full	
☒		UE-Invoice		03/27/2024		\$430.44	\$430.44	05/11/2024	NET 45 DAYS	☒ Pay in Full	\$430.44
☐		UE-Invoice	9122147	04/01/2024		\$263.20	\$263.20	05/16/2024	NET 45 DAYS	☐ Pay in Full	

Make partial payments

Use this option to enter debit amounts and applicable credit amounts (*Pay in full* not selected).

- 1 Select the check boxes that correspond to the debit document #(s) you want to pay (Invoice, Rebill, Debit Memo, and Vendor Debit).
- 2 If you are making a partial payment, deselect (uncheck) the *Pay in full* check box.

Manage Payments

Current Balance: \$70,688.58

Last Payment Date: 07/03/2024

Bill To

Ship To

Payments & Balances

Current Balance

\$70,688.58

Past Due Balance

\$4,703.62

Pending Payment Balance

\$0.00

Filter By +

1 - 25 of 26 Items

Sort By: Document Da

☐	Document #	Document Type	Reference	Document Date	P.O. #	Original Amount	Remaining Balance	Net Due Date	Terms	☐ Pay in Full	Enter Amount
☐		UE-Invoice		03/04/2024		\$309.70	\$309.70	04/18/2024	NET 45 DAYS	☐ Pay in Full	
☒		UE-Invoice		03/13/2024		\$2,077.14	\$1,877.14	06/11/2024	NET 90 DAYS	☐ Pay in Full	1877.14
☐		UE-Invoice		03/19/2024		\$311.56	\$311.56	05/03/2024	NET 45 DAYS	☐ Pay in Full	
☐		UE-Invoice		03/19/2024		\$475.20	\$475.20	05/03/2024	NET 45 DAYS	☐ Pay in Full	

- 3 Enter the dollar amount you want to pay for each selected document in the *Enter Amount* column.
- 4 If applicable, select the check boxes that correspond to the credit document #(s) you want to apply.
- 5 Enter the amount of each credit you wish to apply toward a payment.
- 6 To remove documents from calculation/payment processing, clear the box to the left of the *Document #* column.

Review your selections

Click the **Review & Pay** button when finished. The *Payment Processing* page opens.

Invoice	01/03/2024	08/17/2024	NET 45 DAYS	View	Pay in Full	\$489.64
1 - 25 of 26 Items	1	2				
UE-Invoice	06/11/2024	\$1,877.14				
UE-Invoice	05/03/2024	\$311.56				
UE-Invoice	05/03/2024	\$475.20				
UE-Invoice	05/11/2024	\$430.44				
Invoice	08/17/2024	\$489.64				
Payment Total						\$3,583.98
Review & Pay						
☐ Full Amount ☐ Partial Amount Remove All						

Payment Processing

Option A: Make an immediate (one-time) payment

To make an immediate payment, select the **Pay Immediately** radio button and then enter or select a payment method.

Option B: Pay on date

Use *Pay on Date* to set a payment on a specific date for an invoice or group of invoices and access this option after selecting documents from the *Manage Payments* page.

To schedule this payment for a future date, select the **Pay on Date** radio button and then select a future date. ACH/eCheck and credit card account information is saved for future use when using the *Pay on Date* feature.

User the *Select Payment Method* toggle to select either E-Check or Credit Card and enter the appropriate information below. To utilize a previously saved payment, click the **Use Saved Payment** link to view previously saved methods of payment.

- 2** To return to the previous screen, click the **Cancel** or back button. The documents you selected remain checked and can be deselected and/or you can make additional selections.

7

3

Home / Manage Payments / Payment Processing

 Payment Processing

The payment information provided will be used for the invoice(s) selected in the *Manage Payments* page. All identifiable information collected on this site is protected and secure. See our [Privacy Policy](#) for details. The payment information that you provide to us is securely maintained in our files for your convenience.

1. Payment

How would you like to pay?

