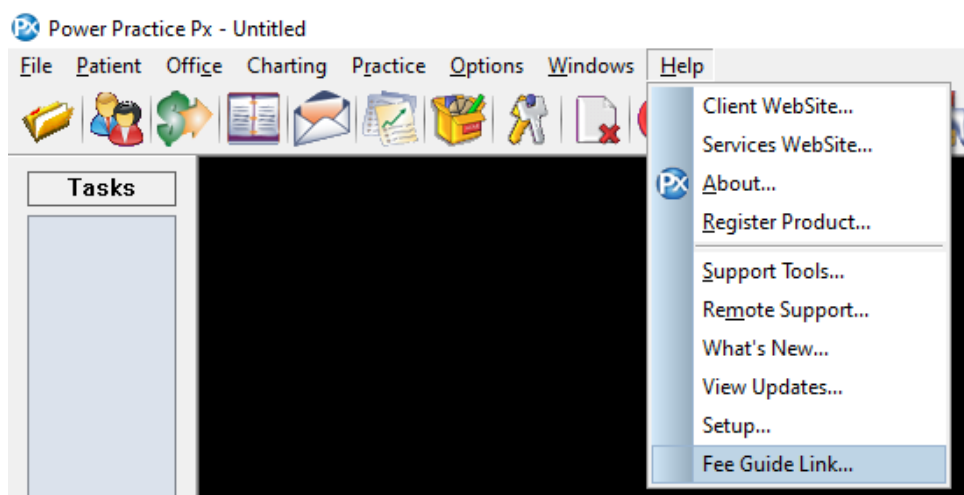


## Load the 2022 Fee Guide for Power Practice

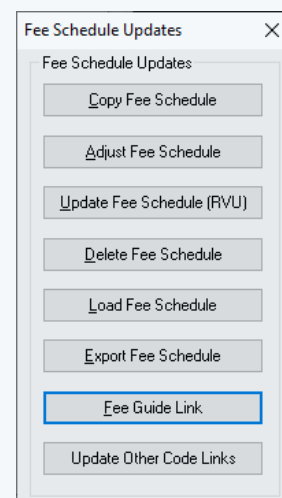
**Note:** The fee guide update should be performed after the End of Day on Dec 31<sup>st</sup> or before you perform any other actions on the morning on January 1<sup>st</sup>. If you are closed on the 31<sup>st</sup>, you can perform the update after End of Day on the 30<sup>th</sup>.

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

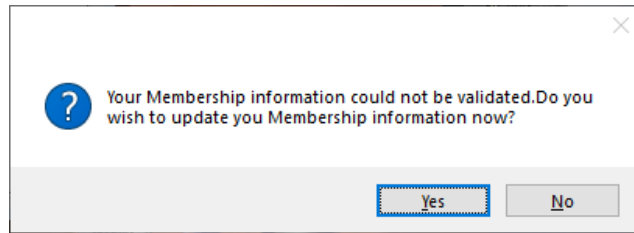


**\*\*If you are on an older version and do not have the Fee Guide Link option**  
From the top menu bar, select the **Practice > Maintenance Manager** menu option.

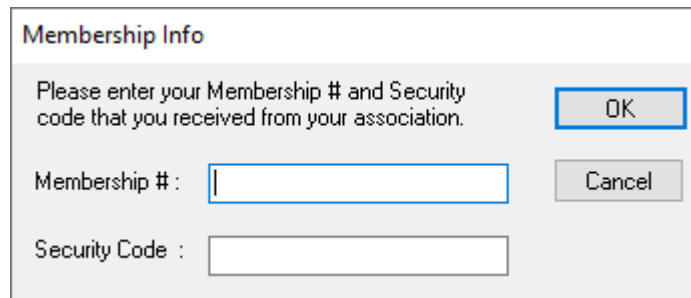
- Select the **Utilities** tab and then select **Fee Schedule Updates** icon.
- Select **Fee Guide Link** button.



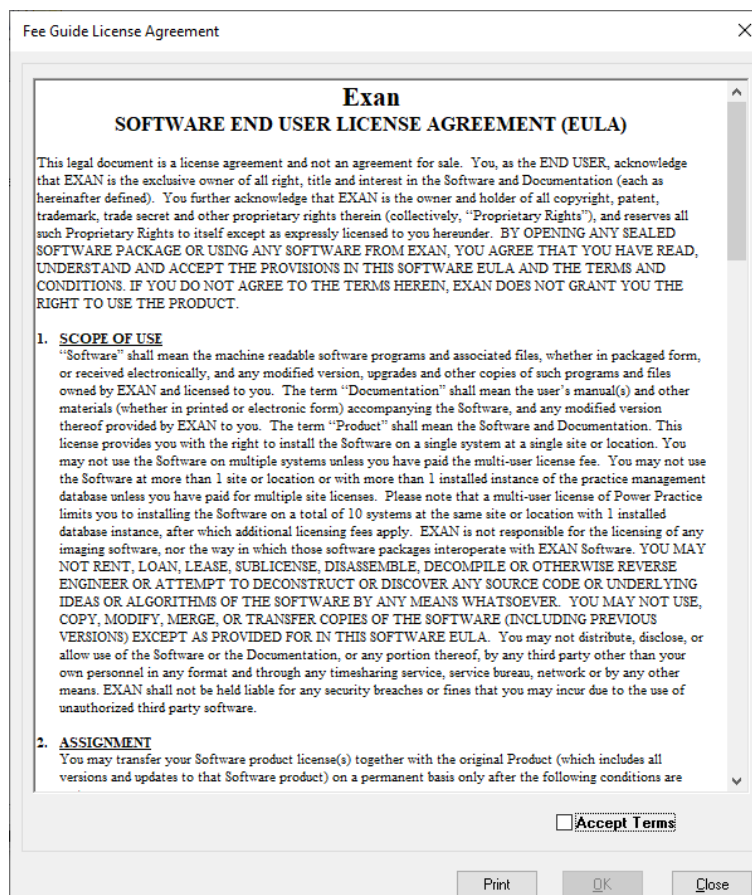
If you have not updated your ODA Membership information for 2022, you will be prompted to do so now.  
Click the **Yes** button to proceed.



