

Essilor Source: User Guide



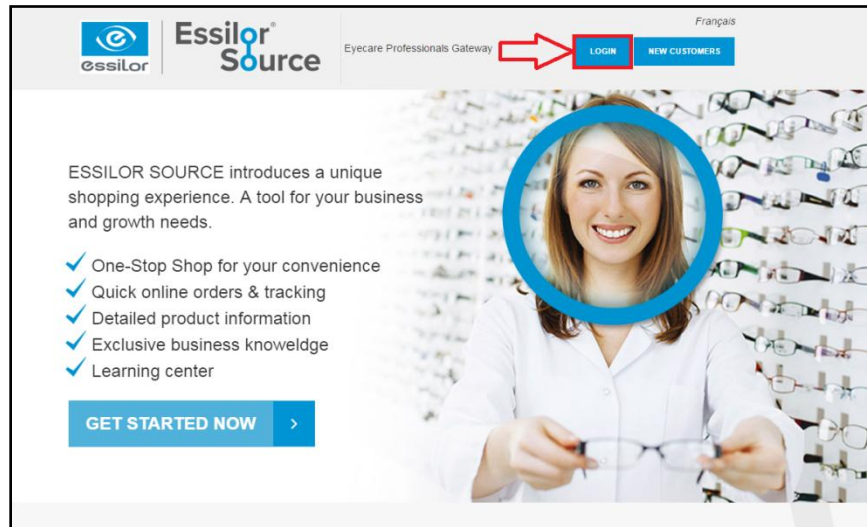
Essilor[®]
Source

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1. Log on (How to)

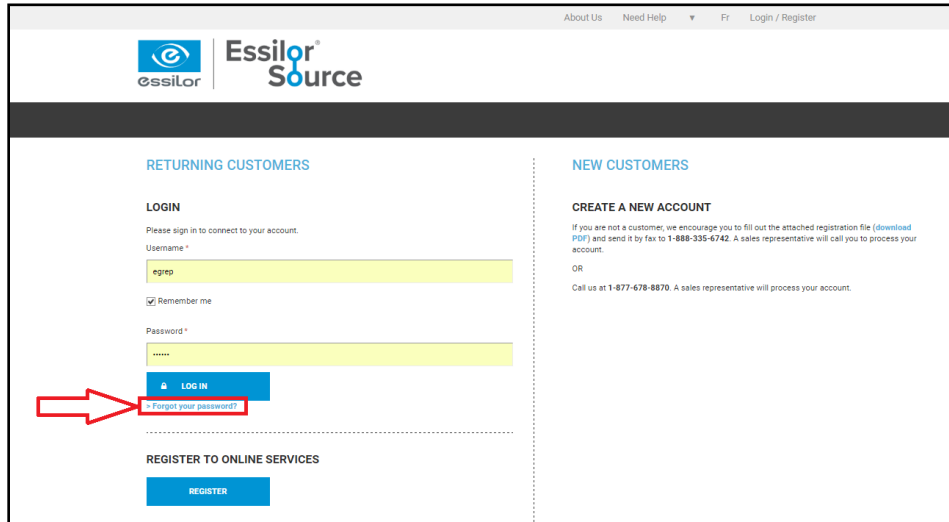
- **Step 1-** In your internet search bar, type the link: <http://www.essilorsource.ca>
- **Step 2-** On Essilor Source homepage, click on “Login”.



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

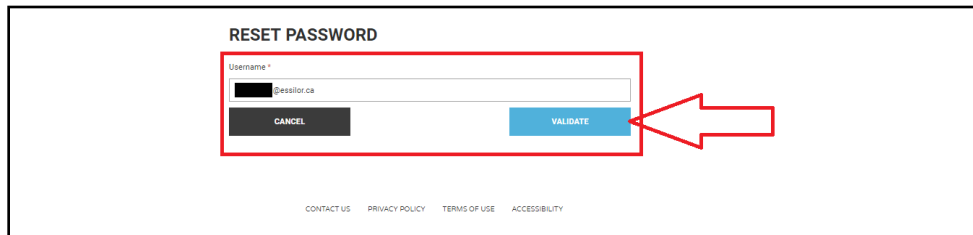
Forgot your password?

1- Click on “Forgot your password?”



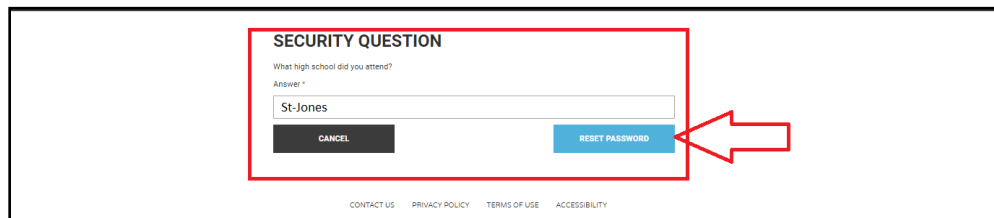
The screenshot shows the Essilor Source login page. On the left, under 'RETURNING CUSTOMERS', there is a 'LOGIN' section with fields for 'Username *' (containing 'egrep') and 'Password *' (containing '*****'). Below these fields are 'LOG IN' and 'Forgot your password?' buttons. A red arrow points to the 'Forgot your password?' button. On the right, under 'NEW CUSTOMERS', there is a 'CREATE A NEW ACCOUNT' section with a 'REGISTER' button.

2- Enter your “Username” and “Validate”:



The screenshot shows the 'RESET PASSWORD' form. It has a 'Username *' field containing '████████@essilor.ca'. Below the field are 'CANCEL' and 'VALIDATE' buttons. A red box highlights the 'VALIDATE' button, and a red arrow points to it. At the bottom, there are links for 'CONTACT US', 'PRIVACY POLICY', 'TERMS OF USE', and 'ACCESSIBILITY'.

