

CENTRE AND USER REGISTRATION AND FIRST TIME LOGIN STEPS

1. Go to <https://eirs.eyegp.com> or scan QR Code.
 Click **New Centre and User Registration**



2. Fill in the **New Centre and User Registration Form**. All fields marked with asterisk are compulsory. Please complete Centre Info, Billing Info & User Info sections.

For User Authorisation List, you may **add one or more user(s)** whom you authorize to access the EIRS system. The email address listed will be used for password recovery, thus duplicate email addresses are not allowed. Upon completion, click **Register**

3. Upon completion of registration a **popup** will appear. Click **[Close]**

4. After **application is approved**, you will receive **First Time Login email**. Click the link in the email <https://eirs.eyegp.com> and follow the instruction in email and on screen.

5. At the login page that appears, enter the **username** and click **[Next]**.

6. At '**Step 1 of 3**' and '**Step 2 of 3**' pages, **read through and click Yes** and then **click [Accept]** to proceed. If disagree, click No and you will not proceed.

7. At '**Step 3 of 3 EIRS User Account Setup and Confirmation**' pg, **read through the fee terms, check and update user information if applicable** and at Login Information section, key in your **preferred Login name, personal login phrase, old password and new password** and then click **[Save]**. The page showing User Profile and Account Details Updated will appear

8. For subsequent logins, you may **login using the new login information** entered in step 7.

Help Desk Support

For assistance in using the EIRS system, please contact **The IT Support team** :
 Phone: +603-4044 8615 / 4051 2296, Email: support@eyegp.com

For assistance related to sales and medical consultation, please contact **the EYEGP team** :
 Whatsapp: +6011-5440 4485, Email: info@eyegp.com