ACCESSING THE FEE ESTIMATOR

After logging into ABS MyFreedom™ Client Portal, using the menu on the left of the page, navigate to the Fleet Overview page.

After selecting Fleet Overview, you will be redirected to the page as shown below. From here the User can select the vessel card of their choice.

Next click on the PLACE ORDER / ESTIMATE FEES button from the vessel card of your choice.
Note: Users can also access the Place Order/Estimate Fees from the left navigation menu under Vessel.

**USING FEE ESTIMATOR**

Using the Fee Estimator is an optional step Users can take prior to placing their order with ABS. Orders can be placed without using the Fee Estimator.

From **Place Order**, Users will need to select a Work Type and then review the First Visit Date and Last Visit Date.

**Items to note:**
- For help with Place Order visit the **How To Place An Order** user guide.
- First Visit Date and Last Visit Date default to the Request Date.
  - Request date is the same as the “current date” and cannot be changed.
Once the User selected their Work type, scroll to the bottom of the page using the scroll bar on the right-hand side of the window.

Once you have scrolled down to the Place of Survey card, the User will need to review the Country/Region and Survey Location, which defaults to the next port based on AIS data. The User can now select the **ESTIMATE FEE** button.

Items to note:

- Users can select a different location if desired.
- Once you select the Estimate Fee button, it can take the system several minutes to return the data.

Please note: If the vessel is covered by a Five-Year Fee (5YF) or Master Service Agreement (MSA) with ABS the Fee Estimator tool is not available. The **Estimate Fees** button will not be displayed within Place Order.
WHICH SURVEYS ARE INCLUDED IN THE FEE ESTIMATOR?

The Fee Estimator shows the total cost for the selected surveys and not itemized by job. It will only include the “recommended periodic surveys” as selected and requested by the User.

The Fee Estimator does not include fees for:

- Survey not selected
- Occasional surveys
- Time incurred
  - For closing findings
  - Travel/Waiting time
  - Overtime

Note: a reminder of what is included in the Fee Estimator will display once the Estimated Fee is shown. See below image for example.

This fee estimation only includes the Recommended periodic surveys as selected above and requested. This fee estimation does not include feeds for any survey not selected above, occasional surveys, or survey time incurred for closing findings, Riding Ship, travel/Waiting time, overtime and expenses are also not included in this fee estimation.

COMPARING FEES

To get a fee estimation for other ports, click on the COMPARE button and select the port names.

This fee estimation only includes the Recommended periodic surveys as selected above and requested. This fee estimation does not include fees for any survey not selected above, occasional surveys, or survey time incurred for closing findings, Riding Ship, travel/Waiting time, overtime and expenses are also not included in this fee estimation.
The **Compare Fee** button is a smart tool that estimates the fees for surveys in up to three ports. This allows our users to select a location of a survey based on schedule and cost.

![Comparison Table]

Next, using the radio buttons to the left of each location (see image below) select the desired location for the survey.

Note: Users may need to update the survey date prior to placing the order, this is shown in the **Using Fee Estimator** section of this user guide.

![Radio Buttons]

The User can now complete the order by clicking on the **Submit** button, which is found on the bottom right of the page.

![Order Submission]

Once the User has submitted the order, they will receive a message in the portal stating that the order was successfully submitted, followed by an order confirmation e-mail which includes the fee estimate.