

# Setting Tax Rates for eCommerce Orders

8 Steps [View most recent version](#) 

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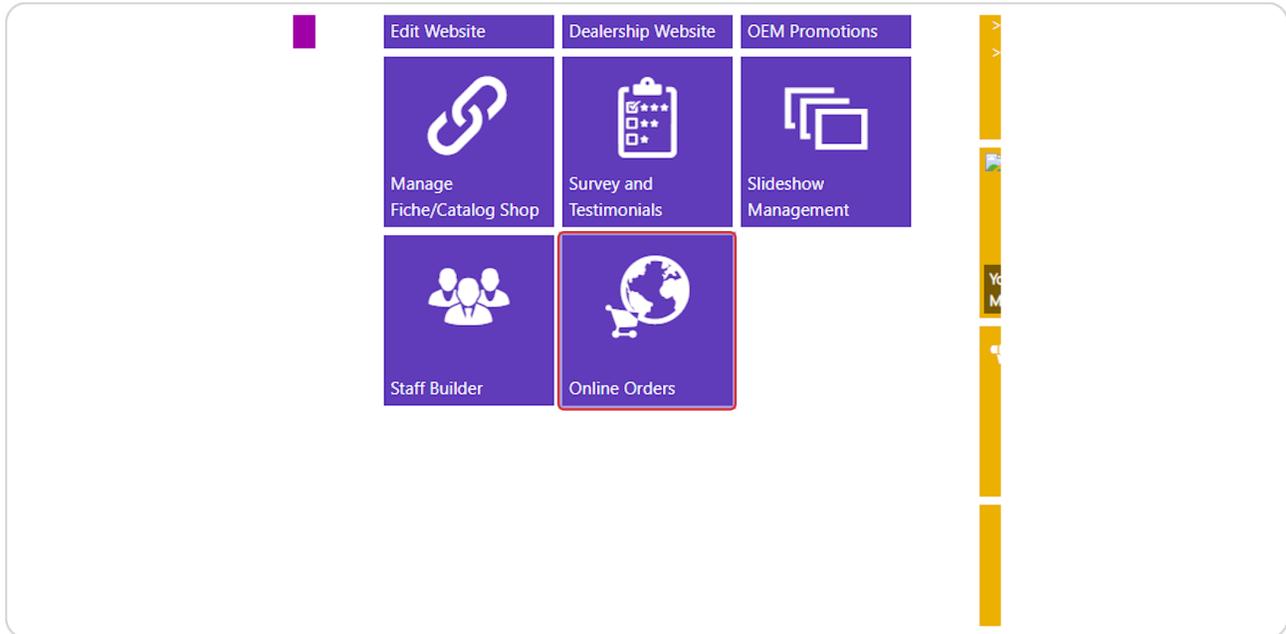
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## STEP 1

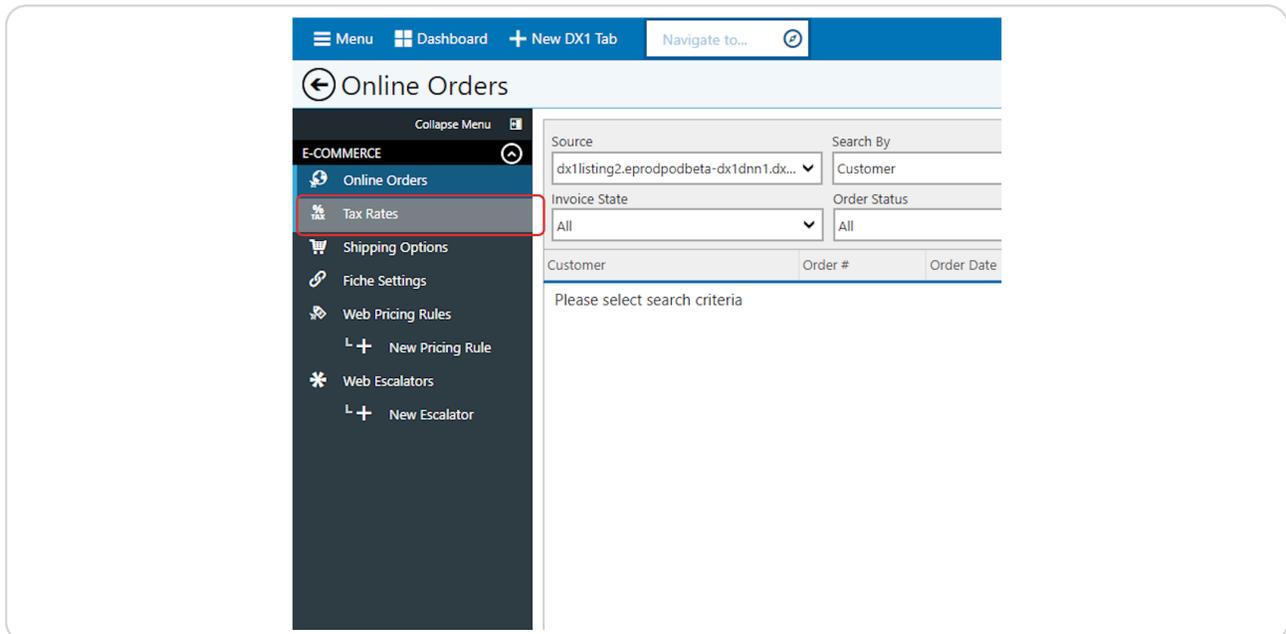
### Select the 'Online Orders' tile from the Dashboard

