



## 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.

The screenshot shows the 'eyefinity' VSPOnline interface. At the top, there is a navigation bar with links for HOME, eINSURANCE, eLAB, eBUY, eLEARN, eWEB, and EHR solutions. A left-hand menu lists various services like VSPOnline, Calculators, Manuals, Administration, Plans, Products, Programs, Special Offers, Community Outreach, Training & Support, and VSP Global Businesses. The main content area is titled 'Practice Updates' and features a red warning banner about form submission issues. Below the banner is a navigation bar with tabs: Update Information, Appointment Scheduler, Monitor Your Profile, View Your Fees, Provider Credentialing, and Request for Staff Access. The 'Update Information' tab is active, showing a 'New feature: Doctor Profiles' section with instructions and a 'Deactivate your vsp.com profile' checkbox. The 'Doctor Profile' section includes fields for 'Doctor's Name' (TEST TEST), 'Doctor's Title' (Optometrist), 'Highlights', 'Doctor Networks', and 'Practicing since' (1982). An 'Education' section is partially visible at the bottom.

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

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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.

include in profile



change photo

**Gender**

Female

include in profile

**Certifications**

include in profile

**Certifications**

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**Ask Me About**

include in profile

Pink Eye  
 Glaucoma  
 Conjunctivitis  
 Astigmatism  
 Cataracts  
 Macular Degeneration  
 Color Blind Test

For any questions please email: [providernetworkdevelopment@vsp.com](mailto: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.

**eyefinity**  
a vsp vision company

HOME eINSURANCE eLAB eBUY eLEARN eWEB EHR solutions

**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 )

Yelp

Private Practice Website Link

**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

Submit

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