

Uploading a Rate Sheet

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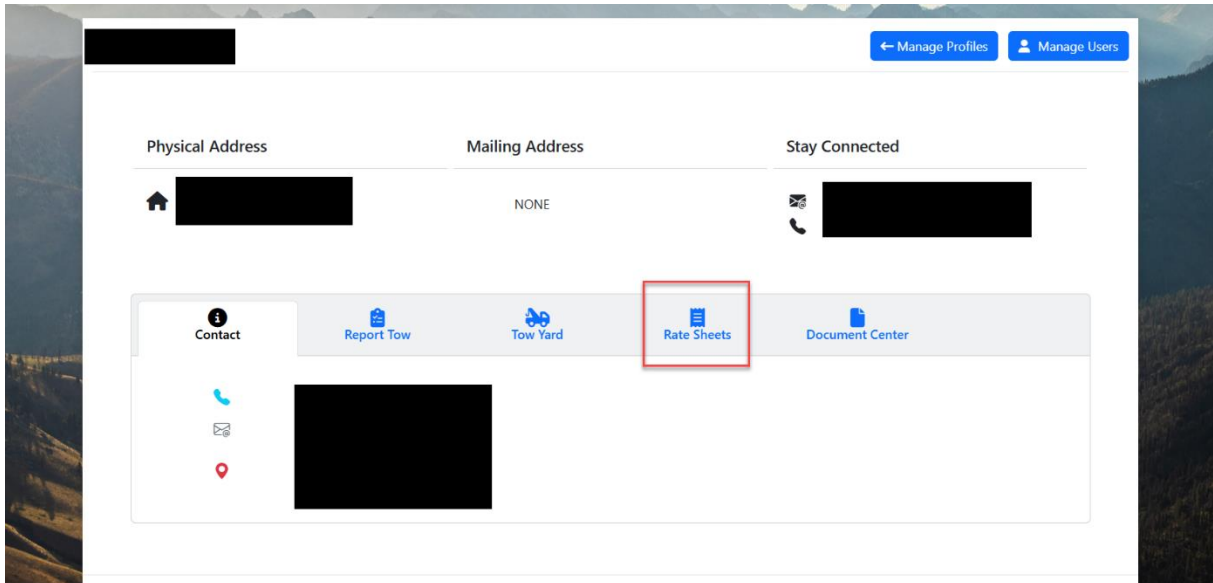
1. Introduction

1.1 Purpose

This guide will instruct users on how to upload a rate sheet to the Abandoned Vehicles Portal.

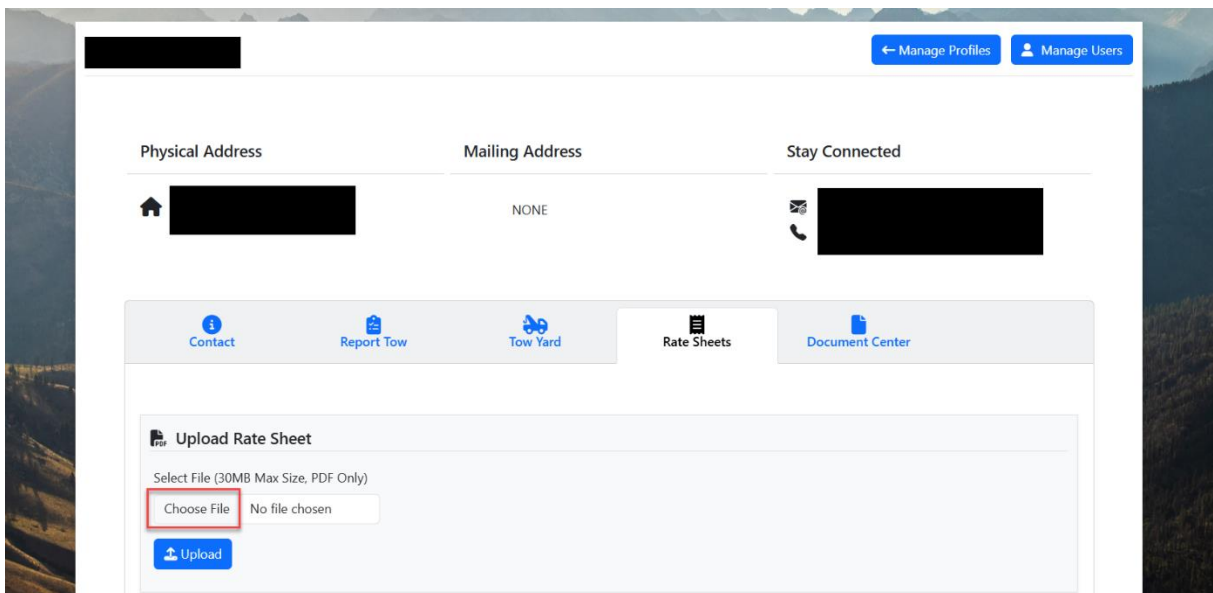
2. Procedure

1. On the home screen, locate and click on the "rate sheet" tab."



2. Click on the choose a file button.

- a. You will be asked to upload the rate sheet from your computer. The max size of this file is 30 MB for pdfs only.



3. Click on the blue upload button.

The screenshot displays a web application interface. At the top right, there are two blue buttons: 'Manage Profiles' and 'Manage Users'. Below these, there are three sections: 'Physical Address' with a home icon and a redacted address, 'Mailing Address' with the text 'NONE', and 'Stay Connected' with a phone icon and a redacted number. A horizontal menu contains five items: 'Contact', 'Report Tow', 'Tow Yard', 'Rate Sheets', and 'Document Center'. The 'Rate Sheets' item is currently selected. Below the menu, the 'Upload Rate Sheet' section is visible. It includes a file selection area with the text 'Select File (30MB Max Size, PDF Only)' and a 'Choose File' button. Below this, there is a blue 'Upload' button with a red box around it, indicating it is the target for the next step.

4. Future tows will refer to this rate sheet for pricing unless a new one is uploaded.