**Enabling Macros for the Excel Template:**

**If you are prompted with a Microsoft Visual Basic error alerting you to disabled macros:**

**For Excel 2007 and later version users, please use the following instructions:**

Before opening the Excel template the following set-up needs to be done.

1. Open Excel 2007 or later version.
2. Select the “Office Button” in the upper left hand corner of the window.
3. At the bottom of the window, select the “Excel Options” button.
4. On the “Excel Options” window, select the “Trust Center” from the selections along the left of the page.
5. Then, select the “Trust Center Settings…” button near the center of the page.
6. On the “Trust Center” window, select “Macro Settings” along the left of the window.
7. Under the “Macro Settings” section select “Enable all macros”.
8. Select “OK” to close the “Trust Center” window, then “OK” again to close the “Excel Options” window.