

Uploading a Rate Sheet

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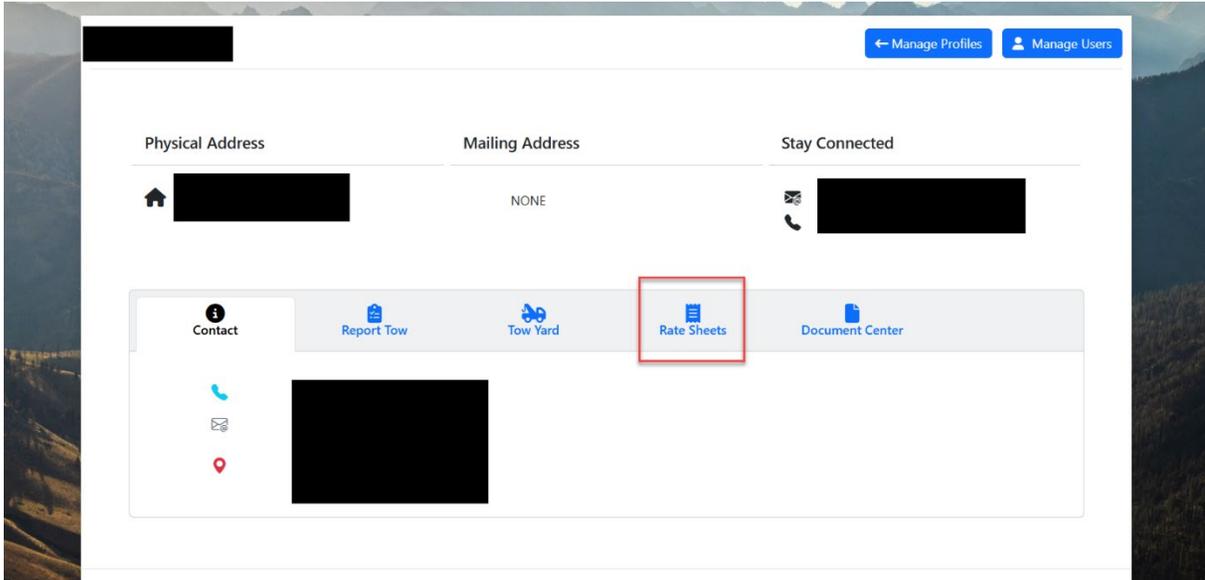
1. Introduction

1.1 Purpose

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

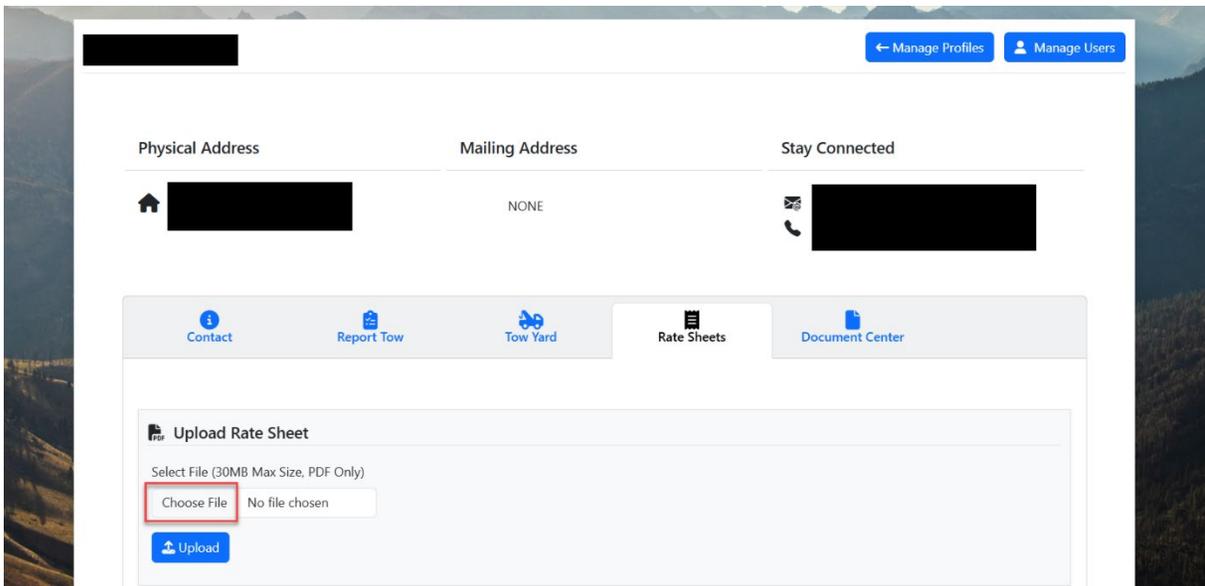
2. Procedure

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

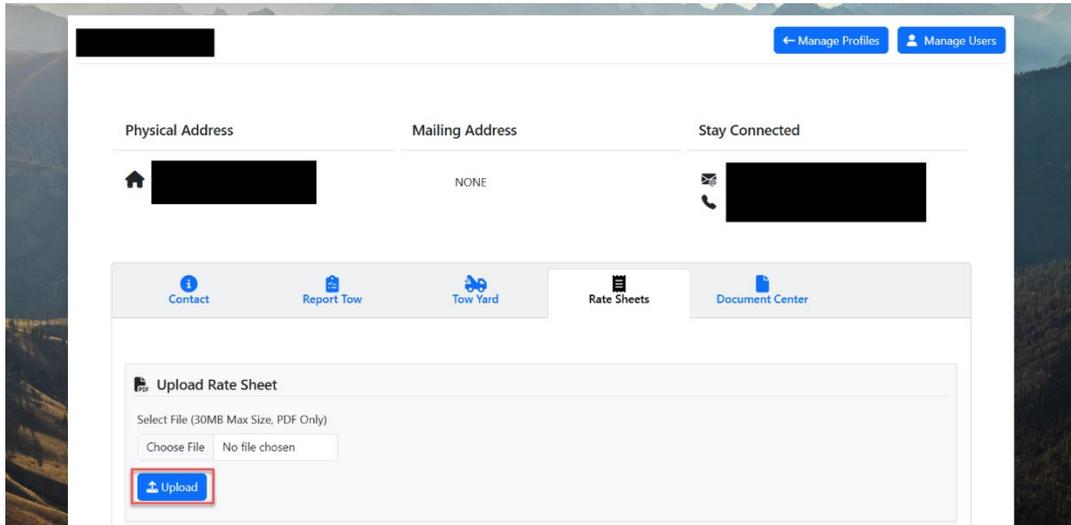


2. Click on the choose a file button.

- 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.



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