



## MEMBER PORTAL ACCESS INSTRUCTIONS

Visit <u>WWW.OPTICAREVISIONSERVICES.COM</u> From the main menu click on "MEMBER PORTAL"

MEMBER PORTAL

## REGISTER AS A **NEW USER**

Click on "CLICK HERE TO REGISTER AND/OR ENROLL"

Please select the portal that you wish to register with, select from the drop down "MEMBER"

Have your **Gateway Registration Code** ready - this is the same as your Subscriber ID found on your insurance card plus "01" for the employee.

Finish filling out the form and click submit.

## **OBTAIN ID CARDS**

If you have already registered for the MEMBER PORTAL, please login to your account.

- Login to MEMBER PORTAL
- Click on PRINT TEMP ID CARD from the side menu.
- Your temporary card should automatically download, if it doesn't, click on the blue link "OPEN PDF"- choose FILE > PRINT



If you have questions regarding registering or logging into your Member Portal account please call the service number below. Reminder: your Gateway Registration Code is your subscriber ID found on your Opticare Card plus "01" at the end. You can also submit questions via the website.

MEMBER SERVICE DEPARTMENT

WWW.OPTICAREVISIONSERVICES.COM

801-869-2020