

VisionWeb Spectacle Lens Ordering Guide



Ordering spectacle lenses on VisionWeb has never been easier!
Follow these instructions to get started.

1. Log In to VisionWeb

Visit www.visionweb.com and submit your VisionWeb username and password in the **Member Login** section. If you do not yet have a VisionWeb account, you can register online by selecting "Register Now".

2. Add Your Spectacle Lens Supplier Accounts

If you have not already done so, you'll need to add your spectacle lens labs to your VisionWeb account. To do this, select "Add a Supplier" from the **My Account** section. Enter in your supplier information and click "Submit Request" to send your request for validation to your supplier. Once your account has been validated, you'll be able to start ordering (usually within 24 hours).

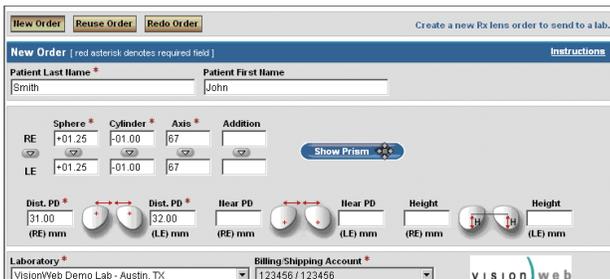
3. Access the Spectacle Lens Ordering Service

Once you've logged in, select "Rx Lens" from the **Order Now** Section. Select to place a "New Order".



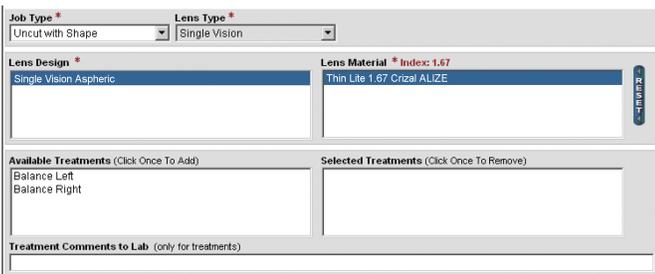
4. Enter Patient Rx Information and Select Your Lab

Tab or mouse through the patient and RX fields and enter the necessary info. Once the RX is entered, select your desired lab from the "Laboratory" drop-down



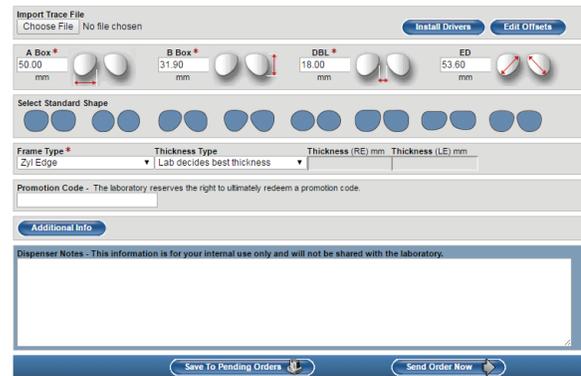
5. Select Job Type and Lens Options

Select job type and lens type for the order. Then select lens design, material, and treatments in the desired combination. The available options will change as you select more criteria. Thanks to VisionWeb's smart engines, you can't select a combination that the lab can't make!



6. Complete the Order

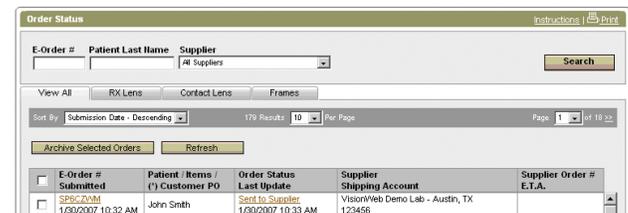
Import a trace file or enter the frame measurement and select the shape of the frame. Select frame type and enter any frame information for the lab, and use the additional info button to add other details. Once you have completed the order, you can select to save the order to Pending Orders, or send the order now.



Once you send the order, you will receive a printable order confirmation you can keep with your records.

7. Track the Order

Once your order has been sent to your supplier, track it by selecting "Order Status" from the **Track Orders** section (top navigation bar). Find the order that you would like to track and click on the **E-Order#** link to view the details of the order. Click on the **Order Status** link to view details about the status of the order.



It's that simple!

For help with spectacle lens ordering, please refer to VisionWeb's online User Guide and Instructions, or contact Customer Service.

VisionWeb Customer Service | (800) 874-6601
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