Essilor Source: User Guide
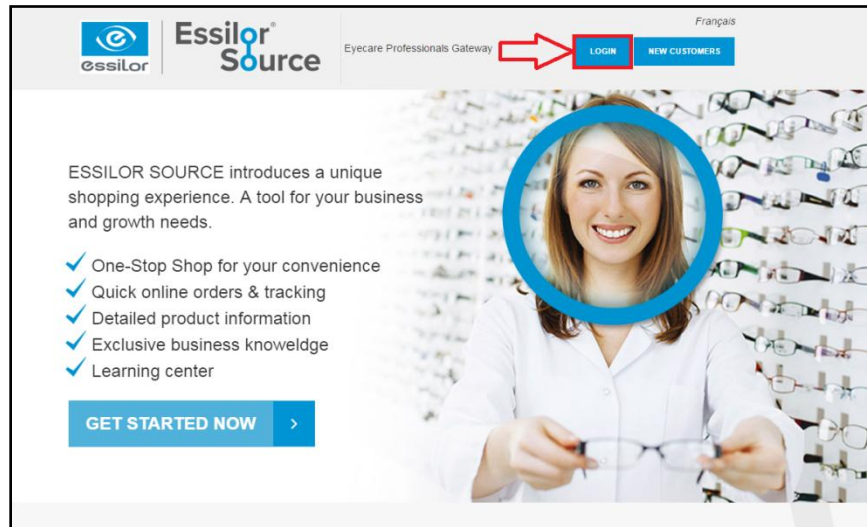
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1. Log on (How to)

- **Step 1-** In your internet search bar, type the link: http://www.essilorsource.ca

- **Step 2-** On Essilor Source homepage, click on "Login".

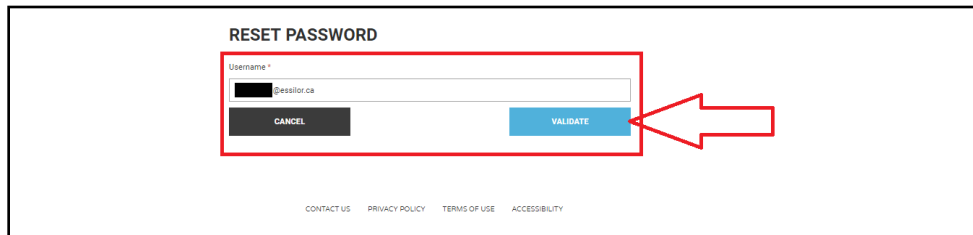- **Step 3-** Enter your "Username" (1), your "Password" (2) and click on "Log in" (3).

⚠️**Forgot your password?**
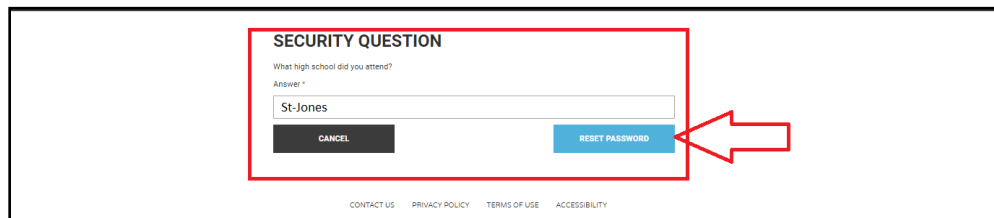
    1- Click on "Forgot your password?"

    2- Enter your "Username" and "Validate":

    3- Respond to the question and click on "Reset password":

