

# GETTING IN TOUCH

**vsp.com** lets you manage billing, payments, online eligibility, promotions, member communications, customized VSP® network provider lists, and other tools to make administering your VSP benefit even easier.



## LET'S GET STARTED ONLINE

1. Visit **vsp.com**.
2. Register/login under the **Employers** tab.
3. That's it!



## IF YOU HAVE QUESTIONS ON...

### ACCOUNT INFORMATION

**Sales**—Contracts, Member Communications,  
Plan Design, Renewal

Or email:

**800.216.6248, option 4,**  
Or fax:

**Billing**—Statements, Payments

**800.216.6248, option 3,**  
Or email: **vspbilling@vsp.com**

**Membership**—Updates, Coverage, Eligibility

**800.216.6248, option 2**

### CUSTOMER CARE

**Locate a VSP Network Provider, Claims, Eligibility**

**800.877.7195 or vsp.com**

## We've Got You Covered

From updating membership to receiving and paying VSP invoices online, we've got you covered with online tools available in our Manage Your Plan section.

With the VSP online Eligibility Management Tool you can instantly add, update, or remove enrollment for your employers and members.

You'll be able to access your bill and make a payment online. We will also notify you via email when your bill is available.

You must be registered to enjoy this convenience. To register, visit **vsp.com**.

### PLAN DESIGN, RENEWALS, AND CUSTOMIZED RATES/PRICING

phone:

fax:

email:

**Check out our Resource Center at [vsp.com](http://vsp.com).**