

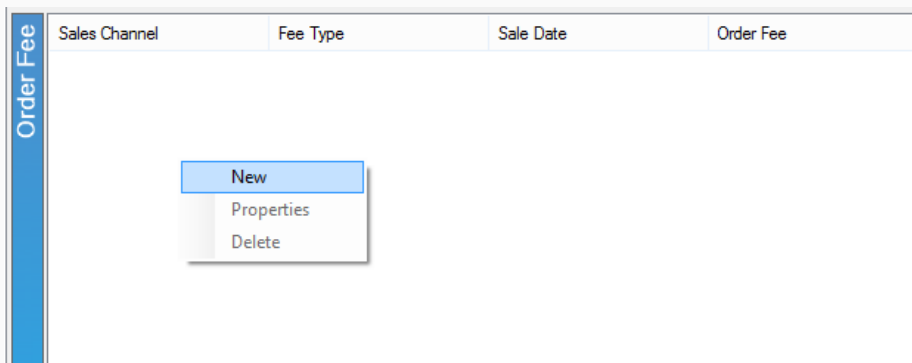
Creating an Order Fee

1. [Log in](#) to Administration

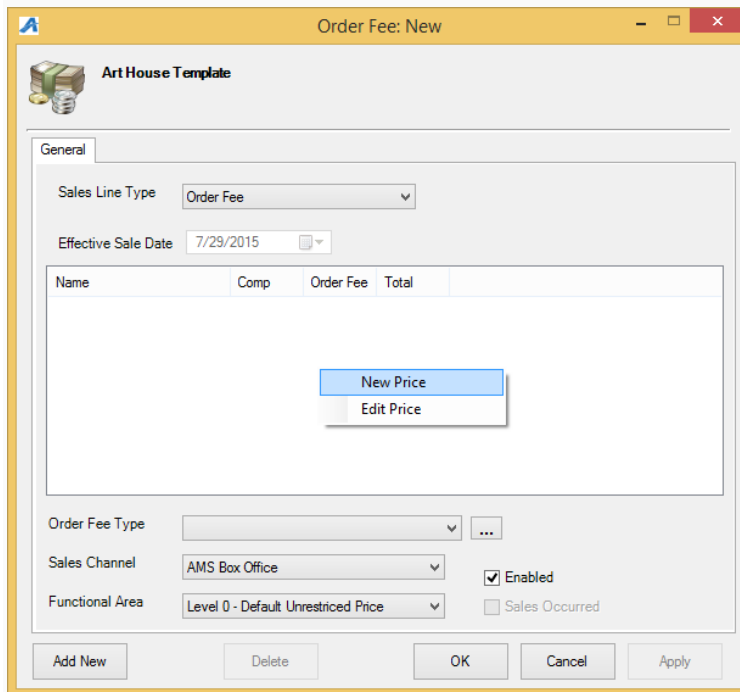
2. Click on the **Corporate Organization** icon  , and select the **Pricing** folder.

3. Click on the **Order Fee** icon  **Order Fees**

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



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](#).