⚠️**Fields with red stars are mandatory ➔ ***

2. LENSES

2.1. CHOOSE LENSES (HOW TO)

- **Step 1-** Click on "Stock Lenses", choose from the different categories: brands, design and material. Click on your selection.
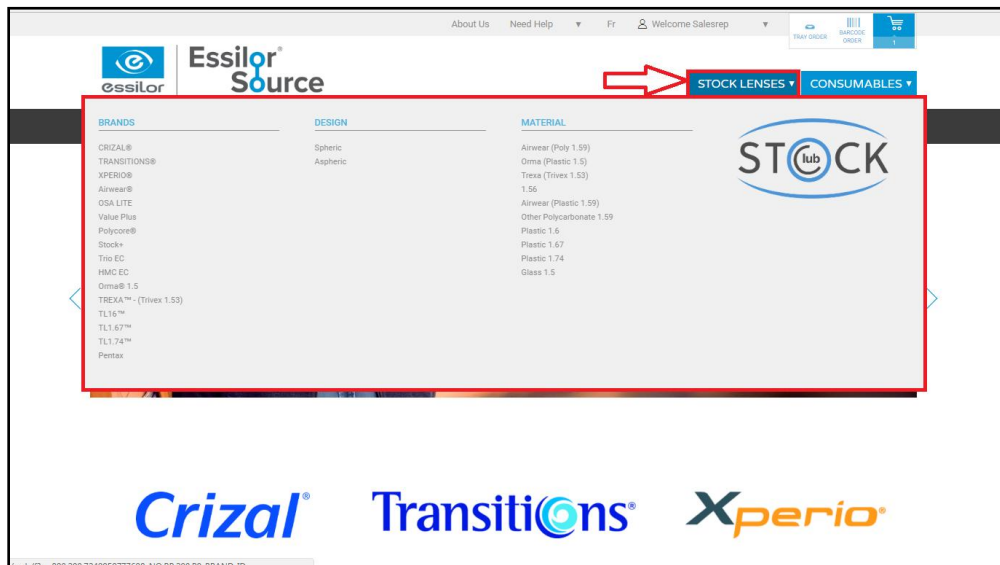
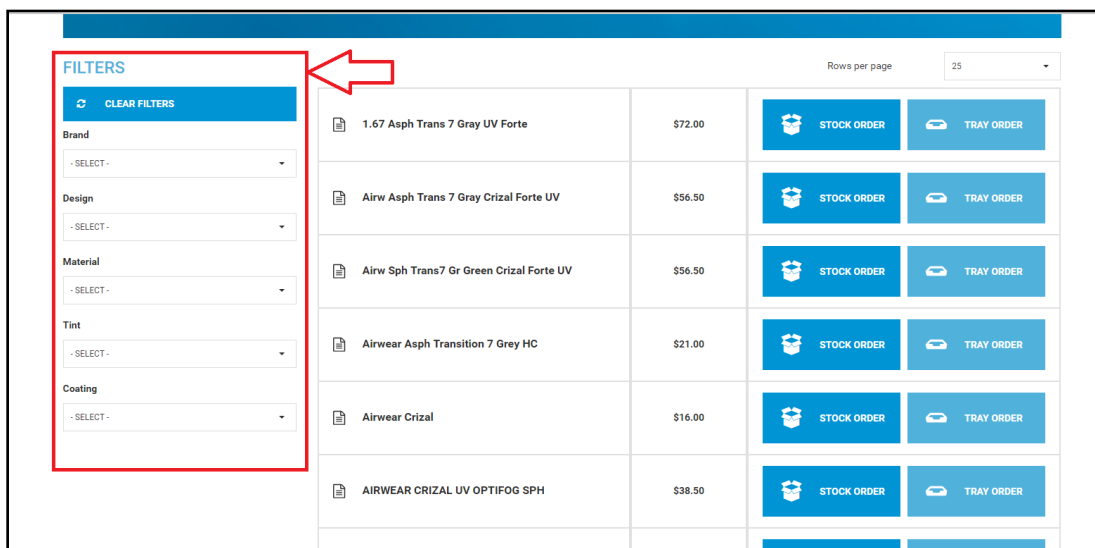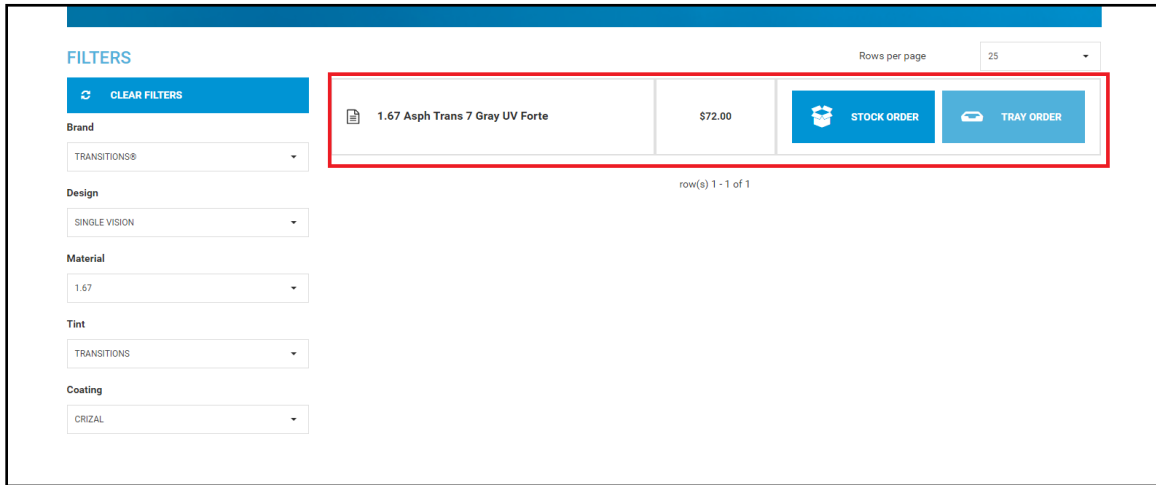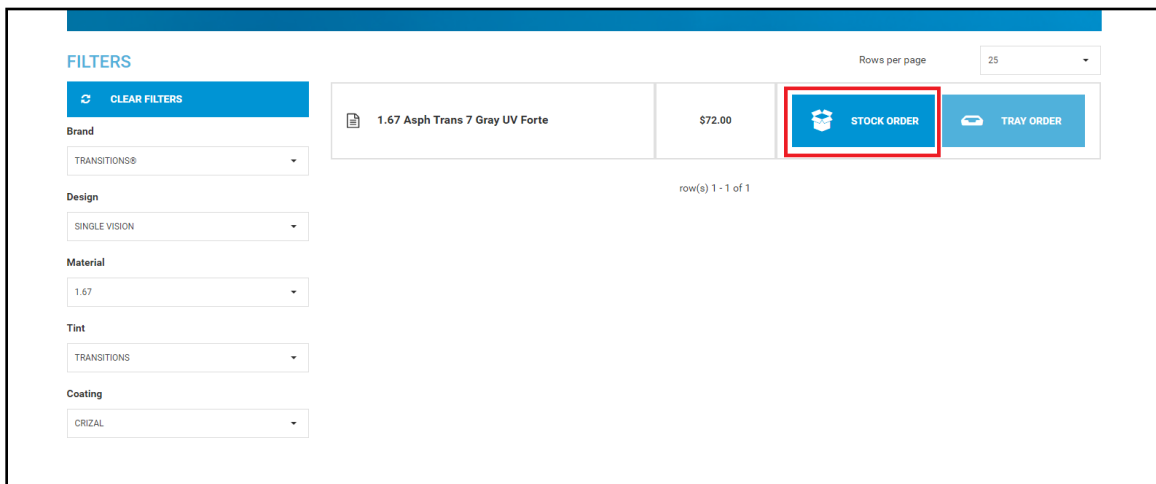- **Step 2-** After you clicked on one choice, you can choose a different filter for your lenses.

