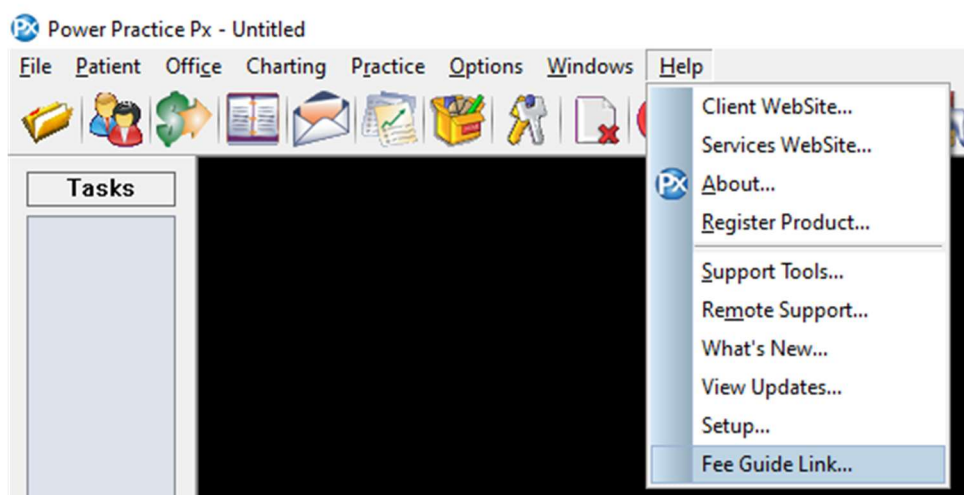


Load the 2024 Fee Guide for Power Practice

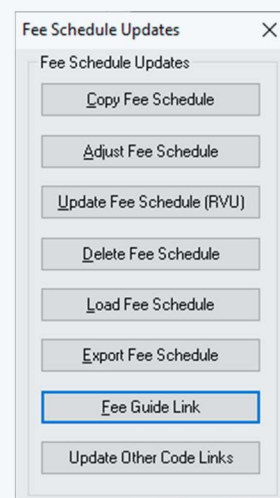
Note: The fee guide update should be performed after the End of Day on Dec 31st or before you perform any other actions on the morning on January 1st. If you are closed on the 31st, you can perform the update after End of Day on the last day of the year that you are working.

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

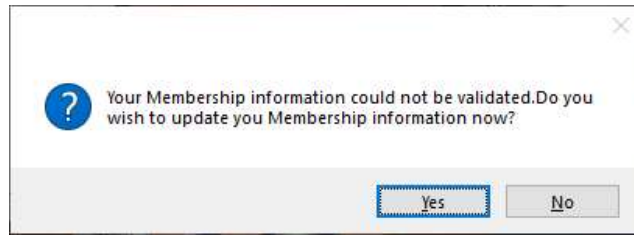


****If you are on an older version and do not have the Fee Guide Link option**
From the top menu bar, select the **Practice > Maintenance Manager** menu option.

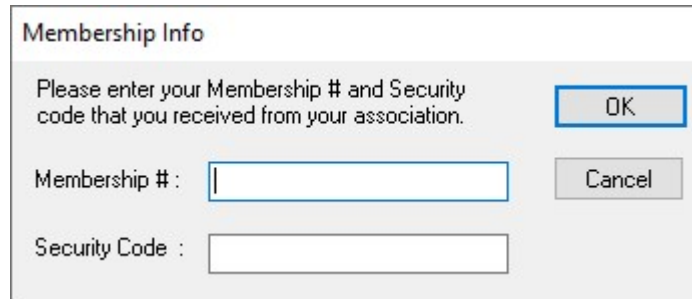
- Select the **Utilities** tab and then select **Fee Schedule Updates** icon.
- Select **Fee Guide Link** button.



