



Dear Customer,

Please follow the instructions below to ensure that your MOIS has the most up-to-date fee codes.

If you would like assistance, please call us!

250-564-2644

Updating MSP Fee Codes

1. Go to Data Exchange
2. Launch Teleplan
3. Enter your teleplan username and password
4. Press "Submit"
5. Choose "Download MSP Fees"
6. Click "Go!" and wait for 'Logoff Result – Success' to appear.
7. Close the window
8. Go to Administration
9. Click "Auto-Update Utilities"
10. Double click 'MSP Fees'
11. Click the "Change" button
12. Choose the file named 'feemsp' (the date modified will be today's date)
13. Press "Open"
14. Select "Continue"
15. A black screen will pop up and there will be some scrolling text on the screen.
16. When prompted, press the "OK" button.

Congratulations. You have successfully updated your MSP fee codes!

