CL-Portal

User guide for opticians

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1.   INTRODUCTION

The CL-Portal

The portal is a **free service offering** of the contact lenses industry for opticians, optometrists, ophthalmologists and the specialised trade. Please sign on under Register in the navigation on the left side. After the registration you can login with your login data and register yourself uniquely at the suppliers with the supplier client number. You will then be informed about new catalogs of the suppliers and are able to download them **free of cost**.

If you are working with an optician software that already supports the function 'automatic updates', the catalog updates will automatically and directly be taken over in your ERP.

The portal functions at a glance:

- Automatic updates of contact lenses catalogs
- Automatic information about new catalogs
- Verify functions for the online order directly from your ERP

You will find the portal under **www.cl-portal.com**

2. REGISTRATION

Click on the UK flag on the right top to change the language to english.

To obtain updates, you must login once at the portal. For this purpose, under registration, enter your address data and select the optician software you are using.

You will be prompted now to enter a password of your choice. After entering, you confirm by clicking on the button 'Register'.

Successful registration will be confirmed on the screen showing your profile data and you will receive a confirmation email at the same time.

After successful registration on the portal, you can log in now with your access data and can use the services of the portal.

3. SIGN ON FOR CATALOG UPDATES FROM CONTACT LENS SUPPLIERS

Log in with your access data. Click on the 'Suppliers' navigation item to subscribe or unsubscribe for catalog updates from the participating companies.

To do this, select the link 'sign on' from the respective supplier.

Enter your customer number at the supplier and your postal code to register for the supplier.

Click on 'Next'.

Now specify if you wish to be informed by the portal if a new catalog version of this supplier is released and press the button 'Register'.

The successful registration is confirmed now.

4. LOSS OF ACCESS DATA

Please keep your access ID carefully (E.g. cl_15912). Please call our hotline under +49- (0)761-1307476 or send an email to info@look4.de, if you should have lost it. The hotline will state your ID.

Under no circumstances you should register again, because the registrations at a supplier cannot be transferred to a different login. A double registration with your customer number at the supplier is not possible.

If you have lost your password, click on the navigation item 'Forgot password'. Then specify your ID and your postal code. A new password will be sent to the email address of your registration profile.