Creating a Service Fee

1. [Log In](https://agiletix.zendesk.com/hc/en-us/articles/200617005-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)

 

Image 10