



Instructions for using our Secure Credit Card Remote Order Site

Note: This site is for **Uncut Export Orders** only!

If you already have your username and password proceed to Step 2

Create an account.

Step 1

This consists of filling out a form with your billing address and shipping address. You must then select a Login Name for your new account and a Password. The Login Name can be any text or number of 6 characters or more. The Password can also be any text or numbers of 6 characters or more. Both are case sensitive. Example: Login could be jccgomez and the password could be jcc12345. Write down both the Login and Password exactly as you entered it. Make sure to take note of upper and lowercase text. The Billing Address you enter must match the Billing Address on file with the credit card provider you wish to use. The Shipping Address should be the address you wish to have work shipped to. You now have an account you can use to securely order Rx work by credit card through CSC Laboratories . You may signup now by clicking this link <https://secure.lensorders.com/signup/?lab=csc> and following the Instructions.

Place your orders.

Step 2

Click on or go to this Link. <https://secure.lensorders.com/web/csc> . After the page loads Add the page to your Favorites list. This way, in the future, you can go directly to the “Order Page” without first going through the CSCLabs Website.

Step 3

Key in your Username and Password when asked. You can also have Explorer Remember your Username and Password for future Logins. Just check the box labeled “Remember my password”.

Step 4

Key in your Operator initials and your Tray or Reference number.

Step 5

Select the Lens style and Material from the Dropdown List.

Step 6

Select a Tint if needed from the Filter/Color Dropdown List.

Step 7

Key in the Prescription desired in the appropriate boxes. (Sphere, Cylinder, Axis, Dist PD, Near PD and Prism if desired) for both Right and Left Eyes.

Step 8

Key in the Eye Size and Bridge Size of the Frame for which we will be supplying Uncuts . A, B, ED, are optional but will allow us to grind more accurate thickness on plus lenses.

Step 9

Select any Extra Services you desire. Examples: Crizal AR Coating or Endura Ar Coating from the Extra Services Dropdown List.

Step 10

Double check that you have ordered everything necessary and add any Special Instructions in the space provided at the bottom of the order form.

Step 11

Click on Save Order icon . This will add the order to your Shopping Cart. You will be given the option to return to the Order Page to place another order, View your Transaction History or Check Out and Pay for the order(s) with American Express, Discover, Mastercard or Visa.

Step 12

Your Shipping Charge will be calculated and displayed at the bottom of the Cart Page. If everything is OK click on the Pay For button. The amount of payment is displayed on the Button.

Step 13

You will be transferred to the Secure Credit Card Processing Page where you will enter your Credit Card Number and Expiration Date . Please note that this Processing is done by "Authorize.net" and No Credit Card Information is stored on the CSC Website.

Step 14

Your Credit Card will be either Approved or Declined. If you are Declined, you will have an option to use a different Credit Card. If your card is Approved, your order will be processed and you will be able to print a receipt for the order. (if you wish to Print a copy of each individual order to put in your Rx tray this may be done by clicking the View Transaction History Button and selecting the Rx's you wish to print.)

Tracking your order status.

Step 15

You may also track the status of your work as it processes through our lab. On the "Shopping Cart Page" and the "View Transactions Page" you will find a button which is labeled "View Online Order Status". Clicking on this button will provide you with a listing of your orders and their status as they progress through the lab. It can take up to 30 minutes for status to appear after your card is processed. If you are on the "Shopping Cart Page" or "View Transactions Page", your Login and Password will automatically be transmitted to the Status Inquiry Program. If you forget or lose your Login and Password, you can have it emailed to the email address you provided at the time the account was created. If you need to change any information Click on the "Review Change Account Information Button".