

## **Locations / Tax**

### **How to enter / edit / delete rates by States or Countries?**

- 01) Access the Control Panel
- 02) After login click on Locations / Tax >> Fees
- 03) To insert click the New Tax button
- 04) Fill in the Tax Class Title / Zone / Tax Rate (%) / Description / Priority fields, click the Insert button
- 05) To edit / delete the Tax Class line, click Options >> Edit or Delete

Unique solution ID: #2493

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