NOTE: If your Dealership is using DX1 DMS, this tile appears under 'Parts and Accessories'



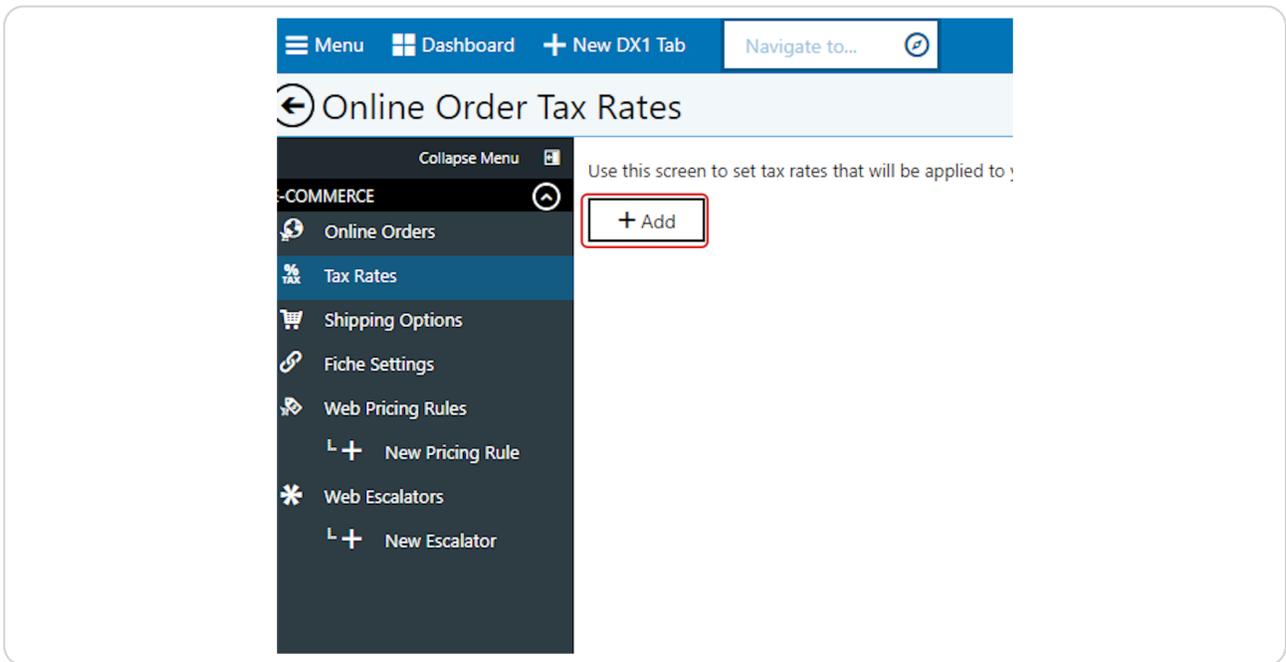
## STEP 2

### Select Tax Rates in the left hand menu.



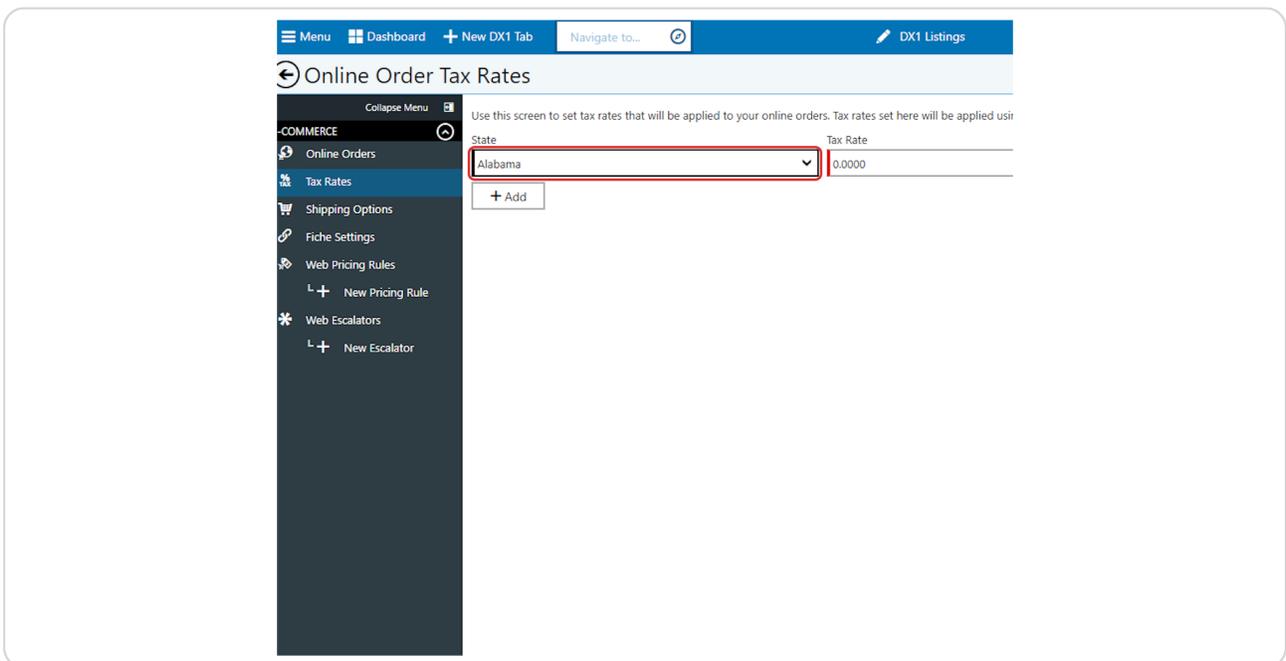
### STEP 3

#### Click +Add



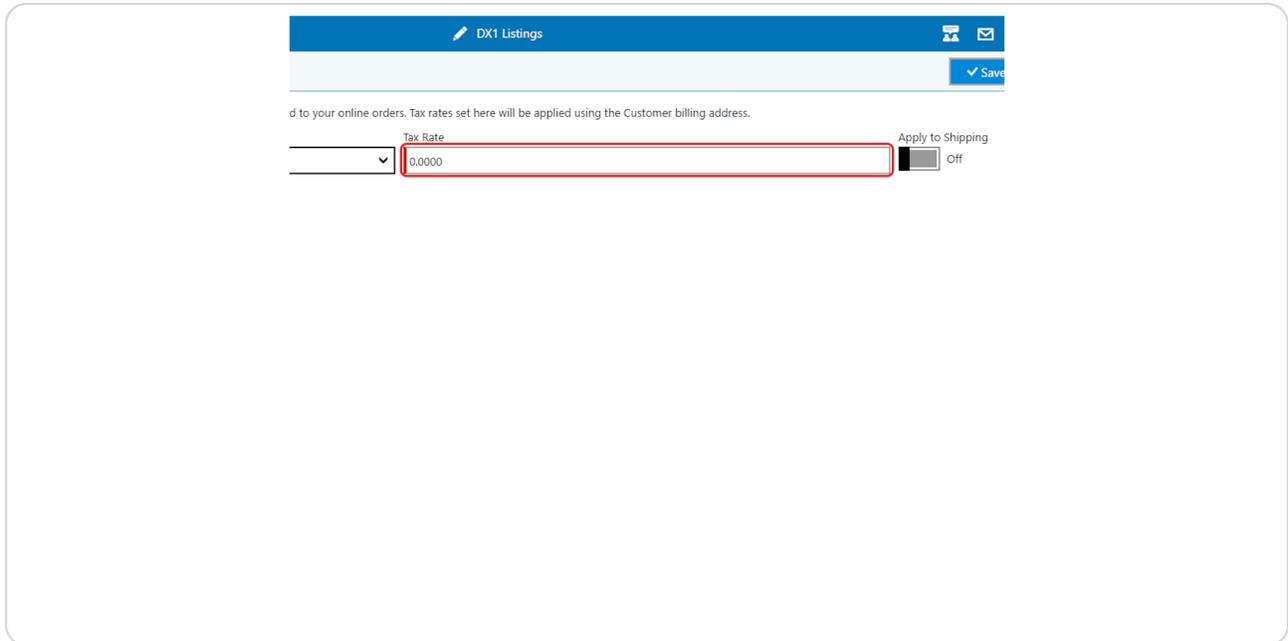
### STEP 4

#### Select a state



## STEP 5

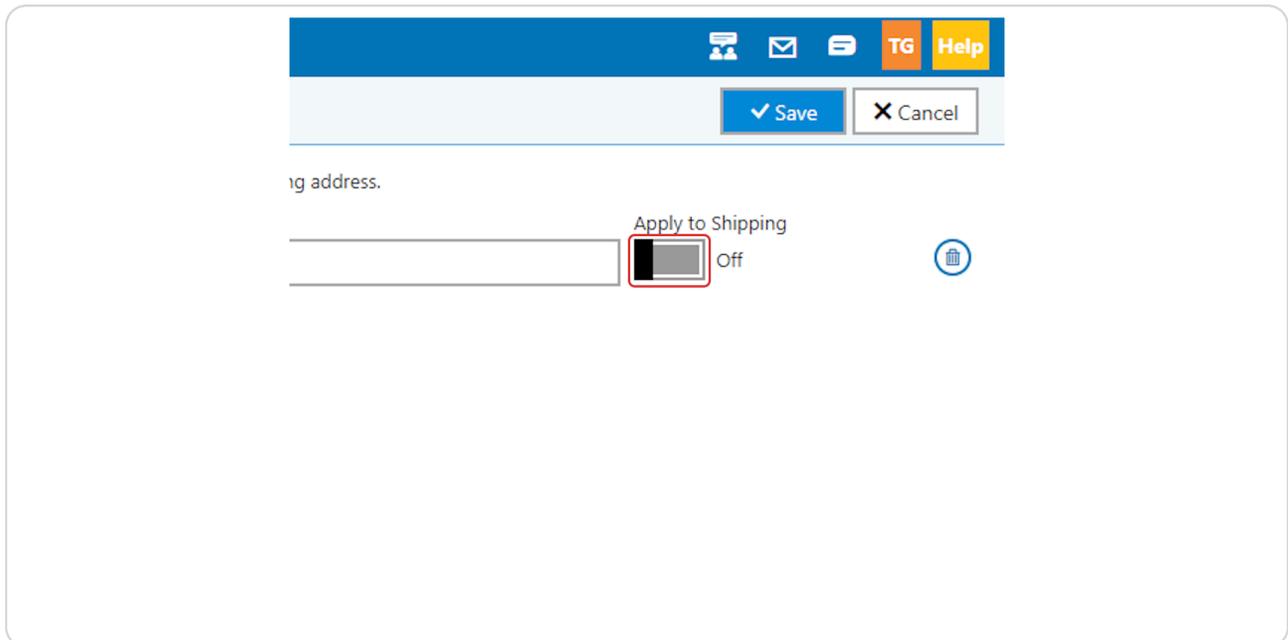
Enter your desired tax rate, eg for 7% tax rate, enter 7.0000



The screenshot shows the 'DX1 Listings' interface. At the top, there is a blue header with the text 'DX1 Listings' and icons for a person, an envelope, and a checkmark. Below the header, there is a 'Save' button with a checkmark. The main content area contains the text 'd to your online orders. Tax rates set here will be applied using the Customer billing address.' Below this text, there is a 'Tax Rate' field with a dropdown arrow on the left and the value '0.0000' inside. To the right of the 'Tax Rate' field is an 'Apply to Shipping' toggle switch, which is currently in the 'Off' position.