- **Step 3-** Your lenses will appear with the price. You can "Stock Order" or "Tray Order".
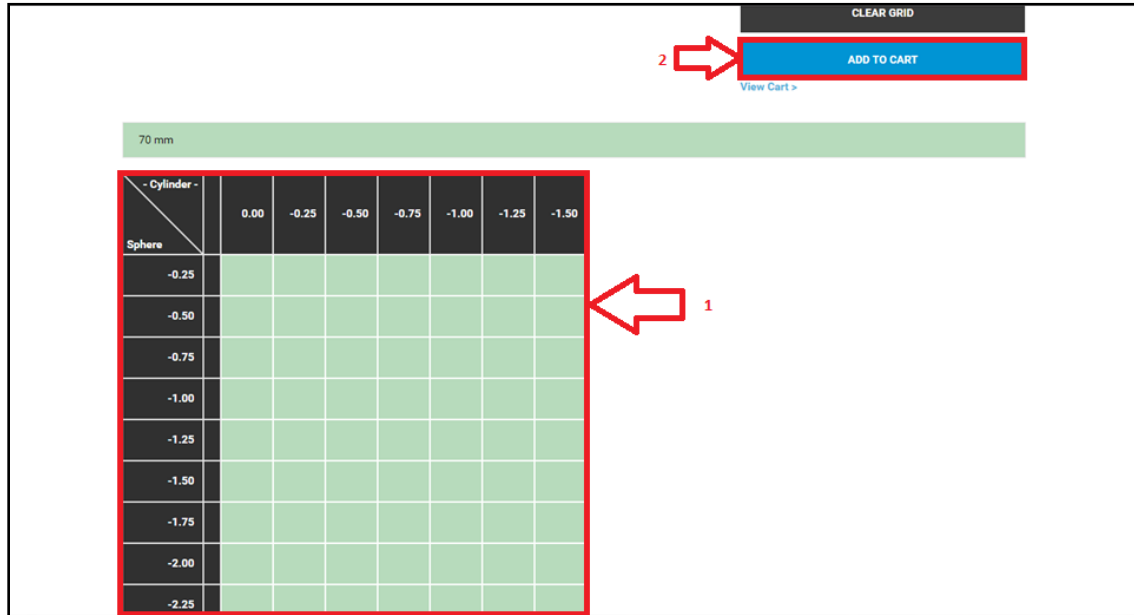

2.2. ORDER LENSES (HOW TO)

2.2.1. STOCK ORDER
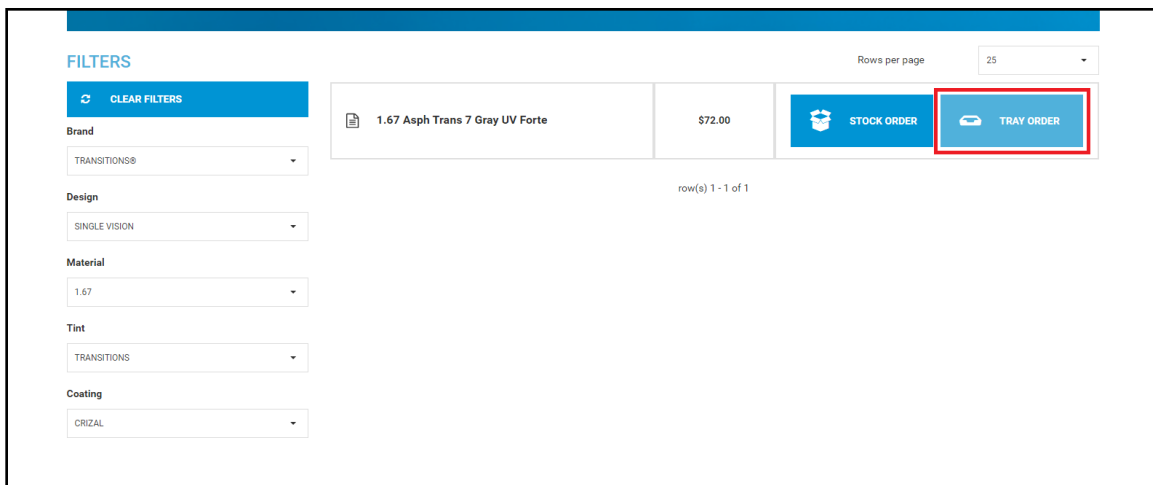
- **Step 1-** Click on "Stock Order".

- **Step 2-** Choose the "Sphere/Cylinder" and the number of lenses with it (1). Click on "Add to Cart" (2).

2.2.2. TRAY ORDER

- **Step 1-** Click on "Tray Order".

