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 right-hand corner.

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

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.

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.

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

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.

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

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.

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