

# VisionWeb

## About User Accounts

There are two types of user accounts on VisionWeb: Administrator (Admin) and Standard. Administrator is the default setting of the username created when registering on VisionWeb.

Administrators can:

- Add suppliers
- Add/edit/remove users
- Send orders

Standard users can:

- Send orders

## Multiple Locations

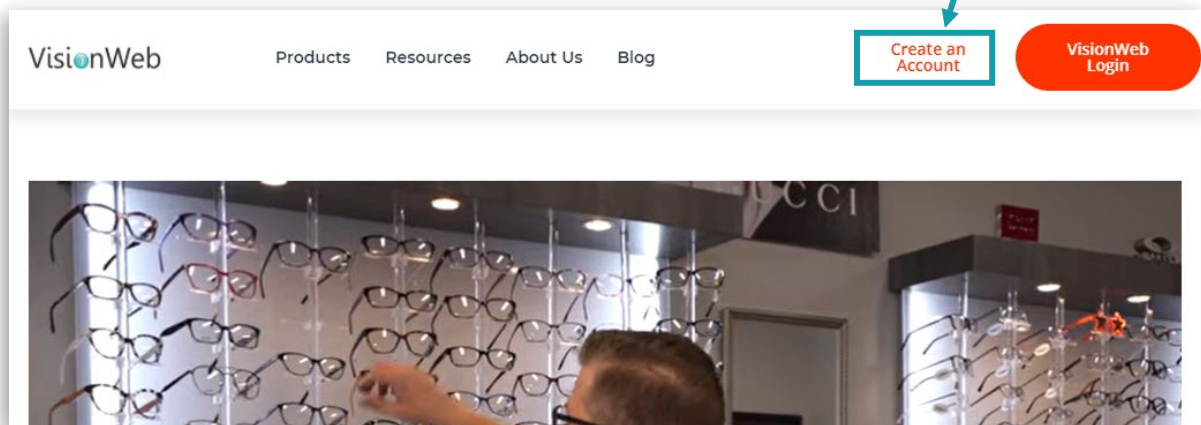
If your practice has multiple locations, you have two options for managing their accounts on VisionWeb.

You can:

- 1) Create one VisionWeb account and add your office locations so that they can all be viewed/accessed by the administrator.
- 2) Register separate VisionWeb accounts for each office location.

## Creating Your VisionWeb Account

To register on the VisionWeb site, go to [www.visionweb.com](http://www.visionweb.com) and click the **Create an Account** link at the top of the page.



# VisionWeb

This will bring you to the registration form, where you will fill out the information about your practice. Any field with a red asterisk is required.

The screenshot shows the VisionWeb Registration Form. At the top left is the VisionWeb logo. Below it is a button labeled "RETURN HOME". A blue header bar contains "VisionWeb Registration Form" on the left and "Instructions? [Click here](#)" on the right. The main section is titled "Business Information" and includes the text "Customer Service: 1-800-874-6601". The form fields are: "Business/Practice Name\*" (text input), "Street Number" (text input), "Street Name\*" (text input), "Suite/Other" (text input), "City\*" (text input), "State\*" (dropdown menu with "[select]" and a downward arrow), "Zip\*" (text input), "Business Phone\*" (text input), "Ext." (text input), and "Business Fax" (text input). At the bottom, there is a section for "Eyecare Business Type: (select all that apply)\*" with four checkboxes: "Optometrist (OD)", "Ophthalmologist (MD)", "Optician/Dispenser", and "Manufacturer/Distributor".

Below the Business Information section, you will create the Administrator/Primary Contact for the account. The username you create here will be the default administrator. You can add others after logging in.

# VisionWeb

### Administrator/Primary Contact

The primary contact will be the Administrator. Administrators have the ability to add/modify all account information; including user accounts, suppliers, billing information, etc. An account activation link will be sent to the e-mail address entered below. Please verify the e-mail address is correct. If the e-mail address is incorrect or undeliverable, you will be unable to log in and begin using VisionWeb.

First Name *	Last Name *	Phone *	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail Address *	Confirm E-mail Address *		
<input type="text"/>	<input type="text"/>		
Username * (see note below)	Password * (see note below)	Confirm Password *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Username must be between 4-20 characters in length, and begin with a letter or a number. Username may contain letters, numbers, dashes, periods, and/or underscores. Password must be between 6-36 characters in length, and contain only letters and numbers. No special characters allowed. Passwords are case sensitive. Username and password cannot be the same.

Yes. I have read, and agree to, the VisionWeb [Terms and Conditions](#).

Yes. I have read, and understand, the VisionWeb [Privacy Policy](#).

Process electronic insurance transactions to hundreds of payers from one convenient location with VisionWebs online insurance transaction processing service. Let us know if you would like to be contacted by one of our enrollment representatives by checking the box below.

[Learn More About VisionWebs Insurance Transaction Processing Service.](#)

Yes. I am interested in learning more about VisionWeb's insurance transaction processing service. Please have a representative contact me.

Once you have filled out the Registration form, click Submit Registration to create your account. You should receive a pop-up window informing you that your registration is complete with a link near the bottom that says, "Proceed to My Account".

### Registration Complete

Thank you for registering on VisionWeb and congratulations on taking your first step toward a more streamlined practice! You will need the username, and password you created during registration, in order to access your VisionWeb account.

Your VisionWeb Username is: **TestUser2021**

**Now that you have created your VisionWeb account, you are ready to add your suppliers. Here's how to get started:**

#### **Log In and Add Your Suppliers**

Click "Proceed to My Account" at the bottom right corner of this page. Select "Add a Supplier", enter your account information, and click "Submit Request".

Repeat this process for each supplier that you want to add to your account. You will receive notifications via email when you supplier accounts are validated and you can begin ordering immediately upon receipt of those emails (usually within 24 hours).

Once your supplier accounts are validated, you can log back into your account and add additional users, office locations, dropship accounts, and set user preferences. You can do all of these things from within the **My Account** section.

VisionWeb does not replace relationships with your suppliers. So you can be confident knowing that you will continue to receive your existing pricing, shipping, and invoicing policies with your suppliers when you order on VisionWeb. Please feel free to call VisionWeb Customer Service at **(800) 874-6601** if you have questions, need help with your account, or if you would like to request training for your staff.

[Proceed to My Account](#)

If you do not receive this pop-up, the registration was unsuccessful. This most frequently occurs when the username you enter is already in use by another account. Try a different username, and contact Customer Service if you need additional assistance.