

VSP[®] Find a Doctor Directory Instructions

How to Get Started:

Log in to Eyefinity using your practice username and password.

Navigate to VSPOnline by clicking on eINSURANCE in the top navigation, then VSPOnline in upper righthand corner.

In the left-hand navigation, select Administration then Practice/Doctor Updates.



eyefinity

To Add or Update the Schedule Appointment button:

Click on Appointment Scheduler tab.

Click Get Started.

Enter the URL to your existing appointment scheduler.

A link to your pre-existing scheduler must contain (without quotes) an "http://" and a ".com", ".net", ".org" or whichever domain extension is applicable. Please check to ensure the link is spelled correctly and that it is a valid address.

Check the box next to "Agree to the terms and conditions" to continue.

Click Save.

Updates will appear on your listing in 24 hours. If you encounter any errors, please reach out to premieredgemarketing@vsp.com.

For any questions please email: providemetworkdevelopment@vsp.com



To Add or Update Doctors profile, including Education, Languages, Special Services/Interests, and **Certifications:**

Click on Monitor Your Profile tab.

Ensure your profile is set as Active on vsp.com.

Add/Update Education, Languages, Special Interests, Certifications, and a professional statement.

Click Preview Profile to verify changes are correct before you Save & Publish.

Click Save & Publish.

	Practice Updates			
/SPOnline Calculators ▶ Manuals ▶	We are aware of an issue with submitting requests involving some of the forms on VSPOnline and are working to correct the issue. If you have trouble submitting this form, please send your updates to the email address in the footer of this page.			
Idministration	Update Appointment Monitor Your View Your Provider Request for Information Scheduler Profile Fees Credentialing Staff Access			
roducts rograms pecial Offers	New feature: Doctor Profiles A profile is key information about you. Only doctor profiles can be edited on this page. Click here to make changes at the office level.			
ommunity utreach raining & upport	Complete the form below to update your doctor profile and begin connecting with potential patients. Provide as much detail as possible This information will be used to help patients choose the doctor best fit for them. Patients are more likely to contact a doctor with a thorough profile. Your profile on vsp.com is currently ACTIVE.			
SP Global ▶ usinesses	TEST TEST V Preview Profile Save & Publish			
	Doctor Profile "denotes required information Doctor's Name TEST TEST Change Legal Name Doctor's Title Optometrist Highlights Welcomes new patients Offers eye exams, glasses and contacts Doctor Networks Choice Signature Advantage Practicing since (enter full year, E.g.: "1987")"			
	1982 Education			

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To Add or Update Doctors photo:

Click on Monitor Your Profile tab.

Ensure your profile is set as Active on vsp.com.

Check box for include photo.

To update photo, click on "change photo"

Upload a photo from your computer.

Using the cursor, drag your photo to reposition the image.

Click Save & Publish.

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Photo 1. To update your photo, click the 'change photo' link. 2. Upload a photo from your computer. 3. Drag your photo to reposition the thumbnail.	Pinclude in profile	
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Preview Profile	Save & Publish	

For any questions please email: providernetworkdevelopment@vsp.com

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To add or update a link to your website (Premier Edge):

From Update Your Information, click "Manage Your Social Media Links."

Check box for Private Practice Website Link.

Select button for Add, Delete, or Change Private Practice Website Link.

Enter your Practice's URL in the box for "Current Private Practice Website Link".

Click Submit.

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VSPOnline Calculators Manuals Administration Plans Products	* * *	Manage Links on vsp.com Find a Doctor Search Select the website you'd like to manage on the Find a Doctor search results page. (Add/ / Change / Delete) Velp Private Practice Website Link
Programs Special Offers Community Outreach Training & Support VSP Global Businesses	6 6 6	Practice Link Add Private Practice website link Delete Private Practice website link Change Private Practice website link Copy/paste your practice's link below: Valid link begins with http://www

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