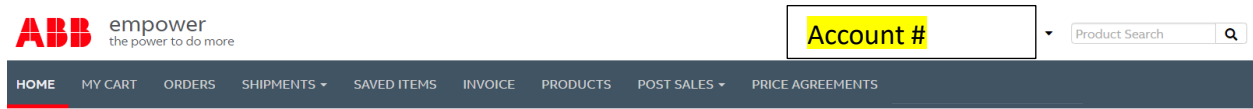
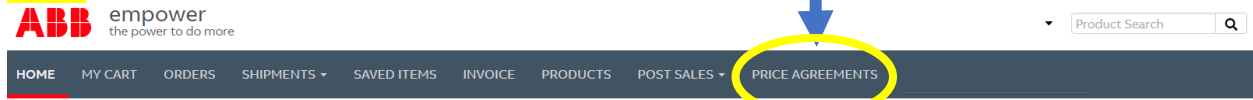


How to download your price book from empower:

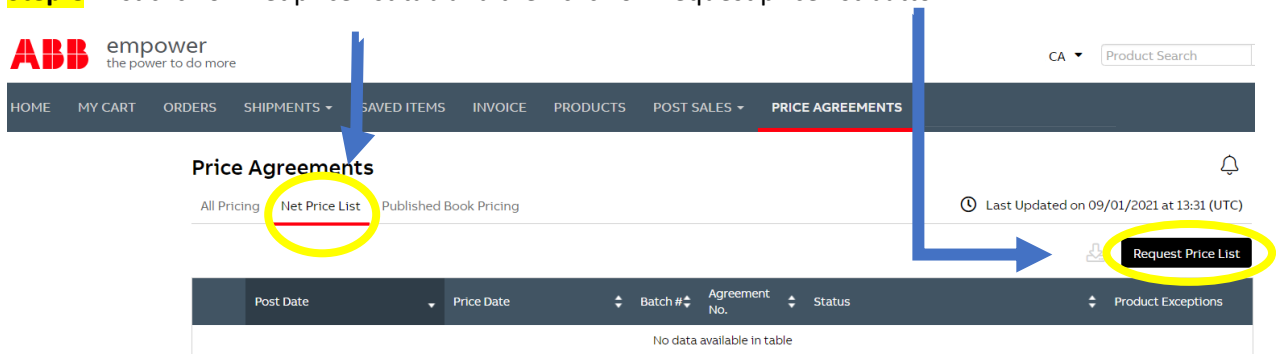
**Step A** Log into your account that you want to download a price book for



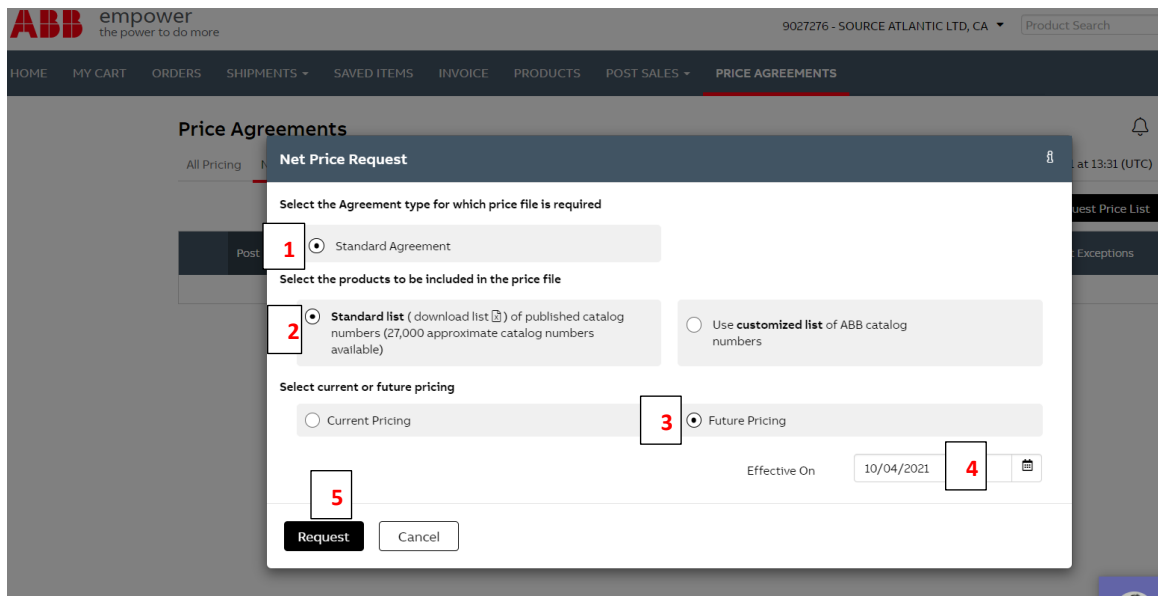
**Step B** Click on price agreements tab