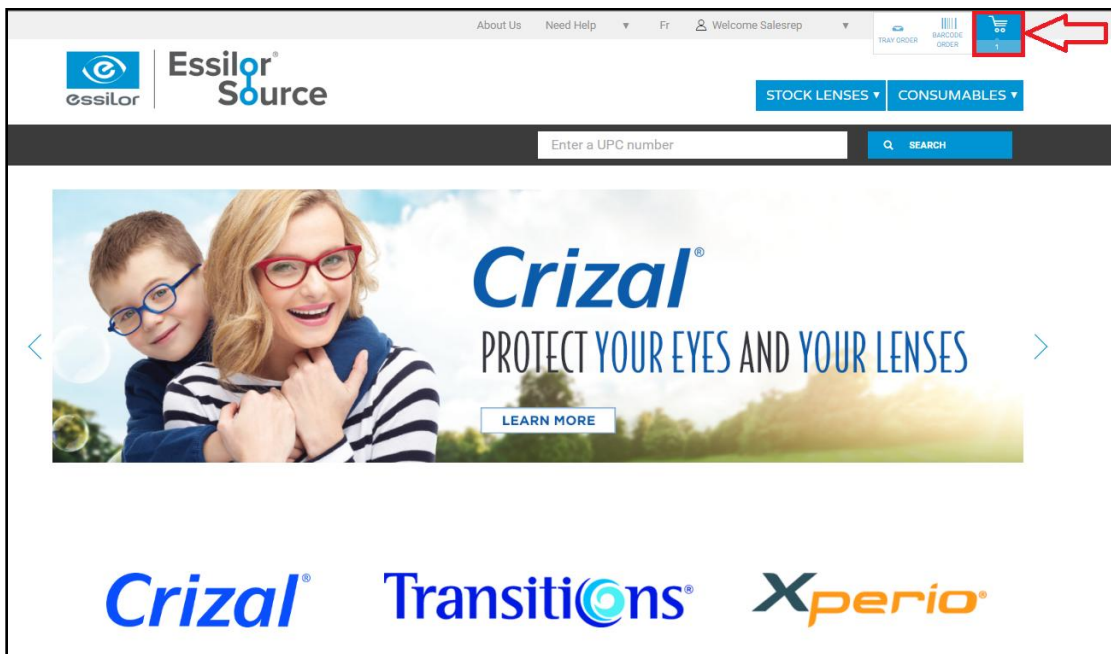- **Step 2-** Put a "Tray Reference" (1). Choose your product, sphere and cylinder (2).
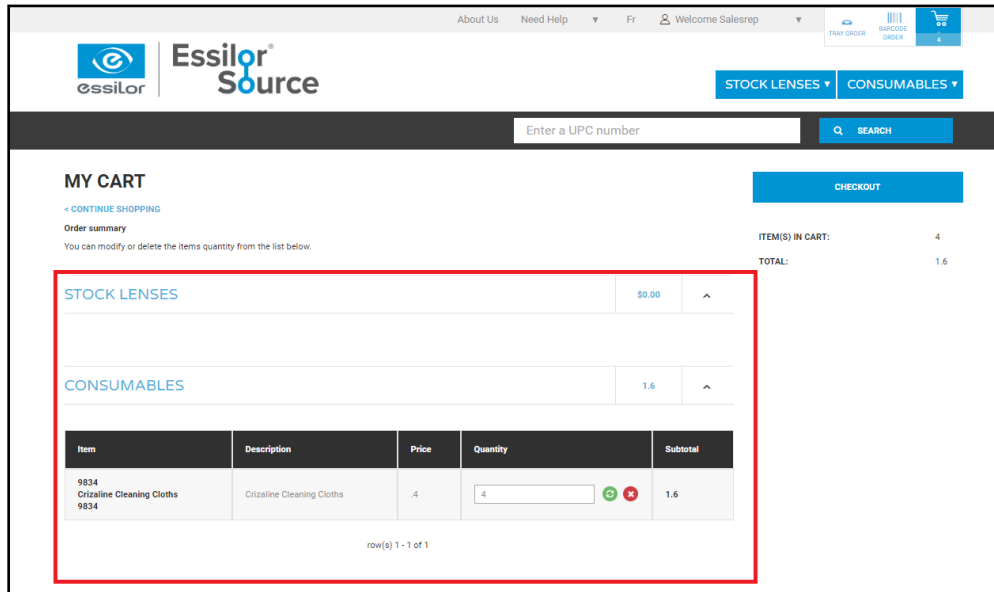 Click on "Add to Cart" (3).

2.3. SEE MY ORDER (HOW TO)

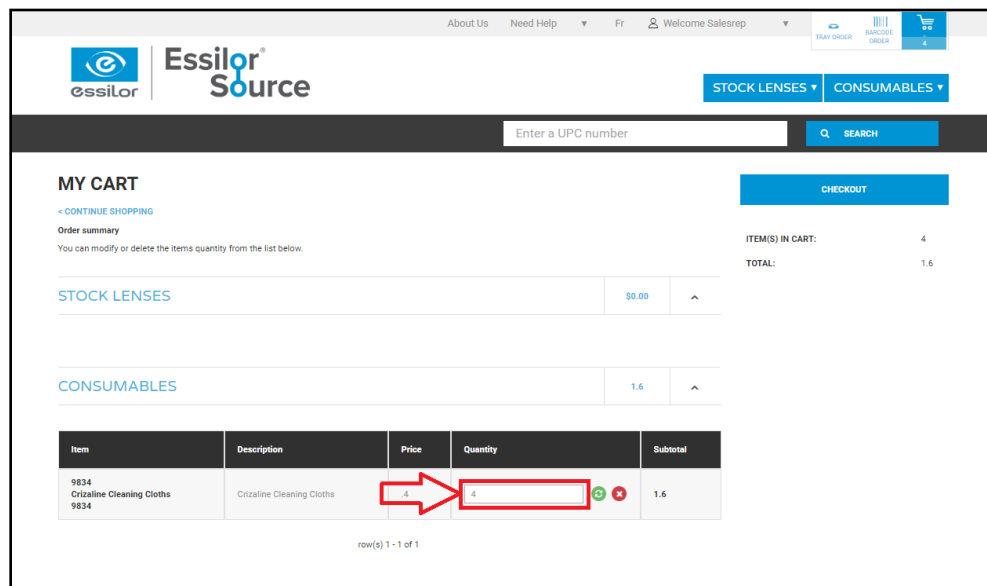- **Step 1-** To see your order, click on the cart icon:

