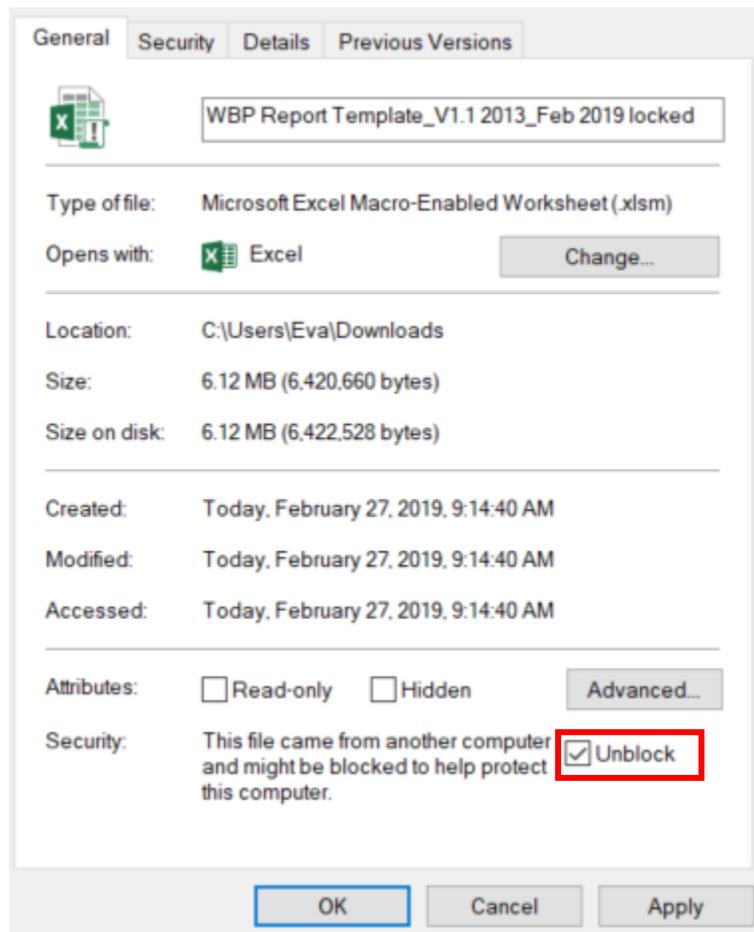


Excel File Downloading Instructions

With the newest version of Excel, Microsoft increased security of downloaded or emailed files. Previously, a downloaded file could be opened in a protected view. This option no longer exists in Excel. If you download this template and find that you are unable to open the Excel file, please follow the below instructions:

1. Download the Excel file.
2. If the file does not open after the download, right click on the file and select "Properties."
3. Under the "General" tab, check the "Unblock" box.



4. When this is checked, click "Apply" and "OK."
5. This Excel file will now be unprotected, and the file will be able to open.

Excel File Downloading Instructions

If you do not see this “Unblock” option in your version of excel, please try the following steps:

1. Go to the “File” drop down in excel, and click “Options.”
2. Navigate to the “Trust Center.”
3. Click “Trust Center Settings.”
4. Navigate to the “Protected View” tab.
5. Uncheck all Protected View boxes.

