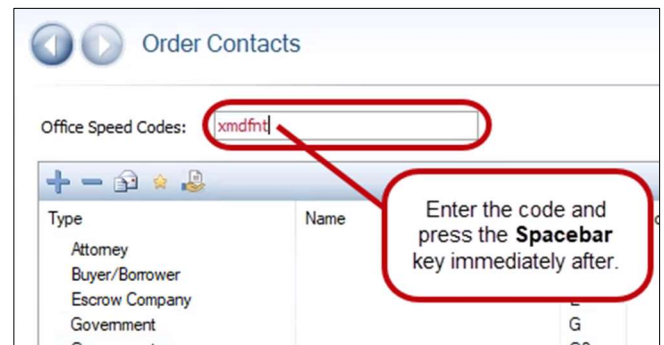The Office Speed Code allows you to populate the revenue contacts (**A**-, **T**-, and **U**-Contacts) in the Select order by entering a short code.

> **NOTE**: If the order is an Export or Import transaction you are still required to enter the correct outside Title Insurance Provider (T) and Closing Contacts (E) manually.

Speed Code	Branch / UW	A-Settlement Agent	T-Title Company	U-Underwriter
xmdcti	Baltimore / Chicago	CTDC-245	CTDC-245	CT
xdccti	DC / Chicago	CTDC-018	CTDC-018	CT
xmdclt	Baltimore / Commonwealth	CTDC-194	CTDC-194	CW
xdcclt	DC / Commonwealth	CTDC-195	CTDC-195	CW
xmdfnt	Baltimore / Fidelity	CTDC-321	CTDC-321	FT
xdcfnt	DC / Fidelity	CTDC-071	CTDC-071	FT

Entering the Speed Code

1. Navigate to the **Order Contacts** screen

2. In the **Office Speed Codes** field, enter the applicable speed code (from above table) immediately followed by pressing the **Spacebar**

The system pulls the revenue contact information from the lookup tables and populates the **A**-, **T**-, and **U**-Contacts for you.