



# How to Create a Custom Product

- 1 From the Home Screen, click on the Options menu (top left corner), and select "Admin".
- 2 Within the Admin module, click on the "Custom Products" tab.
- 3 Click on the "New Custom Product..." button at the bottom of the screen.
- 4 Complete the forms under the "Product Details" and "Legislative Details" tabs.
- 5 Save and close out of the Custom Products window.
- 6 The Custom Product will then be displayed on the screen.

