




# Initial User Login

1. Navigate to <https://ordering.bausch.ca>
2. Sign in using your existing Username & Password
3. You will be prompted to verify your email address & change your password
  - Password requirements:
    - At least 8 characters
    - One upper case letter & one lower case letter
    - One special character
    - One number
4. After you check the privacy consent boxes & select save, you will receive an email with a verification code which you'll enter on the site
5. After you've entered the verification code, you're all set to begin using the new Bausch + Lomb Online Ordering Portal!

 Canada    English

### USER REGISTRATION

Hi Jim Bennett!

Please enter your **Email**, **new Password** and **consent to Privacy**, then click Save for completing the registration.

<p>EMAIL</p> <input type="text" value="james.bennett@bausch.com"/>	<p>CURRENT PASSWORD</p> <input type="password" value="....."/>
<p>NEW PASSWORD</p> <input type="password" value="....."/>	<p>CONFIRM PASSWORD</p> <input type="password" value="....."/>

Password Strength

- ✓ At least 8 characters
- ✓ One upper case letter and one lower case letter
- ✓ One special character
- ✓ One number

#### PRIVACY CONSENT

"Your privacy is important to us"

I have read, understand, and agree to [Bausch + Lomb Web Policies](#) including GDPR policies.

I have read, understand, and agree to [Bausch + Lomb VisionCare Web Policies](#) including GDPR policies.

Yes, subscribe to promotional and product news emails from Bausch + Lomb.

Save

Cancel



# Navigating Through the Bausch + Lomb Online Ordering Portal

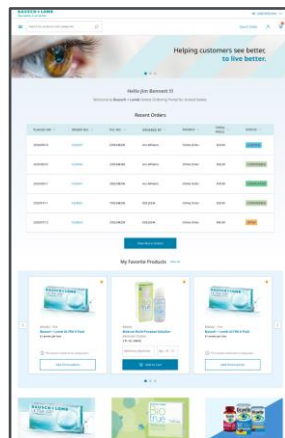
Let's review the steps to register a primary user, a secondary user and search for a product on the Bausch + Lomb Online Ordering Portal. In addition, we will review the Homepage elements.

## Primary User Registration

As a primary user, you can submit registration requests for accessing and using the Bausch + Lomb Online Ordering Portal.

1. Add the required information under the **ACCOUNT INFORMATION** section, select the checkboxes under the **PRIVACY CONSENT** section, and click the **Request to Register** button.

2. After the registration request is approved, you will receive the password setting link in your email followed by a 2-step authentication code.



3. Once the password is set, you can log in to the Bausch + Lomb Online Ordering Portal and select your Line of Business (LOB) and ship-to account. The Bausch + Lomb Online Ordering Portal homepage will be displayed.

## Secondary User Registration

As a primary user, you can submit registration requests for secondary users in your account for maintaining specific ship-to accounts.

1. After logging in to the Bausch + Lomb Online Ordering Portal, click the **My Account** icon and select the **My Account Details** option.
2. Click the **Manage My Users** button on the **My Account Details** page.
3. Click the **Add New User** button on the **Manage My Users** page to add a secondary user.
4. Add the required information on the **Add New User** page and click the **Save** button to add the secondary user.

5. The system displays a message that the user has been added.

**Note:** You can add secondary users at any time after the primary user registration is completed.

## Homepage Navigation

Let's review the various elements available on the Bausch + Lomb Online Ordering Portal homepage:

**LOB icon:** Click the **LOB** icon to change the Line of Business (LOB) for which products are displayed.

**Shipping Account icon:** Click the **Shipping Account** dropdown icon to view the list of shipping accounts.

**Hamburger icon:** Click the **Hamburger** icon to view the **Product Category** menu.

**Quick Order button:** Click the **Quick Order** button to quickly add a product to the cart.

**My Account icon:** Click the **My Account** dropdown button to view the account management options, such as account details, orders, saved carts, favorite products, address book, and sign out.

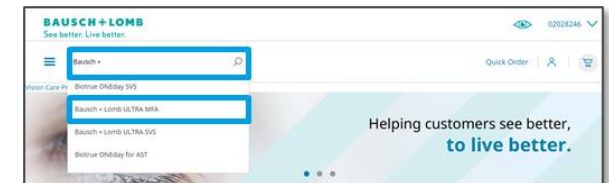
**Cart icon:** Click the **Cart** icon to view the items in your cart.

**Note:** The **Consignment** button is available for the *surgical customers only*. Click the **Consignment** button to access the **Consignment Billing, Bundle Packs, and Consignment Inventory** tabs.

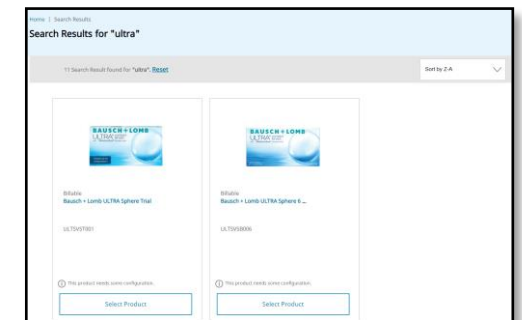
## Product Search

From the Bausch + Lomb Online Ordering Portal homepage, you can search for a product.

1. Enter a **search** value in the **Search** field. As you enter the search term, suggested search terms are displayed in the **Search** dropdown.
2. Click to select the required option from the **Search** dropdown list.



