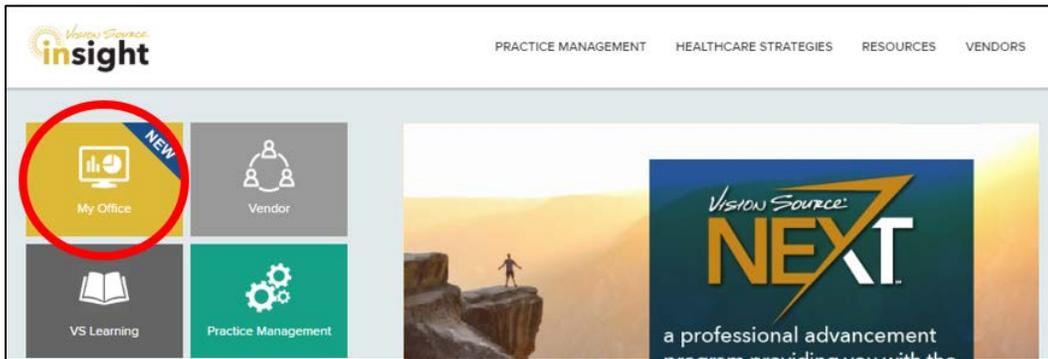


Online Royalty Payment Instructions

Vision Source offers a quick, convenient way to report monthly gross sales and submit royalty payments online. This process helps members save time and money previously spent mailing payments.

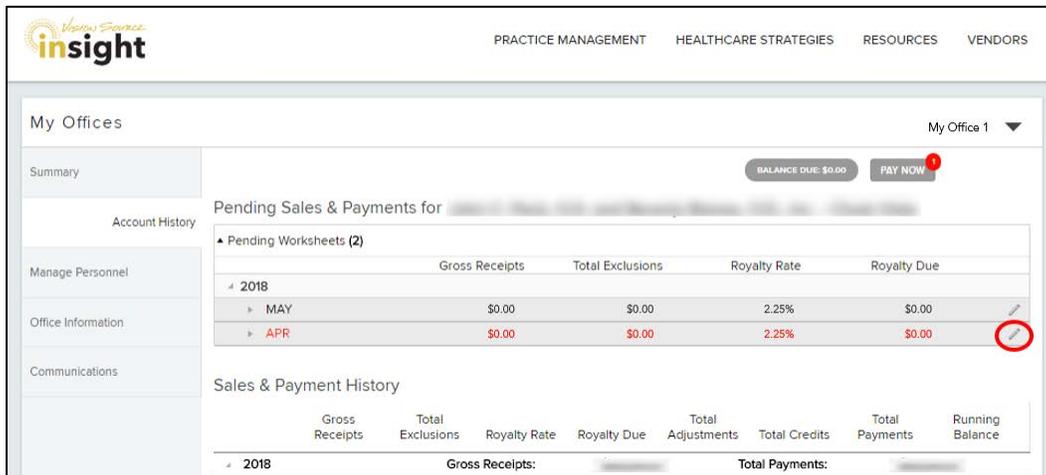
1. Log in to Insight.VisionSource.com and click the gold **MY OFFICE** icon located below the Insight logo.



2. Click on the **ACCOUNT HISTORY** tab on the left. Members who practice in more than one location can use the dropdown menu in the top right corner to select an office.

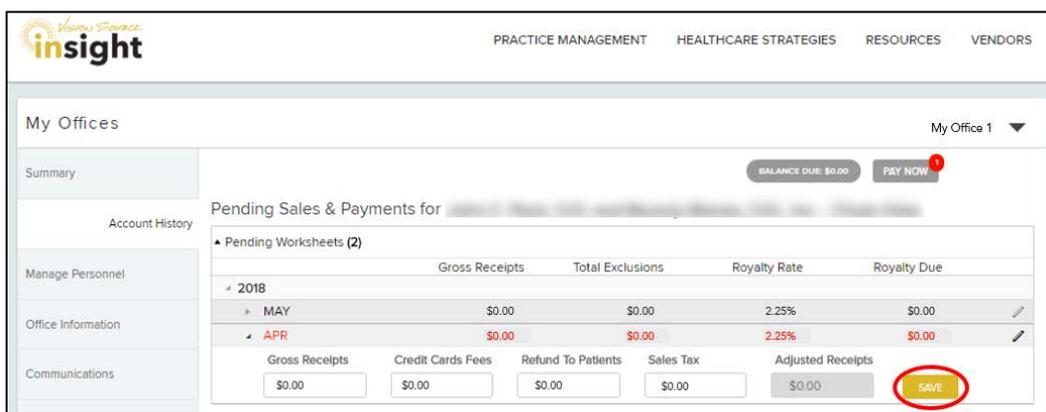


- The screen will display a history of all reporting and payments entered, as well as a running balance to be paid. To report gross sales for a month, click the pencil icon to the right of that line item.



