

Add and Manage Products

This article applies to:

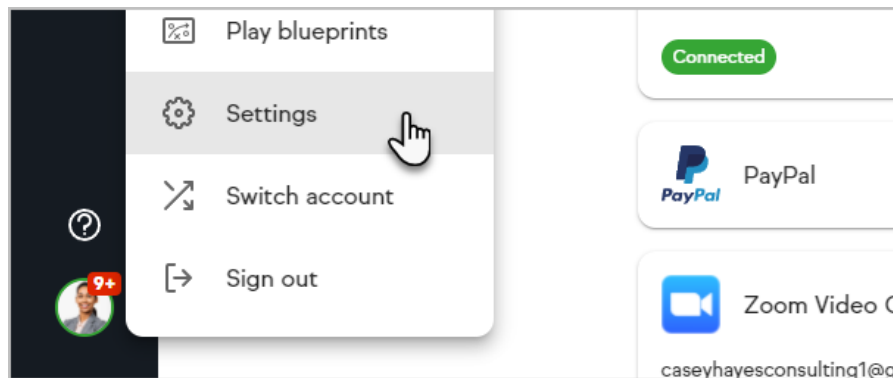
[Pro](#)

[Max](#)

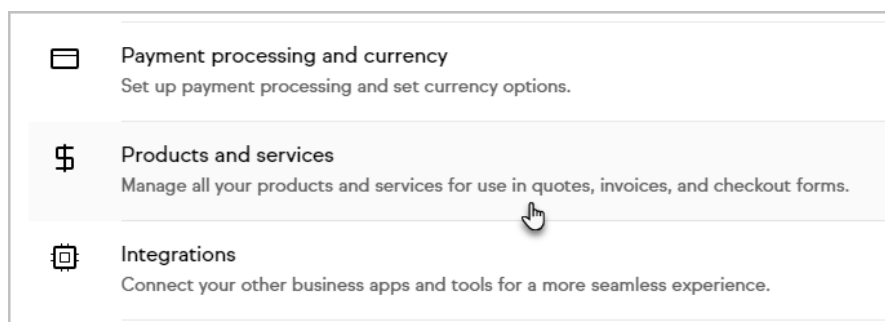
1. [Set up a product](#)
2. [Collect sales tax](#)
3. [Product Automation](#)

Set up a product

1. Click on your user avatar and choose **Settings**



2. Click **Products and services**



3. Click **Add a product or service** to create a new item or click **Edit** on an existing item to update it
4. Enter a product name, description and price

Name*
Introductory online course

Description
Join us in this online course where we will introduce you to core marketing concepts.

Price
100

5. Click **Add** or **Save**

Collect sales tax

You can add a tax on each individual product. First, you'll need to set up your tax and then apply it to your products. You can set up multiple taxes

1. Go to the **Taxes** tab

← Products and services

Products Taxes Promo Codes

Search products Search

WeWantTax

2. Click the **Add** button and choose **Sales tax**

Add ▾

Product

Sales Tax

Promo Code

3. Name the tax to be collected and enter the percentage

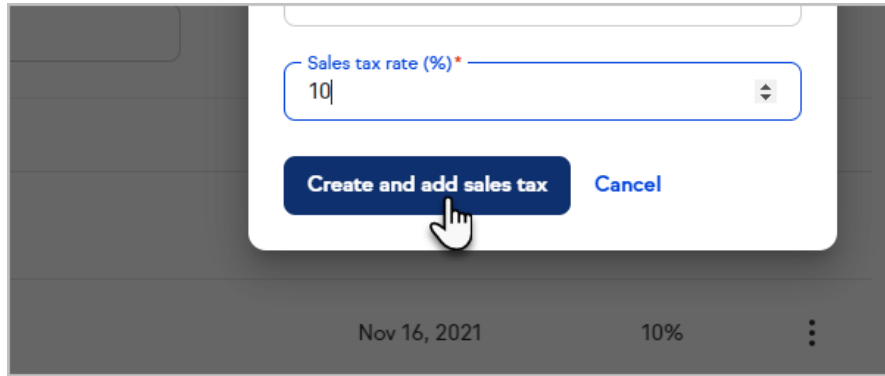
This sales tax can be used on any products or services.

