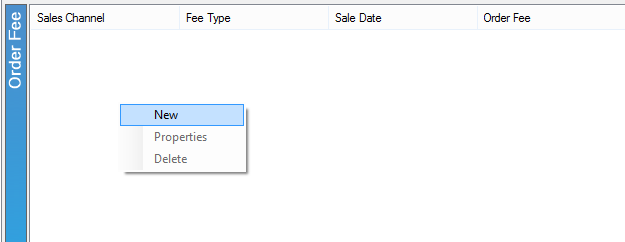
Creating an Order Fee

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

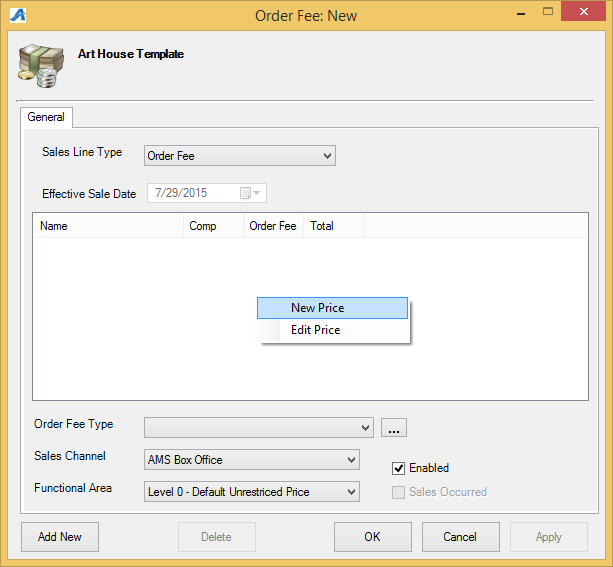
2. Click on the**Corporate Organization** iconhttps://support.agiletix.com/hc/en-us/article_attachments/202839074/HouseIcon.png, and select the **Pricing** folder.

3. Click on the **Order Fee** icon https://support.agiletix.com/hc/en-us/article_attachments/202839094/order_icon.png

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

**[](https://support.agiletix.com/hc/en-us/article_attachments/202895460/Select_New.png)**

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

[](https://support.agiletix.com/hc/en-us/article_attachments/202895500/New_Price.png)

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