## Plain Paper ROS Integration: Setup and Use

1. Complete and sign the sign-up paperwork and fax back to us.
    a. You can request this paperwork by contacting our support team at 800 284 8469.
    b. Ask for the Plain Paper ROS Integration Signup Paperwork.
2. We will notify you when your account has been activated.

Printing a Plain Paper ROS:

1. As part of your setup, two new forms will be added to your forms menu
    a. Electronic ROS New – (Reg 397)
    b. Electronic ROS Used – (Reg 51)
2. Print these forms the same way you would print any other laser form from your forms menu.
    a. There are a few differences to keep in mind.
        i. Plain paper ROS forms must be wet-signed. The option to electronically sign is disabled on these forms.
        ii. You are not able to select the number of additional copies to print when printing a plain paper ROS.
            1. Printing a plain paper ROS will always print one original form and one copy.
            2. Additional copies can be printed from the ROS Manager.
        iii. The ROS is two pages long. The ROS must be printed on two pages, a **double-sided single page will not be accepted, (no duplexing).**
        iv. California requires the ROS number in upper right corner be printed in **RED INK.**
            1. Plain paper Reports of Sale must be printed on a color printer (ink-jet, or color laser).

The ROS Manager

1. The ROS Manager allows you to view those Reports of Sale that you have printed.
    a. You may also view and reprint copies of Reports of Sale as well as report specific ROS numbers as lost, void, or destroyed.
2. Access the ROS Manager by selecting your Tool Menu, and then selecting ROS Manager.
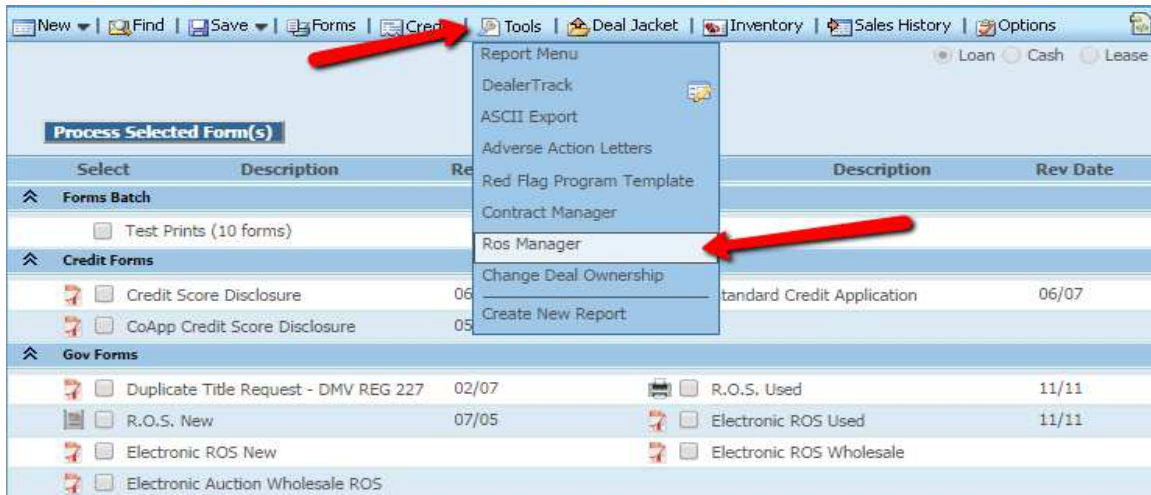
a. From here you can report an ROS as lost, destroyed, or void.
b. You can view or reprint a copy of the ROS by clicking on the ROS number in the Serial column.
c. Clicking on the customer name in the Buyer column will bring up that particular deal.