Nottingham City Council Corporate Eye Care User Guide

Nottingham City Council has joined the Vision Express VDU scheme meaning that, as a colleague of the City Council, you can take advantage of some valuable eye care benefits.

The Council has arranged for you to receive:

- A free eye test including digital retinal photography
- £45 off complete glasses of any prescription or
- A pair of single vision glasses from the Vision Express £39 range free of charge

From downloading your VDU voucher to visiting a Vision Express store for your eye test, this User Guide will provide you with simple instructions on how to redeem your eye care benefits.



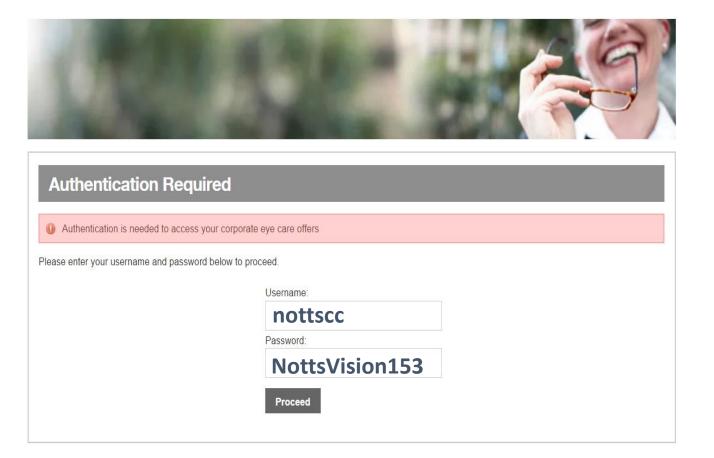


Access Arrangements for NCC Colleagues

Please ensure you read all of the information contained within this document before you begin

To gain access the Nottingham City Council part of the Vision Express site, you will need to use the following link and then enter the user name and password identified below and click proceed.

www.visionexpress.com/nottscc



The Corporate Eye Care Client Portal



Title": Forename":						
Forename*:						
Surname":						
Date of birth*: Day ▼ Month ▼ Year ▼						
Postcode*:						
Email Address*:						
Location:*:						
Department, Manager*:						
House, Cost Code*:						
Please check this box if you would like to opt out of our email reminder service.						
Register						

Registration

Once you have entered the correct user name and password you will be presented with the following page.

You **must** complete all the required information

The **Title**, **Forename** and **Surname** must be completed and proof of identity may be required a the shop to prove that you are the recipient of the youcher.

The **Date of birth** is used as a secondary means of identification and is also used by the organisation to identify which age brackets are utilising the eye care support.

The **Postcode** is a secondary means to verify the user of the voucher and should be your home postcode details

The **E-mail Address** required is the one that you use for work and is used where you will have the voucher sent to

The **Location** is your identified work base

The **Department / Manager** needs to identify which department you work for and who your line manager is (this will be the manager who will agree to you accessing the DSE eye test."

The **House Cost Code** is the budget code for your section that will be recharged following the use of the voucher.

The Corporate Eye Care Client Portal Voucher Download



Welcome to the Vision Express Corporate Eye Care Client Portal Voucher Download page for Nottingham City Council.

Below you will see banners for each of the corporate eye care schemes Nottingham City Council has arranged for you to receive.

Visual Display Unit - VDU

Email your vouchers

Download your vouchers

In 1992 Health and Safety (Display Screen Equipment) Regulations were introduced to improve conditions for all employees who work with Visual Display Units (VDUs). All Nottingham City Council employees who regularly use VDU (computer) screens at work are entitled to be provided with an appropriate eye and eyesight test, which will be carried out by a competent person.

By requesting an eye care voucher you will receive:

- A full eye test, including digital retinal photography.
- If glasses are required for VDU work, you can choose a complete pair of VDU glasses with standard single vision lenses and receive £45 off the total cost of the glasses.
- · Upgrades can apply, you will simply pay the difference in-store.

