

Vision Source® offers a quick, convenient way to report monthly gross sales and submit royalty payments online to help you save time and money.



Vision Source®
SIGNATURE EYE CARE™

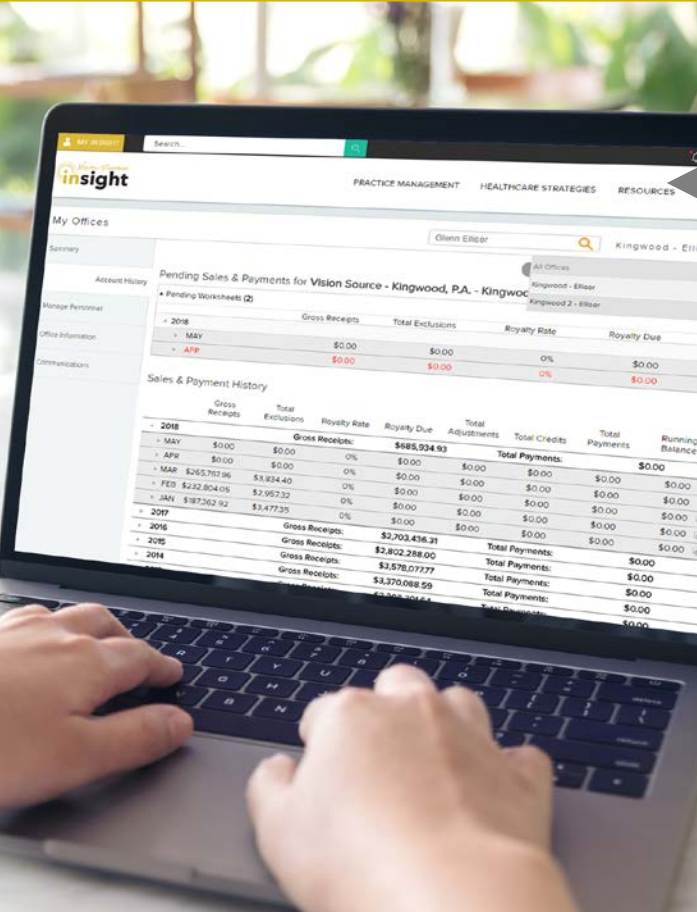
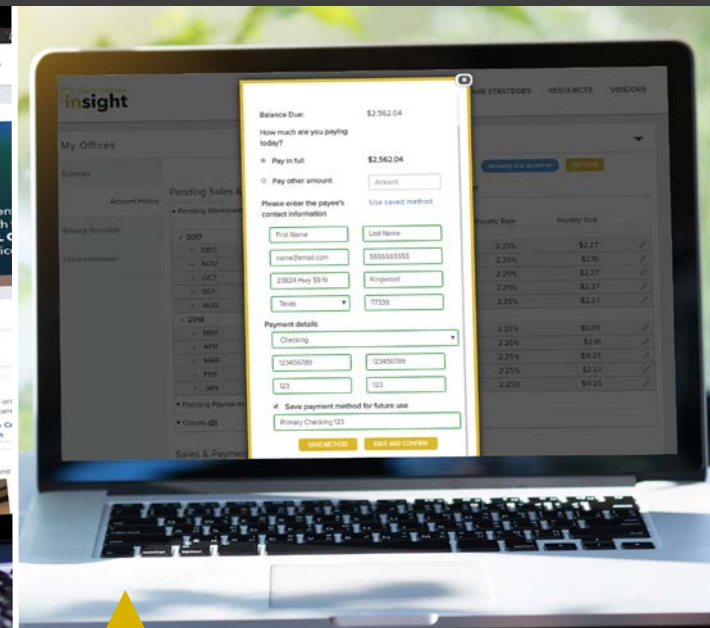
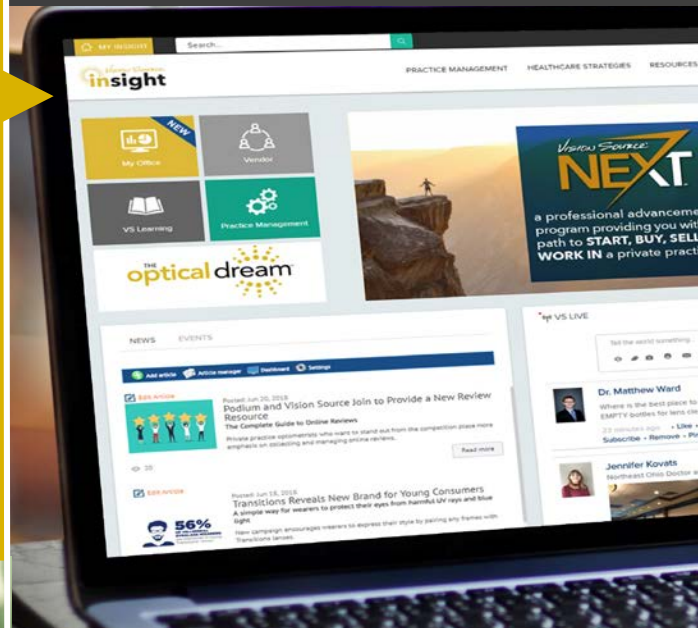
HOW TO SUBMIT ROYALTY PAYMENTS ONLINE

A SIMPLE GUIDE TO
ONLINE REPORTING
AND PAYMENT

[INSIGHT.VISIONSOURCE.COM](https://insight.visionsource.com)

GETTING STARTED

1. Log in to Insight.VisionSource.com and click on 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.



REPORTING SALES

3. The screen will display a history of all reporting and payments entered, along with a running balance to be paid. To report sales for a month, click the pencil icon to the right of that line item. Red text indicates the month is past due.
4. Enter the gross receipts and itemized exclusions for that month and click SAVE to automatically calculate the royalty payment due. Repeat the process for any missing months.

Note: Reporting must be completed in order, beginning with the oldest month. All past-due reporting must be completed before a payment can be processed. Once the entry has been saved, changes may be made that day until 11:30pm CT. Please contact the Vision Source accounting department to make changes after that time.

SUBMITTING PAYMENTS

5. Click the PAY NOW button at the top of the screen to process payment for the balance due.
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 details. Only checking / savings accounts will be accepted. Select the checkbox to save the payment method for future use. Click SAVE AND CONFIRM to submit the payment.
7. Check for a confirmation email to ensure the payment was received and repeat the process for any other offices.