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



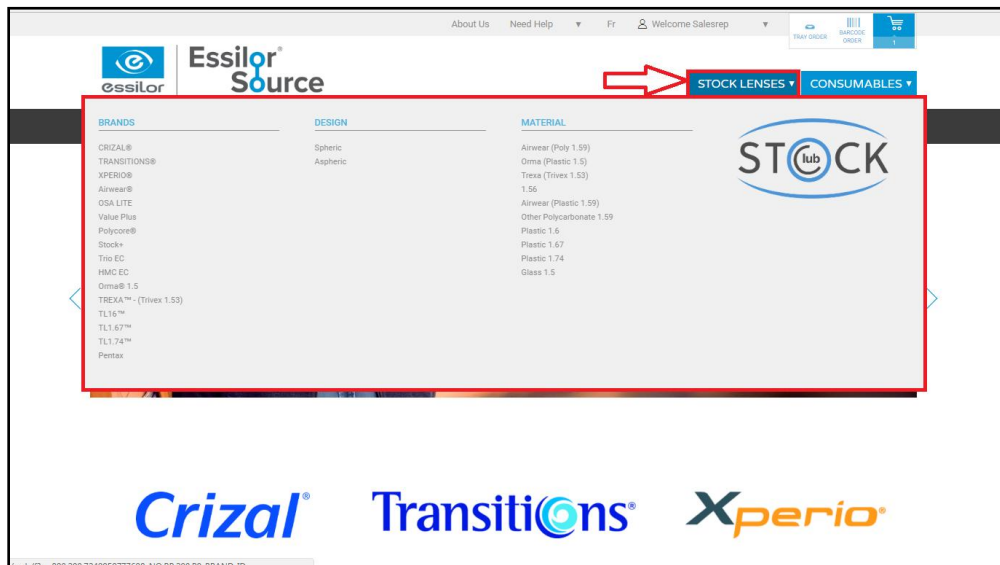
The screenshot shows the 'SECURITY QUESTION' form. It asks 'What high school did you attend?' with an 'Answer *' field containing 'St-Jones'. Below the field are 'CANCEL' and 'RESET PASSWORD' buttons. A red box highlights the 'RESET PASSWORD' button, and a red arrow points to it. At the bottom, there are links for 'CONTACT US', 'PRIVACY POLICY', 'TERMS OF USE', and 'ACCESSIBILITY'.

 Fields with red stars are mandatory → *

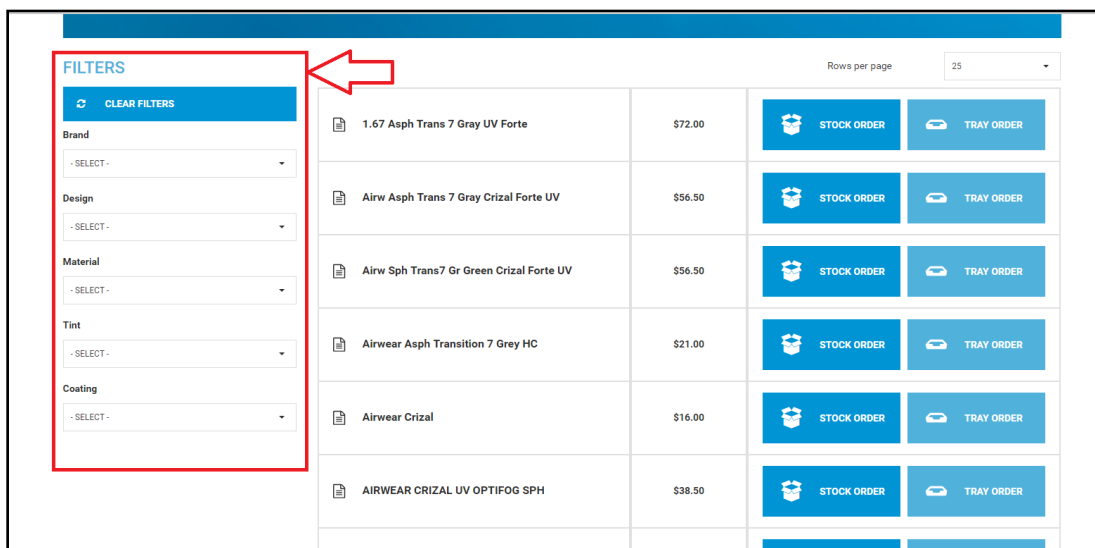
2. LENSES

2.1. CHOOSE LENSES (HOW TO)

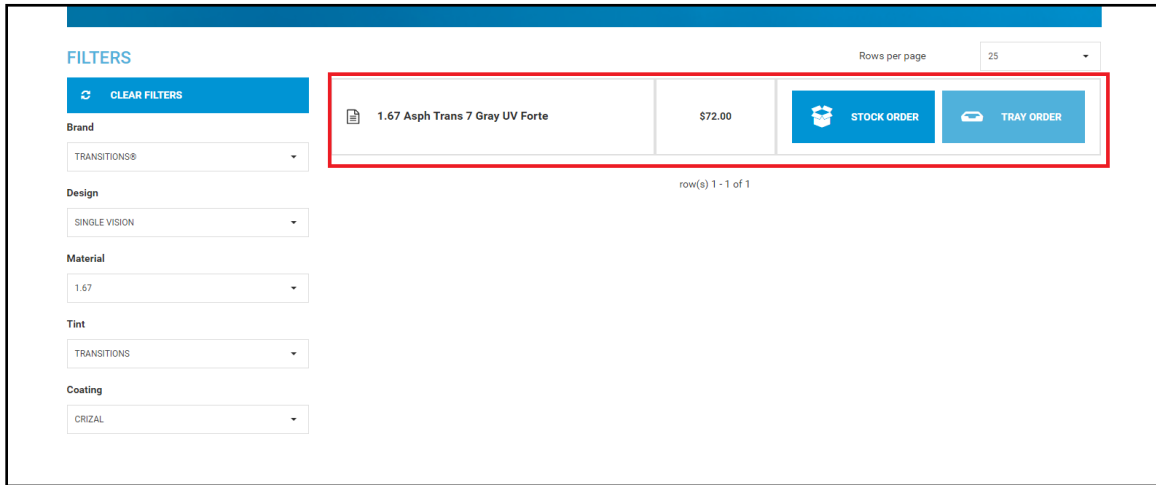
- **Step 1-** Click on “Stock Lenses”, choose from the different categories: brands, design and material. Click on your selection.



