Creating a Service Fee

1. Log In to Administration. (Image 1)

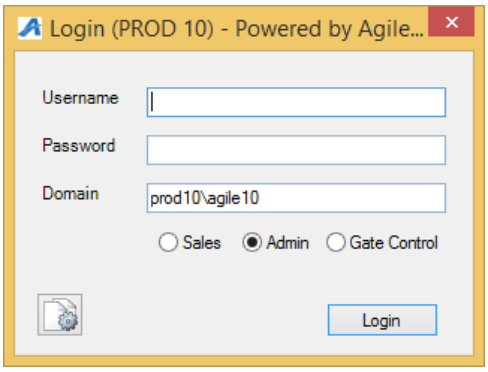

Image 1

2. Select the corporate organization . Open **Pricing** folder and select the **Service Fee** icon. (Image 2)

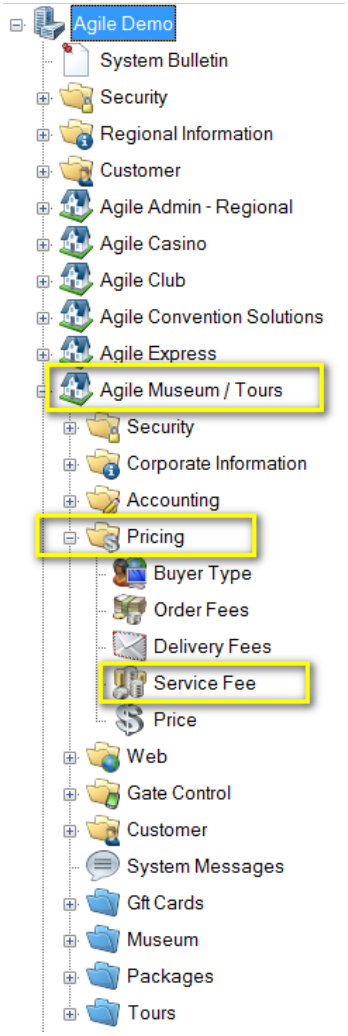

Image 2

3. Right click in the **Service Fee** area and select **New.** (Image 3)

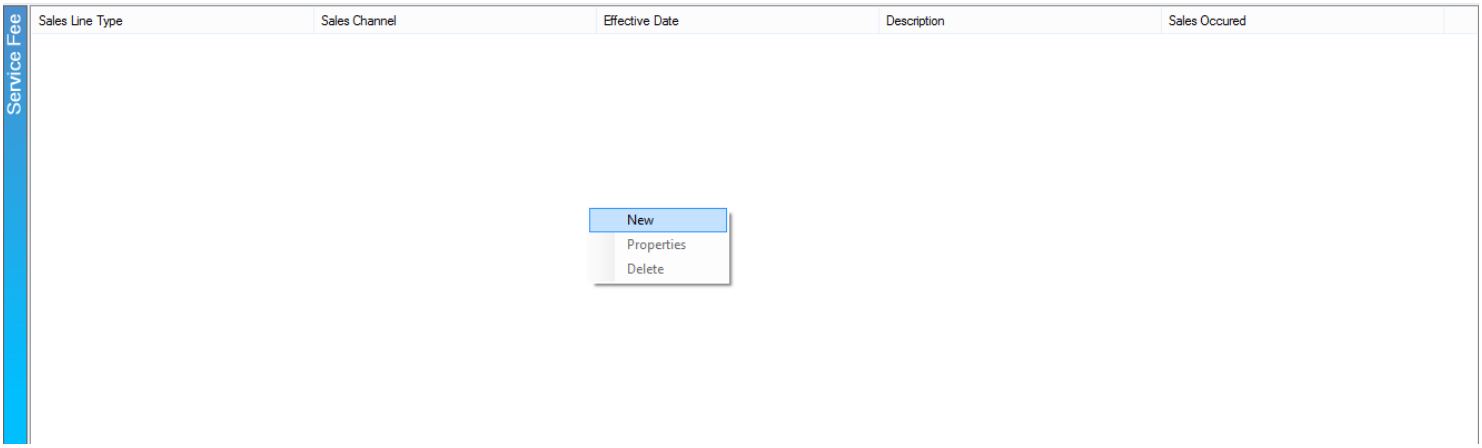

Image 3

4. In the new screen you will need to select **Sales Line Type**, **Buyer Type**, and **Description**. Once those fields have been filled out right click in the lower area and select **Add Price Point**. (Image 4)

