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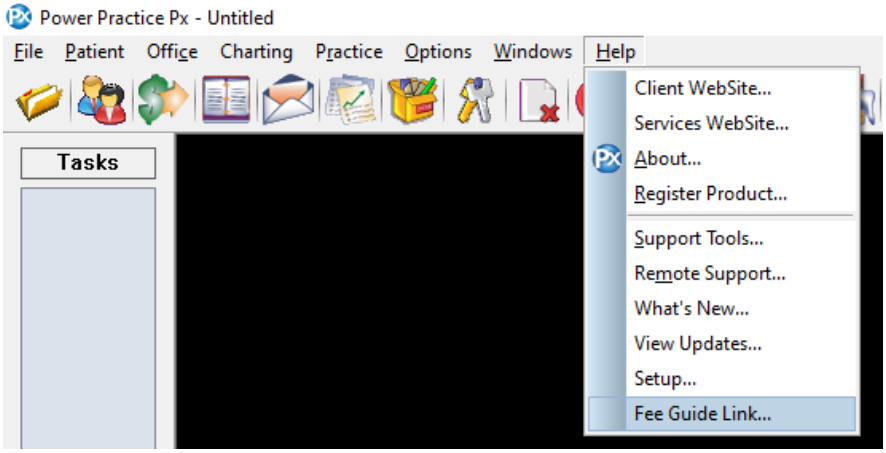
Load the 2026 Fee Guide for Power Practice

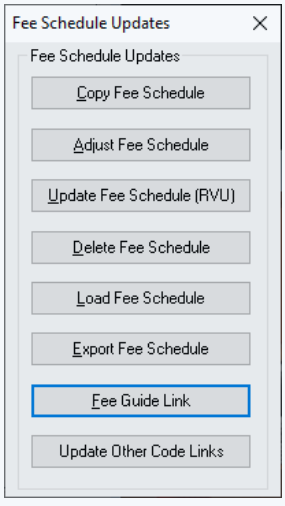
Note: The fee guide update should be performed after the End of Day on Dec 31st or before you perform any other actions on the morning on January 1st. If you are closed on the 31st, you can perform the update after End of Day on the last day of the year that you are working.

From the top menu bar, select the **Help > Fee Guide Link** menu option.

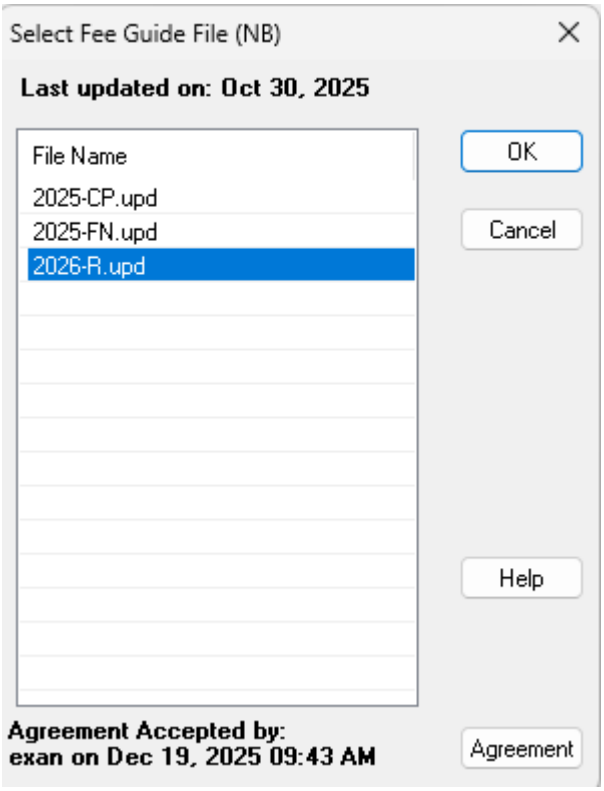


**If you are on an older version and do not have the Fee Guide Link option:
From the top menu bar, select the **Practice > Maintenance Manager** menu option.

