ECLIPS
NEW HIRE SET UP

TeamVision
Eye care, together.

Eclips requires a manual set up for Team Members and Doctors. Please follow the steps below when needing to set up a new hire with Eclips access or to deactivate a user (terminate access).

Email RLuxenberg@luxotticaretail.com with the below information for all new hires.

Team Member & Doctor information:

1. First + Last name
2. ID Number (EL ID, OD ID, or CID)
3. TeamVision Email
4. Site location(s) - List primary location first, then other locations they will work in
5. Role
   • TAB (Office User, Office Manager)
   • Connect (Technician, Refractionist, Doctor)
   • Uprise Role (Administrator, Fill in Provider, Front Desk, Office Manager, Optometrist, Technician)
6. Network Password (as requested)

Additional Doctor information:

7. NPI #
8. License State
9. License ID

To Deactivate Access:

• In Eclips Admin, Field Leader or PM clicks "Set to Inactive"

• Questions or support deactivating access email RLuxenberg@luxotticaretail.com