

# Appendix C: Enabling Macros in Microsoft Excel 2007–13

## Contents

1. Overview.....	C-1
1.1 Enabling Macros in Excel.....	C-1
1.2 Enabling Content .....	C-3

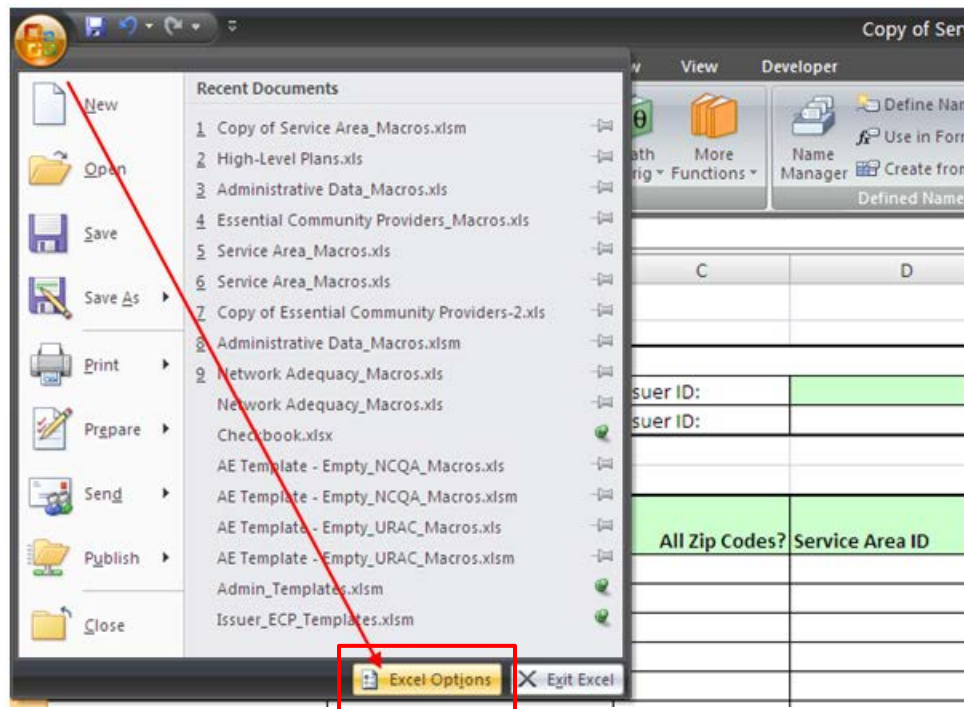
## 1. Overview

This chapter provides instructions to ensure proper viewing and functionality of the Qualified Health Plan (QHP) Application Templates in Excel. After an issuer downloads and opens any template, macros must be enabled to view the entire template. Take the following steps to enable macros to make the template functional.

### 1.1 Enabling Macros in Excel

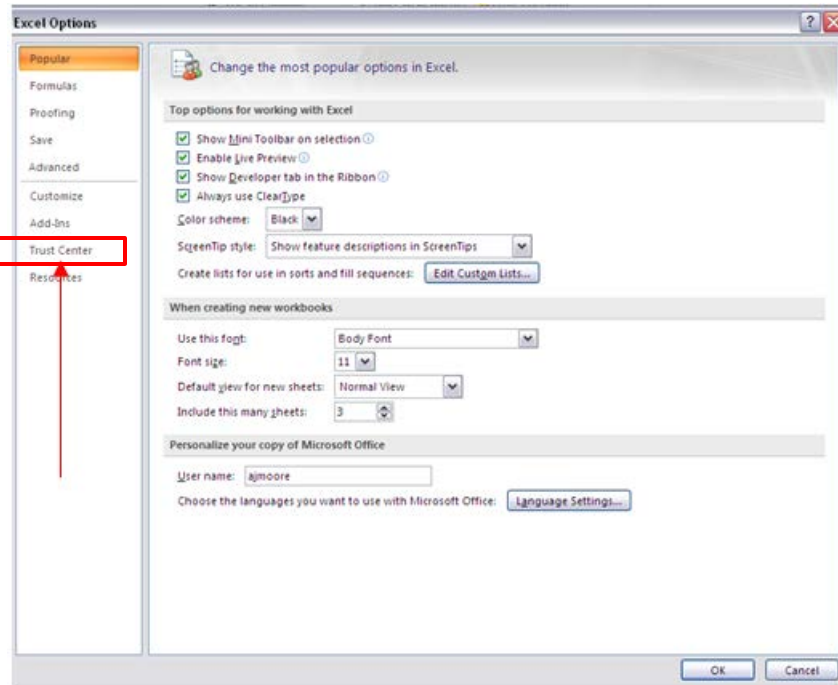
1. From the Office button in the top left corner (Figure C-1), click **Excel Options**.