- **Step 2-** After you clicked on one choice, you can choose a different filter for your lenses.



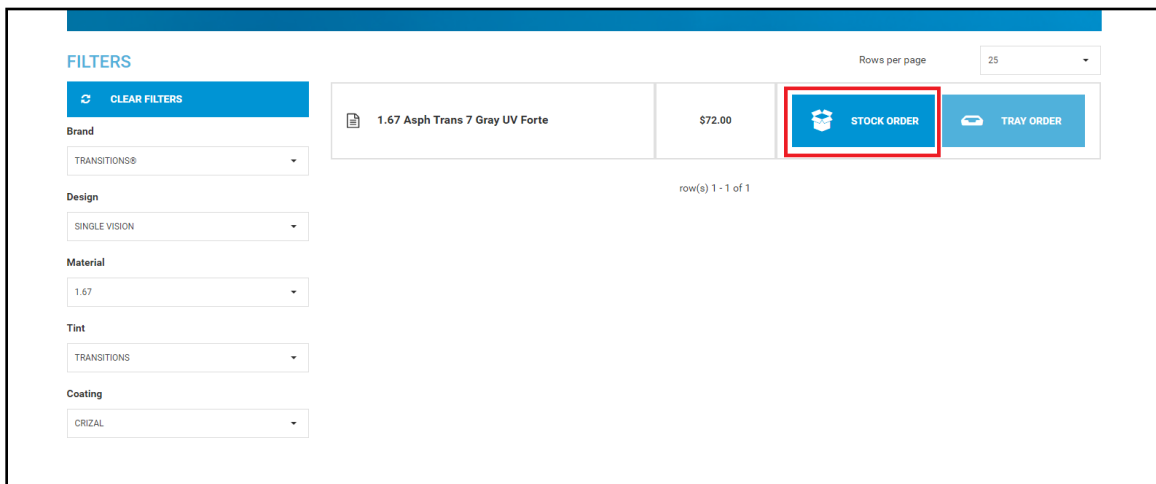
- **Step 3-** Your lenses will appear with the price. You can “Stock Order” or “Tray Order”.



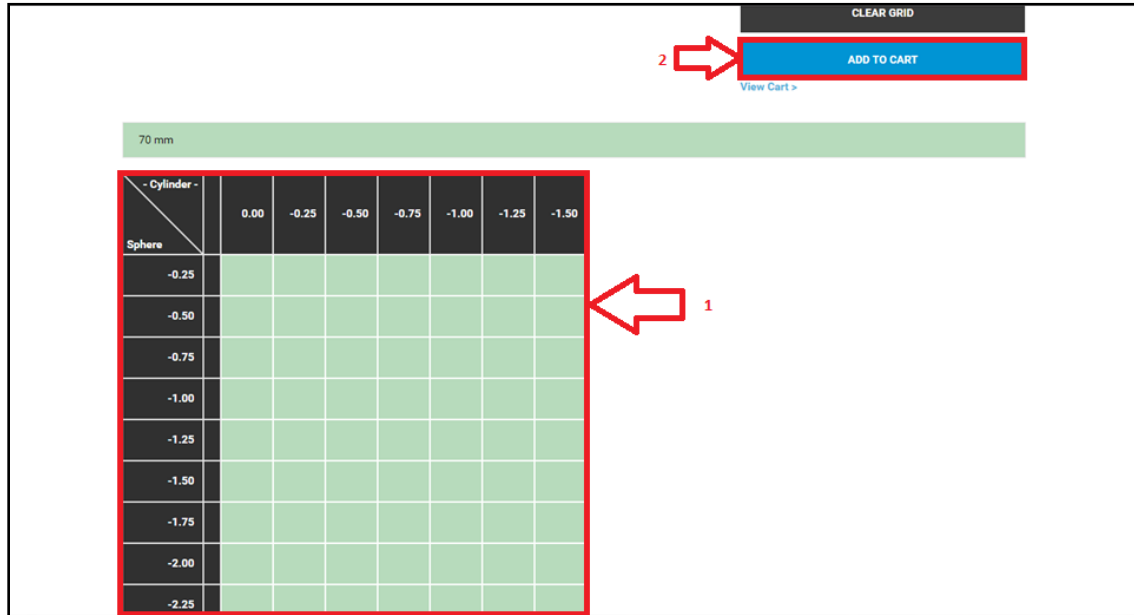
2.2. ORDER LENSES (HOW TO)

2.2.1. STOCK ORDER

- **Step 1-** Click on “Stock Order”.

