

Resetting the web form password and setting up the security questions.

eOphthalmic

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eOphthalmic Web Payments

Welcome to the eOphthalmic webforms service.

This service is for authorised users only. Anyone attempting unauthorised access will be considered for appropriate legal action.

By entering claim and patient data using this service you are able to store and submit payment claims electronically to Practitioner Services for processing. Under the Data Protection Act you are the data controller for such personal health data.

If you have any specific questions about eOphthalmic payments please contact the ophthalmic helpdesk on 0131 275 6200 or email NSS.psdophthalmic@nhs.net

Further information can be found on our web site at www.psd.scot.nhs.uk/professionals/ophthalmic/e-ophthalmic-payments.html.

1. Once the secure connection has been accessed (VPN or Tunnel) you will see the usual logon screen.



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User Name

Password

[Unable to login?](#)

SYSTEM OUTAGE TEST MESSAGE

eOphthalmic Web Payments will be unavailable for essential maintenance from 18:00 to 20:00 on Tuesday 7th August.

Messages will be output by Atos as directed by PCFS.

2. The next screen is the homepage and the message in red is advising that you need to set 5 security questions. The answers to these questions will be used to validate your identity when resetting your password and are **case sensitive**.



eOphthalmic Web Payments

Logged in as : uatuser3	(Last Log in : Tue, Mar 05, 2019 07:42)	Logout
OLN: 39118	Enabled for Practice: 36372 (36372)	

Home Page

You may log in 3 times before you must set your security questions.
To set your questions now select "Maintain Security Questions" below.

Home Page Options

[Create Claim](#)

[Review Claims](#)

[Maintain User](#)

[Maintain Security Questions](#)

[Change Password](#)

[Change Practice](#)

- Click on the maintain security questions link and you will see the screen below. Once the 5 security question have been set you can close this screen and process claims as normal.



eOphthalmic Web Payments

Logged in as : **uatuser4** (Last Log in : Mon, Feb 25, 2019 16:56) [Logout](#)
 Enabled for Practice: 36372 (36372)
 OLN: 39118

Maintain Security Questions

Set questions and answers

Question

Answer

[Add](#)

Questions already answered

You have specified the minimum number of security questions.

Question	Answer set on	
What is your favourite television show?	05/03/2019 07:48:15	Delete
Who is your favourite television character?	04/03/2019 13:44:36	Delete
What is your favourite book?	05/03/2019 07:49:11	Delete
Name an author you enjoy?	05/03/2019 07:49:00	Delete
Name a fictional character you enjoy?	05/03/2019 07:48:38	Delete

[Close](#)

- The logon screen now has a link named (Unable to login) so click that if you cannot remember your password.

User Name

Password

[Login](#)

[Unable to login?](#)

- You will now be asked for your username.



eOphthalmic Web Payments

Enter your username:

[Next](#)

[Return to Login page](#)

6. The screen below will ask you answers to some of your security questions. The answers you give are **case sensitive**.



eOphthalmic Web Payments

What is your favourite book?

Next

[Return to Login page](#)

7. If you get a number of answers wrong your account will become locked and will need to be unlocked by the customer services team and they will advise what to do next.



eOphthalmic Web Payments

We are sorry, but the login credentials provided are incorrect.

Please contact Ophthalmic Helpdesk on Tel: 0131 275 6200

[Return to Login page](#)

8. You will now be asked to create a new password using the criteria detailed on this screen. Once the new password has been entered press the Set new password and login button.



eOphthalmic Web Payments

Set new password

New Password

Confirm New Password

Set new password and login

- Password must be at least 8 characters long
- Password must include upper and lower characters
- Password must be alphanumeric and contain at least one special character (!"£\$%^&*()_-= <>?:@~{}.,/;'#[] etc) and at least one numeric digit.

9. The logon screen will be shown and you can logon as normal and start processing claims.



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