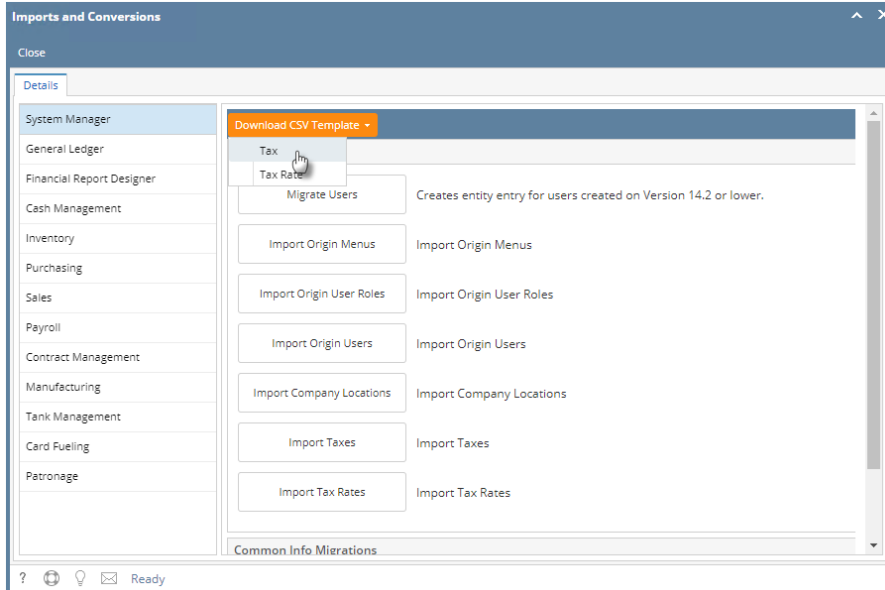# How to Import Taxes (Tax Class, Tax Codes, and Tax Groups)

1. Login as **Admin User**
2. On user's menu panel, go to **System Manager** folder then click **Imports and Conversions** menu under **Utilities**
3. Download template for import file by clicking on the **Download CSV Template** drop down button then selecting **Tax**

4. Once the Tax file is ready to be imported, click on the **Import Taxes** button then locate the file and import
5. Tax Class, Tax Codes, and Tax Groups screens should be updated