

# 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/nottsccl](http://www.visionexpress.com/nottsccl)



## Authentication Required

 Authentication is needed to access your corporate eye care offers

Please enter your username and password below to proceed.

Username:

**nottsccl**

Password:

**NottsVision153**

**Proceed**



### Register your details

Title\*:

Forename\*:

Surname\*:

Date of birth\*:

Day ▼	Month ▼	Year ▼
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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 at the shop to prove that you are the recipient of the voucher.

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**

✔ 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.



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.



## VDU voucher scheme



[Download your voucher](#)

Download size 82.8kb



# 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.

Organisation: Nottingham City Council

Location: Nottingham

Employee: John Smith

Cost Centre/Charge code: N-R-5050-000-000-0

Payroll/collar number: Strategy &amp; Resources

The above employee is authorised to receive at the above company's expense, the following services under the Health and Safety (DSE Regulations) act 1992.

**This voucher entitles the holder to:**

- ☒ Eye Test (including digital retinal photography) .....£15 invoiced back to employer  
Please use code: CORP EYE EXAM and CORPEE INV to be invoiced
- ☒ A discount of £45 off complete prescription glasses  
(Employees can upgrade to higher priced frames and lenses, they simply pay the difference in-store).  
Please use code: CORP45

Authorised by: ..... Position: ..... Date: .....

Expiry Date: 09 / 05 /2017

Please tick the appropriate boxes.

I (the optometrist) can confirm that the following was received in-store:

Full Eye Test including DRP

I (the optometrist) can confirm that the following was recommended in-store:

- a. spectacles are not required/no change in current prescription is needed (delete as necessary) ☐
- b. spectacles are required for general use, but not necessary for DSE work ☐
- c. spectacles are required for general use, incorporating DSE work ☐
- d. spectacles are required for DSE use ☐

Optometrist name: ..... Optometrist signature: .....

Store No: ..... Patient ref no: ..... Date: .....

**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:**

For details on how to process this voucher, please refer to corporate eye care on the Vision Express MyVE Intranet site. Vision Express invoice the client's company £15 upon your submission of this voucher to Sales Ledger Department. For NHS customers, do not process NHS Eye Test – use corporate codes. Please contact the Corporate Eye care team on 0115 988 2121 if you have any queries.

**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](http://visionexpress.com) or call freephone 0800 73 80 90

vision express



# Using the Voucher

Visit [www.visionexpress.com/opticians](http://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.

- 1 Nottingham - Victoria Centre**  
Unit E, 97 Victoria Shopping Centre, Nottingham,  
Nottinghamshire , NG1 3QE  
0.7 miles
- 2 Nottingham - West Bridgford**  
32 Central Avenue, West Bridgford, Nottingham,  
Nottinghamshire , NG2 5GR  
1.3 miles
- 3 Nottingham - Beeston**  
64 High Road, Beeston, Nottingham, Nottinghamshire ,  
NG9 2LF  
3.2 miles
- 4 Loughborough**  
Suite 10, Carillon Court, Loughborough, Leicestershire ,  
LE11 3XA  
12.4 miles
- 5 Mansfield**  
Unit 9, Four Seasons Shopping Centre, Mansfield,  
Nottinghamshire , NG18 1SN  
13.8 miles

