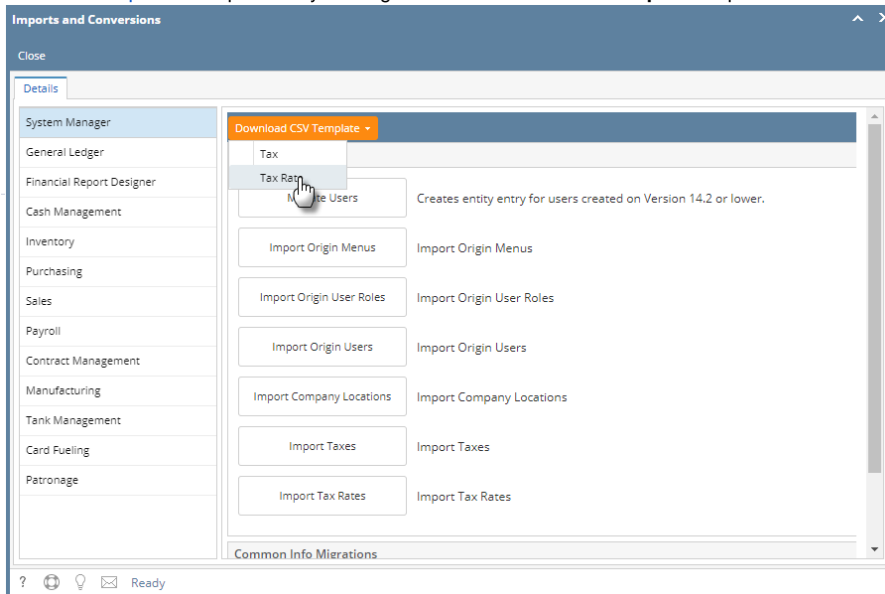# How to Import Tax Rates

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 Rate**

4. Once the Tax Rate file is ready to be imported, click on the **Import Taxe Rates** button then locate the file and import
5. Tax Rate of the Tax Code should be updated