**Step C** First click on Net price list tab and then click on Request price list button

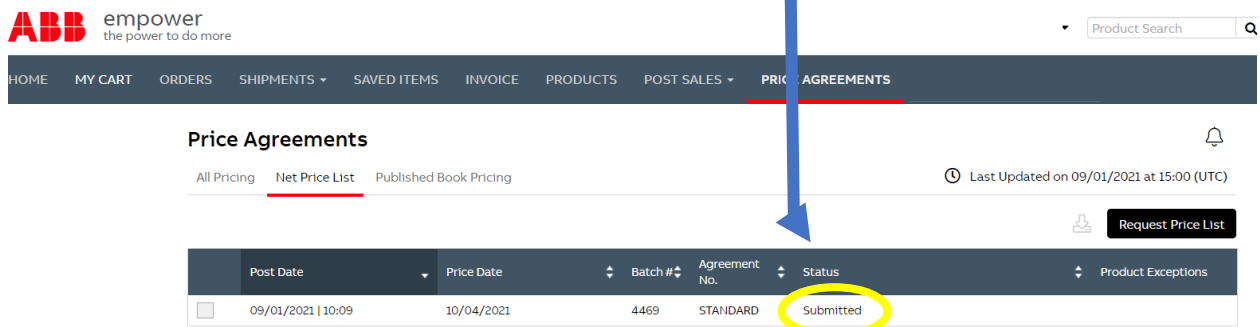


**Step D** When the pop-up window comes up select **1** Standard agreement, **2** Standard list, **3** Future pricing **4** Effective date of 10/4/2021 and then click on the **5** request button.

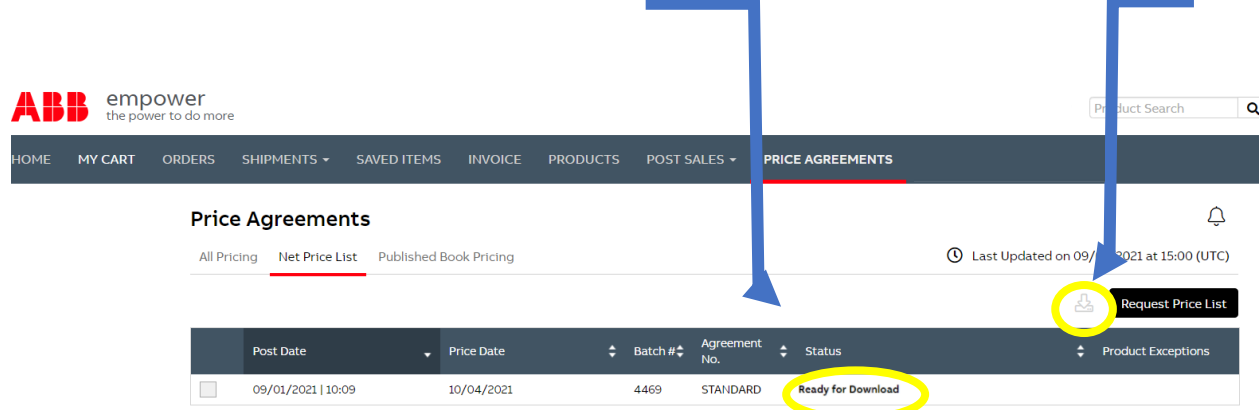


How to download your price book from empower (continued):

**Step E** After you have made your price book request you will see on the screen your request has been submitted.



**Step F** The next morning your price book file will be available for download. To download file go to price agreements tab in Empower and confirm "Ready for download". Then click on download icon.



There are also step by step training documents available Empower University

[Net Price List | Price Agreements \(SPA\) | empowerU \(lessonly.com\)](#)

[Price/Quote Hawk \(SPA Notifications\) | Price/Quote Hawk \(SPA Notifications\) | empowerU \(lessonly.com\)](#)