☒ Pay Immediately

☐ Pay On Date

MM/DD/YYYY



Select Payment Method

☐ E-Check

☐ Credit Card

eCheck

Account:

(Remove)

Amount

\$3576.32

Cancel

Continue

2. Final Review

Payment Summary

[Edit Manage Payments](#)

Document #	Document Type	Due Date	Amount
	UE-Invoice	06/11/2024	\$1,877.14
	UE-Invoice	05/03/2024	\$311.56
	UE-Invoice	05/03/2024	\$475.20
	UE-Invoice	05/11/2024	\$430.44
	Invoice	08/17/2024	\$489.64
Subtotal:			\$3,583.98
Forfeited Cash Discount (FCD):			-\$7.66
Payment Total			\$3,576.32

Final review

When you are finished with the review and have confirmed you authorize CuraScript SD to process your payment by checking the *authorization checkbox*, click the **Submit Payment** button.

Home / Manage Payments / Payment Processing

Payment Processing

The payment information provided will be used for the invoice(s) selected in the Manage Payments page. All identifiable information collected on this site is protected and secure. See our Privacy Policy for details. The payment information that you provide to us is securely maintained in our files for your convenience.

1. Payment

2. Final Review

Billing Addresses & Payment

eCheck: CHECKING
Amount: \$3,576.32

Subtotal: \$3,583.98
Forfeited Cash Discount (FCD): -\$7.66

Payment Total \$3,576.32

☒ I authorize CuraScript SD to process payments in accordance with my expressed preferences and provided payment information.

Submit Payment

Payment Summary

[Edit Manage Payments](#)

Document #	Document Type	Due Date	Amount
	UE-Invoice	06/11/2024	\$1,877.14
	UE-Invoice	06/03/2024	\$311.56
	UE-Invoice	05/03/2024	\$475.20
	UE-Invoice	05/11/2024	\$430.44
	Invoice	08/17/2024	\$489.64
Subtotal:			\$3,583.98
Forfeited Cash Discount (FCD):			-\$7.66
Payment Total			\$3,576.32

For information or questions on this transaction, please contact CuraScript SD's Accounts Receivable team at 877.703.8266. Please note, recent payment activities may not be reflected for 24 - 48 hours.

Payment confirmation

After your payment has been successfully processed in the system (pending any further validations), the *Payment Confirmation* page displays.

Payment Confirmation Disclaimer: Please be reminded that transactions made after 8:00 PM EST on weekdays and all day weekends/holidays and non-banking days will be processed on the next banking day. For same day transactions, please allow 2 hours for posting of payment. For future dated transactions, please ensure accuracy of payment account information and payment amount.

Home / Manage Payments / Payment Confirmation

Thank You For Your Payment

Payment #:

Payment Date:

Payment Placed By:

Payment Status:

Payment Total:

07/13/2024

CSOS ADMIN

Processing

\$3,576.32

Make Another Payment

Payment

eCheck: CHECKING

Amount: \$3,576.32

Document #	Document Type	Applied Amount
	UE-Invoice	\$1,077.14
	UE-Invoice	\$311.56
	UE-Invoice	\$475.20
	UE-Invoice	\$430.44
	Invoice	\$489.64

Please be reminded that transactions made after 8:00 PM EST on weekdays and all day weekends/holidays and non-banking days will be processed on the next banking day. For same day transactions, please allow 2 hours for posting of payment. For future dated transactions, please ensure accuracy of payment account information and payment amount.

Subtotal:

Forfeited Cash Discount (FCD):

Payment Total

\$3,563.98

-\$7.66

\$3,576.32

Partial payments and/or payments with various methods

The amounts paid and due are adjusted for partial payments you make through this system or through our *Accounts Receivable* department.

Home / Manage Payments / Payment Processing

Payment Processing

The payment information provided will be used for the invoice(s) selected in the *Manage Payments* page. All identifiable information collected on this site is protected and secure. See our [Privacy Policy](#) for details. The payment information that you provide to us is securely maintained in our files for your convenience.

1. Payment

2. Final Review

Billing Addresses & Payment

eCheck: CHECKING

Amount: \$3,576.32

Subtotal: \$3,583.98

Forfeited Cash Discount (FCD): -\$7.66

Payment Total \$3,576.32

☒ I authorize CuraScript SD to process payments in accordance with my expressed preferences and provided payment information.

Submit Payment

For information or questions on this transaction, please contact CuraScript SD's Accounts Receivable team at 877.703.8266. Please note, recent payment activities may not be reflected for 24 - 48 hours.