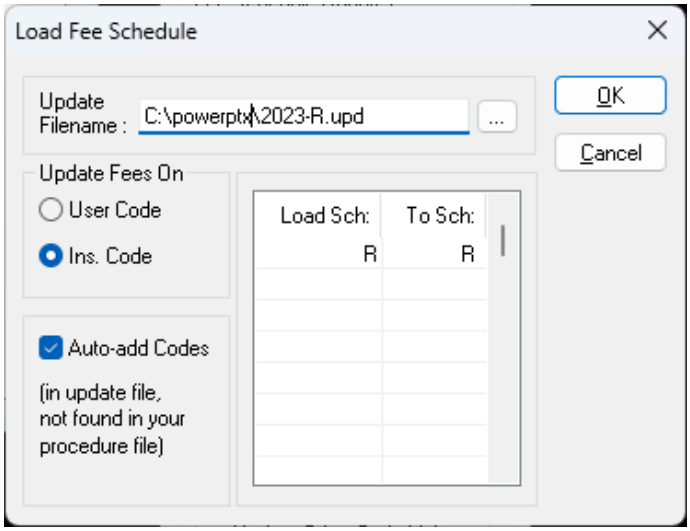
- Select the **Utilities** tab and then select **Fee Schedule Updates** icon.
- Select **Fee Guide Link** button.



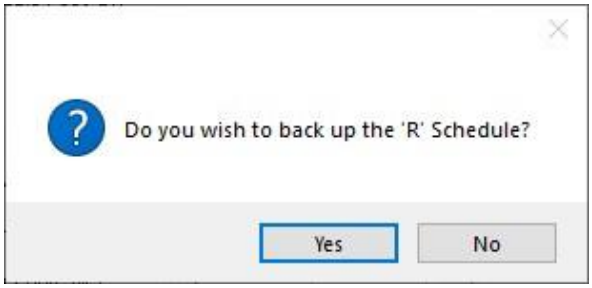
Highlight the **2026-R.upd** fee guide and click the **OK** button.



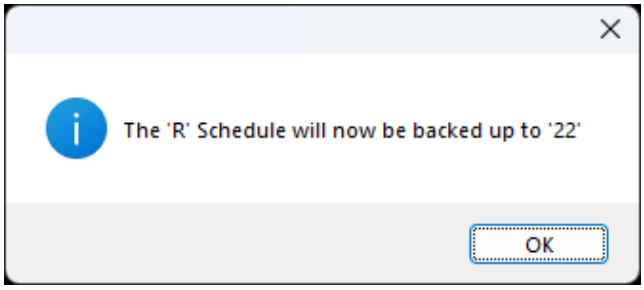
Under the column labeled **To Sch:** type in the letter **R** beside the corresponding **R** in the **Load Sch:** column, then select the **OK** button.



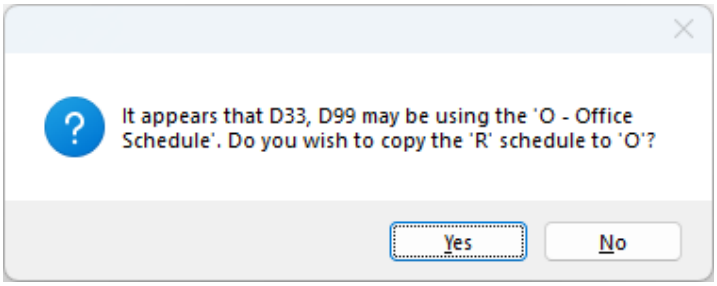
(4.8 clients) If a pop-up message appears asking **Do you wish to back up the "R" Schedule?** select the **Yes** button. Otherwise move onto the next steps.



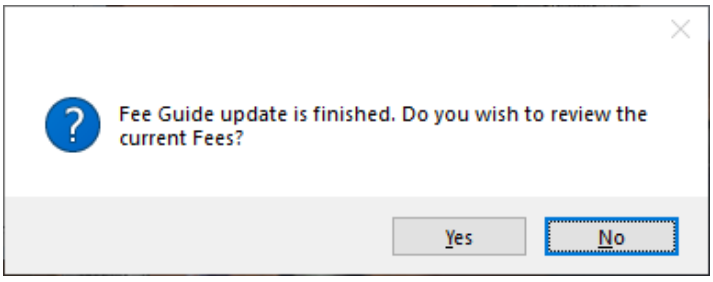
Select the **OK** button.



If you want the current fees to load into your Office Fee Schedule, Select the **Yes** button
If some or all the fees are higher than the R, update the Office Fee Schedule accordingly.



Select the **No** button (unless you wish to check the new fees)



The Fee Guide has now been updated.

Please remember that updating to the current fee schedule does not update existing Planned or Proposed fees to the current fee guide. Detailed instructions for this are available at https://powerpractice.ca/feeguide/

HENRY SCHEIN ONE