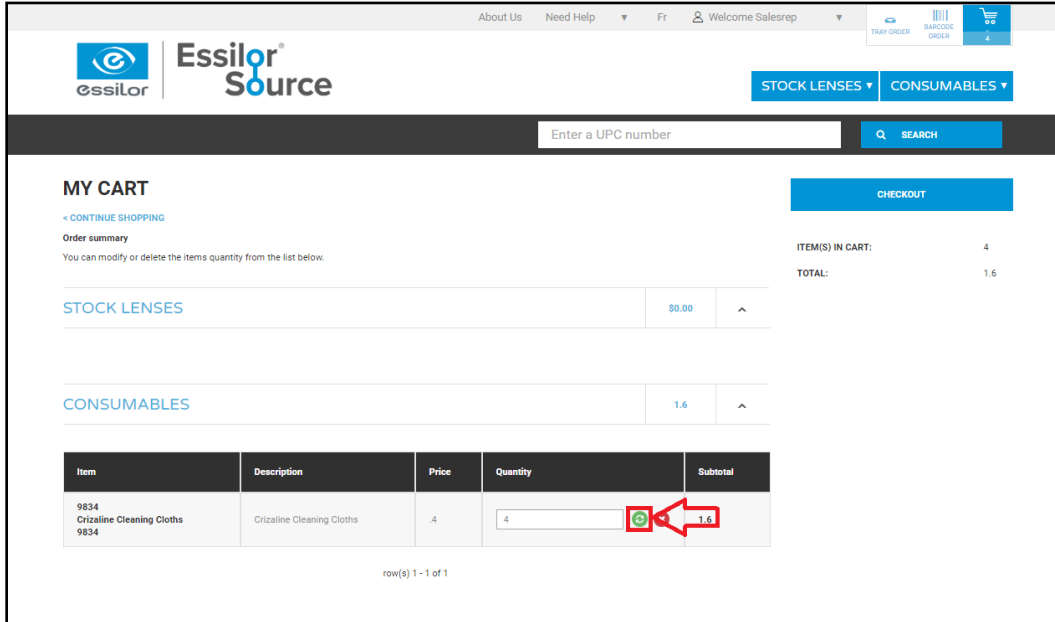- **Step 2-** A list of your order will appear.

2.3.1. UPDATE MY ORDER (HOW TO)

- **Step 1-** You can change the quantity of your order.
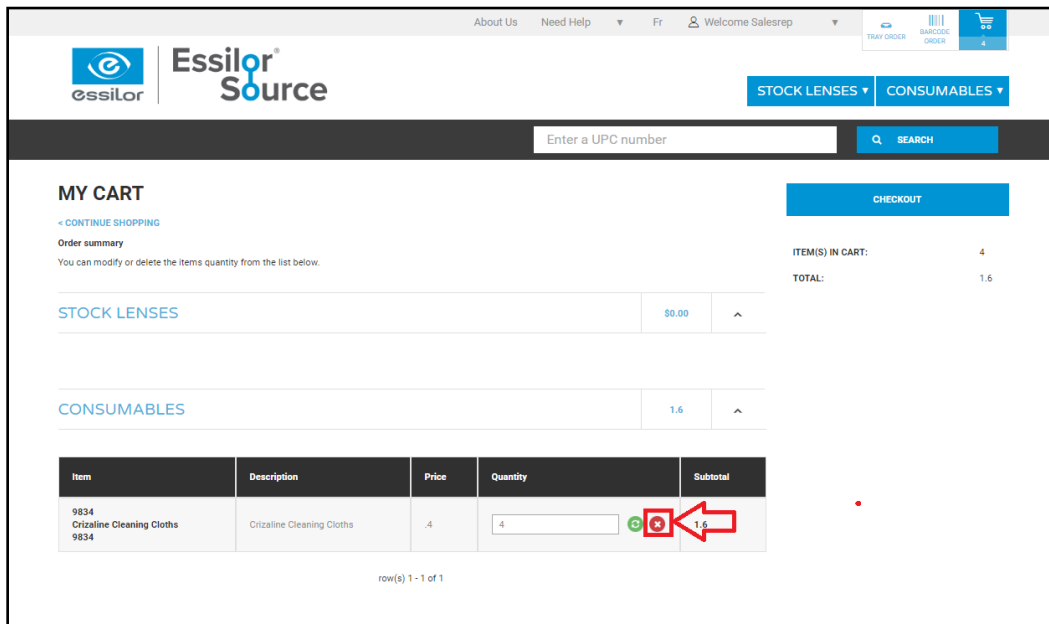
- **Step 2-** To confirm the quantity change, click on the green button.