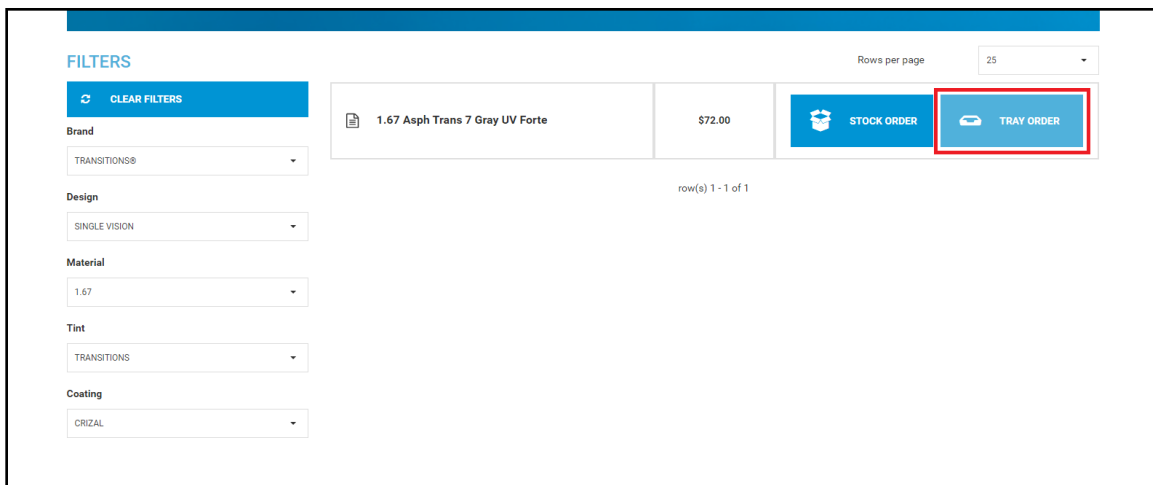


- **Step 2-** Choose the “Sphere/Cylinder” and the number of lenses with it (1). Click on “Add to Cart” (2).



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).

Tray Reference: *

	Design	Material	Tint	Coating	Product	Sphere / Base	Cyl / Add
Right	ASPHERIC	1.54 & 1.56	POLARIZIN...	GROUP HMC	1.5 CRIZAL PREVENIA 70	SELECT SP...	- SELECT -
Left	ASPHERIC	1.54 & 1.56	POLARIZIN...	GROUP HMC	- SELECT -	SELECT SP...	- SELECT -

