

How to submit your lens form Online

Requirements

Internet Access, Internet Browser(Explorer), Microsoft Office Excel (Any version)

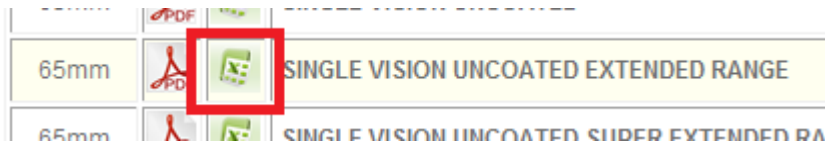
1. Open internet browser and Type

www.lbieyewear.com

2. Click Lens Link on the bottom

LBI WebMail | LBI Citrix(Software) | Frames | Cases | **Lenses** | Accessories | Extras | Join US

3. Open any order form in Excel Format.



4. Mark Piece / Pair and quantity of the lens. (Any Symbols such as V or X)

✓ Check Box

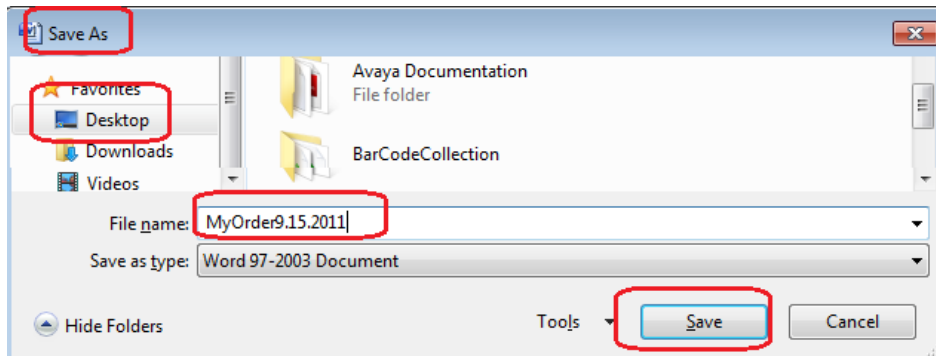
PAIRS

PIECES

+ on - CYLINDRICAL

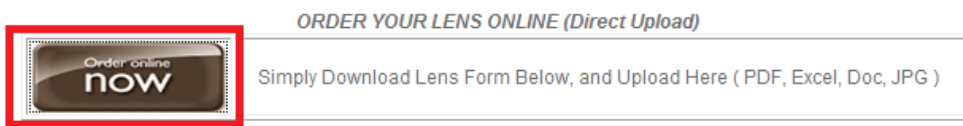
	2.25	2.50	2.75	3.00	3.25	3.50
.25						
.50		2				
.75						
1.00						
1.25			3			
1.50						
1.75		2				
2.00						
2.25			2			
2.50						
2.75						

5. Click "SAVE AS" and Save your order form with name you like on your favorite folder.



* Do the same step if you need to use another form.

6. Click Order Online Button on webpage



7. Fill out the information and attach your excel files (up to 5 files) from your saved folder.

The image shows the LBI LENS ORDER DIRECT ver 2 website. The page title is 'LBI LENS ORDER DIRECT ver 2'. Below the title is the text 'Please Enter Your Account Information' and a note: '*We will verify your information before we ship. If you don't have any account number [Click Here to register !](#)'. The form has several fields: ACCT. #, COMPANY, EMAIL ADDRESS, PHONE NUMBER, SHIP TO STREET NUMBER, CITY, ST, ZIP, and COMMENTS. There are five 'Browse...' buttons for file uploads. A 'SUBMIT MY ORDER' button is at the bottom. Red boxes and numbers 1, 2, and 3 highlight the 'Browse...' buttons, the form fields, and the 'SUBMIT MY ORDER' button respectively.

* 1. Click Browse to choose your form, 2. Enter Information, 3. Submit the Form *

8. You will get your order confirmation shortly, and our lens order specialists will handle your order.