

Setting Up Service Areas

To add your service areas, click on the "Tariff Services" shortcut link under the **Tariffs** module on the **MovelQ homepage**.

Next, click "Add Service Area," and you will see that it automatically associates to the tariff you're viewing. Click the plus sign near the bottom left and then search by City and State to generate the zip codes in that city.

(Note) For the State, be sure to use the State abbreviation.

Check the checkbox next to any zip codes you'd like to add and select "Apply Zip Codes." Make sure that if you service multiple states, that you ONLY enter zip codes for the state tariff you are working in.

To remove a zip code, save the zips and then you will see beside each zip is a trash can icon. Simply click on the trashcan icon next to the zip code you'd like to remove.

â							段 Allison -
MOVEHO		Zip Codes Look Up			× ``		
Editing Service Area - SARE	A1	City New York	State NY City	Search		``	Serve
Service Area Information	* Tariff O Demo MovelQ 01	10001 10002 10003	New ' New '	fork NY fork NY fork NY		· · · · · ·	
Record Update Information	* Assigned To brandon smith	10004 10005 10006	New '	fork NY fork NY fork NY	Dema Mavel	0.01	~
Service Areas Zip Codes		0007 0008 1008	New '	fork NY fork NY fork NY			
90209	Beverly Hills	0 10010 0 10011	New '	fork NY fork NY			
90211	Beverly Hills Beverly Hills			Clear La	st Applied Apply Zip Codes		
90213	Beverly Hills		CA				
			Zip City	New York	State NY Zip Code	Search	State
					10001	New York	NY
			- h		10002	New York	NY
					10004	New York	NY
					10005	New York	NY
					10006	New York	NY
					10007	New York	NY
					10008	New York	NY
					10009	New York	NY
			Powered by moveHQ		10010	New York	NY
							Clear Last Applied Apply Zip Codes

Make sure to click "Save," and you're done entering service areas!