# Updating a Flat Rate Table

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the Flat Rate Table page. Click the Set Up HRMS link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Product Related link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Base Benefits link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Benefit Rates link.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the desired information into the Rate Table ID field. Enter a valid value e.g. &quot;KFMA&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Click in the Benefit Rate Type field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the desired information into the Benefit Rate Type field. Enter a valid value e.g. &quot;2&quot;.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>9.</td>
<td>Use the Flat Rate Table page to create rates that are based on a specific dollar amount.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the Add Row button.</td>
</tr>
<tr>
<td>11.</td>
<td>Use the Effective Date field to enter the date on which the updates to the table ID become valid. Enter the desired information into the Effective Date field. Enter a valid value e.g. &quot;01/01/2001&quot;.</td>
</tr>
<tr>
<td>12.</td>
<td>Use the Premium Pay Frequency field to enter the frequency that the premium will be paid.</td>
</tr>
<tr>
<td>13.</td>
<td>Use the Rate per Unit field to specify whether the rate applies to each $100 of coverage, each $1000 of coverage, or a flat rate (None).</td>
</tr>
<tr>
<td>14.</td>
<td>Click in the Total Rate field.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the desired information into the Total Rate field. Enter a valid value e.g. &quot;162.50&quot;.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the Save button.</td>
</tr>
<tr>
<td>17.</td>
<td>The amount in the Employee Rate field is automatically calculated from the total and employee amounts.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>18.</td>
<td>You successfully updated an existing Flat Rate Table.</td>
</tr>
<tr>
<td></td>
<td>End of Procedure.</td>
</tr>
</tbody>
</table>