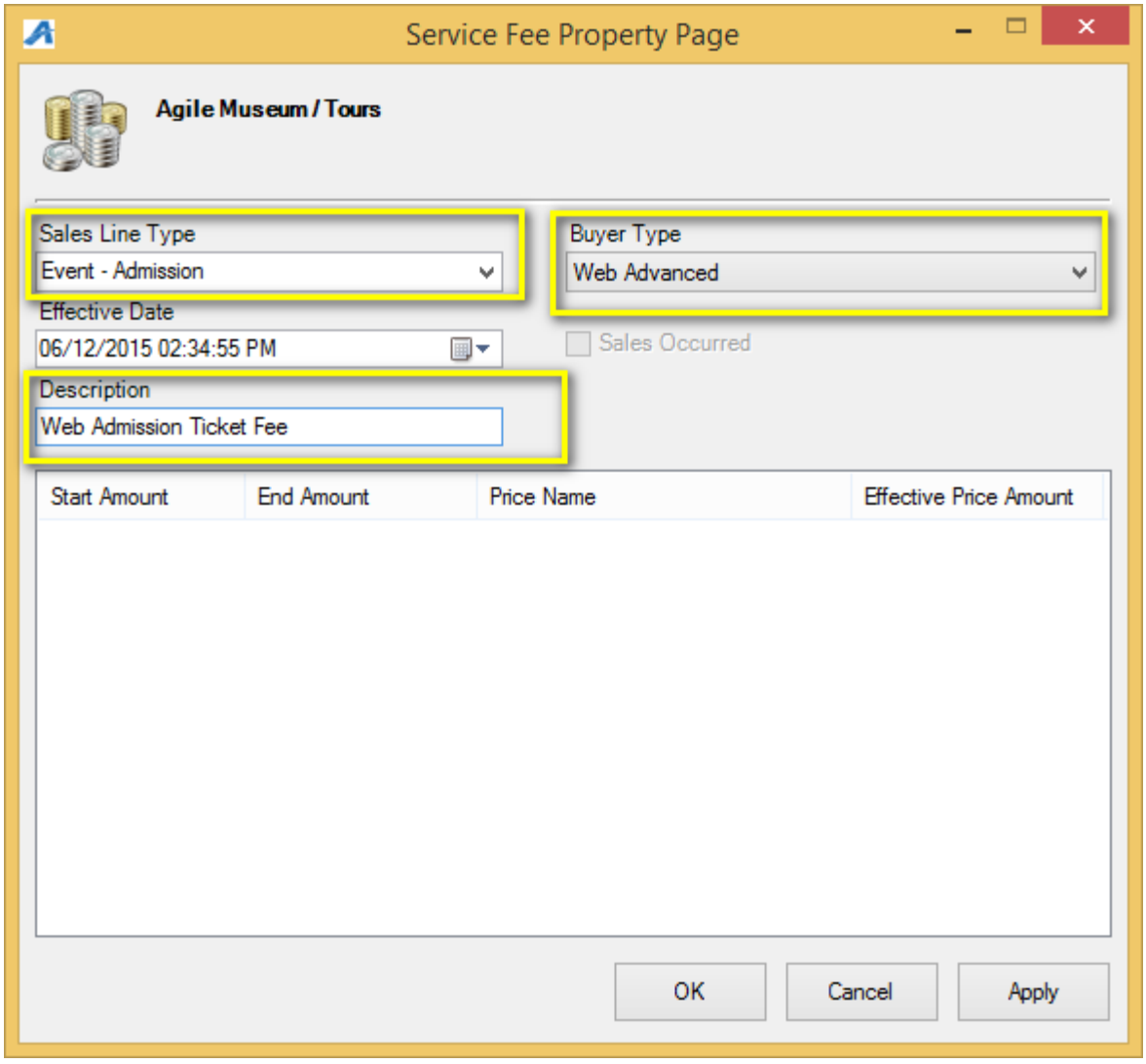

Image 4

5. In the next screen you will need to add the beginning **Price Point Amount**. Right click in the window and select **New Price**. (Image 5)

