

# Setting Tax Rates for eCommerce Orders

8 Steps [View most recent version](#) 

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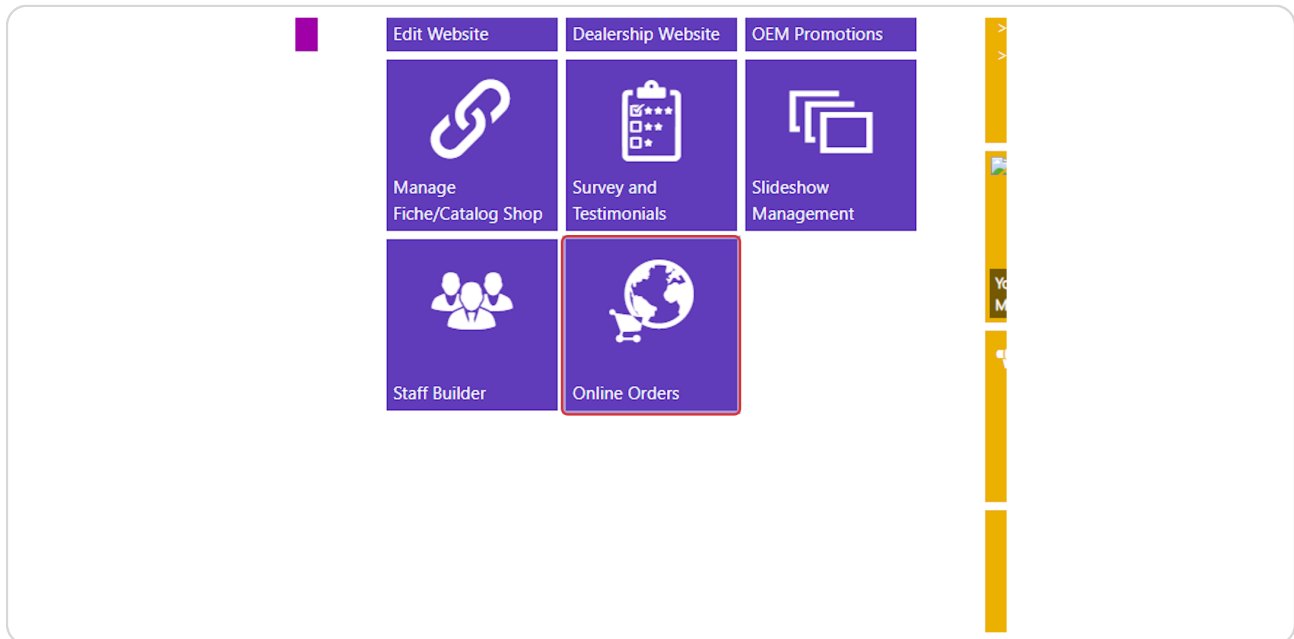
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March 17, 2024

