Appendix C: Enabling Macros in Microsoft Excel 2007–2013
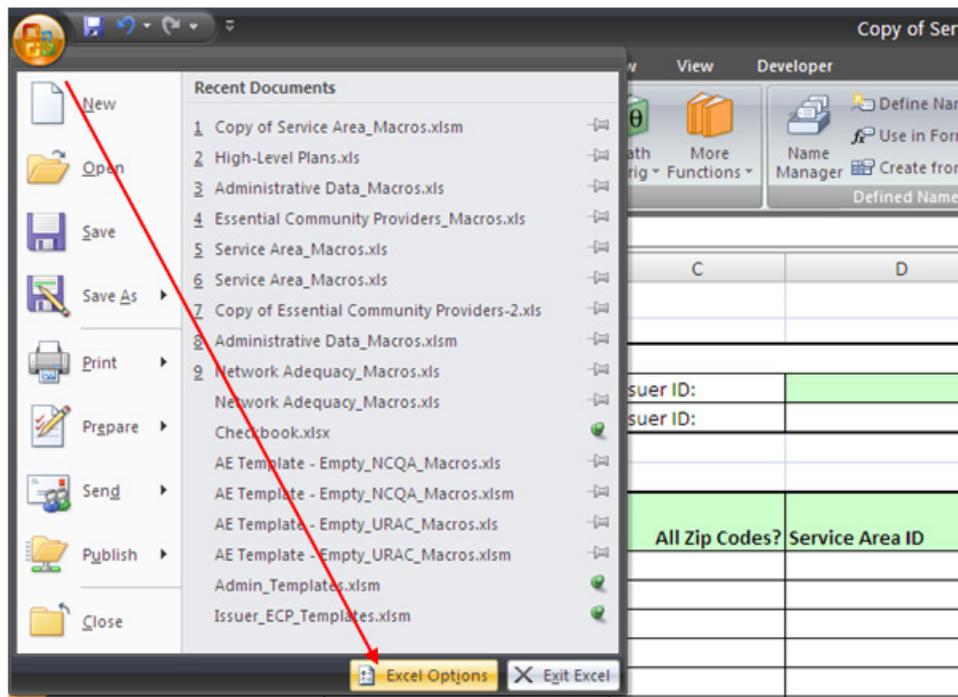
Contents

1. Overview

This chapter provides instructions to ensure proper viewing and functionality of the QHP Application Excel templates. After an issuer downloads and opens any template it will be necessary to enable macros in order to view the entire template. Use the steps below to enable macros in order for the template to become functional.