Payment Summary

[Edit Manage Payments](#)

Document #	Document Type	Due Date	Amount
██████████	UE-Invoice	06/11/2024	\$1,877.14
██████████	UE-Invoice	05/03/2024	\$311.56
██████████	UE-Invoice	05/03/2024	\$475.20
██████████	UE-Invoice	05/11/2024	\$430.44
██████████	Invoice	08/17/2024	\$469.64
Subtotal:			\$3,583.98
Forfeited Cash Discount (FCD):			-\$7.66
Payment Total			\$3,576.32

Partial payments made on documents scheduled for payment are updated to reflect the partial payment. The selected method of payment can affect discounts.

If you pay less than the total amount due for your account, a message displays:

☒ 90000321 Invoice 06/04/2024 \$3,510.00 \$3,510.00 09/02/2024 NET 90 DAYS View ☐ [Print Full](#) 200.00

Payment indicators

On the *Manage Payments* page, a pie chart appears next to any document scheduled for payment. A partially filled pie chart indicator appears next to any document scheduled for an upcoming partial payment, while a fully filled pie chart indicator appears next to any document scheduled for an upcoming full payment.

Document	Document Date	P.O. #	Original Amount	Remaining Balance	Net Due Date	Terms	Enter Amount
	03/04/2024		\$309.70	\$309.70	04/18/2024	NET 45 DAYS	☐ Pay in Full
	03/13/2024		\$2,077.14	\$0.00	06/11/2024	NET 90 DAYS	
	03/19/2024		\$311.56	\$0.00	05/03/2024	NET 45 DAYS	
	03/19/2024		\$475.20	\$0.00	05/03/2024	NET 45 DAYS	
	03/25/2024		\$921.88	\$421.88	06/30/2024	.5% 60 NET 90	☐ Pay in Full
	03/27/2024		\$430.44	\$0.00	05/11/2024	NET 45 DAYS	
	04/01/2024		\$263.20	\$263.20	05/16/2024	NET 45 DAYS	
	05/21/2024		\$158.06	\$108.06	07/05/2024	NET 45 DAYS	View ☐ Pay in Full

Discounts

Depending on the products ordered, a rolling terms and forfeited cash discount may both apply to your invoice (or debit document) amount. When you make payments within the discount date range, you will pay the discounted amount. When beyond the discount date, the total amount due is shown without discount and indicates that it is beyond that date.

View discounts/applied discounts

All discounts and associated fees display on invoices, credits, and other document types as of the date you access the document and are based on full payment by the due date. The listed discount amounts are based on full payments.

Certain discounts are only applied when you have purchased discount eligible items. You can view the discounted amounts based on the payment date in the *Summary section* of the *Payment Processing* page and also on the invoice and other applicable payment document PDFs.

+ **Prompt Pay Discount** – general discount based on the payment date

+ **Forfeited Cash Discount** – the discount for paying invoices using ACH/eCheck as the payment method

Partial payments

When you make partial payments on invoices or payment related documents containing discount amounts based on the due date, the discount amount is subject to change based on the amount of the partial payment and whether it is made before the due date.

Due dates

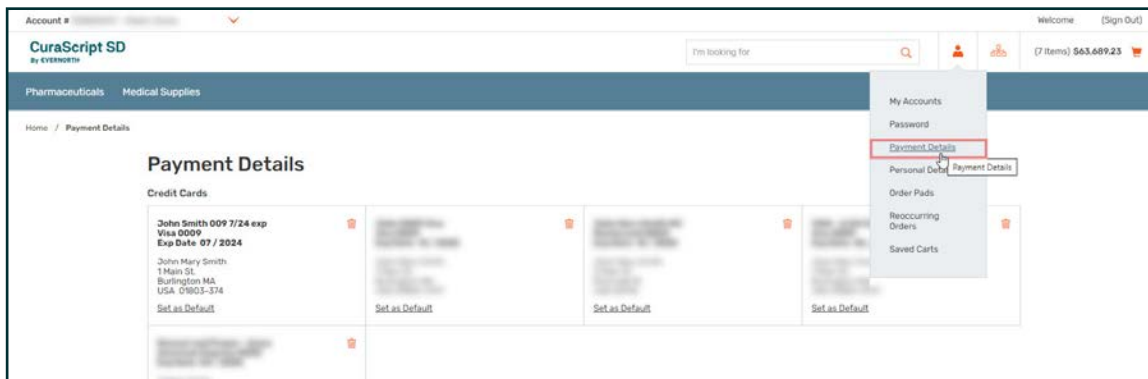
For any discount amounts that display on your payment documents, you must pay the full amount before the due date. You can schedule future payments and still take advantage of the discount as long the full amount is paid before the due date.

