

Canada Fee Guides

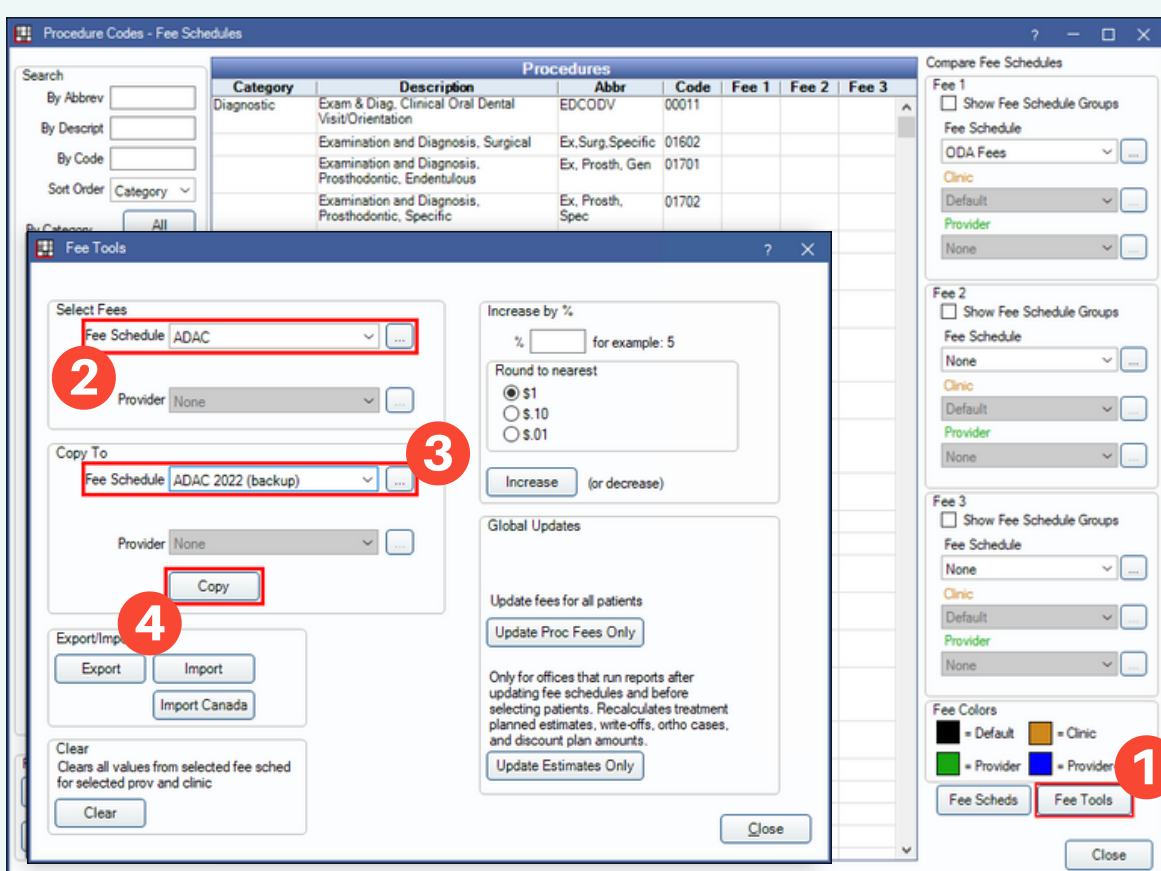