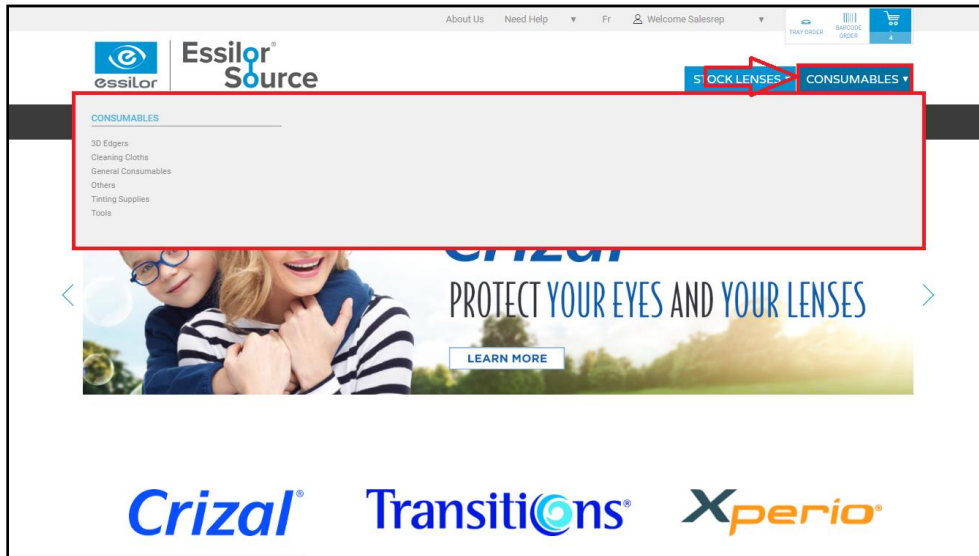## 2.3.2. DELETE MY ORDER (HOW TO)
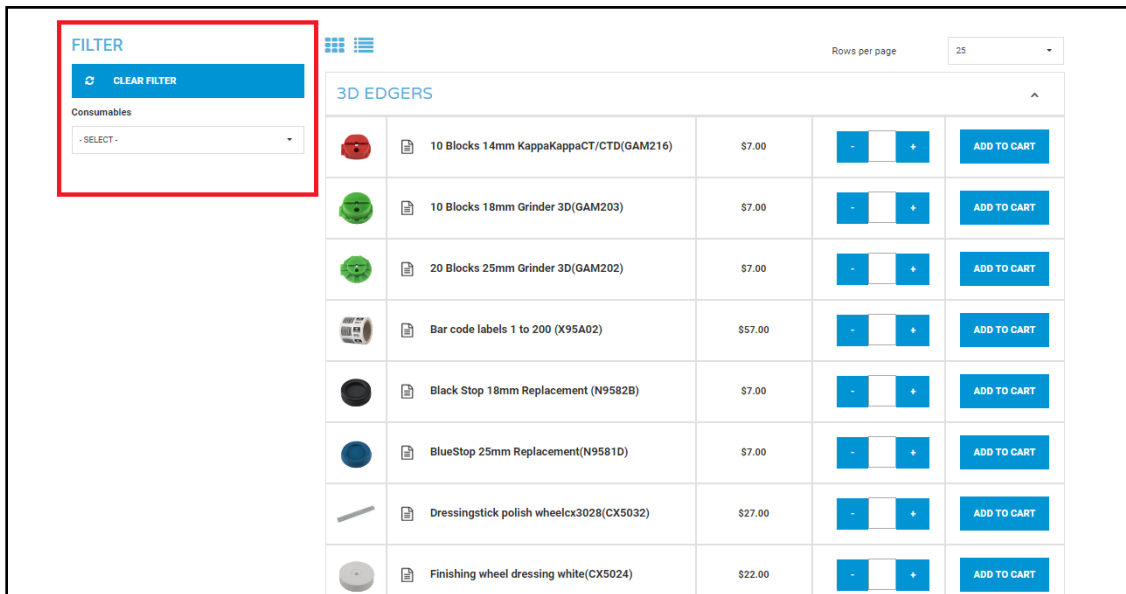
- To delete order, click on red button to confirm.

3. CONSUMABLES

3.1. CHOOSE CONSUMABLES (HOW TO)

- **Step 1-** Click on "Consumables".

