



Adding/Editing Fees

This guide illustrates how to add or edit fees on tickets.

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FEEES

Step 1 — Adding/Editing Fees

- To add or edit Fees on a ticket, click on the **Fees/Coupons** tab.
- To see fees on the ticket, click on the **Misc. Charges** drop down.

Step 2 — Adding/Editing Fees

- Adjust **Shop Fee** as needed.
- Enter a **Disposal Fee** (if needed).
- Enter a **Freight, Towing, or Sublet Fee** if applicable.
- To add a gift certificate to a ticket, enter amount in the **Gift Certificate** field.
- To save changes, click **Save**.