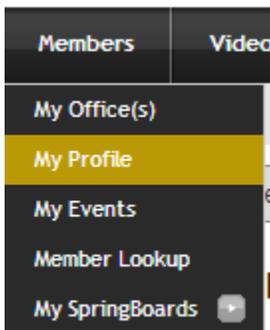


Instructions on how to provide access to the member portal to your VSR

Providing access to staff and VSR for the member portal is a two-step process

- Add the VSR to my profile page
 - Send them an email to register for the member portal
1. Add the VSR to my profile page.
- Log In to the member portal
 - Hover over the members tab and click on the second tab “my profile”. It will open a different page.



- Scroll down on the page and click on the little down arrow right next to the office ID. If you have more than one office, click on the down arrow right next to the office for which you want to add the VSR. If one VSR works for all the offices, please add the VSR to all the offices.

ID	Office	E-Mail	Web Address	Office Phone	VSR Region
<input checked="" type="checkbox"/> 3	Vision Source! 1714 Kingwood Drive Kingwood, TX 77339	<input type="text"/>	<input type="text" value="www.visionsource-kingwood.com"/>	<input type="text" value="(281) 359-2020"/>	<input type="text" value="TX - Houston"/>

- Clicking on the down arrow will open a window with persons added, Click on the plus sign to add a person.

Name	Title	Phone	Is VSR?	<input checked="" type="checkbox"/>
Ellisor, Glenn	Owner		N	<input type="checkbox"/>
Danz, Keith	Associate		N	<input type="checkbox"/>

- Another page will open, add all the information in required* fields, Please enter a unique email address as it will be the user name of the person for the member portal. While adding VSR, Please remember to click the check box “ is VSR ?” Please click save to add the person.

Add/Edit Person

*First Name: Middle Name:

*Last Name: Title:

*Phone: **Is VSR:**

*E-Mail:

Use office address:

*Address: *City:

*State: *Zip Code:

*Required Field

- Once added The VSR will show in the list of persons related to the office.

2. To provide the VSR/staff member access to the portal, please click on the email button right next to the person’s name.

Young, Katie Office Manager (281) 359-2020 N   

- This will send them an email to the email address listed to register for the member portal.
- The VSR can register for the member portal by using the “click here “ link provided in the email and set up their own password for the member portal.

Note:-

1. The account is required to be authorized. Please allow 24 hrs. for the authorization of the VSR/staff account.
2. Please do not use same email addresses for all staff people. The system does not allow us to create 2 accounts with the same email address. Email has to be unique for every person added.
3. If the staff member leaves, please delete the staff member from my profile page, using the delete X next to the staff person’s name. Also notify us by using the contact support button located on top right corner so that their member portal access can be permanently deleted.

For any questions or concerns, please call your member services manager at 281-312-1111 or email us using the support contact support button located on top right corner of the site.