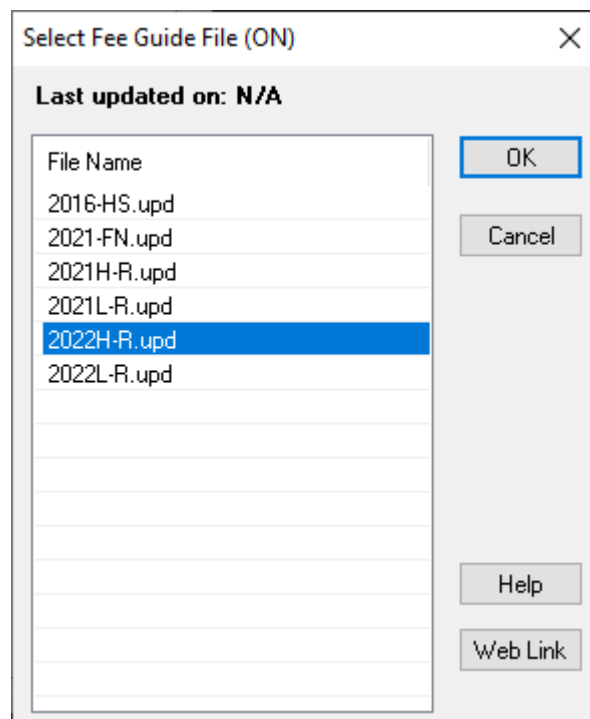
Enter your Membership Info then the **OK** button.



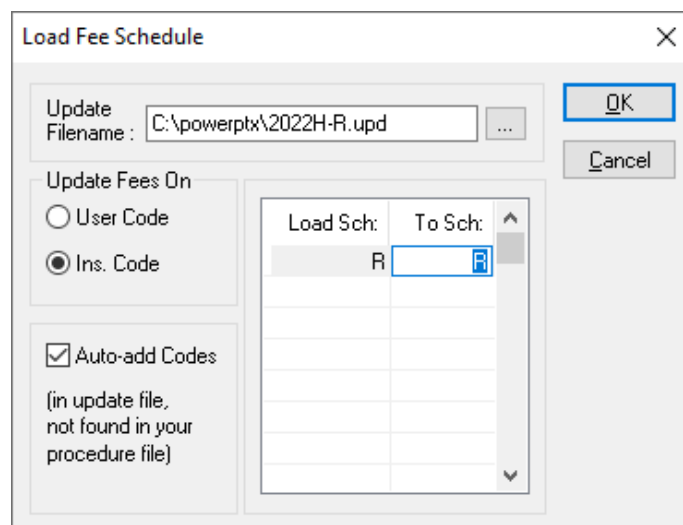
In Version 5.1 you will next be asked to read and accept the New Fee Guide License Agreement  
Place a check mark in **Accept Terms** then click on the **OK** button.



Highlight the **2022H-R.upd** fee guide for the High Fee Guide or the **2022L-R.upd** for the Low Fee Guide and click the **OK** button.



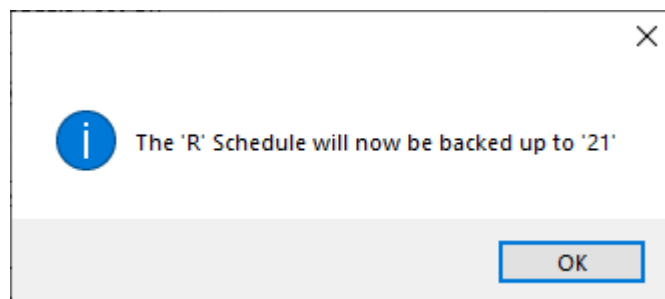
Under the column labeled **To Sch:** type in the letter **R** beside the corresponding **R** in the **Load Sch:** column, then select the **OK** button.



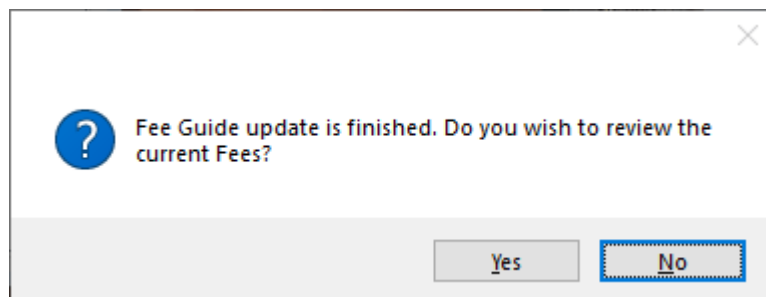
(4.8 clients) If a pop-up message appears asking **Do you wish to back up the “R” Schedule?** select the **Yes** button. Otherwise move onto the next steps.



Select the **OK** button.



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



**The Fee Guide has now been updated.**