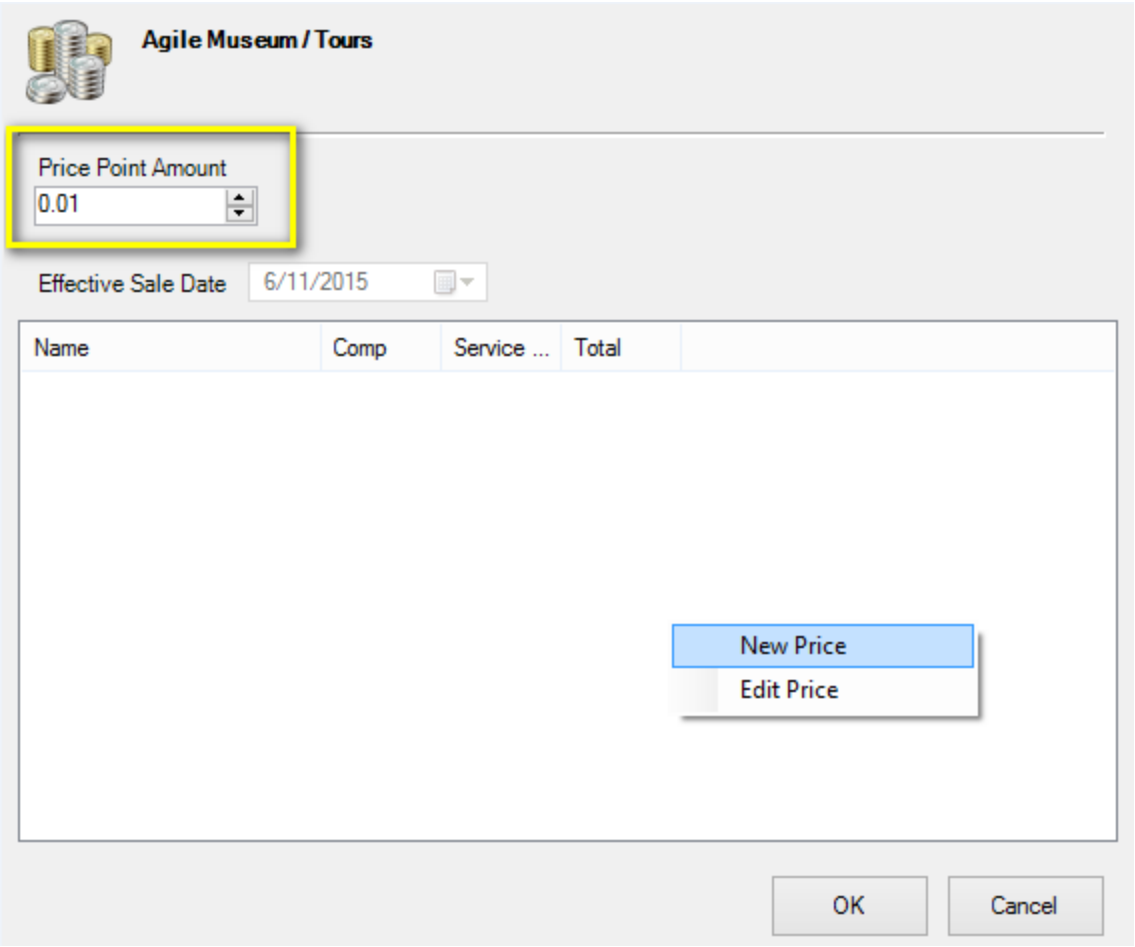

Image 5

6. A new screen will appear and this is where you will name you new price. You will then click **Apply** and **OK.** (Image 6)