RESET

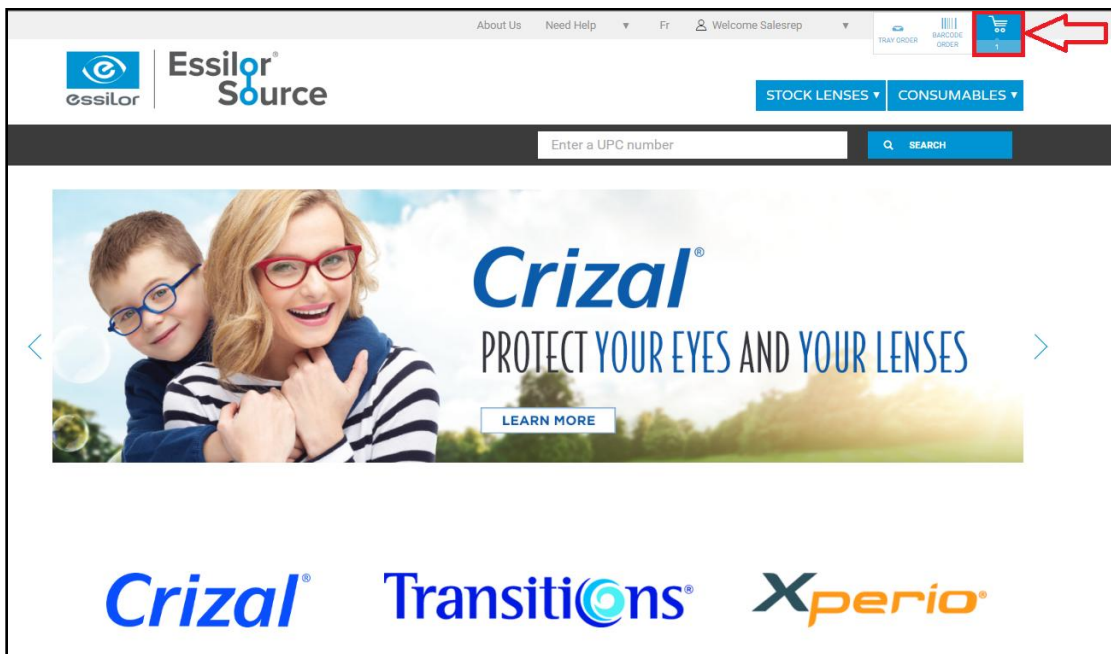
ADD TO CART

LENSES \$0.00

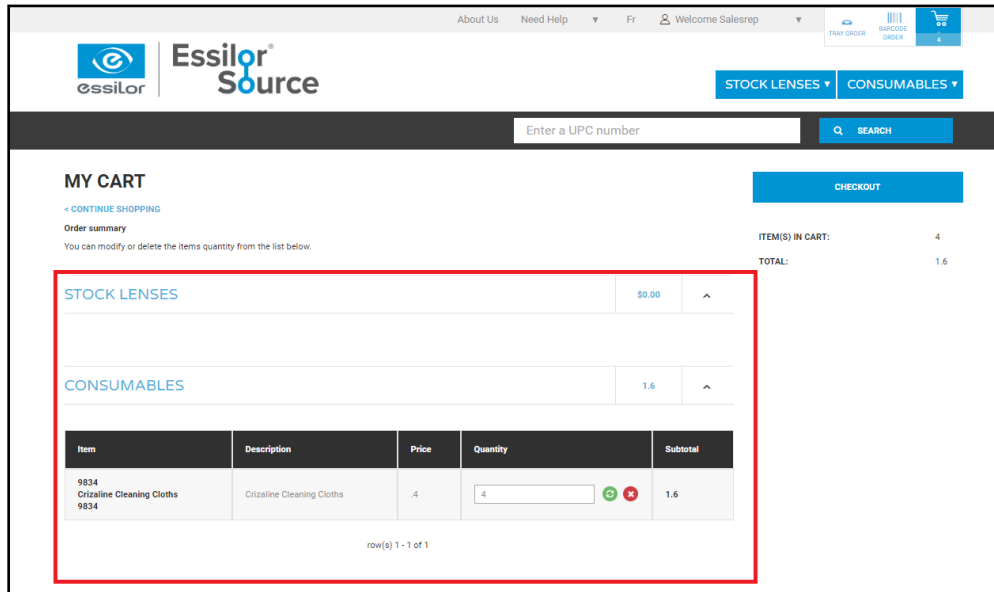
GO TO CART

2.3. SEE MY ORDER (HOW TO)

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

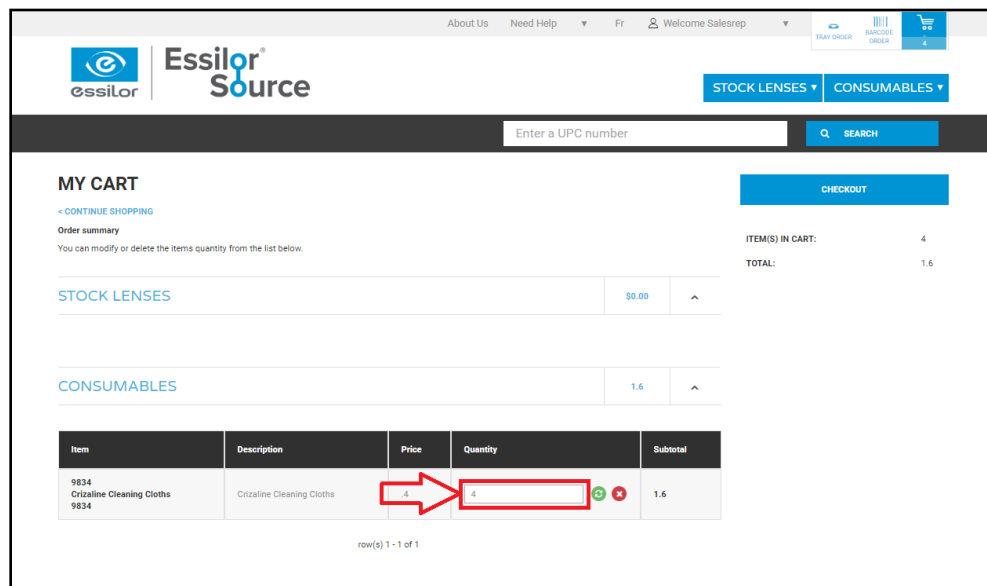


- **Step 2-** A list of your order will appear.

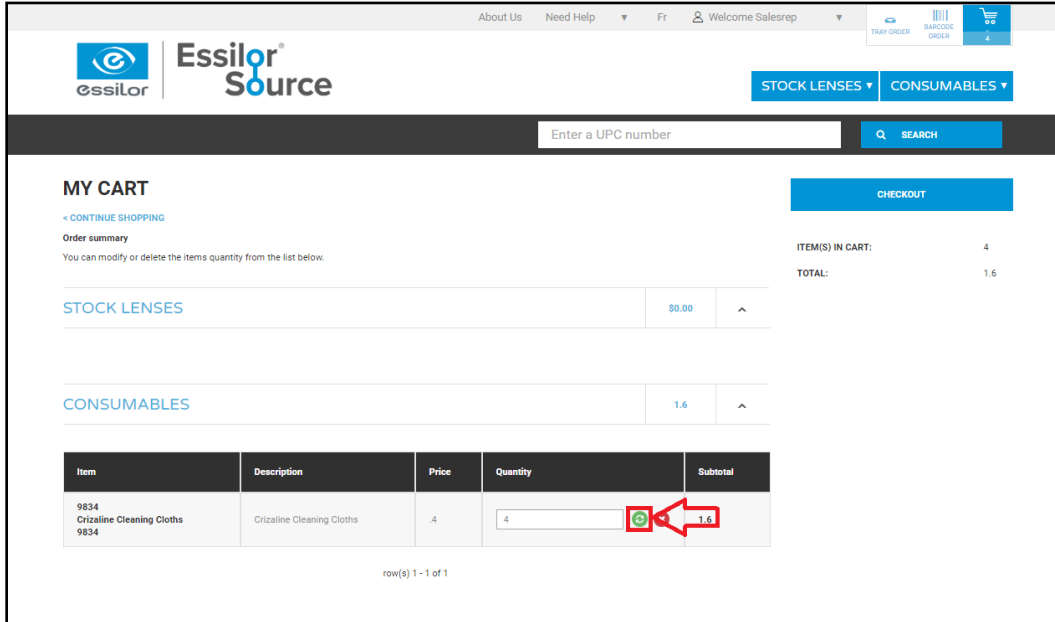


2.3.1. UPDATE MY ORDER (HOW TO)

- **Step 1-** You can change the quantity of your order.

