

Setting Up Service Areas

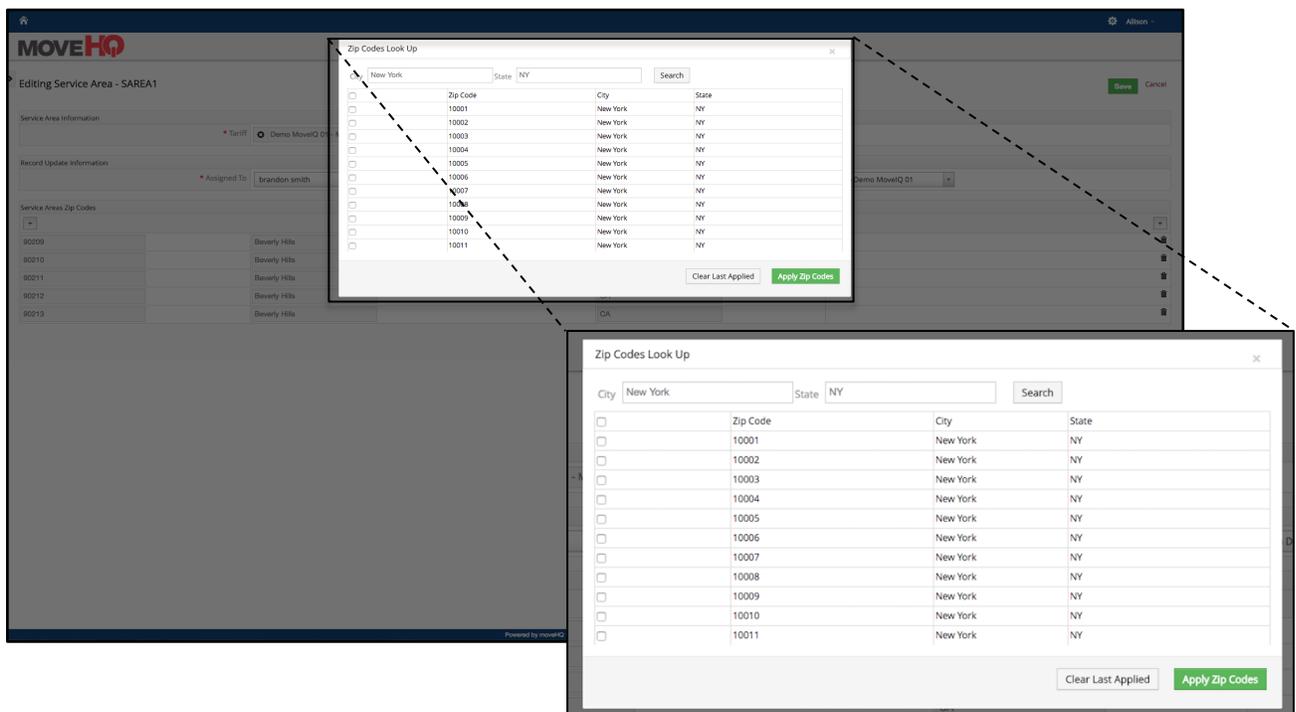
To add your service areas, click on the “Tariff Services” shortcut link under the **Tariffs** module on the **MoveIQ** homepage.

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.



Make sure to click “Save,” and you’re done entering service areas!