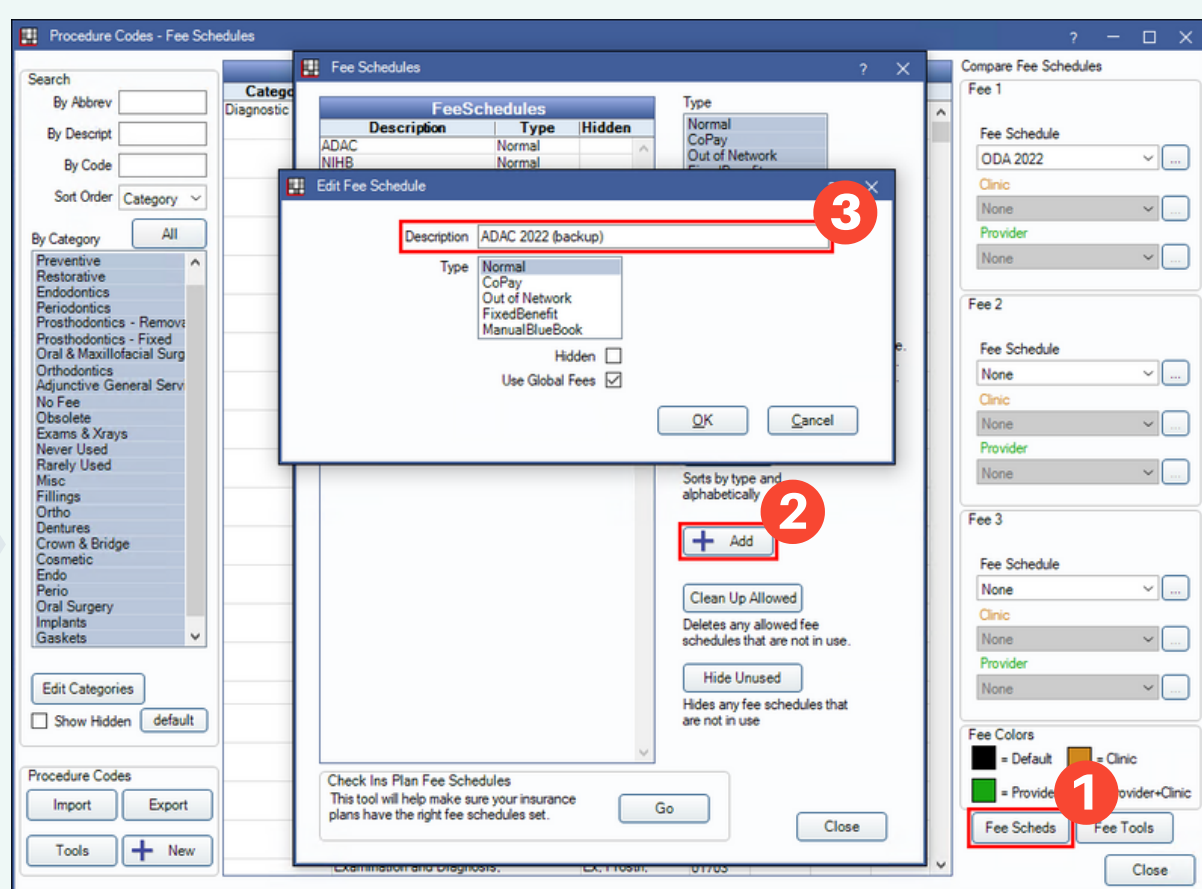
Import Process

