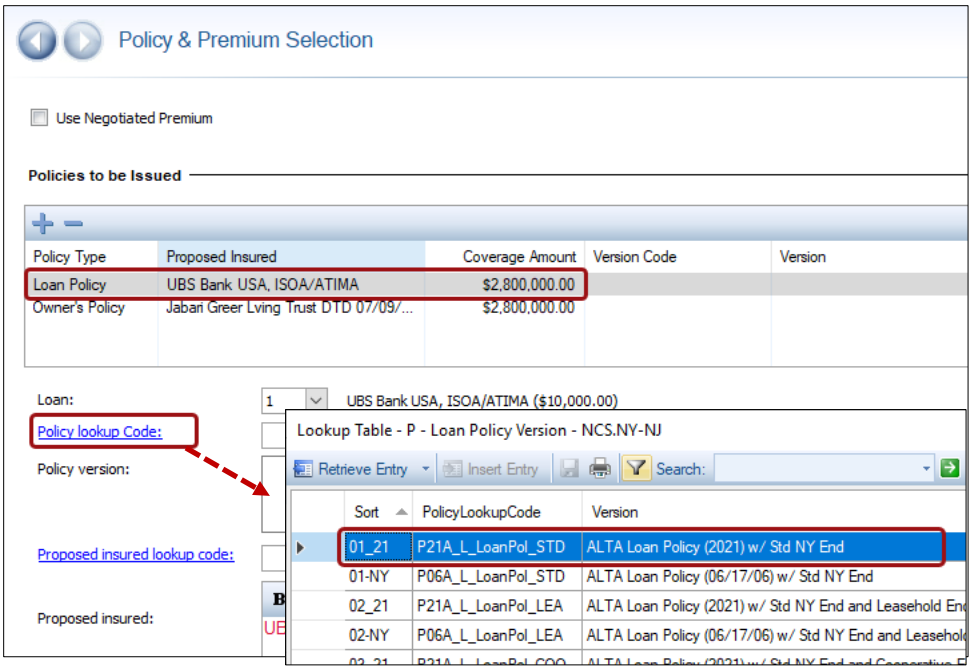
COMMERCIAL: POLICY CODES – NY – NCS CT

Changing Defaulted Policy Codes

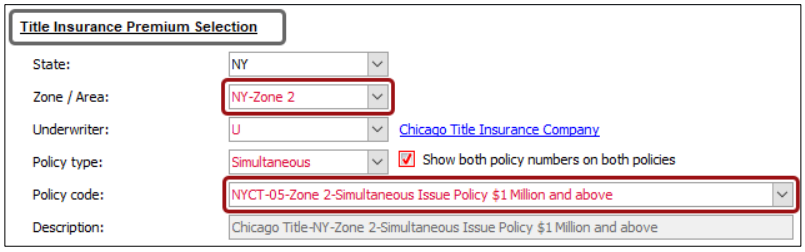
Follow these steps to update the defaulted Policy Codes and subsequent Transaction Codes to ensure revenue can be posted by Accounting.

1. Navigate to the **Policy & Premium Selection** screen
2. With the policy highlighted in the **Policies to be Issued** grid, click the **Policy lookup Code** link
3. Double-click the applicable policy entry
4. Repeat **steps 2-3** for each policy shown in the grid

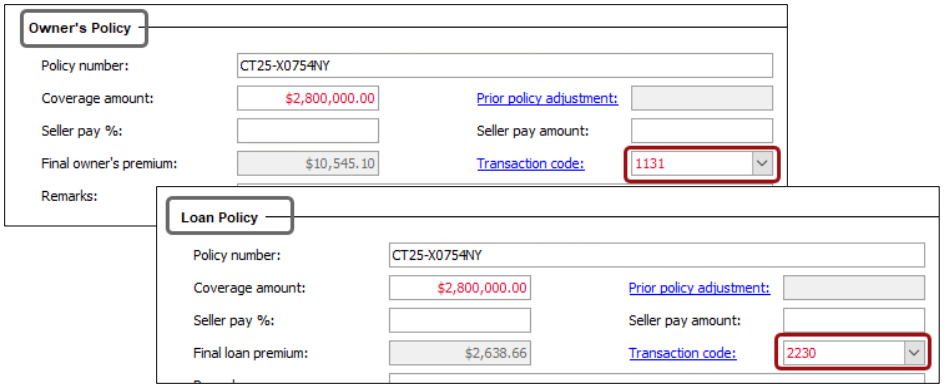


In the **Title Insurance Premium Selection** section,

5. Select from the respective drop-down,
   a) **Zone**
   b) **Policy code**



6. Select the **Transaction code** as needed for the,
   a) **Owner's Policy**
   b) **Loan Policy**



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