## STEP 1

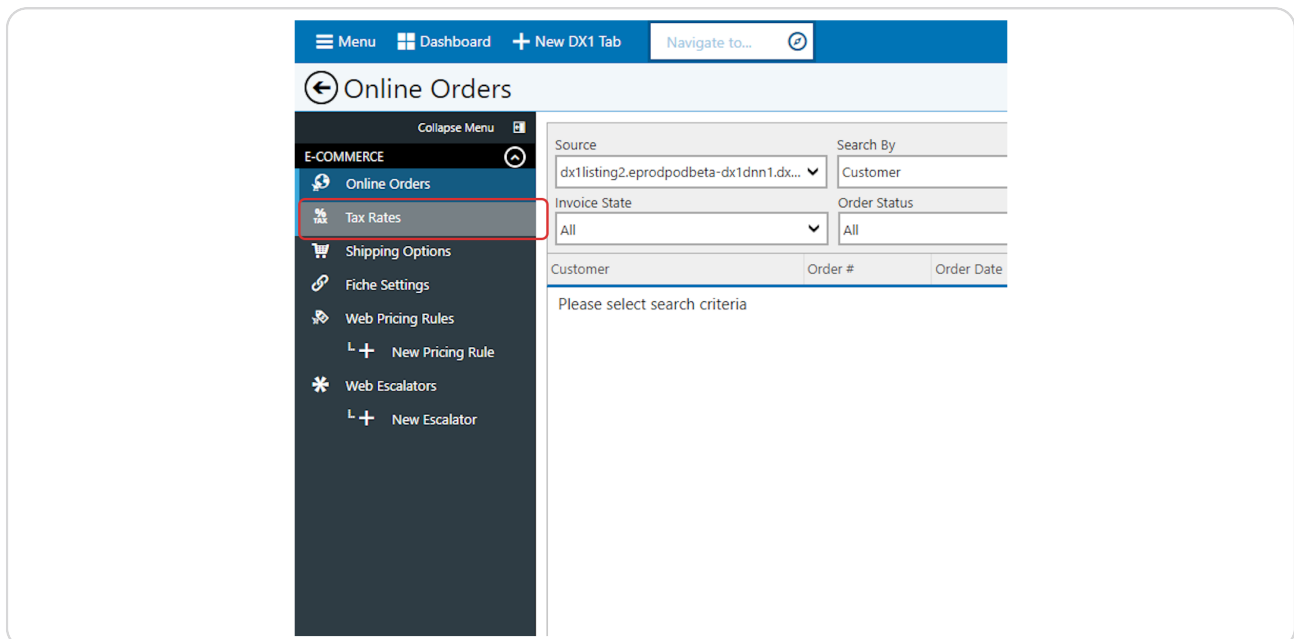
### Select the 'Online Orders' tile from the Dashboard

