



ICE-TECH
ADVANCED LENS TECHNOLOGIES

ICE-TECH Web Ordering

(For 1st time use set-up)

Step 1: Open up <http://icetechlens.com/> in your web browser

Step 2: Click “Log On” (found in the upper right hand corner of your screen)

Step 3: Click “Register” if you have not yet registered for a web account with ICE-TECH and you will be redirected to a new screen to create a new account

Step 4: Fill out your account information and **make sure you record down your username and password someplace where you will remember!**

Step 5: Wait to be notified (usually within one business day) that you are officially granted access or call Beth Showalter at 904-247-2627 to speed up this process

Step 6: Continue with the below process to start the simple process of web ordering with ICE-TECH!



ICE-TECH
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ICE-TECH Web Ordering

(For regular ordering)

Step 1: Open up <http://icetechlens.com/> in your web browser

Step 2: Click “Log On” (found in the upper right hand corner of your screen)

Step 3: You can now either “Download Price Sheet PDF” to Print or save so you have your latest copy or click on “Orders” on the right hand upper tab.

Step 4: Click on “Add New Order”

Step 5: Enter Account Information

Step 6: Enter Lens Information, working your way from top to bottom, left to right. First select what type of lens you would like (Single Vision, Progressive, or Dual Zone). Use either “Clear Lenses” tab for Ophthalmic wear or “Other Lenses” tab for Sun wear. Make sure you select Edging Type, Tint, Mirror, or AR.

Note: We do prefer to have the frame sent if it is a high wrap job or something we are edging. Please send the frame if possible, or the trace if the frame is unavailable.

Step 7: Enter Prescription Information carefully. We are not responsible for inputting errors submitted.

Step 8: Enter any relevant notes in the Notes section so we can review them and help achieve the best result

Step 9: Click “Add” and make sure you remember to send the frame or trace!