## STEP 6

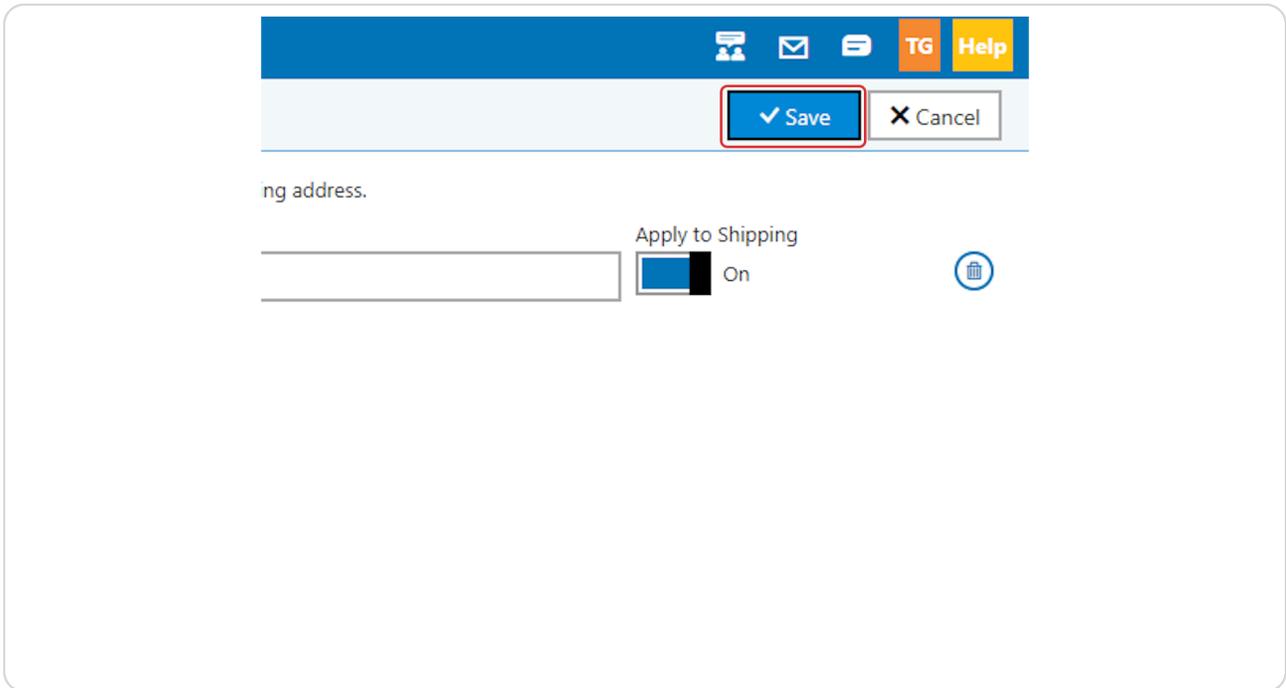
If you wish to apply the tax to shipping charges as well as merchandise, toggle the 'Apply to Shipping' toggle to the ON position.



The screenshot shows the 'DX1 Listings' interface. At the top, there is a blue header with icons for a person, an envelope, a speech bubble, and buttons for 'TG' and 'Help'. Below the header, there are 'Save' and 'Cancel' buttons. The main content area contains the text 'g address.' Below this text, there is a 'Tax Rate' field with a dropdown arrow on the left and the value '0.0000' inside. To the right of the 'Tax Rate' field is an 'Apply to Shipping' toggle switch, which is now in the 'On' position. A red box highlights the toggle switch. To the right of the toggle switch is a trash can icon.

**STEP 7**

**Click on 'Save'**



The screenshot shows a software interface with a blue header bar containing icons for chat, email, and a 'TG' button, along with a yellow 'Help' button. Below the header is a light blue bar with a 'Save' button (highlighted with a red box) and a 'Cancel' button. The main area contains a text input field with the label 'ing address.' and a toggle switch labeled 'Apply to Shipping' which is currently turned 'On'. A trash icon is visible to the right of the toggle.

**STEP 8**

**Repeat for each additional state in which you wish to charge tax.**

*DX1*<sup>®</sup> 