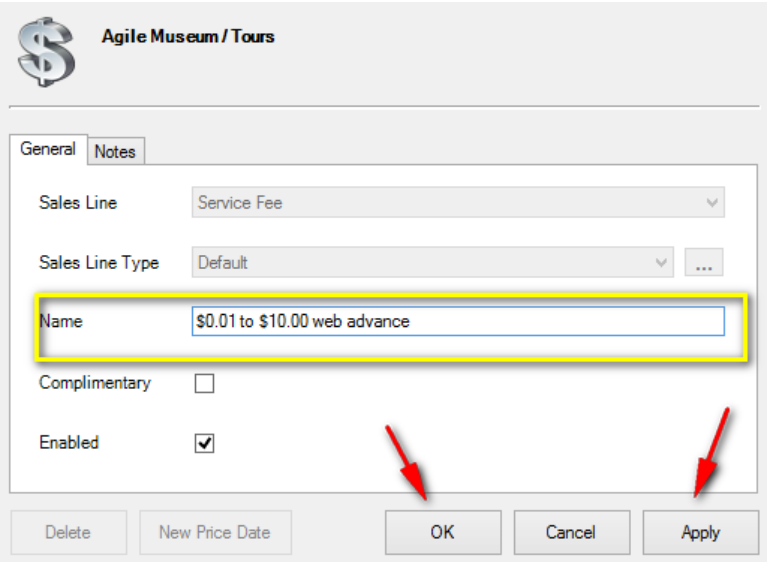

Image 6

7. The **Price Distribution** screen will appear open. Right click within the window and select **New**. (Image 7)

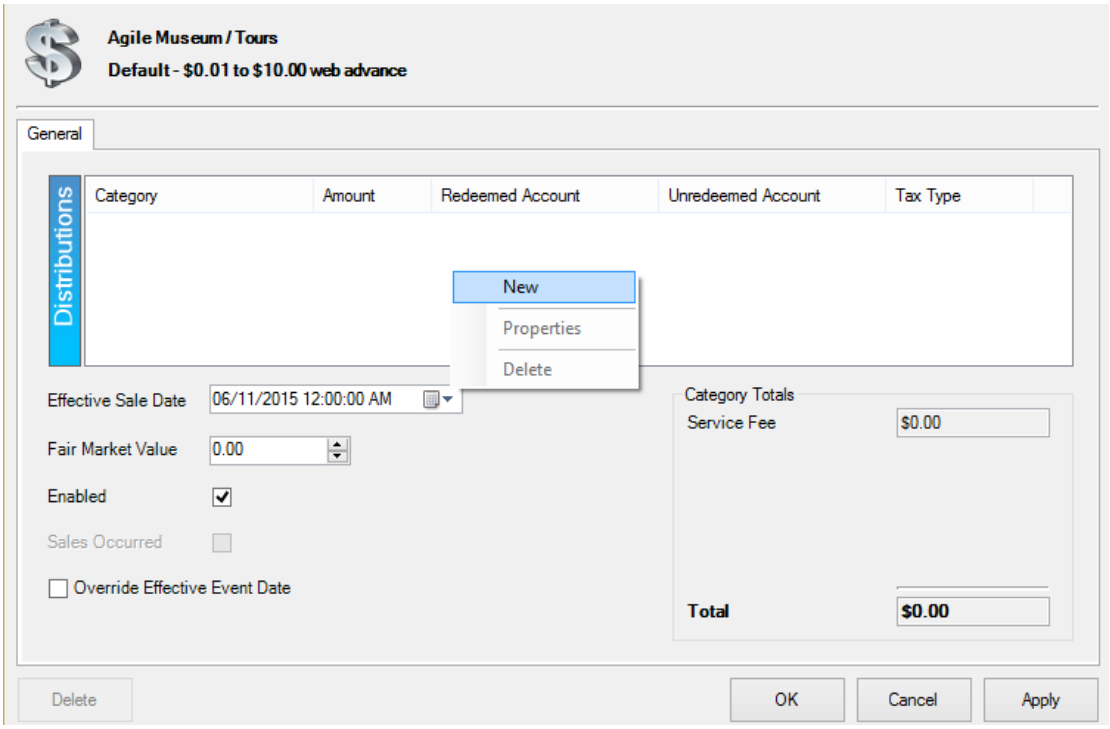

Image 7

8. Enter the **Amount**,and select the **Unredeemed Account** and **Redeemed Account**. You will then click **Apply** to save and **Ok** to close the screen. (Image 8)

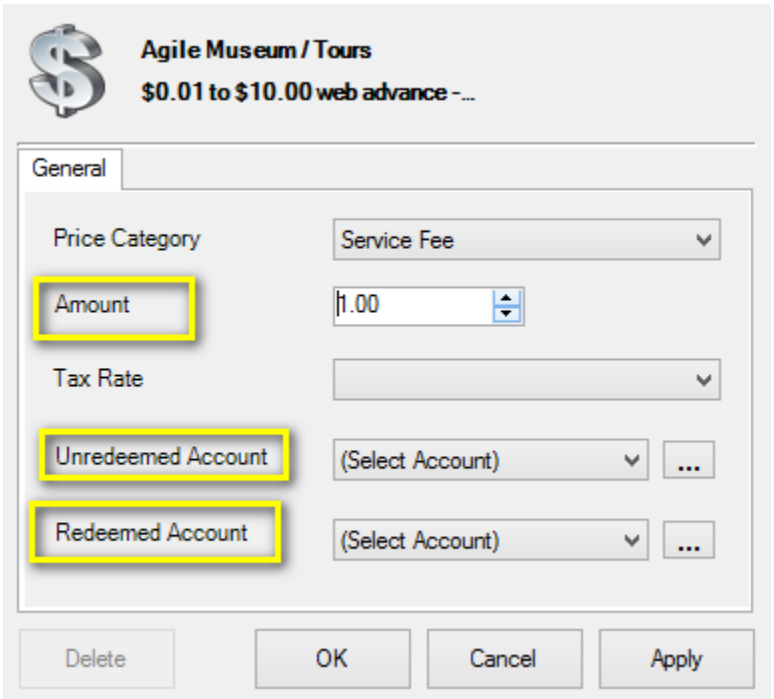

Image 8

9. You will now be able to see your price set up in the **Price Distribution** screen. Click **OK** to close the screen. (Image 9)