3. Select the appropriate product from the **Search Results** page.



## Additional Resources

Review the following documents for additional information on navigating the portal:

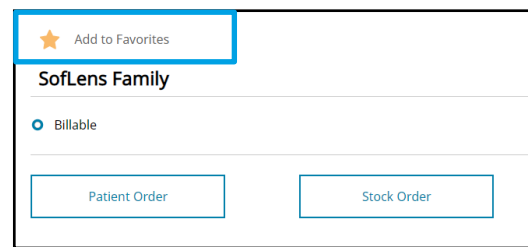
- <https://ordering.bausch.ca>
- We want your feedback! [Link to Survey](#)



# Navigating Through the Bausch + Lomb Online Ordering Portal

## My Favorite Products

**My Favorite Products:** Click the **star** icon on any product page to favorite that item. Clicking the **star** icon when it is **gold** will result in you unfavoriting the product.



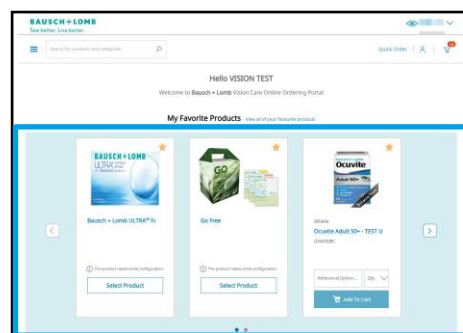
Your favorited products can be accessed via the home page or in **My Favorite Products** under the **My Account** menu.

### Via the Homepage

- Navigate to the home page by clicking the **Bausch + Lomb logo** in the top left of the web page.



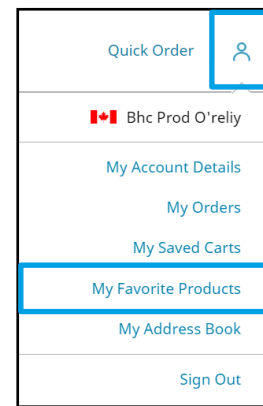
- Your Favorites will be displayed at the bottom of the webpage.



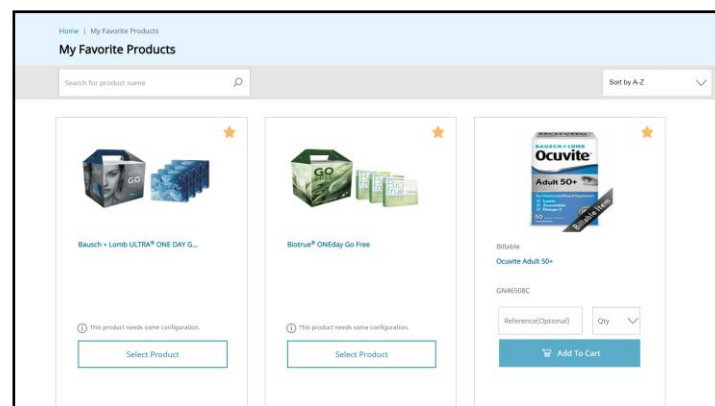
## My Favorite Products Continued

### Via the My Account Menu

- Click the **My Account Menu** located in the top right of the webpage.
- Click **My Favorite Products** from the drop-down menu.



- In the **My Favorite Products** page you can:
  - Add product directly to your cart (if additional selections are not required)
  - Navigate to product detail page
  - Unfavorite any products by clicking the gold star icon



## Saved Cart

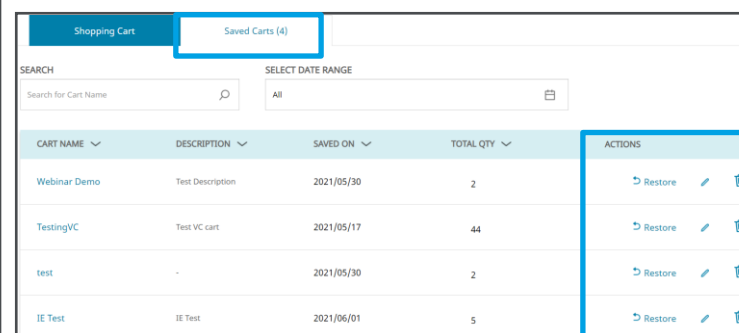
Saved Cart should be used for frequently ordered products as it allows for variability in product selection and quantities.

### Saving a New Cart

- Add desired products to your cart.
- Click the **Mini Cart icon** on the top-right corner then **View Cart** to access the Cart page.
- Click **Save Cart**
- Enter the desired **Name** and **Description** of the cart.
- Click the **Save button** to save the cart.

### Accessing a Previously Saved Cart

- Click the **Mini Cart icon** on the top-right corner then **View Cart** to access the Cart page.
- Press the **Saved Carts tab**.
- From this view you can take the following actions:
  - Restore:** Moves selected cart to active shopping cart ready to be checked out.
  - Edit (Pencil):** Edit the selection cart without adding it to active shopping cart.
  - Delete (Trashcan):** Removes the selected cart from the saved carts list.



## Scheduled Orders

Scheduled orders should be used when an order contains fixed set of products and quantities which are needed on a reoccurring basis.

### Scheduling an Order

- Add item(s) to you wish to create a scheduled order for to your cart and proceed to check out screen.
- Navigate through the following check out screens validating **Payment Type, Shipping Address, and Shipping Method**.
- In the **Final Review** section, click the consent check box and press **Schedule Order**.



- In the pop up, you can schedule the order, set the frequency, and duration of your scheduled orders.

### View/Modify a Scheduled Order

- Click the **My Account Menu** located in the top right of the webpage.
- Click **Orders** from the drop-down menu.
- Click the **Scheduled Orders tab**.
- You can view the order details by clicking the **Scheduled Order No.** or cancel by clicking the **Cancel button** to the right of the order.