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



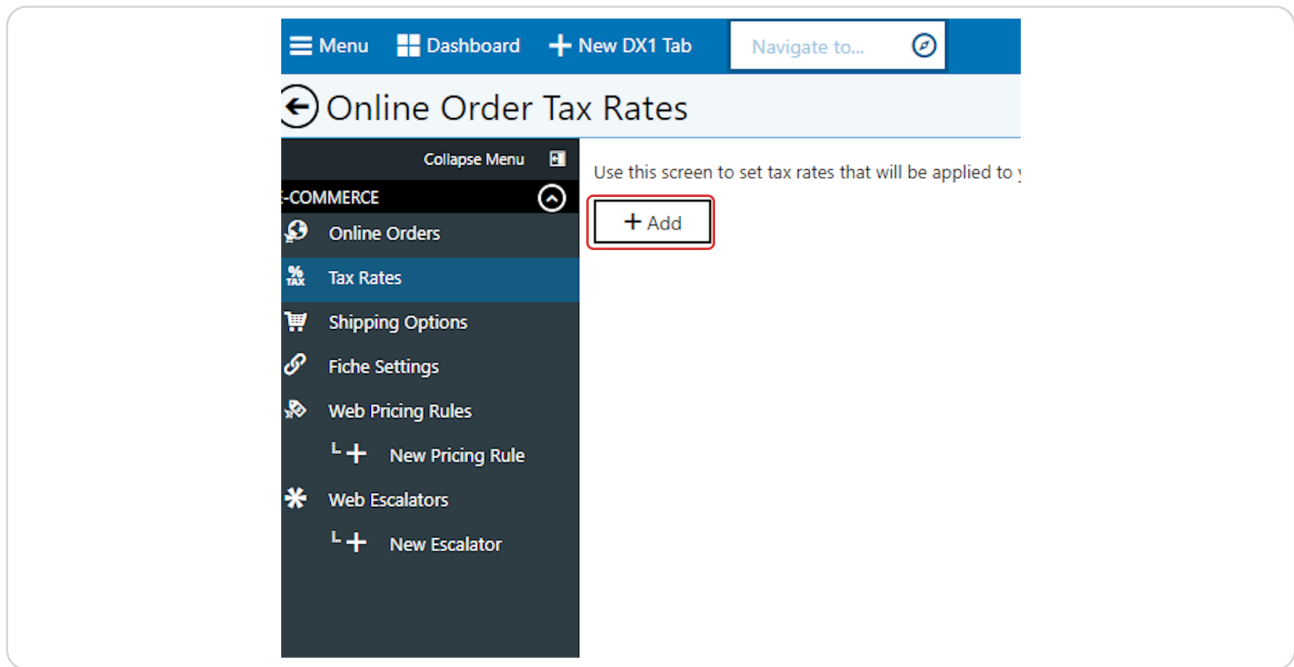
## STEP 2

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



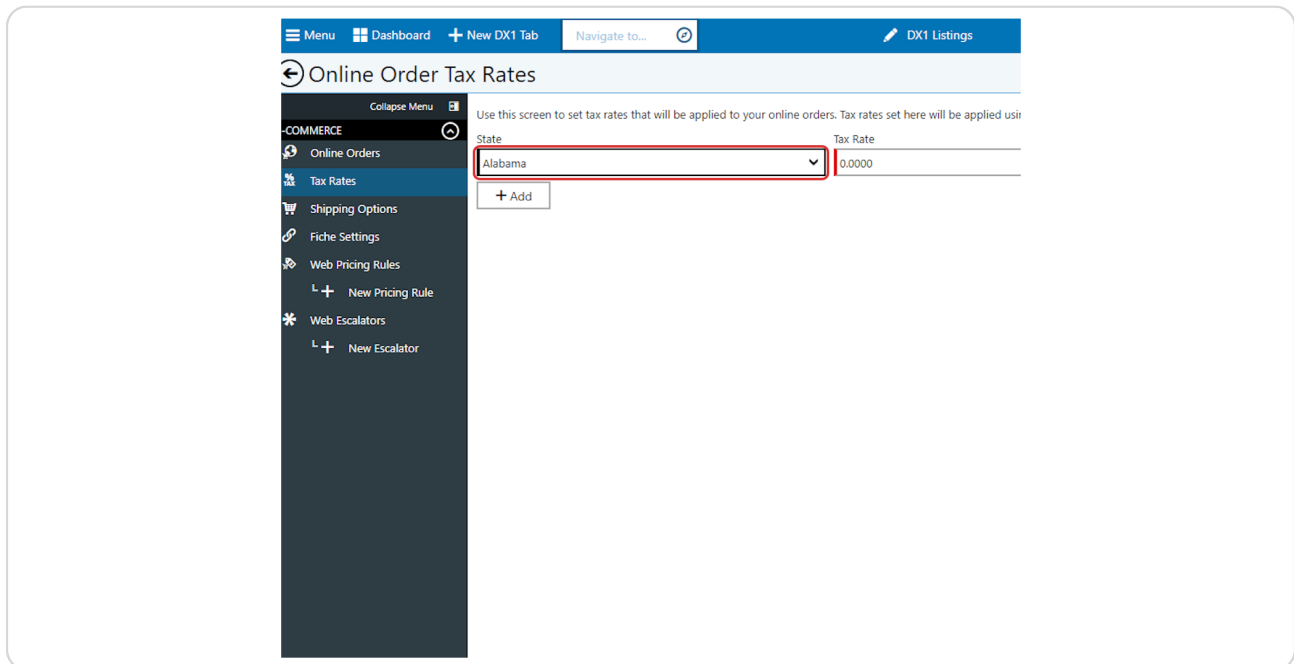
### STEP 3

Click +Add



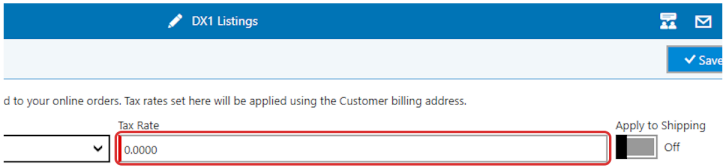
### STEP 4

Select a state



## STEP 5

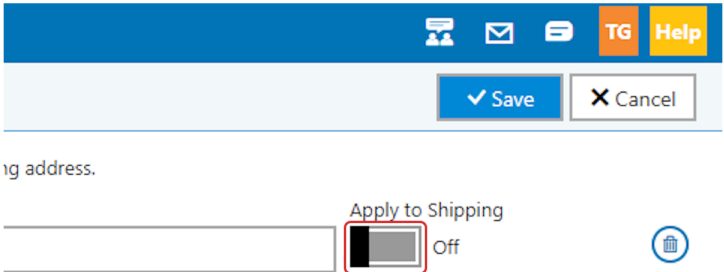
Enter your desired tax rate, eg for 7% tax rate, enter 7.0000



The screenshot shows the 'DX1 Listings' header with a blue bar. Below it, a light blue bar contains a 'Save' button with a checkmark. The main content area has a text label 'Tax Rate' above a text input field containing '0.0000'. To the right of the input field is a toggle switch labeled 'Apply to Shipping' which is currently in the 'Off' position. A red rectangle highlights the '0.0000' text in the input field.

