
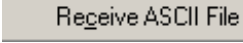



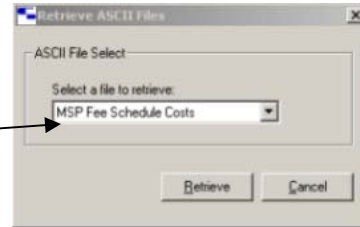
# Picking up New Fee (Item) Codes Using Web Transmission

## Step 1

1. In SmartSeries, **Select** the *Transmit Icon* 
2. **Select** the *Transmit* button (#2). Do not select Make File.

## Step 2

3. **Click** on the menu item 
4. **Select** *MSP FEE SCHEDULE COSTS* 
5. **Click** on *Retrieve*



You will get a message that your fees have been downloaded to your computer. Click OK

## Step 3

6. **Exit** out of Web Transmission. You are returned to the *Transmit* dialog Window.
7. **Select** the *Process* button to process the transmission. Note: *Process* tells you that it is "Unable to locate a current log file..." IGNORE THIS MESSAGE.
8. **Select** *Done* to exit out of *Transmit*.
9. Exit out of SmartSeries, **select** *File* then *Exit*

## Step 4 - Running FEESWEB.EXE

10. **Select** *Start, Run* and **type** **C:\SMART\FEESWEB**  
C:\SMART being the drive and directory where SmartSeries is installed, then **click** *OK*.
11. Click on Import Fees button.
12. When it says Finished at the top right corner, press any key on your keyboard to close the window. Your fees are now updated.