Follow these steps to update to the latest fee guides.

Part 1

Back Up Last Year's Fee Guide

Create a new Fee Guide named for the previous year.

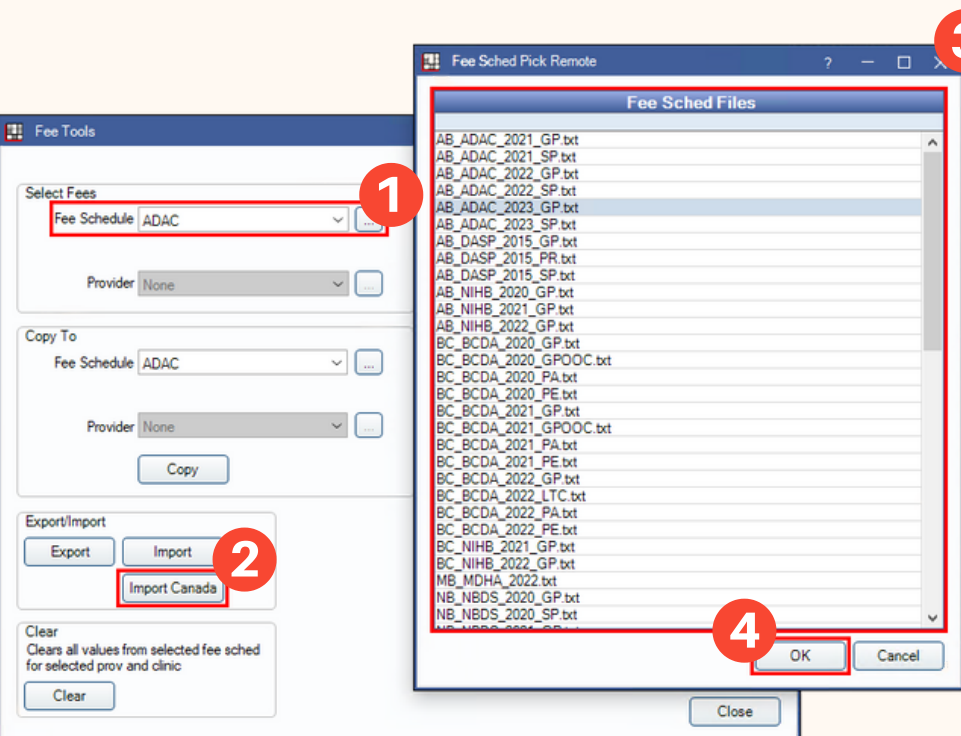
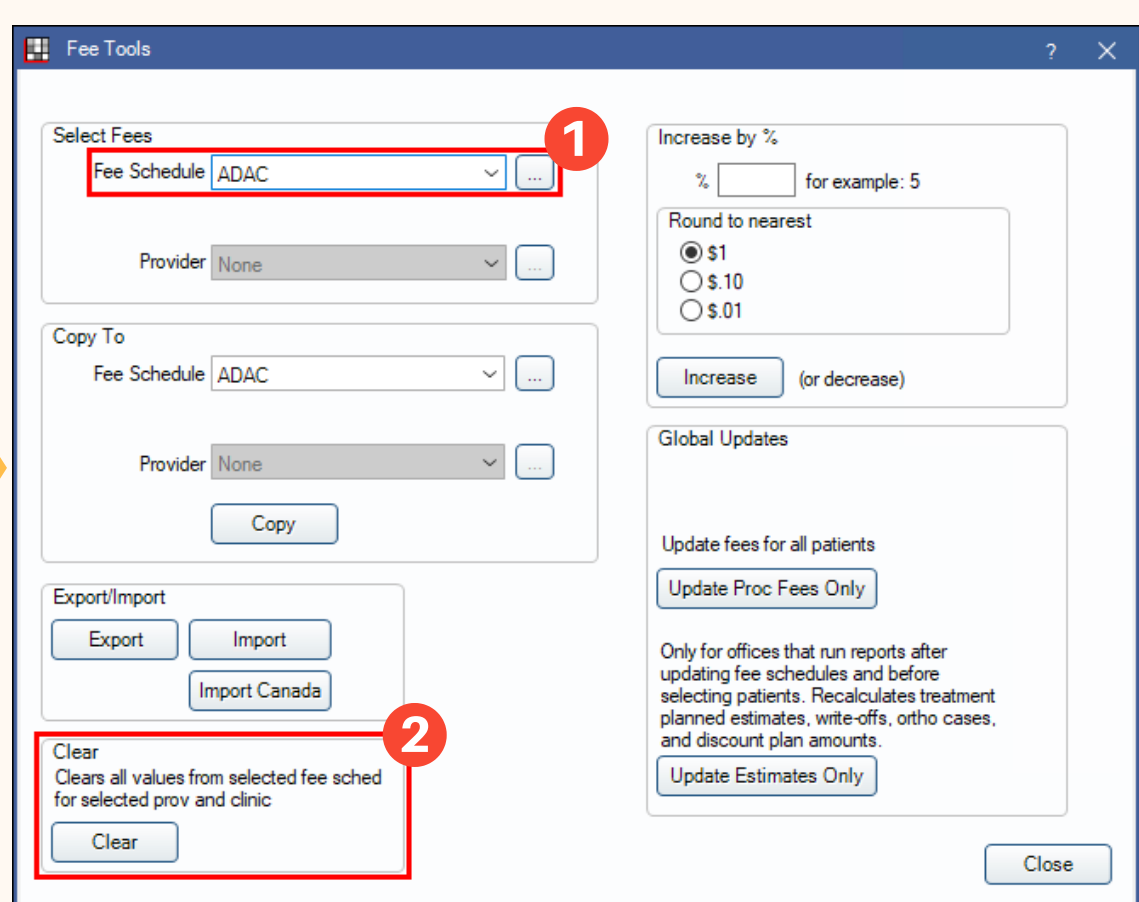


Copy the original fee guide to the newly created (blank) fee schedule.

Part 2

Import the New Fee Guide

Clear the previous year's fees from the in-use (i.e., original) fee guide.



Click the fee guide you need from the list and import it.

If a password is required, you will be prompted to enter it after clicking OK.