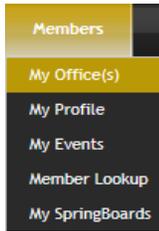


Instructions on how to provide your VSR with access to the member portal- provided by Christina Dameshghi 5/2/14

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

- Add the VSR or staff member to my office(s) page
- Once the VSR or staff member is added, an email will be sent to them in order to register for the member portal

1. You will add the VSR or staff member by following the below instructions
 - Log in to the member portal
 - Hover over the *Members* tab and click on the first option *My Office(s)*. It will open a page that displays all of your offices.



- Select the office you would like to add your VSR and staff to, by clicking on the office number under *Office ID*
- Once you are inside the office detail, please scroll to the bottom of the page. Select the *Personnel* tab under the *Office Information* section of the page. This is where you will be able to add staff; designate VSR's and a VS Learning manager.

Office Information



- In order to add staff you will select *Add Staff*. The next screen will appear with an option to Search Personnel. The explanation for this option is provided below. When adding VSR's or staff, you will bypass this and proceed to the *Add new personnel* button (shown below).

VSR	VS Learning Mgr	Action
m		
Y	Y	
source.com	N	

[Add Staff](#) [Add Doctor](#)

SEARCH PERSONNEL

Use the Search Personnel page to find an existing staff member in your practices to quickly assign them to multiple offices. Use the **Search** drop-down selector to pick a search type, enter the criteria in the field and click the **Search** button.

To skip this step, click the **Add new personnel** button on the right.

Office Id [Add new personnel](#) [Cancel](#)

Search Office Id [Search](#)

Name	Email	Title	Option
No records to display.			

- This will bring you to a blank form that should be completed with the VSR-staff information. The red coloration indicates that these are required fields.

Indicates required fields

First Name

Middle Name

Last Name

Title

Mobile Phone

Email Address

Use Office Address

Address

City

State

Zip Code

Other setting Access to Portal
 Is Office VSR
 Manage VS Learning

[Add](#) [Cancel](#)

-At the bottom of the page you will see 3 options displayed: Access to Portal, Office VSR and Manage VS Learning. This is the point where you will designate which access and rights you would like your staff member to have. Once you've completed the form and have chosen the appropriate access, click "Add" at the bottom right-hand side of the page. After you've added the staff member, you can return to the *Personnel tab*. You will see your VSR-staff displayed, with a "Y" or "N" to indicate who has which access.

Other setting ⓘ

Access to Portal

 Is Office VSR

Manage VS Learning

VSR	VS Learning Mgr	Action
↓	↓	
Y	N	 
N		 

-If you need to make any edits, simply click the pencil shown under the *Action* section (shown above). VSR's and staff can be deleted by clicking the red box *X* to the right of the pencil, also found under the *Action* section.

-Lastly, please return to the office details page, under the *Contact Information* tab. You will need to designate the VSR Region on the Dr. Locator, as shown below.

OFFICE DETAILS Back

Office ID: 1010 Admin Territory: AK Status: Active Expand All

Legal Information

Practice Name: Jeffrey A. Gonnason, OD, LLC
 Physical Address: 2211 E. Northern Lights Blvd., Suite 202 Anchorage, AK 99508

Office Name: Anchorage - Gonnason
 Mailing Address: 2211 E. Northern Lights Blvd., Suite 202 Anchorage, AK 99508

Office Information

Contact Information Personnel Account History Communications

Contact Information

Listed in Dr. Locator DBA ⓘ Medical Park Vision Source VSR Region ⓘ

Office Phone ⓘ (907) 276-2080 Office Email ⓘ jeff@alaska.com Facebook ⓘ

Office Fax ⓘ (907) 276-2081 Office Web Address ⓘ www.gonnason.com Twitter ⓘ

- Once your staff has been added, the last step is that they will receive an email to the email address listed on the registration form for the member portal. Your staff will need to complete any additional registration requirements, listed in the email.

Note:

- Please do not use the same email addresses for all staff members. The system does not allow us to create 2 accounts with the same email address. Email has to be unique for every person added.
- If the staff member leaves, please delete them from the *Personnel* tab. Instructions on how to do so, are provided above. Please also notify us by using the contact support button located at the top right corner on the portal, 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 by using the support button located on the top right corner of the site.