

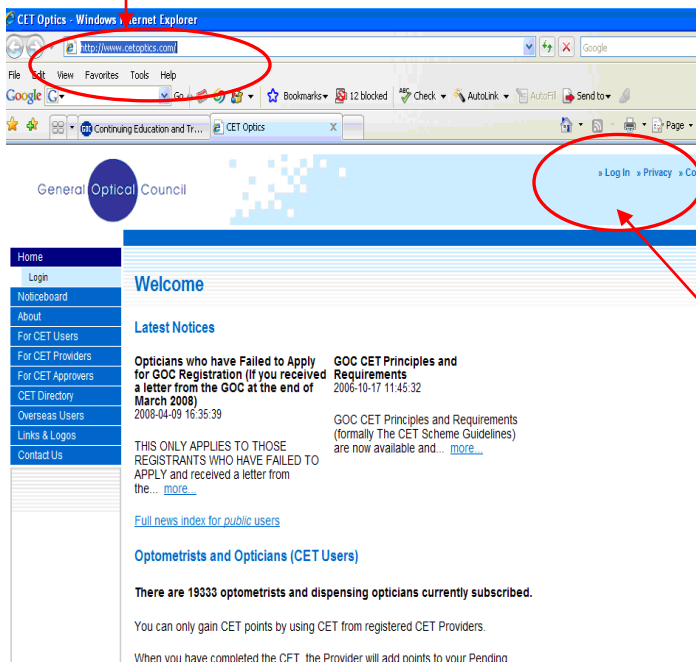


vantage Technologies Limited



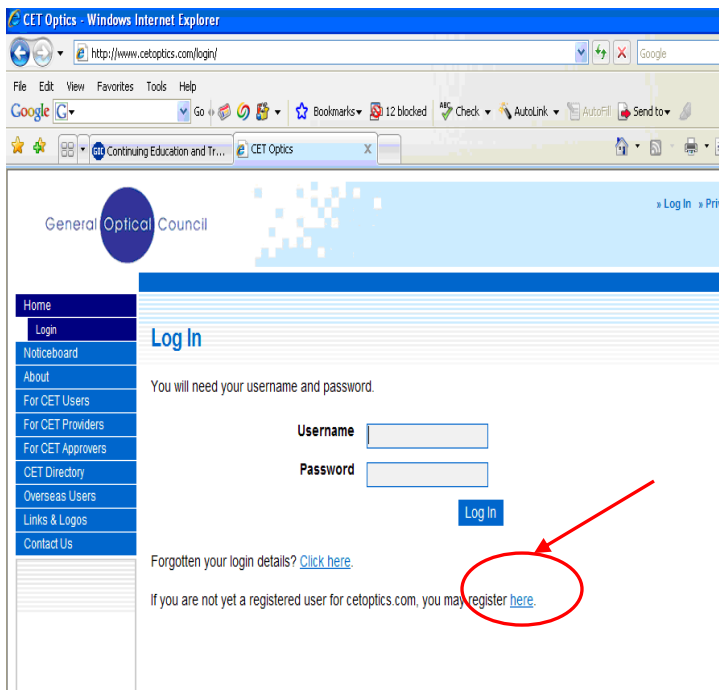
Guidelines for Creating a New User Account on CEToptics

Website address



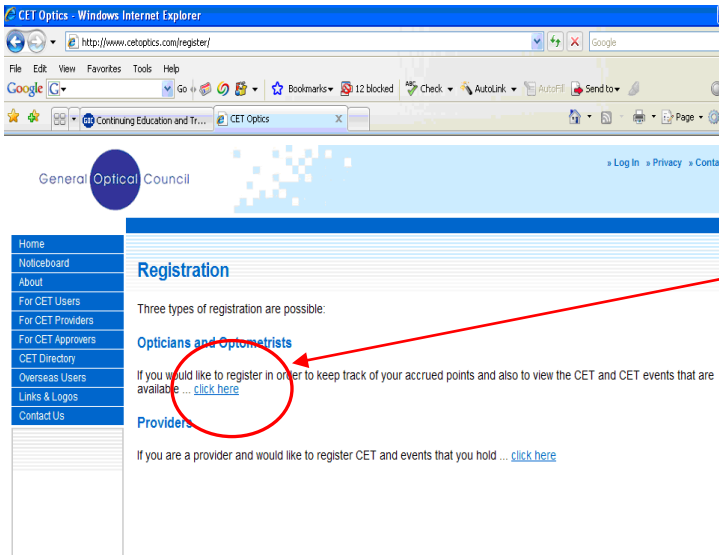
The first screen you will see when you go to www.cetoptics.com

