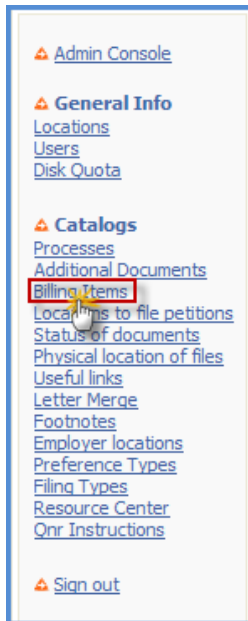

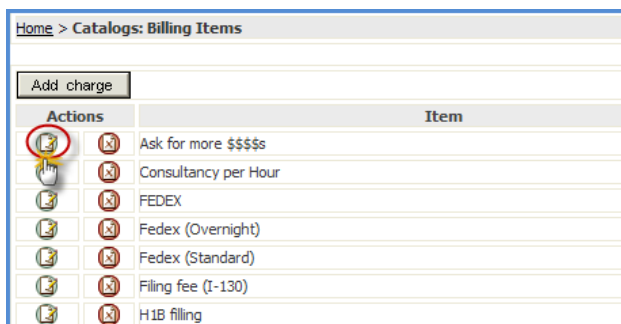


HOW TO CHANGE BILLING FEES FOR THE ENTIRE LAW FIRM

- 1) Log in to EIMMIGRATION with your ADMIN username/password.
- 2) Click on **Billing Items** link from the menu bar (located on the left of the screen).



- 3) Open the item to make the changes by clicking on the  icon under **Actions**.



- 4) Change Item Name, Code or Unit Cost then click on **Save Changes**.

