Creating an Order Fee

1. [Log in](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to Administration

2. Click on the**Corporate Organization** icon, and select the **Pricing** folder.

3. Click on the **Order Fee** icon 

4. Right click in **Order Fee** and select **New.**

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 5. In the pop up screen right click in the white box and select **New Price**.



6. Create a new price. For instructions, see [Creating a Price.](https://support.agiletix.com/hc/en-us/articles/205841910)