There are 2 ways in which you can receive your VDU voucher.

To have the voucher sent to the email address you provided in the form on the previous page, click **Email your vouchers**.

To download the PDF version of the voucher immediately, click **Download your vouchers**.

Download a Voucher

If you chose **Download your voucher**, you will have already been prompted to open a PDF file – this is your VDU voucher.

Alternatively, if you chose **Email your vouchers**, you will be taken to the confirmation page below

Thank you for requesting your voucher

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Your voucher request has been received and your voucher is being emailed to you.

Please note, due to the e-mail being sent from a 'no reply' e-mail address we advise that you check junk and spam folders.

To download your other vouchers simply go back to your voucher page.

Do you need an eye test? Book online now.

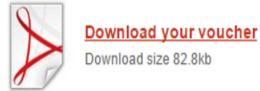
Download an E-mail Voucher

If this email has not downloaded properly, click here to view it online.





VDU voucher scheme





The email you receive will contain a link saying **Download your voucher** similar to the one displayed here.

Click on the **Download**your voucher and you will
be prompted to open a
PDF file – this is your VDU
voucher.

Vision Express **VDU voucher** scheme

Invoice option

Orga	Organisation: Nottingham City Council		Location:	n: Nottingham			
Employee: John Sm		John S	mith	Cost Centr	re/Charge code:	N-R-5050-000-000-0	
Payroll/collar number: Strategy & Resources							
	bove employ Regulations		orised to receive at the above company's	expense, the follo	wing services under	the Health and Safety	
This voucher entitles the holder to: Eye Test (including digital retinal photography) Please use code: CORP EYE EXAM and CORPEE INV to be invoiced				£15 invoiced back to employer			
<u> </u>	(Employees	scount of $£45$ off complete prescription glasses ployees can upgrade to higher priced frames and lenses, they simply pay the difference in-store). We use code: CORP45					
authorised by: Position: Date: Expiry Date: 09 / 05 /2017							
the optometrist) can confirm that the following was received in-store: If Eye Test including DRP the optometrist) can confirm that the following was recommended in-store: spectacles are not required/no change in current prescription is needed (delete as new spectacles are required for general use, but not necessary for DSE work spectacles are required for general use, incorporating DSE work spectacles are required for DSE use			ecessary)	Terms & Conditions: • You must contact a Vision Express store to arrange your Eye Test prior to your visit. Date and time subject to store availability • Voucher valid in any Vision Express store. Excludes R.O.I. and designer outlets • Voucher must be presented prior to your Eye Test and DRP is subject to availability • Glasses must be purchased at same store as Eye Test within 4 weeks • This voucher is non refundable and no change will be given • Can be used in conjunction with complete pricing • Not valid in conjunction with any other offer, discount or promotion • Voucher valid until expiry date shown • Can use discount with, or choose from, £39 range. Instructions for the store:			
ore No: Patient ref no: Date:			tt £	he Vision Express MyVE Intrar 15 upon your submission of t sustomers, do not process NH	this voucher, please refer to corporate eye care o net site. Vision Express invoice the client's compar his voucher to Sales Ledger Department. For NH IS Eye Test – use corporate codes. Please contai on 0115 988 2121 if you have any queries.		

The Voucher

Take this voucher to your manager for them to sign the Authorised by section.

Please note vouchers are not valid unless signed by your line manager and will not be accepted without this being completed.

Your VDU voucher can then be used in any Vision Express store across the UK

The voucher is only valid for a period of 90 days.

IMPORTANT - Please contact store to arrange your Eye Test and then present this voucher in-store.

To locate your nearest store please visit visionexpress.com or call freephone 0800 73 80 90



ref: 905621 Download date: 08/02/2017 11:22 Expiry date: 09/05/2017

Using the Voucher

Visit www.visionexpress.com/opticians to find the details of your local store and book your eye test.

Remember to take your VDU voucher with you on your visit and present it prior to your eye test.