## STEP 6

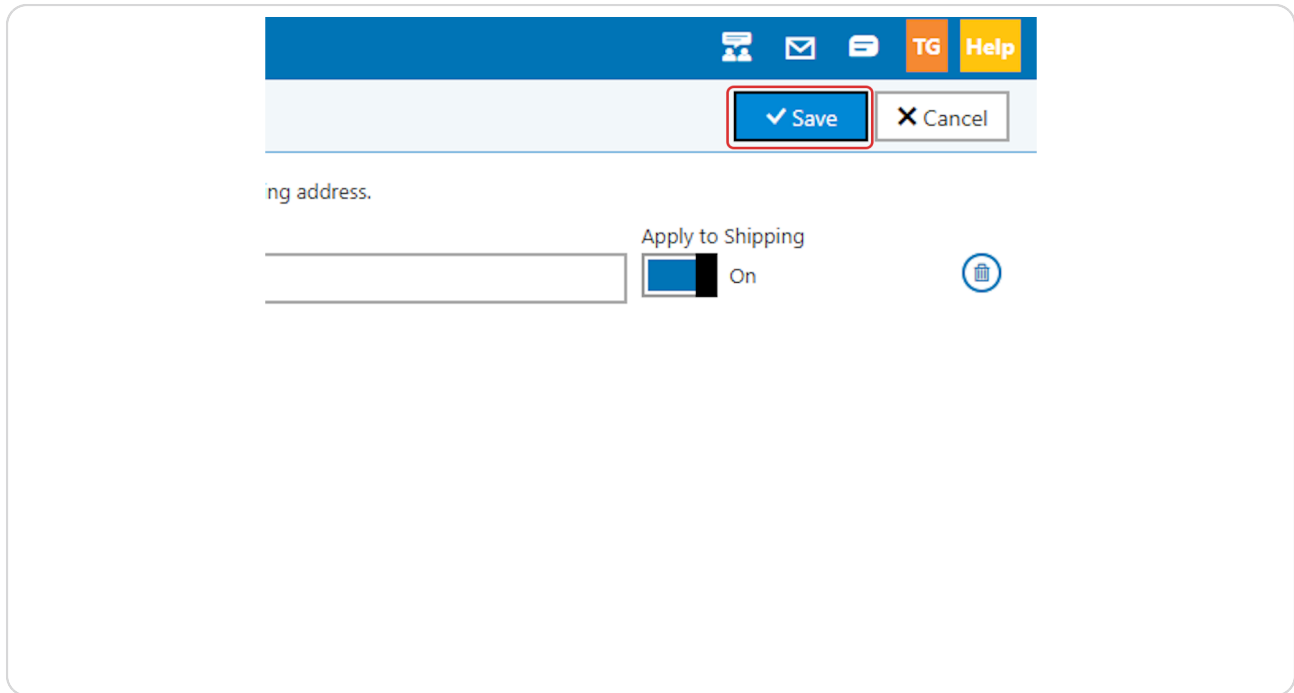
If you wish to apply the tax to shipping charges as well as merchandise, toggle the 'Apply to Shipping' toggle to the ON position.



The screenshot shows the 'DX1 Listings' header with a blue bar. Below it, a light blue bar contains 'Save' and 'Cancel' buttons. The main content area has a text label 'Apply to Shipping' above a toggle switch. The toggle switch is now in the 'On' position, indicated by a black bar on the left. A red rectangle 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 'Help' button. Below the header, there is a light blue bar with a '✓ Save' button (highlighted with a red box) and a '✕ Cancel' button. Below this, the text 'ing address.' is visible. To the right of the text, there is a label 'Apply to Shipping' above a toggle switch that is currently in the 'On' position. A circular icon with a trash can symbol is located to the right of the toggle switch.

## STEP 8

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

***DX1*** 