
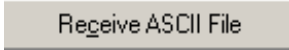
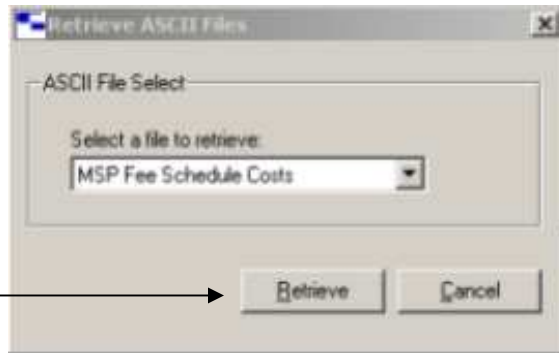


# UPDATING FEE (ITEM) CODES

## Step 1 Downloading the file from MSP

1. In SmartSeries, **Select** the *Transmit Icon* 
2. **Select** the *Transmit* button (#2). Do not select Make File.
3. **Click** on the menu item 
4. **Select** *MSP FEE SCHEDULE COSTS*
5. **Click** on *Retrieve*




6. You will get a message that your fees have been downloaded to your computer. Click OK.
7. **Exit** out of Web Transmission. You are returned to the *Transmit* dialog Window.
8. **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.

9. **Select** *Done* to exit out of *Transmit*.
10. **Exit** out of SmartSeries, **select** *File* then *Exit*

## Step 2 Updating Fee Table

1. Make sure all the users exit out of SmartSeries.
2. From your Window's Desktop, **select** *Smart Toolbox* 
3. **Click** on *the Import/Export Tab* and Select Import fees, **click** *OK* and click OK on the next window. The Fee Table will be updated. When the Update is finished notification will come up.
4. **Click** OK.
5. **Click** on *Close*.