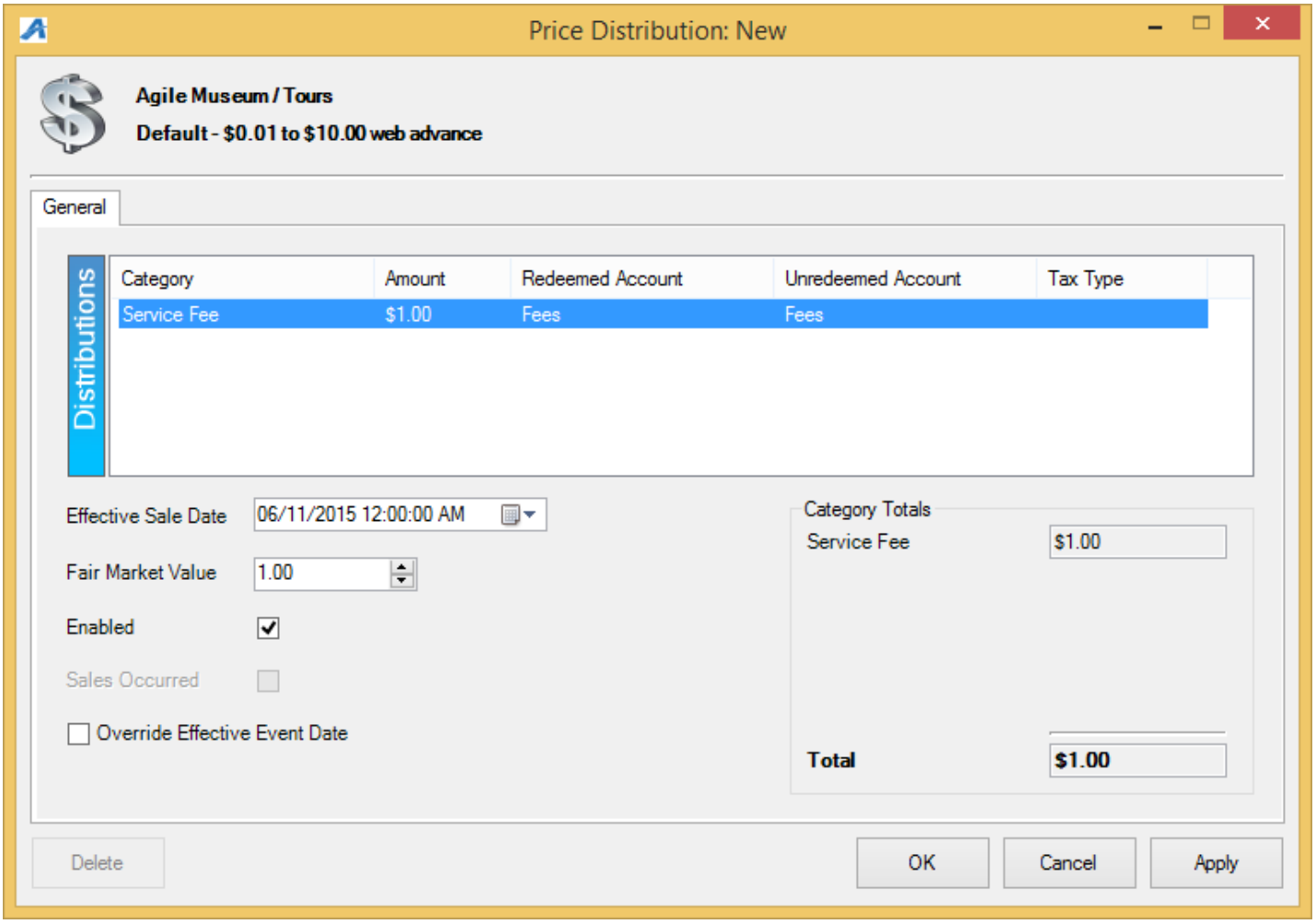

Image 9

10. You will see the first price point in your **Service Fee** list if you need to add another price point repeat steps 4 through 8 to add additional pricing . (Image 10)

Service Fee

Sales Line Type	Sales Channel	Effective Date	Description	Sales Occured
Event - Admission	Web - Advanced	6/11/2015 1:56:05 PM	Web Advance	False

Service Fee Price Point

Start Amount	End Amount	Price Name	Effective Price Amount
$0.01		$0.01 to $10.00 web advance	$1.00

Image 10