Click on **Log In**

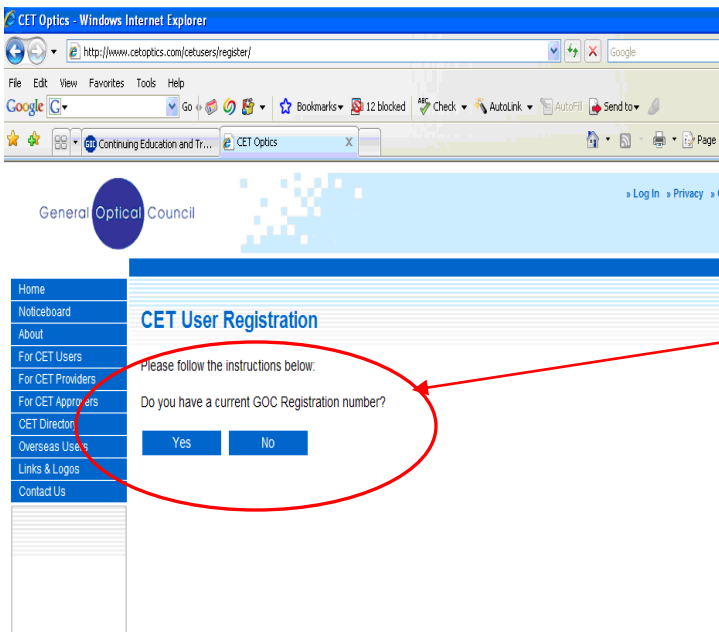


If you are a new user you will need to set up a new account.

Click here to do this.



Follow the instructions for setting up a new account and click on the following link



Click on yes if you have a GOC registration number or no if you are not currently registered with the GOC

Clicked YES -GOC Registration number screen

CET GOC User Lookup

Please enter your GOC registration number and date of birth so that we can locate your details. Your GOC number should contain a hyphen and look something like 01-12345-6-1234

GOC Registration # Your CET account is linked with this GOC membership number

Date Of Birth

Reset Back Find

If you have a GOC registration number, fill in the details as requested. Your number will be linked to your account details.

Once you have completed this screen follow the steps as detailed from the next picture and onwards.

Clicked No - New User screen

New User

There are 2 screens to complete. Mandatory fields are marked with an asterisk. You can move between completed screens using the "Back" and "Next" buttons. Your information is submitted to us when you click the "Submit" button on Screen 2. Please note: The registration process should be completed within a 20 minute period to ensure all submitted information is recorded.

First Name*

Last Name*

Username Leave blank to generate automatically

Email Address*

Re-enter Email Address*

Telephone Number*

Mobile Number

Security Question* You may be asked to provide your answer to your security question if you forget your password
What is your mothers maiden name?

Security Answer*

Reset Cancel Next

If you do not have a GOC registration number, fill in the fields shown on the screen to confirm your details onto the system.

These include: your name and contact details

Once you have filled in your details click the next button and fill in the address details as requested in step 2

CET User Registration - Step 2

Address Line 1*

Address Line 2*

Address Line 3*

City*

County*

Postcode*

Role* Optometrists Dispensing Opticians

Select the professional role applicable to you. See overleaf for further instructions.

Optometrists
 Dispensing Opticians

Therapeutics Specialists - Additional Supply
 yyyy/mm/dd Registration Date

Therapeutics Specialists - Supplementary Prescribing
 yyyy/mm/dd Registration Date

Overseas User Tick this box if you live outside the UK or intend to do CET in other countries.

Optometrists
 Dispensing Opticians

Contact Lens Specialists
 yyyy/mm/dd Registration Date

Overseas User Tick this box if you live outside the UK or intend to do CET in other countries.

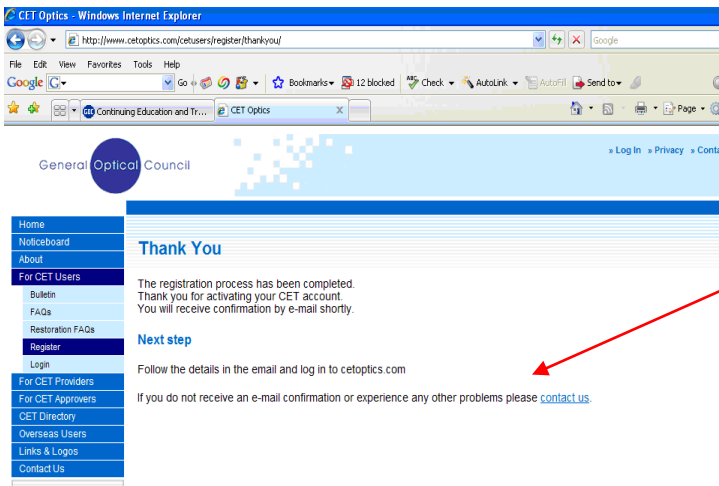
Select your professional role that you will be undertaking, either Optometrist or Dispensing Optician.

This will bring down a menu of specialist roles that are relevant to the professional role you have selected. These are not relevant to everyone.

Select any specialism that you are qualified to practice in, if applicable.

Otherwise either check the optometrist or dispensing optician roles only.

If you are practicing in a specialist area include the date which you were qualified or registered to practice from.



Once you have submitted all your details, you will be shown the following screen informing you that you have completed the account registration process.

You will receive an e-mail confirming your registration on www.cetoptics.com