1. You can access the code that you want to clone within the Ad-ID Codes Table. The codes table is accessible from the Dashboard, group or prefix home page or after doing a search. To access a group, go to the Groups list and click on a Group name. The Ad-ID code table on the group home page shows up to 1,000 codes.

2. After finding the code you want to clone, there are two different ways to clone: from the Actions Drop Down Menu or by Clicking on a Code.

**Option 1: Clone a Code from the Actions Drop Down Menu**

Click on the check box next to a single code then click on the Actions drop down menu and choose Clone.

3. **Option 2: Clone by Clicking on a Code**

Click on the code
4. On the next screen, click on Clone on the right side to clone the code.

5. You will then be brought to the code creation screen and the fields will be populated based on the information for the code you are cloning.

6. If the code you are cloning has an SD and HD version, both will be checked off so this will create an SD and HD version. You can update if needed during the cloning process.
7. You can make edits to the information as needed. For example, you might be revising a spot and want to add Revision to the Title. You could also choose Derivative in the Code Record Type and choose Revision as the Derivative Type.

8. When finished with your edits, click on Submit.

9. If the account had enough credits for the code creation, the code will be created and you will be brought to the group home page.

10. If the account did not have enough credits for the code creation, you will be brought to the payment screen. Complete the payment information and click confirm purchase.

Please visit www.ad-id.org to access additional help instructions or contact Ad-ID Customer Relations at 704-501-4410 or cs@ad-id.org.