

New Users! How to set up ROES for the first time:

1. After you've downloaded ROES and opened the program on your computer, click on *My Information* at the bottom of the screen.
2. Fill in your name (last name first name) *no comma please* or your studio name *no punctuation please*
3. In the Account No. box please repeat the information you used in the Name box. At Hunt Digital Imaging, you are a person – not a number.
4. Please fill in your email address. Accurate entry of this information ensures that you will receive a confirmation of each order submitted to Hunt Digital Imaging.
5. Please click on your state.
6. Please indicate by checking the box if your orders will be tax exempt. You must complete and submit the Georgia Sales Tax exemption form to Hunt Digital Imaging in order for us to omit sales tax from your invoices. Please call if you would like to receive this form.
7. Your name or studio name is printed on the back of all prints. When submitting your first order, please type in the *Instructions* box how you would like your copyright name to appear. If you have any questions about this, email or call us and we'll be happy to help.
8. If your email address changes, you may click on *My Information* at any time in the future to update your contact information.