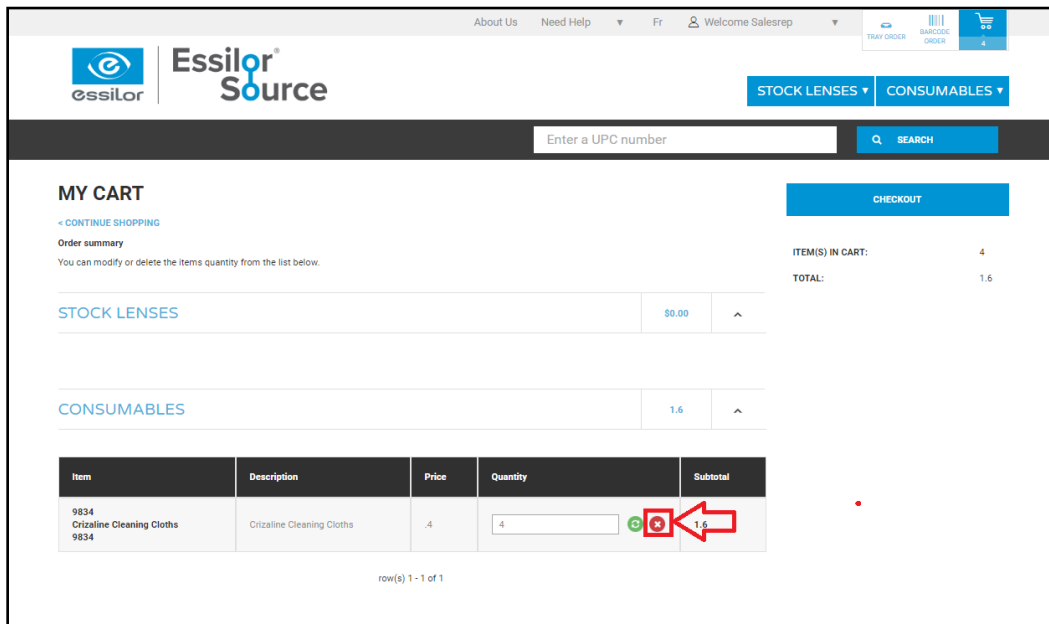


- **Step 2-** To confirm the quantity change, click on the green button.



2.3.2. DELETE MY ORDER (HOW TO)

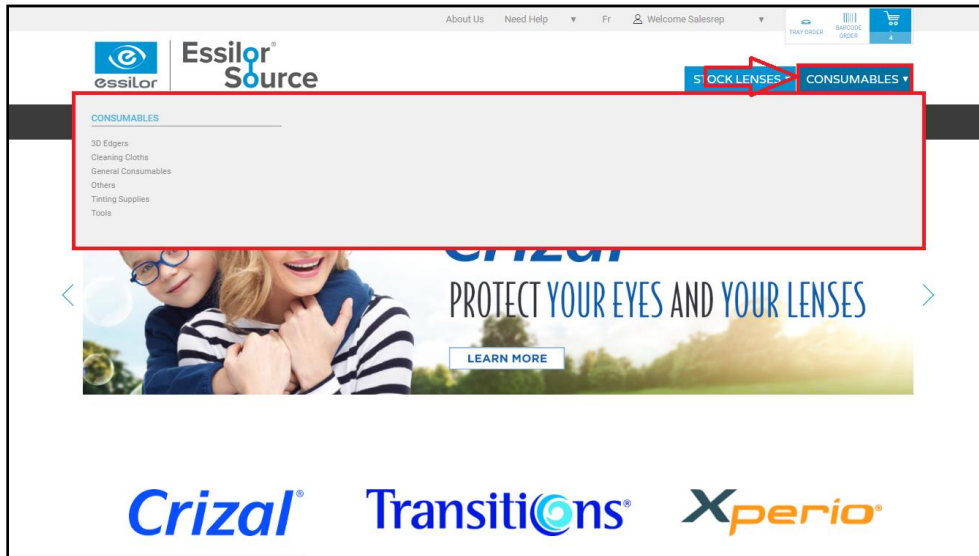
- To delete order, click on red button to confirm.



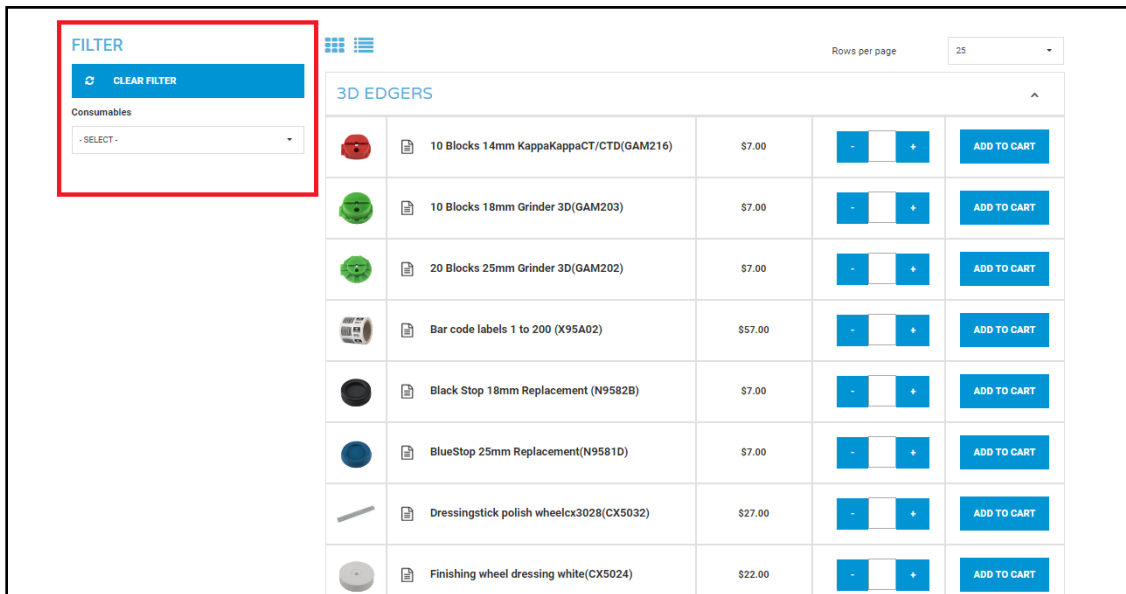
3. CONSUMABLES

3.1. CHOOSE CONSUMABLES (HOW TO)

- **Step 1-** Click on “Consumables”.



