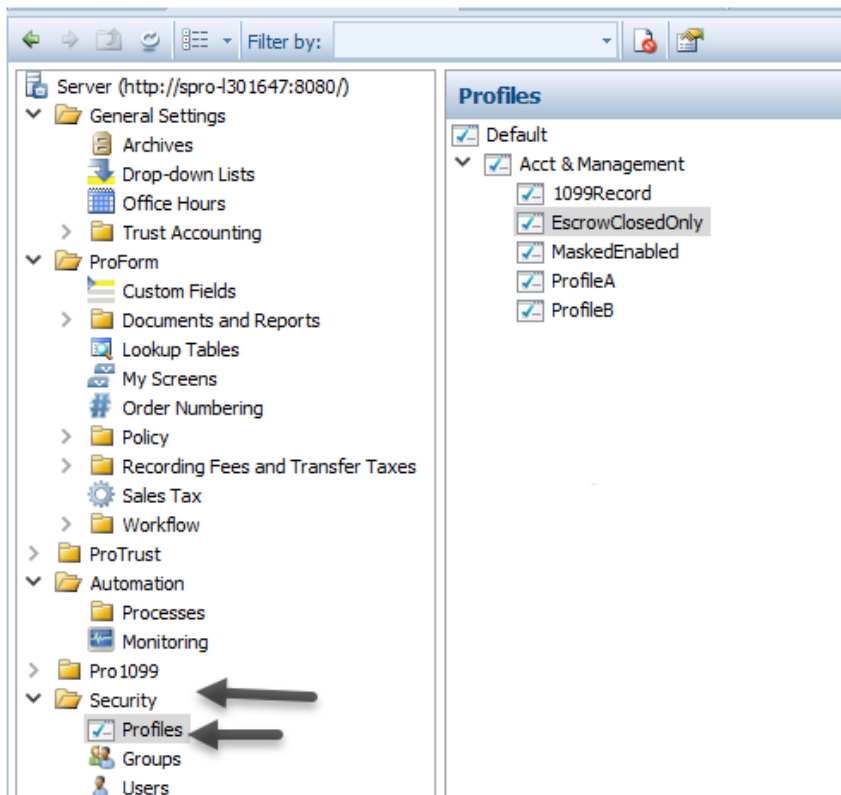


## How to Update Your Transmitter Control Code (TCC) in SoftPro Select

1. Click the SPAdmin tab, then click Configuration



2. Under Security, select the active profile that contains the current TCC



3. Click the 1099 tab

4. Add the new TCC to the TCC field
  - a. **NOTE:** all text should appear as red text

The screenshot shows a software dialog box titled "Default\Acct & Management". The dialog has several tabs: "General", "Other", "Order", "HUD", and "Accounting". The "General" tab is active, showing fields for "Payer name", "Name line 2", "Tax ID number", "Contact name", "Phone number", "Email address", "Company name", "Name line 2", "Mailing address", and "City/State/Zip". The "TCC" field is highlighted in red and contains the text "ACCT". Below the fields are two sections: "Options" and "Special indicators". The "Options" section has three checkboxes: "Export only escrow 'closed' orders" (unchecked), "Payer functions as transmitter" (checked), and "Display TCC warning" (checked). The "Special indicators" section has two checkboxes: "Service bureau" (unchecked) and "Last time filing" (unchecked). At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply". Arrows point to the "TCC" field, the "OK" button, and the "Apply" button.

5. Click Apply and then OK to exit
6. Close Select to update the Profile change
7. Create your 1099 submission file as usual