Forfeited cash discount considerations (discount for paying with ACH/eCheck)

- + To receive the *Forfeited Cash Discount*, your partial payments must all be made by ACH/eCheck by the due date.
- + If you make partial payments using ACH/eCheck, the full *Forfeited Cash Discount* will be honored. If you make partial payments that include the use of a credit card, the full *Forfeited Cash Discount* will be forfeited.

Payment details

To access the *Payment Details* page, select **Payment Details** from the *My Account* dropdown menu.

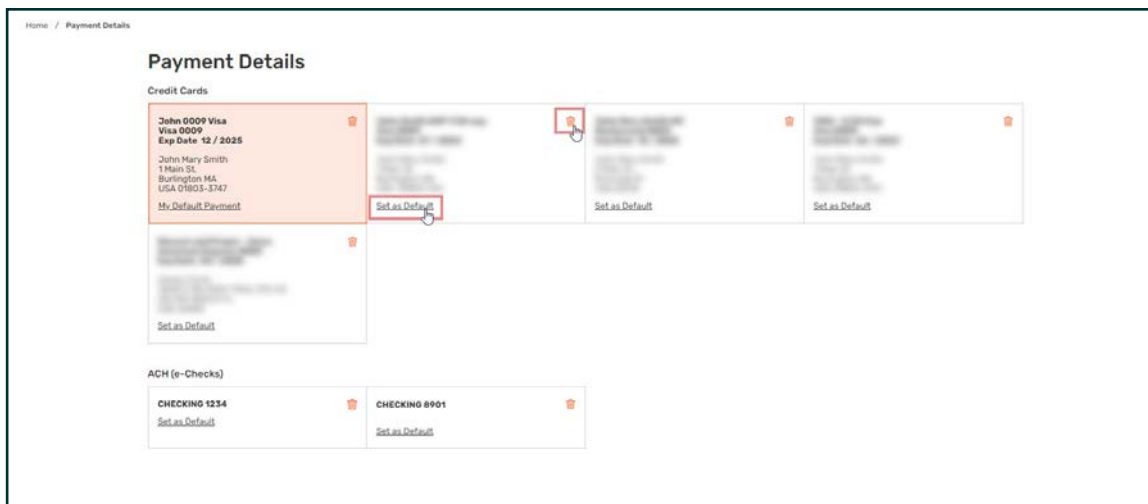


Set default payment method

To select a default payment method, find the saved payment method you would like to set as your default and click the **Set as Default** link. This payment method will appear as your first payment option while in *Manage Billing* and when paying at checkout.

Remove payment method

To remove a payment method, find the saved payment method you would like to remove and click the trash can icon located at the upper right of the associated saved payment.



Pending payments

To access your previously scheduled payments, select **Pending Payments** from the *My Company* dropdown menu. Here you will find all details related to the future dated scheduled payment.

To cancel scheduled payment(s), click the **Cancel Payment** link found in the *Payment Date & Payment Options* column.

Account # [REDACTED] Welcome [Sign Out]

CuraScript SD
By EVERNORTH

I'm looking for [REDACTED]

Pharmaceuticals Medical Supplies

Home / Pending Payments

Pending Payments

2 Items

Payment Date & Payment Option(s)	Document Due Date	Document #	Document Type	Amount	Status
07/13/2024 Payment #: [REDACTED] Checking \$555: \$1,576.32 Payment Total: \$1,576.32 Cancel Payment	06/11/2024	[REDACTED]	UE-Invoice	\$1,877.14	Scheduled
	06/03/2024	[REDACTED]	UE-Invoice	\$311.56	Scheduled
	05/03/2024	[REDACTED]	UE-Invoice	\$475.20	Scheduled
	05/11/2024	[REDACTED]	UE-Invoice	\$430.44	Scheduled
	06/11/2024	[REDACTED]	Invoice	\$489.64	Scheduled
07/14/2024 Payment #: [REDACTED] Checking \$555: \$500.00 Payment Total: \$500.00 Cancel Payment	06/30/2024	[REDACTED]	UE-Invoice	\$500.00	Scheduled

2 Items

Back

- Billing History
- Manage CSOS
- Manage Payments
- Order History
- Pending Payments**
- Returns History

Billing history

Access your account's billing history by selecting the **Billing History** link from the *My Company* dropdown menu.