Figure C-1. Selecting Excel Options



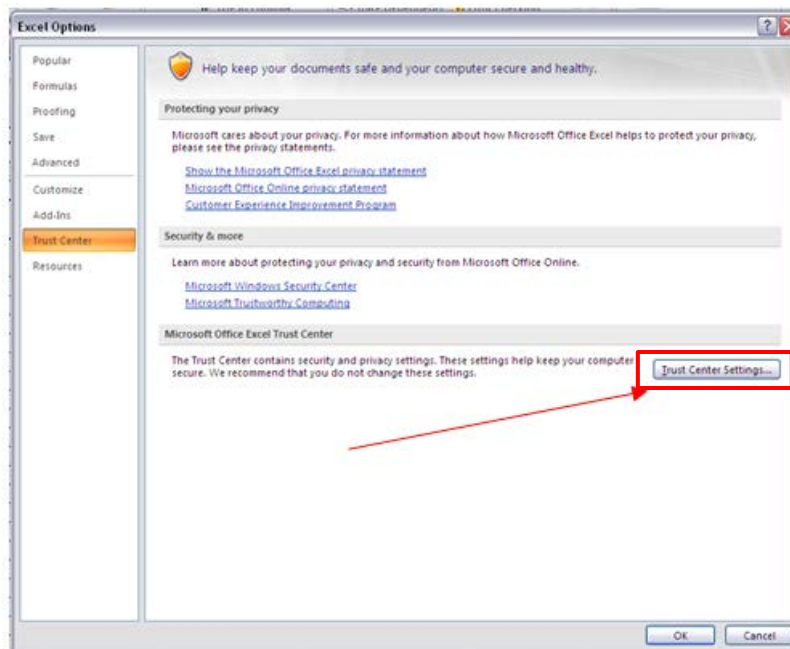
2. Click **Trust Center** (Figure C-2).

**Figure C-2. Choosing Trust Center**



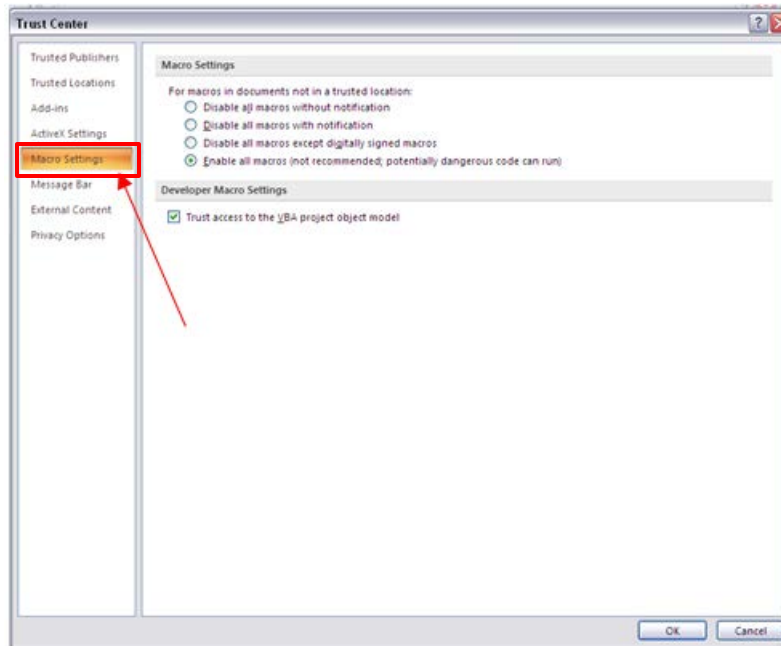
3. Choose **Trust Center Settings** (Figure C-3).