Sales tax name*
LA

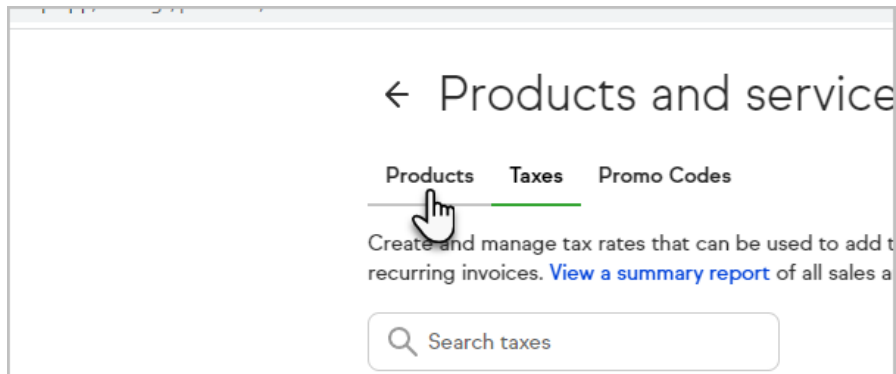
Sales tax rate (%)*
10

Create and add sales tax Cancel

4. Click **Create and add sales tax**



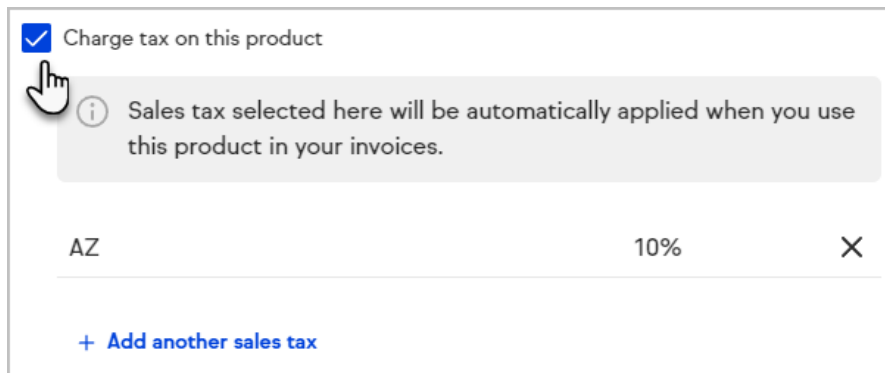
5. Now, click on the **Products** tab



6. Click **Edit** on a product



7. Check the box to apply the sales tax



8. Click **Save**

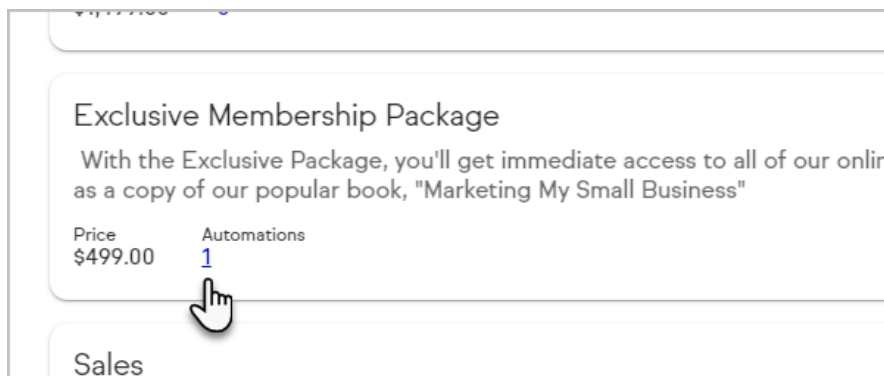
9. The tax will now be collected on the checkout page

Small Business Package	\$1,699.00
Tax - AZ (10%)	\$169.90
Subtotal	\$1,699.00
Total tax	\$169.90
Total due	\$1,868.90

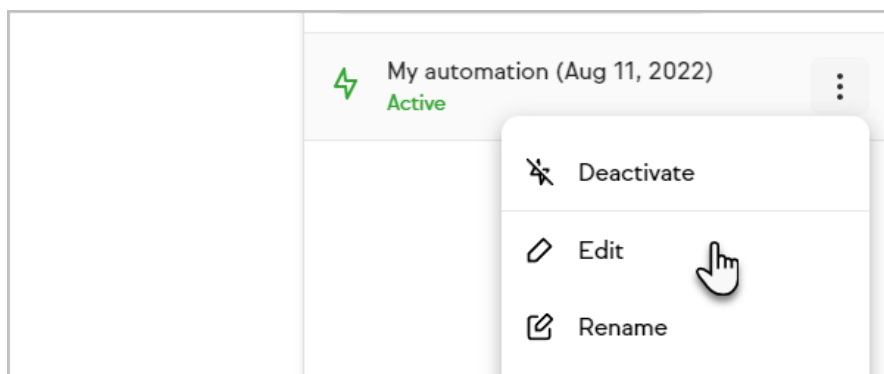
Product Automation

While setting up your products, you can view, edit or create a brand new automation.

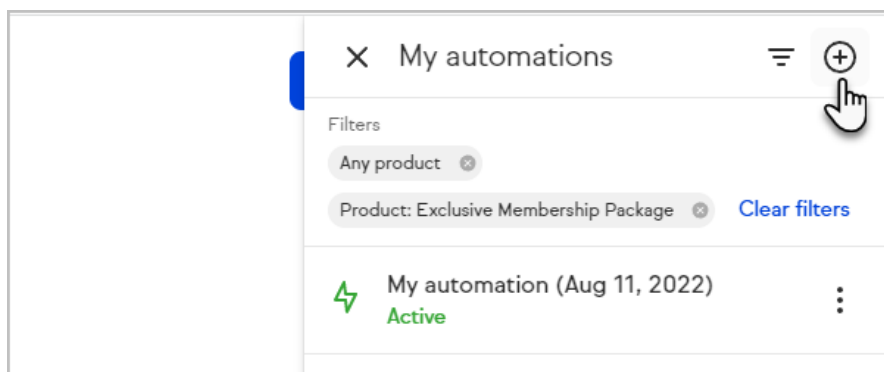
1. Click the number to view the automation(s) associated with the product



