

State of Iowa 100% employee pay Essilor Prescription Safety Eyewear Program Instructions

Employee Instructions:

1. You will need a valid eyewear prescription to order safety prescription eyewear (within one year). The doctor of your choice may provide your exam or you may choose to use one of the eyecare providers recommended by Essilor. You must also obtain an order/authorization form from your company and a credit card form. **No safety prescription eyewear may be ordered without this form. Any order submitted without the credit card form will be held and not processed until received.**
2. Essilor has recommended eyecare providers across your geographical area. These locations may be reviewed from the list provided to your company. You may also access the most current list at www.essilorpse.com. Select "Industry Support and then "Locate an Eyecare Provider". Only eyecare providers in the state of Iowa will see State of IA personnel. You will need to take the Order/Authorization form to one of the Eye Care Professionals (ECP). **Safety eyewear may only be ordered from these locations.**
3. The ECP will assist you with frame and lens selection, complete the order form and place the order with Essilor. Your order and credit card form will be sent to a secure fax for security of your credit card.
4. The completed eyewear will be shipped directly to the Eye Care Professional location where the order was placed. They will contact you when eyewear is ready to pickup.
5. **Credit Card Payments:** The credit card form will be submitted to a secure fax number only. Essilor accepts MC/Visa/Discover/American Express. A check/debit card or health insurance card may also be used as long as they carry a logo from one of the accepted cards.
6. Your credit card will be charged in full for the cost of the glasses once your glasses have been shipped from the manufacturing facility to the ECP.
7. Charges for safety glasses will show up under Essilor Laboratories – Dallas, TX
8. Any questions specifically related to credit card charges, please contact: Shelly Pearson Ph: 800-349-4945 or email at: spearson@essilorusa.com

Eve Care Professional Instructions:

- ❖ If an eye exam is performed payment for the exam is the responsibility of the employee. Essilor will invoice a dispensing fee with the employees safety eyeglass charges. Essilor will issue your office payment directly for that dispensing fee via check or ACH.
- ❖ Complete the Ship To portion on the order form with your office's information. Be sure to include your account number. The account number will ensure that the completed order is shipped to the correct ECP location and that prompt and accurate payment of your dispensing fee is made.
- ❖ Please fax order form and credit card form to secure fax 877-652-1610
- ❖ Essilor will ship the eyewear directly to your office for delivery to the employee. Please contact the employee directly to schedule delivery and final adjustment of eyewear.
- ❖ Please contact the Essilor PSE Sales office at 800-553-9705 if you have any questions. We appreciate your continued support.