Account # [REDACTED] Welcome [Sign Out]

CuraScript SD
By EVERNORTH

I'm looking for [REDACTED]

Pharmaceuticals Medical Supplies

Home / Billing History

Billing History

Filter By: -

Document # [REDACTED]

Document Type: [REDACTED]

From Date MM/DD/YYYY [REDACTED]

To Date MM/DD/YYYY [REDACTED]

Export CSV

Billing History

- Manage CSOS
- Billing History
- Manage Payments
- Order History
- Pending Payments
- Returns History

Filter by

Use the *Filter By* menu to search by *Document #*, *Document Type*, and/or *Payment Method*.

+ **Current AND Historical Data:** Use the *Current AND Historical* drop down menu to toggle between your Current (created after 8/2024) and Historical (created before 8/2024) documents.

+ **From Date and To Date:** Set from and to dates to display documents within specified date range.
Note: Any documents generated before August 2024 will require setting Current AND Historical Data to Historical.

Pharmaceuticals Medical Supplies

Home / Billing History

Billing History

Export CSV

Filter By:

Document #

Document Type: Select

From Date: 8/05/2022 To Date: 8/05/2024

Payment Method: Select

Current AND Historical Data: Current Data, Historical Data

Search Clear

1 - 10 of 37 Items

Sort By: Document #

Payment Date & Payment Option(S)	Payment Date	Status	Payment Method	Payment Type	Confirmation #	Paid Amount
----------------------------------	--------------	--------	----------------	--------------	----------------	-------------

- A** Sort By - By default, billing documents are sorted by *Document #* in ascending order. Use this dropdown to toggle between *Document #* ascending and descending.
- B** Payment Date & Payment Options - This column displays the document(s) type, its paid status, and the document(s) original amount.
- C** Payment Status - This column displays individual transaction statuses of previously scheduled transactions.

Statuses:

Completed – The full balance of a payment or credit has been collected.

Partial Payment – A partial balance of a payment or credit has been collected.

Payment In Progress – A payment is currently processing and should reflect as either completed or partial within 24 to 48 hours.

- D** Example: In this example, a partial payment in the amount of \$50.00 has already cleared and been applied to the account. A separate partial payment for \$100.00 has been scheduled and will be applied toward the document's original total of \$158.06.

Home / Billing History

Billing History

E [Export CSV](#)

Filter By:

Document #

Document Type:

From Date

To Date

Payment Method

Current AND Historical Data

[Search](#) [Clear](#)

1 - 10 of 37 Items [1](#) [2](#) [3](#) [4](#)

A Sort By:

B Payment Date & Payment Option(s)	Payment Date	C Status	Payment Method	Payment Type	Confirmation #	Paid Amount
Document# Date: 05/21/2024 Document Type: Invoice Status: Completed Original Amount: \$1,850.00	05/29/2024	Completed	Online	eCheck		\$1,850.00
Document# Date: 05/21/2024 Document Type: Invoice Status: Completed Original Amount: \$1,850.00	05/25/2024	Completed	Online	eCheck		\$1,850.00
Document# Date: 05/21/2024 Document Type: Invoice Status: Partial Payment Original Amount: \$158.06	05/28/2024	Partial Payment	Online	eCheck		\$50.00
	05/28/2024	Payment In Progress	Online	eCheck		\$100.00

D

Contact Us

Billing questions

For billing and payment related inquiries, please contact *Accounts Receivable*.

+ **Phone:** 877.703.8266

Website questions

For curascriptsd.com online portal related inquiries, please contact *Digital Services*.

+ **Phone:** 877.599.7748 (option 3)

+ **Email:** WebmasterLMF@curascript.com