2. You can now make any changes to an existing automation



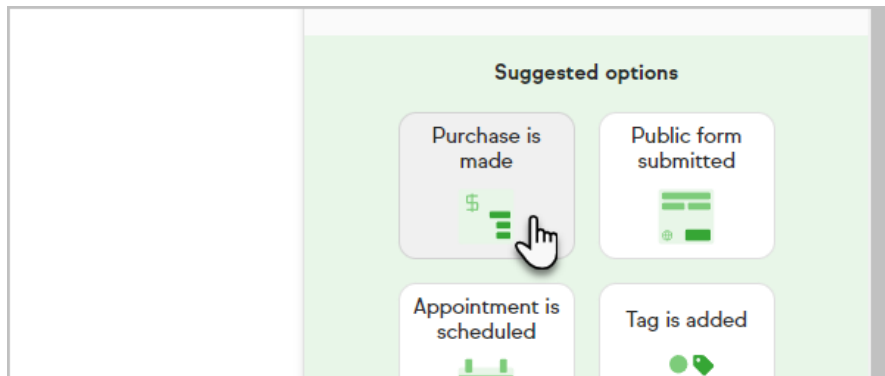
3. Or, you can create a new one, by clicking the Plus button



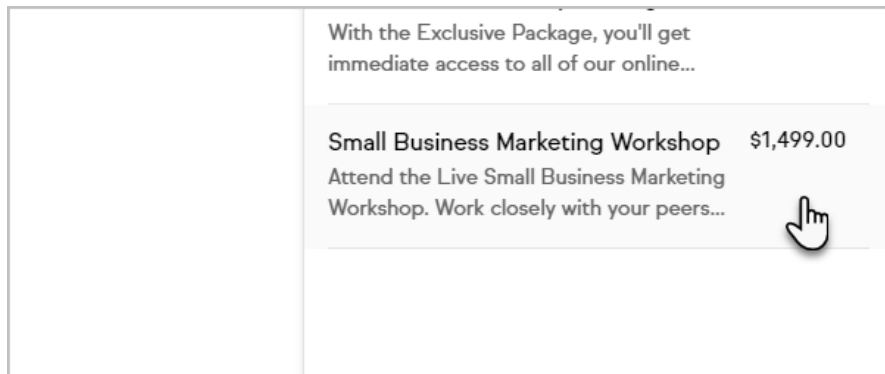
4. Click When



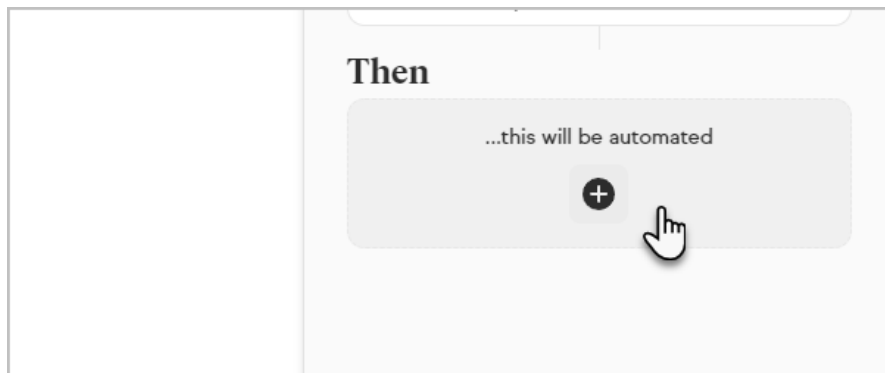
5. Choose **Purchase is made**



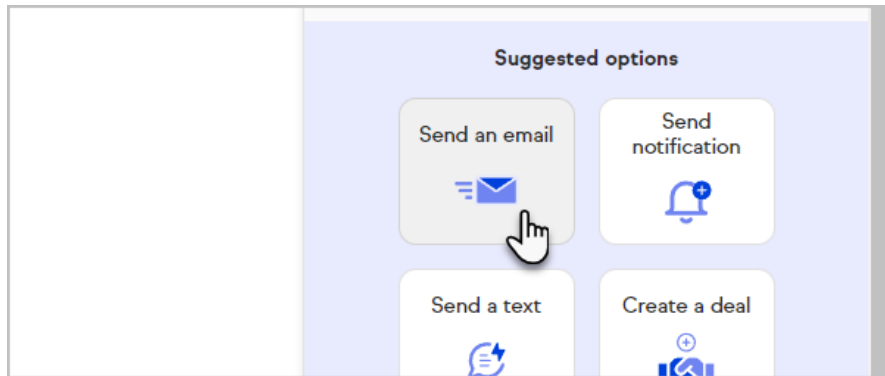
6. Choose the product



7. Click to choose what will be automated



8. Choose what things will happen



9. Click **Publish** when you are finished

