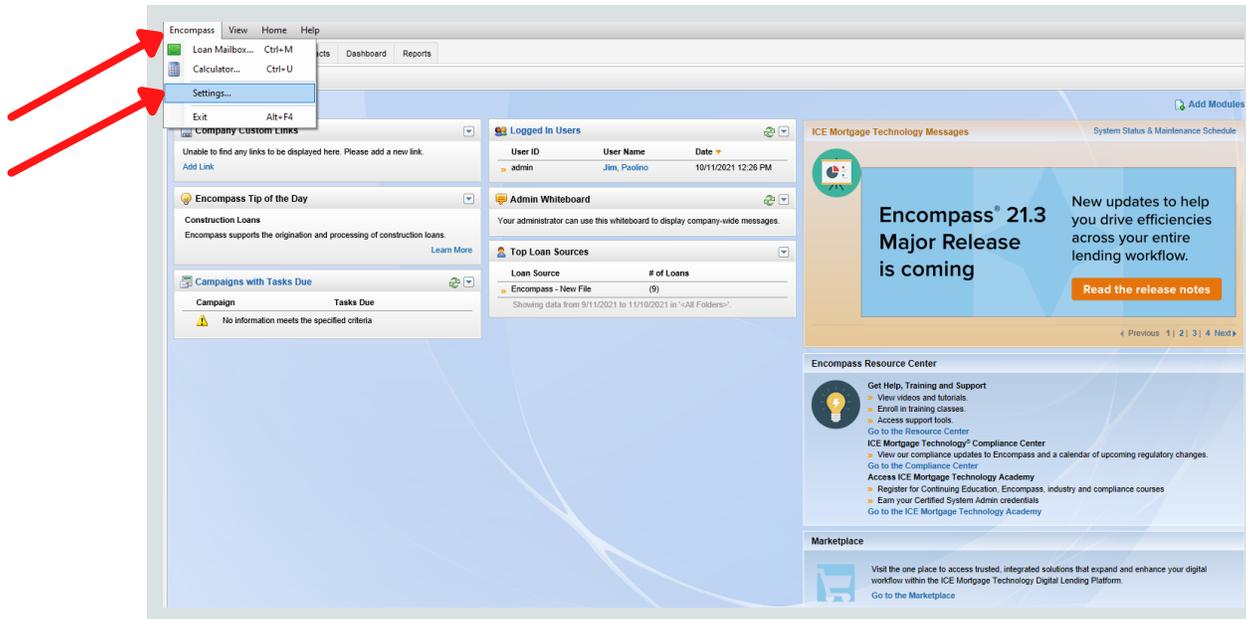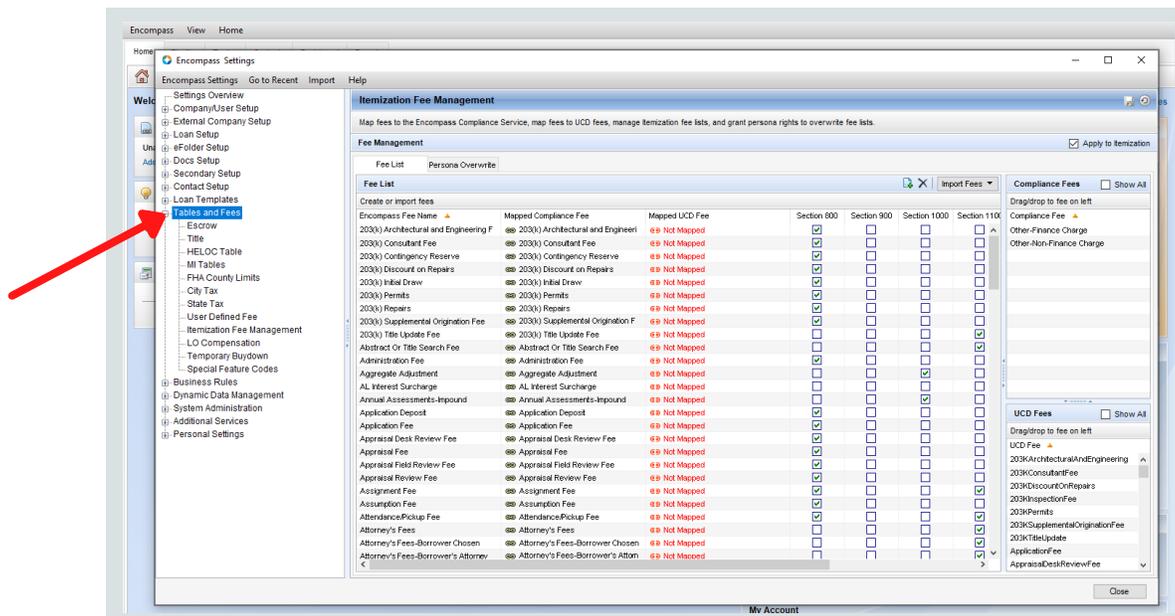## Step 1: In the top righthand corner, go to "Encompass", then "Settings".
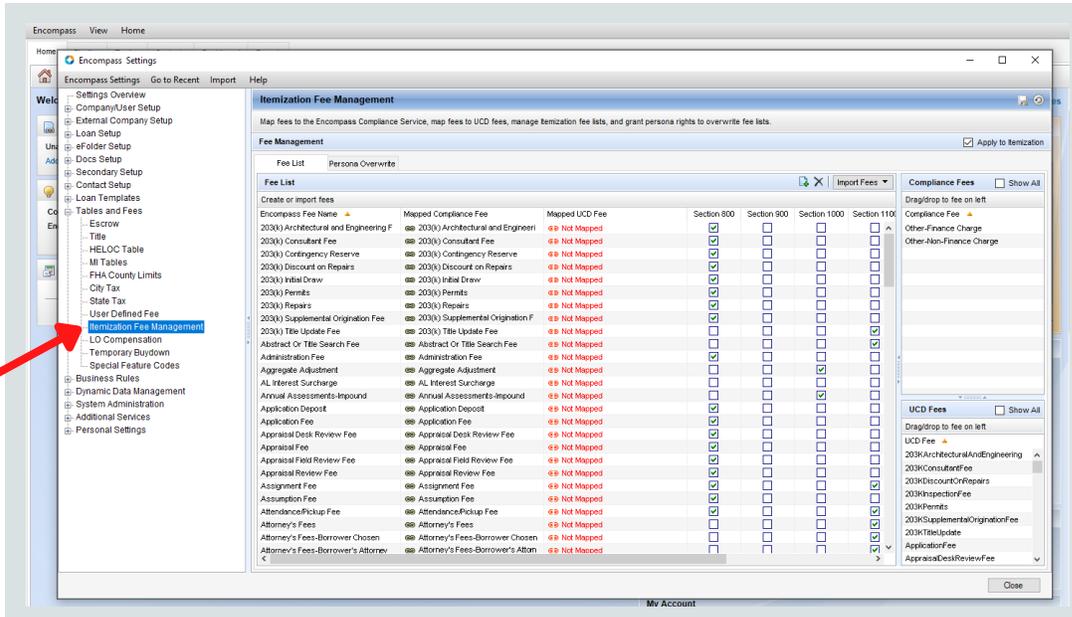


## Step 2: Go to "Tables and Fees".

## Step 3: Go to "Itemization Fee Management".



## Step 4: Please send all fee names within the Fee List.