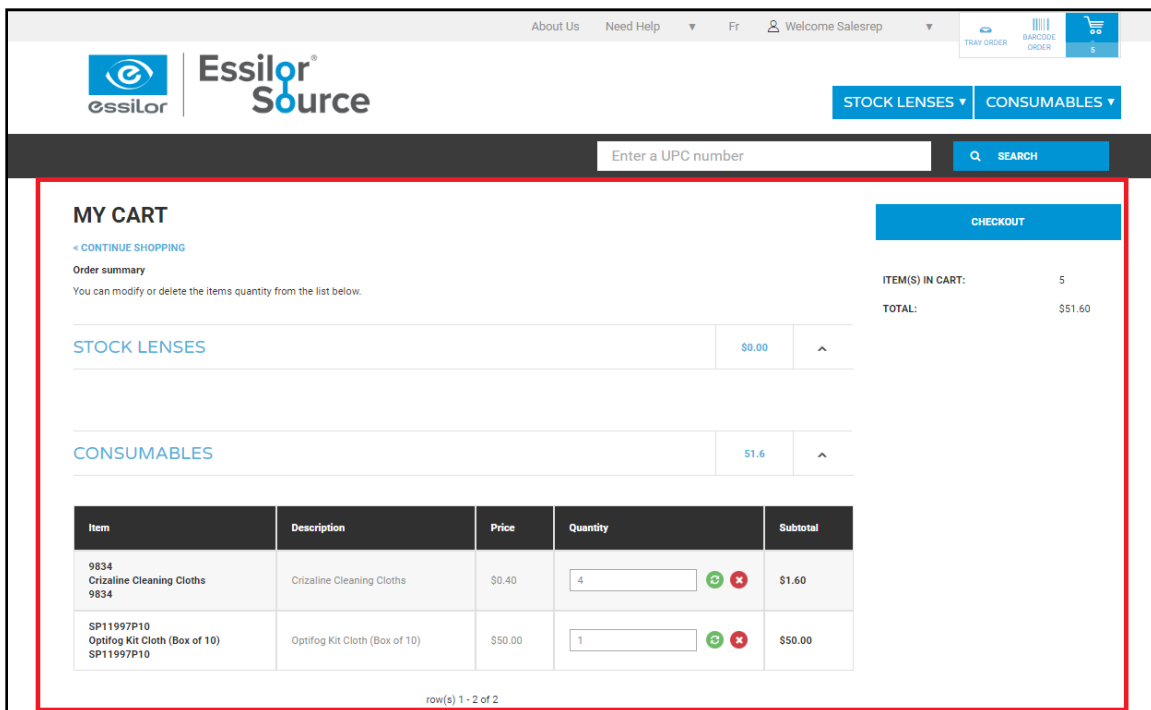- **Step 2-** Choose the "Brand" and "Consumables" in the filter.

3.2. ORDER CONSUMABLES (HOW TO)

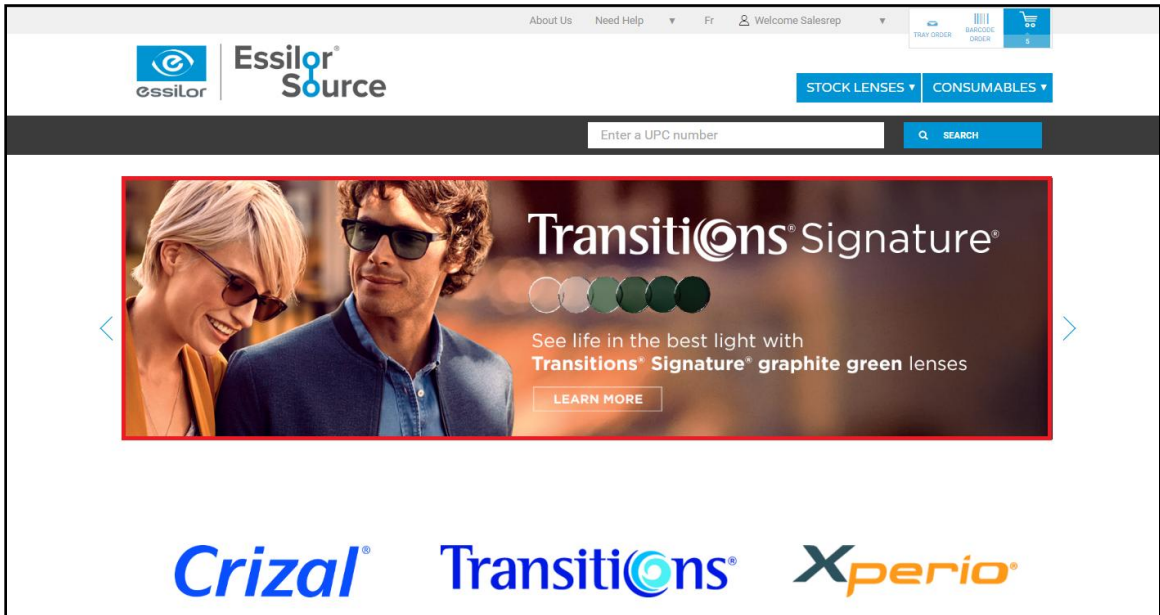- **Step 1-** Choose the quantity and click on "Add to Cart":

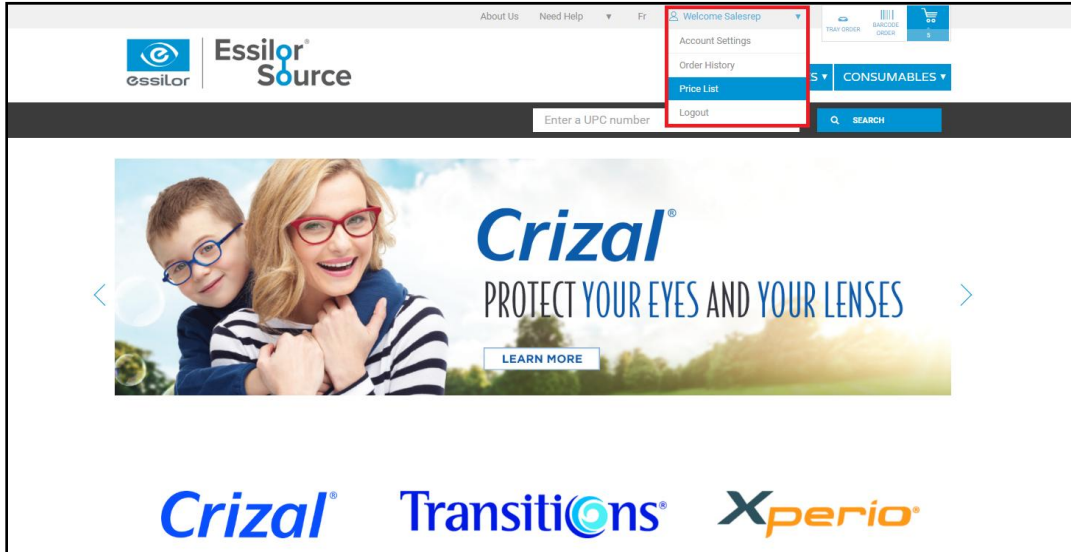- **Step 2-** Click your "Cart" to view your order.