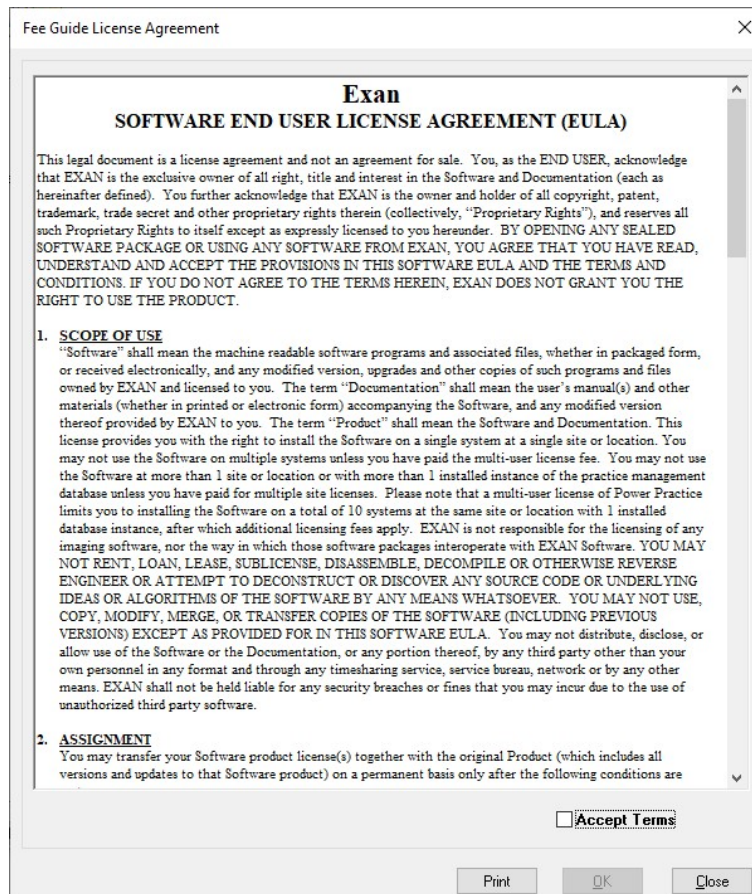
If you have not updated your ODA Membership information for 2024, you will be prompted to do so now.
Click the **Yes** button to proceed.



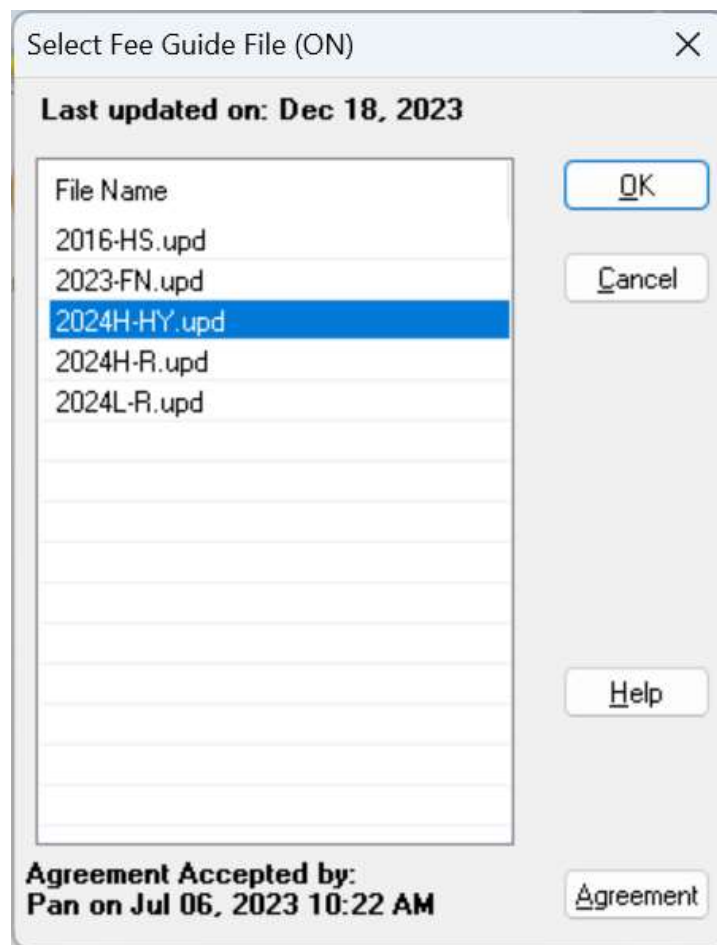
Enter your Membership Info then the **OK** button.



