

To Make an Appointment:

- Email [imagecapture@raleys.com](mailto:imagecapture@raleys.com) requesting an appointment for new item photos
- The Raley's receptionist will confirm appointment time. Appointments are available 8am to 5pm Monday, Thursday, and Friday. No appointments Tuesday or Wednesday.
- Included with confirmation email will be the reminder to use the payment portal prior to arrival (bring code with you)
- The online payment portal is located [here](#)
- Please allow ten minutes per item if it is your first time using an onsite Syndigo Capture Machine

When you get to the office:

- Check in at the front desk and let them know you are here for your appointment with the Syndigo Capture Machine
- Check in at the front desk
  - Leave ID with front desk when checking in
- Front desk will provide a badge and walk you back to the photo studio
- You as the vendor then go through the Syndigo image capture process
- Return badge and collect ID