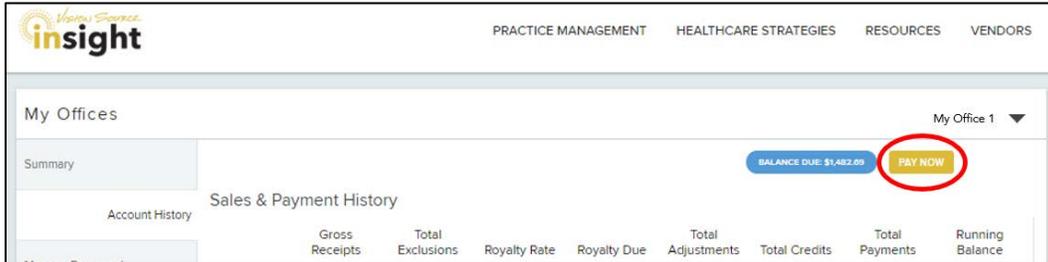
Reporting must be completed in order, beginning with the oldest month. A pencil icon indicates sales may be reported for that month. Red text indicates the month is past due.

- Enter the gross receipts and itemized exclusions for that month and click **SAVE**. Insight will automatically calculate the royalty payment due. Repeat the process for any other missing months.

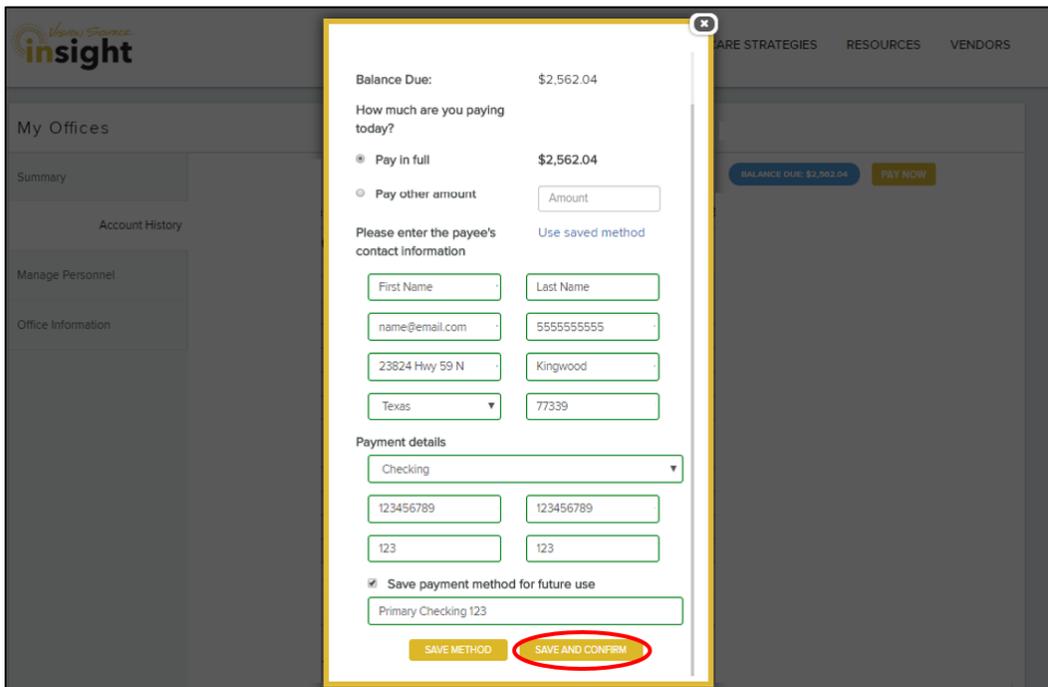


Once the entry has been saved, changes may be made within the same day until 11:30pm Central time. Please contact the Vision Source accounting department at 888-558-2020 to make changes after that time.

5. Click the **PAY NOW** button at the top of the screen to process payment for the balance due. Reporting for all months in red must be completed before a payment can be processed.



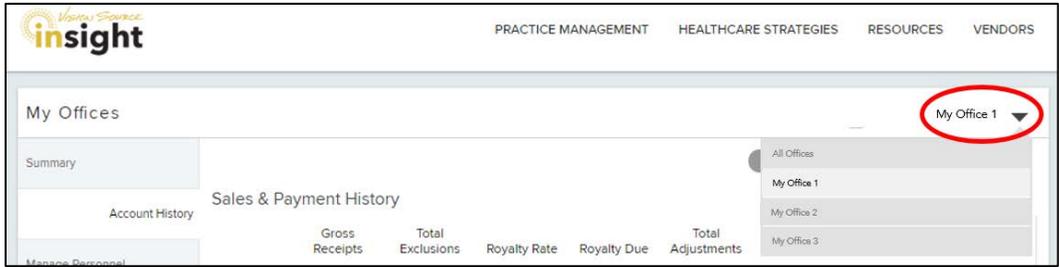
6. In the Payment Center, choose a payment method or select **ADD A NEW METHOD**. To add a new payment method, enter the payee's contact information and payment details. Only checking/savings accounts will be accepted. To save the payment method for future use, select the checkbox and enter a name for the method. Click **SAVE AND CONFIRM** to submit the payment.



Up to four (4) payment methods can be saved. Saved payment methods can be deleted.

7. A confirmation email will be sent to confirm payment was processed. Please check to ensure the confirmation email was received.

8. Repeat the process for any other locations, using the dropdown menu in the top right corner to select a different office.



9. If paper copies are needed, a monitor icon will appear to the right of the line item within 24 hours of reporting sales for that month. Click the icon to download a PDF version of the data entered for that month.