**Figure C-3. Choosing Trust Center Settings**



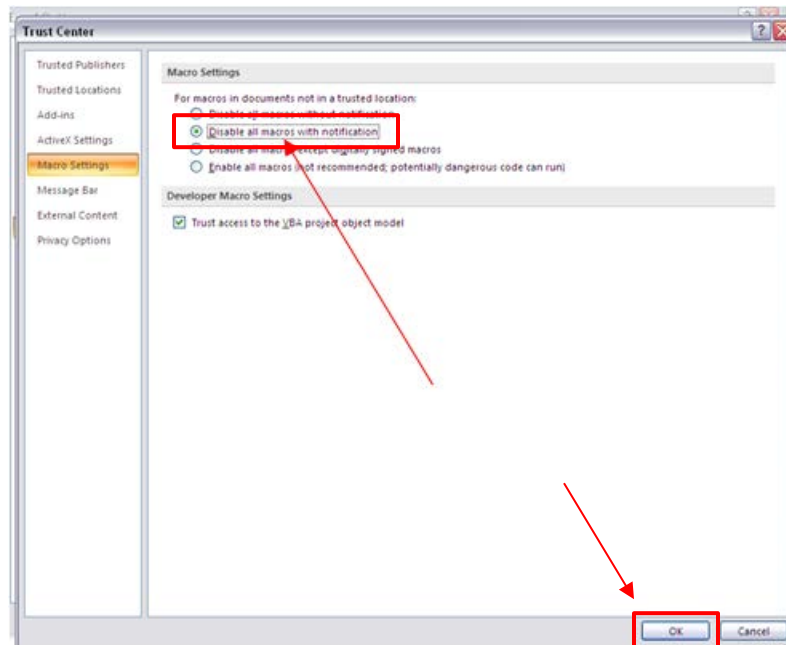
4. Choose **Macro Settings** (Figure C-4).

**Figure C-4. Choosing Macro Settings**



5. Choose **Disable all macros with notification**, and at the bottom, click **OK** (Figure C-5).

**Figure C-5. Choosing Disable all macros with notification**



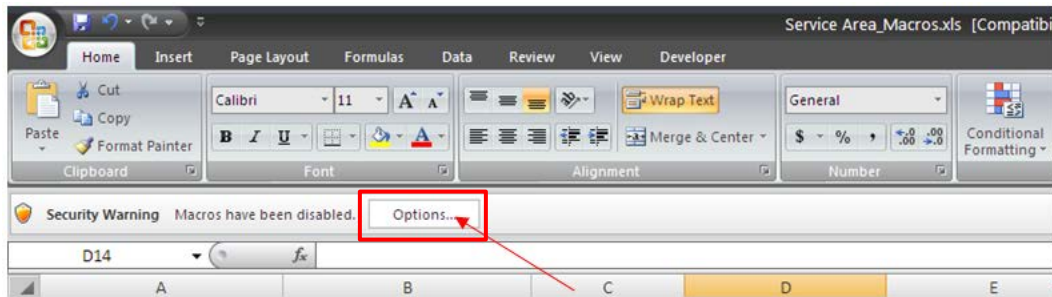
## 1.2 Enabling Content

Once you have disabled macros, you can see and complete the template.

Every time a new template is downloaded, take the following steps:

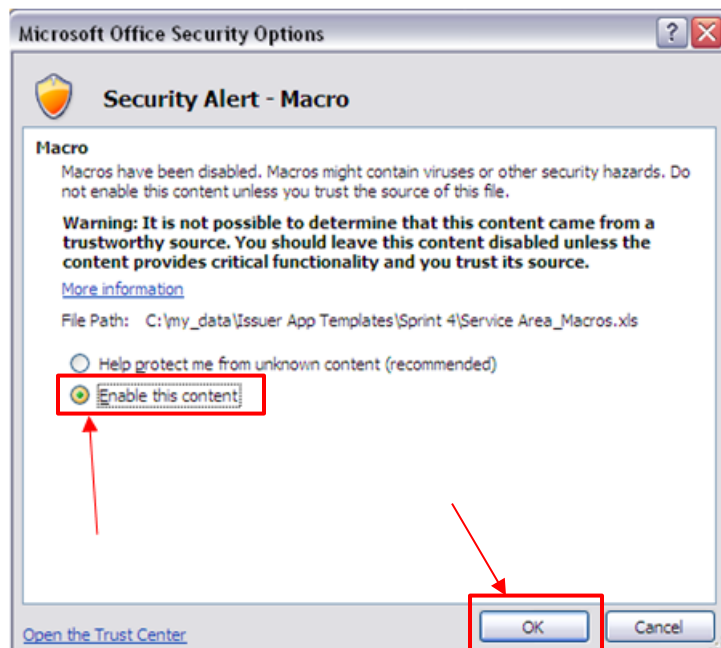
1. After opening any template downloaded from the QHP website (<http://www.cms.gov/CCIIO/Programs-and-Initiatives/Health-Insurance-Marketplaces/qhp.html>), you will see a security warning prompt at the top of the screen: Click **Options** (Figure C-6).

**Figure C-6. Security Warning Prompt on Downloaded Templates**



2. A pop-up box will appear, choose **Enable this content** and click **OK** at the bottom of the pop-up box (Figure C-7).

**Figure C-7. Choosing Enable this content**



Macros are now enabled for the open template.