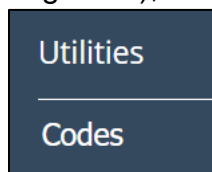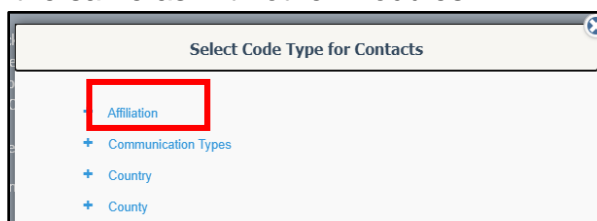# Creating Codes

Market: Federal/State/Local, House, Senate

Description: This guide provides instruction on how to add customized codes (e.g., affiliation codes, service codes, issue code, etc.) in IQ. Contact your IQ Consultant when creating these codes.
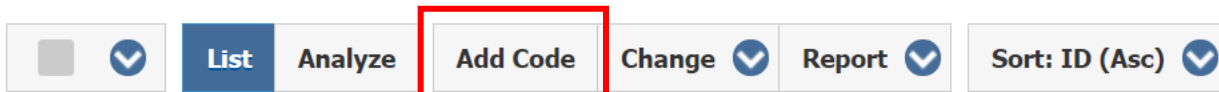
1. Within any IQ module (e.g., Contacts, Messages, Services, Services, Library, Events, LegiStats), navigate to **> Utilities > Codes.**

Utilities
Codes

2. Depending on the module selected, the type of codes that are available will be displayed. This example shows how to create affiliation codes for Contacts. The steps to create a code will be the same as with other modules.

Select Code Type for Contacts

Affiliation
Communication Types
Country
County

3. Select **Add Code.**

List Analyze Add Code Change Report Sort: ID (Asc)

4. Enter the information required for the new code. Click **Save.**