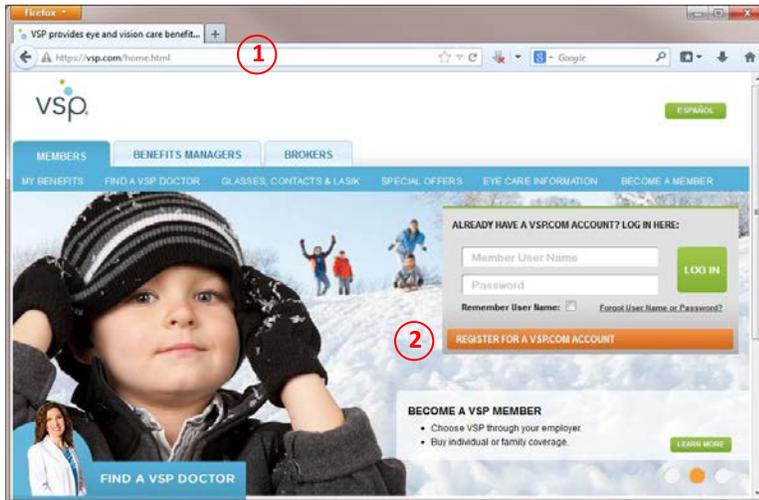


To print your VSP Member Vision Card, you must first register for an account on <http://www.vsp.com>. Follow these steps to complete the registration process. Only the Member (City Employee) can create an account. Any other covered individuals on the Member's plan will automatically appear under the account once has been created.

STEP 1



- 1) Open your browser and navigate to <http://www.vsp.com>
- 2) If you don't have an account, click the 'Register For A VSP Account' link

NOTE: If you have already registered, simply login and skip to step 4

STEP 2

- 1) Select the radio button beside 'Social Security Number' and enter your SSN. **Do not include the dashes.**
- 2) Enter your First Name and Last Name
- 3) Provide the Month, Day and Year of your birth.
- 4) Click 'Continue'

STEP 3

Under the 'Required Information' section...

- 1) Enter and Confirm your Email address
- 2) Create a username
- 3) Create and Confirm your password

Under the 'Optional Information' section...provide any additional information you choose.

- 4) Scroll to the bottom and click 'Create Account'

STEP 4

To print your VSP Member Vision card...

- 1) Click 'My Member Vision Card' link on the left sidebar

- 2) Click the Printer icon to print your card