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

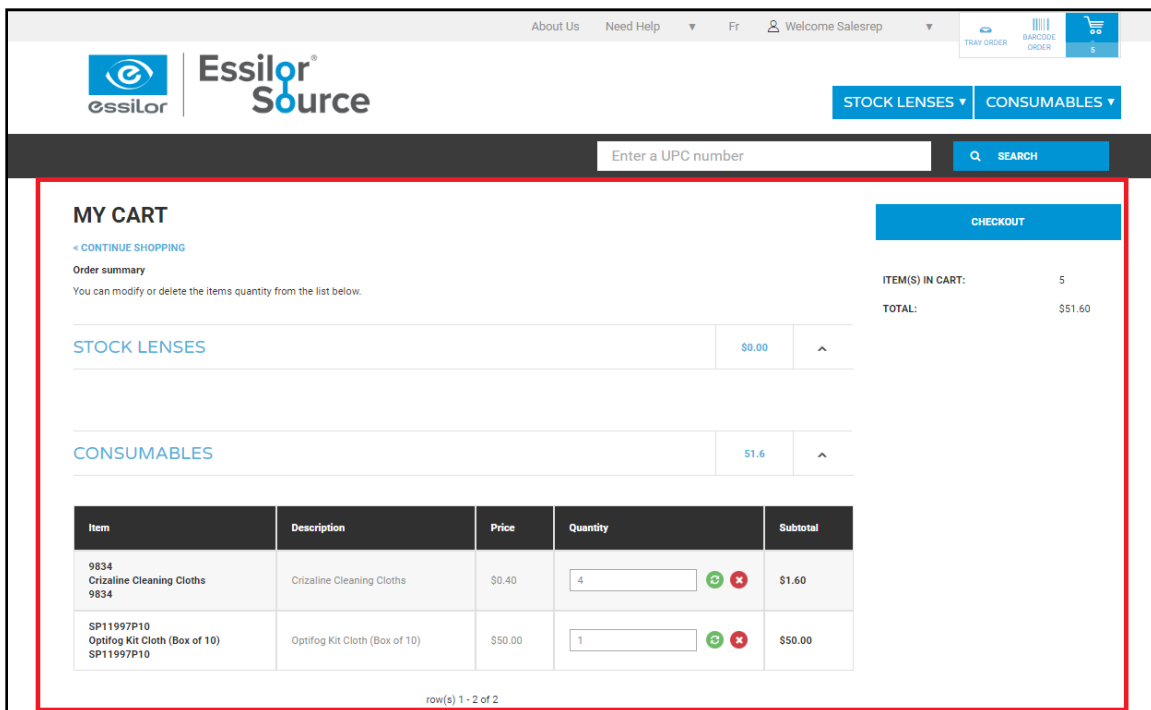


3.2. ORDER CONSUMABLES (HOW TO)

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

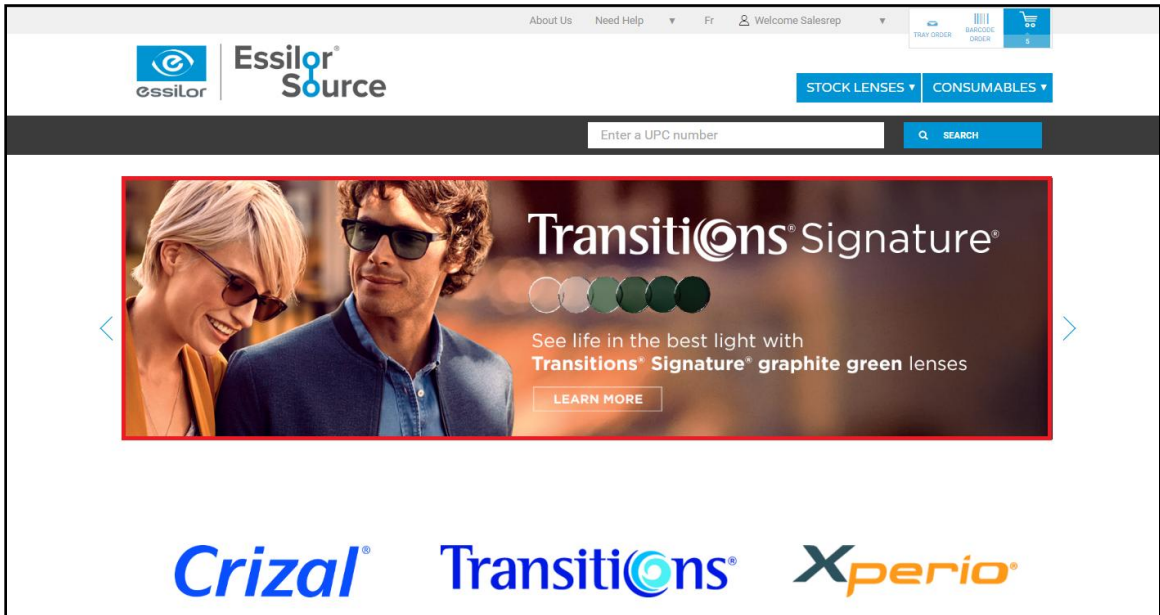


- **Step 2-** Click your “Cart” to view your order.