4. PROMOTION (HOW TO SEE THE)

- On your homepage, you can view the current promotions. Click on the promotion and you will be redirected to your choice of lenses for the promotion.
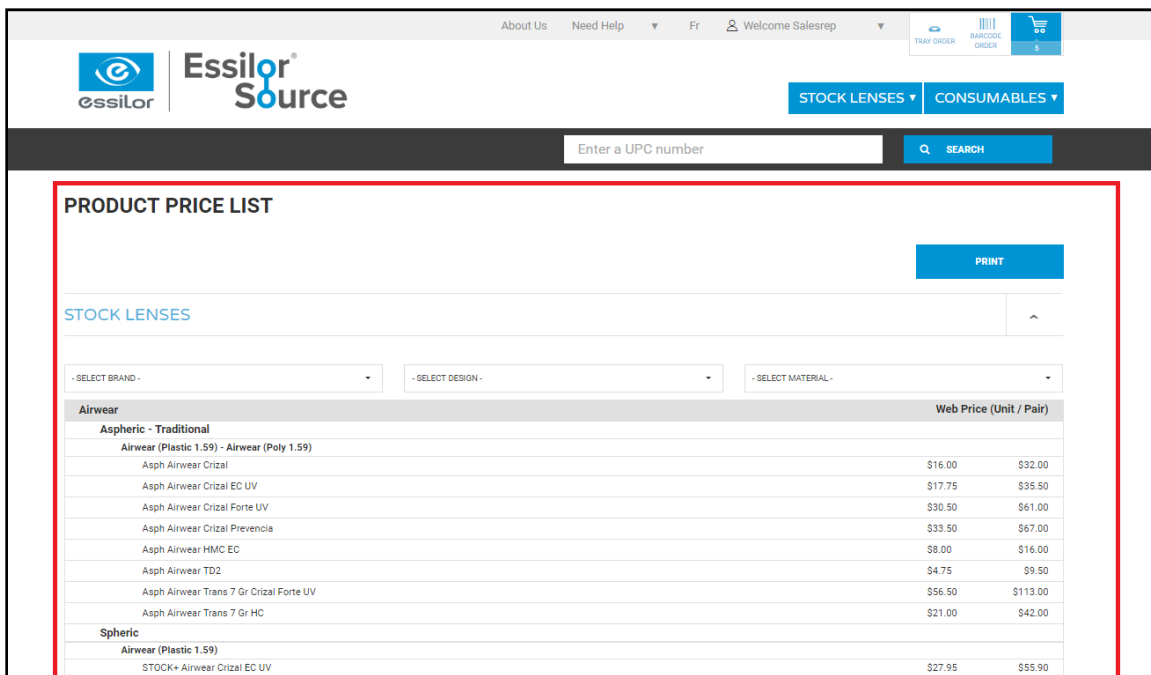
5. PRICE LIST (HOW TO ACCESS TO THE)

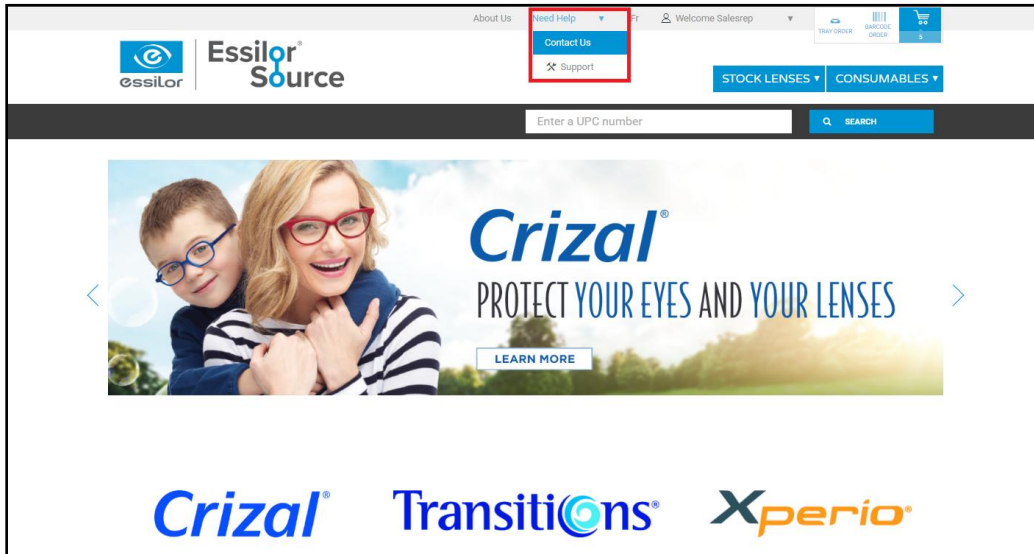- **Step 1-** Click the "Welcome Sales rep" and select "Price List".

- **Step 2-** You will be redirected to the price list.

6. NEED HELP? (HOW TO CONTACT US)

- **Step 1-** Click on "Need help" and select "Contact us".

- **Step 2-** You will have all the contact information for customer service and the accounting departments.