

## Prescription Safety Eyewear Program Instructions

### Employee Instructions:

1. You will need a valid eyewear prescription to order safety prescription eyewear. The doctor of your choice may provide your exam or you may choose to use one of the 3M Eye Care Professional locations. You must also obtain a 3M order/authorization form. **No safety prescription eyewear may be ordered without this form.**
2. 3M offers Eye Care Professional optician dispensing locations across your geographic area. These locations may be accessed through the web site at [www.3M.com/safetyrx](http://www.3M.com/safetyrx). Select the Eye Care Professional Locator option and follow the online instructions. You will need to take the 3M Order/Authorization form to one of the Eye Care Professionals (ECP). **Safety eyewear may only be ordered from these locations.**
3. The ECP will assist you with frame and lens selection, complete the order form and place the order with 3M.
4. The completed eyewear will be shipped directly to the Eye Care Professional location where the order was placed. They will contact you when eyewear is ready to pickup. Please allow 2 weeks for delivery.

### Eye Care Professional Instructions:

- ❖ This employee is in need of safety prescription eyewear through 3M.
- ❖ If an eye exam is performed payment for the exam is the responsibility of the employee.
- ❖ Complete the Ship To portion on the 3M order form with your office's information. Be sure to include your 3M account number. The account number will ensure that the completed order is shipped to the correct ECP location and that prompt and accurate payment of your dispensing fee is made.
- ❖ 3M will ship the eyewear directly to your office for delivery to the employee. Please contact the employee directly to schedule delivery and final adjustment of eyewear.
- ❖ Please contact 3M customer service 800.982.2828 if you have any questions. We appreciate your continued support.



3M Occupational Health and  
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