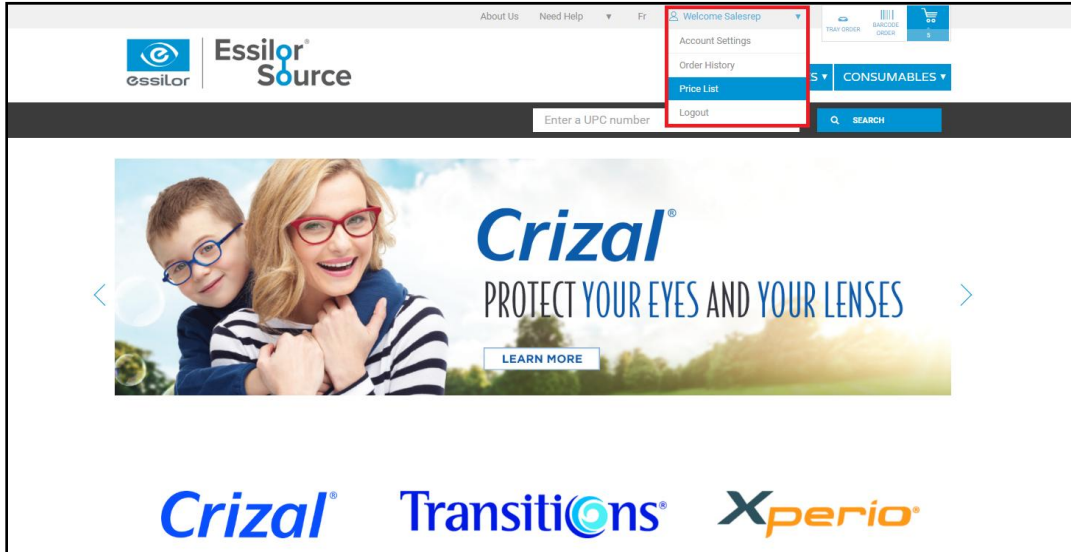
4. PROMOTION (HOW TO SEE THE)

- 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.

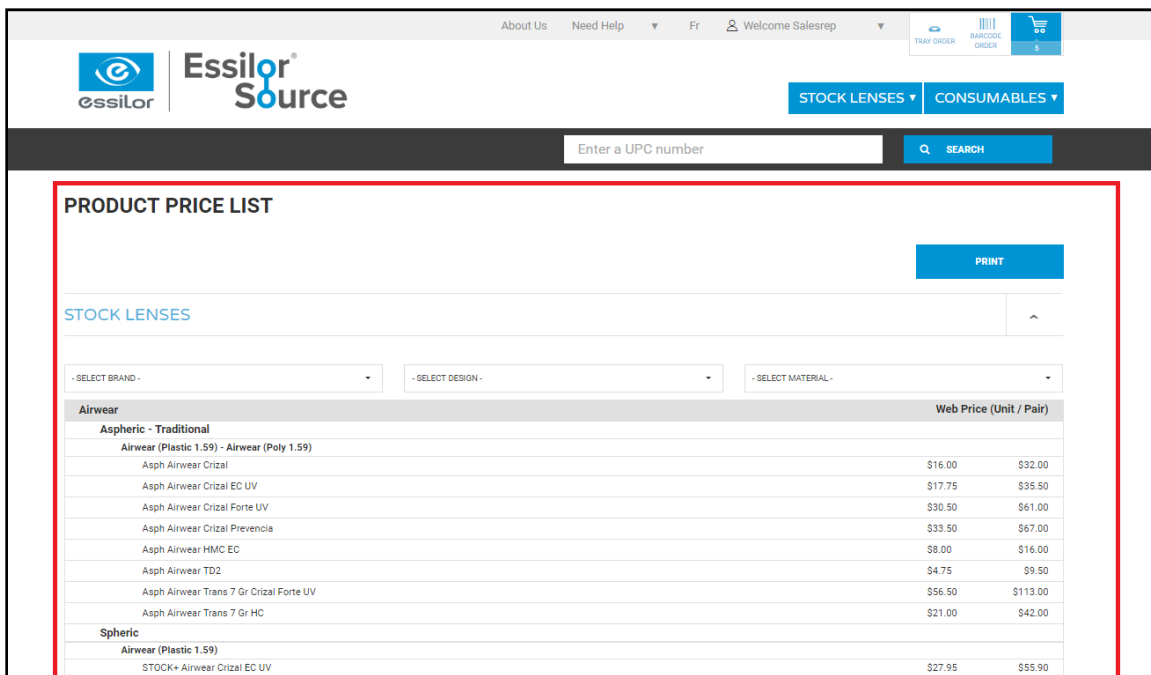


5. PRICE LIST (HOW TO ACCESS TO THE)

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

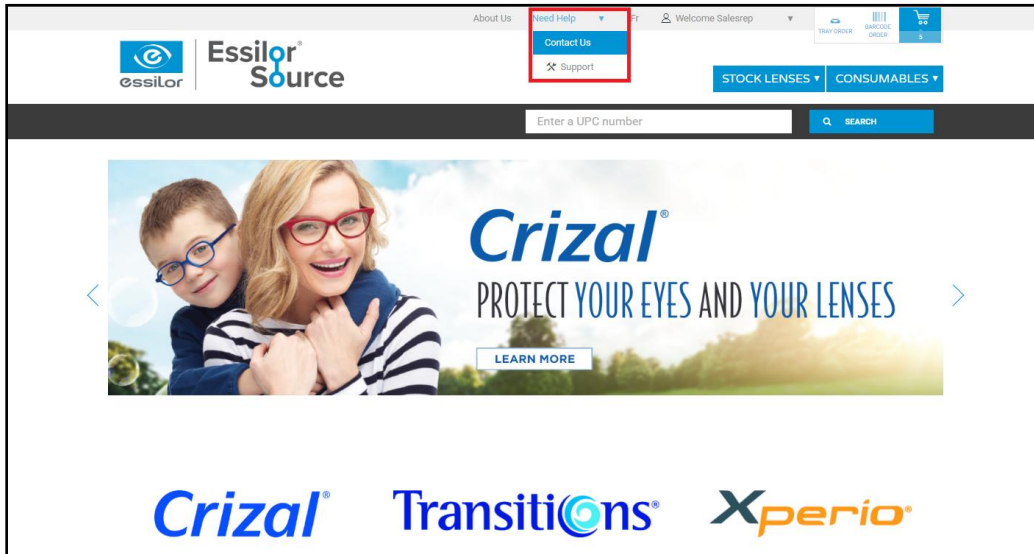


- **Step 2-** You will be redirected to the price list.



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.