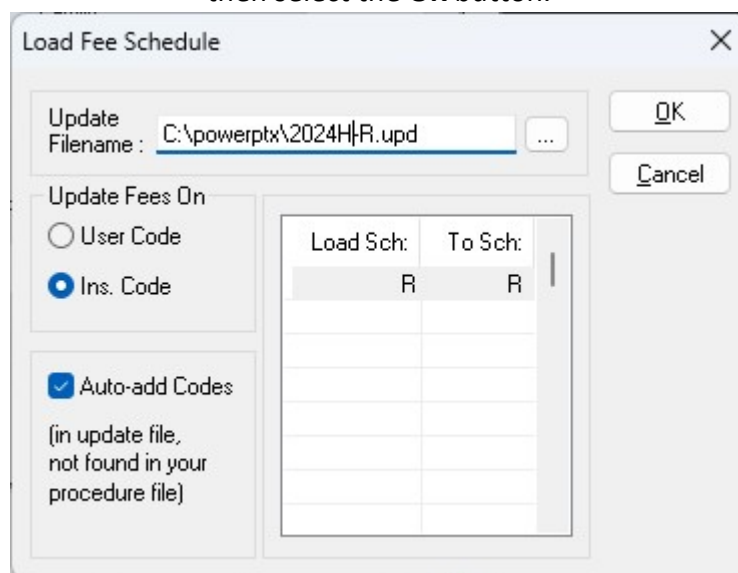
In Version 5.1 and higher you will next be asked to read and accept the New Fee Guide License Agreement
Place a check mark in **Accept Terms** then click on the **OK** button.



Highlight the **2024H-R.upd** fee guide for the High Fee Guide or the **2023L-R.upd** for the Low Fee Guide and click the **OK** button.



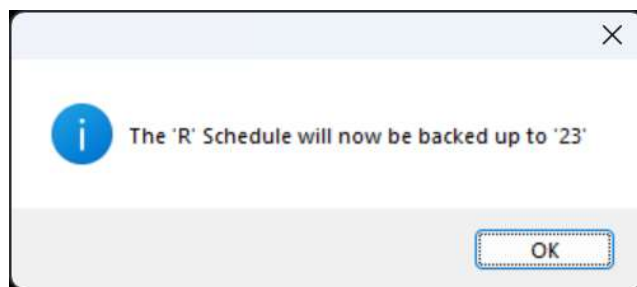
Under the column labeled **To Sch:** type in the letter **R** beside the corresponding **R** in the **Load Sch:** column, then select the **OK** button.



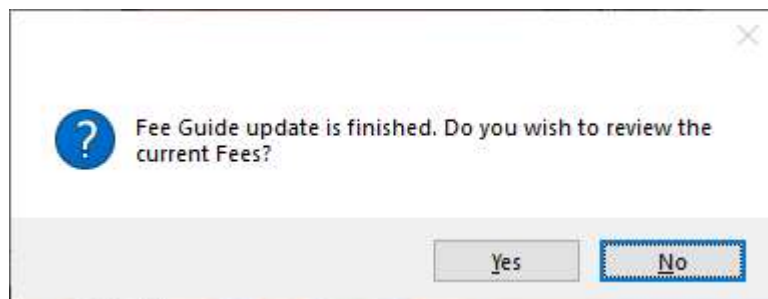
(4.8 clients) If a pop-up message appears asking **Do you wish to back up the “R” Schedule?** select the **Yes** button. Otherwise move onto the next steps.



Select the **OK** button.



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/>