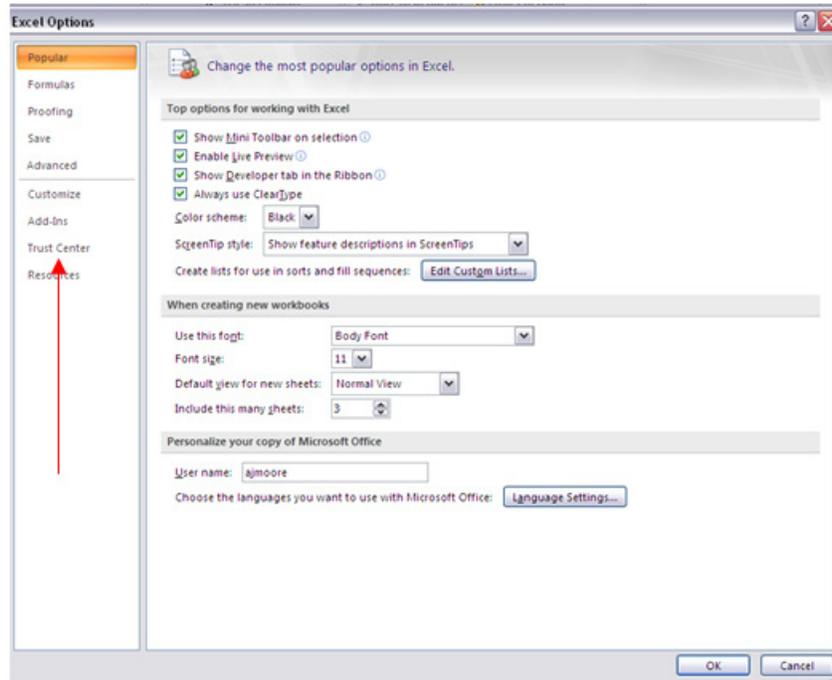### 1.1 Enabling Macros within Excel

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

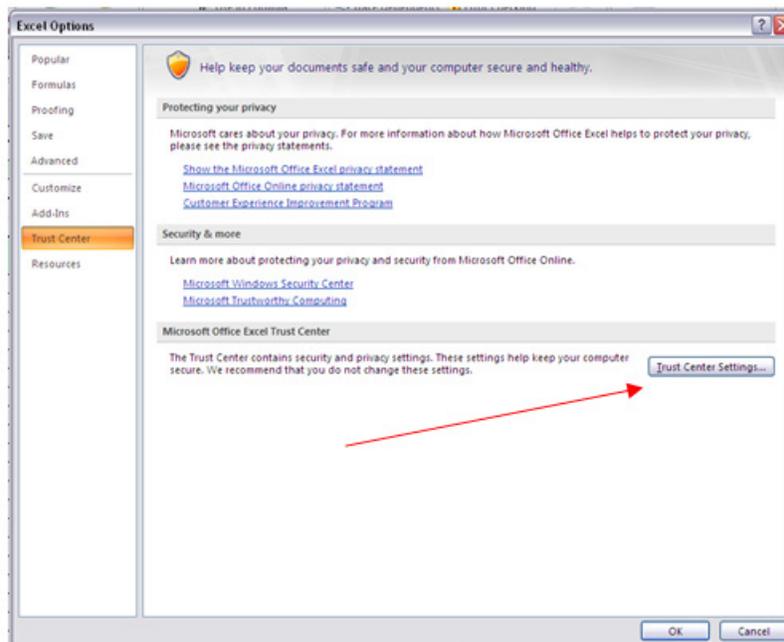**Figure C-1. Selecting Excel Options**

2. Click Trust Center, shown in Figure C-2.

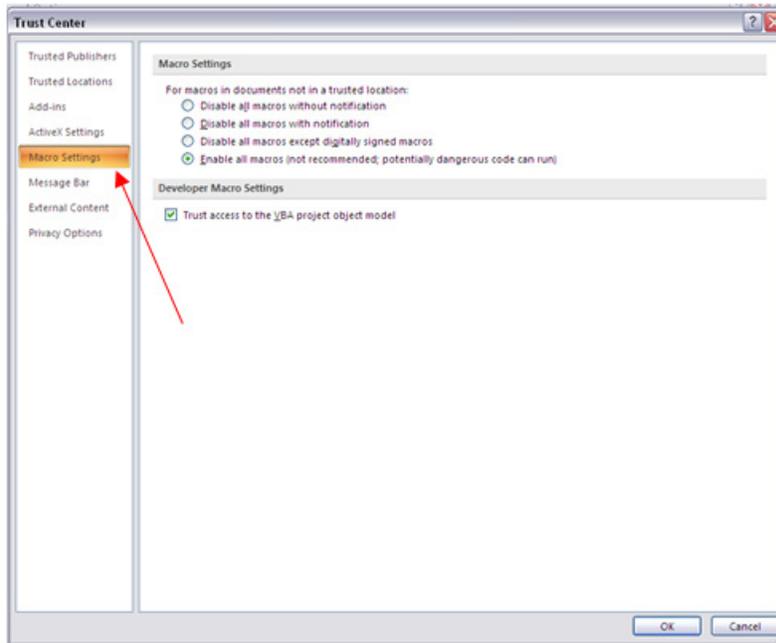**Figure C-2. Choosing Trust Center**

3. Choose "Trust Center Settings" (refer to Figure C-3).

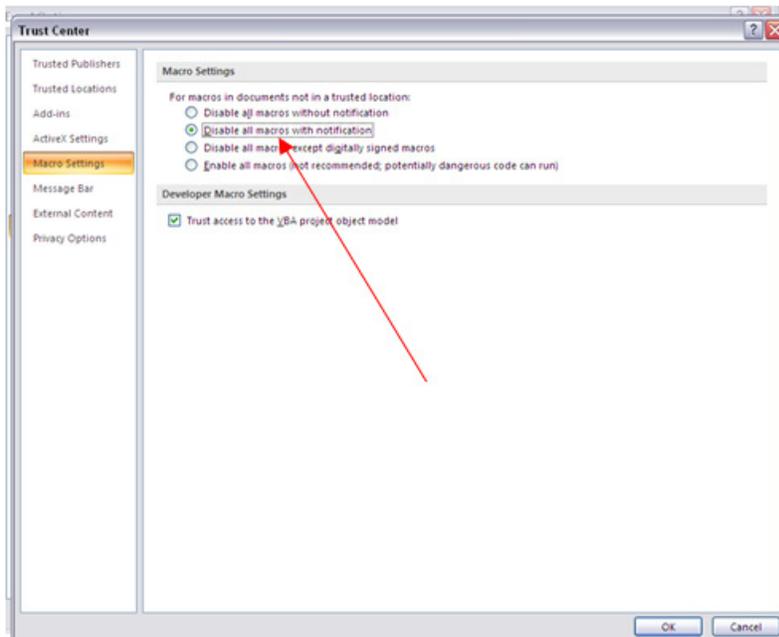**Figure C-3. Choosing Trust Center Settings**

4. Choose "Macro Settings" (refer to Figure C-4).

Figure C-4. Choosing Macro Settings

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

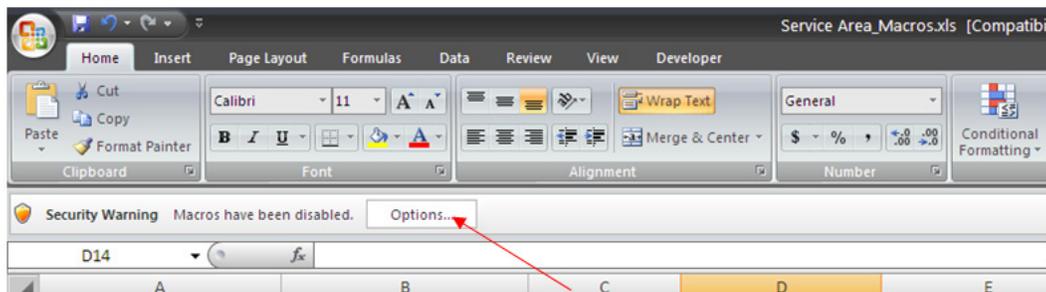**Figure C-5.Choosing Disable all macros with notification**

1.2 Enabling Content

Once you have disabled macros, you will be able to see and complete the template. Steps 1 through 5 will only need to be completed once for the initial template opened.

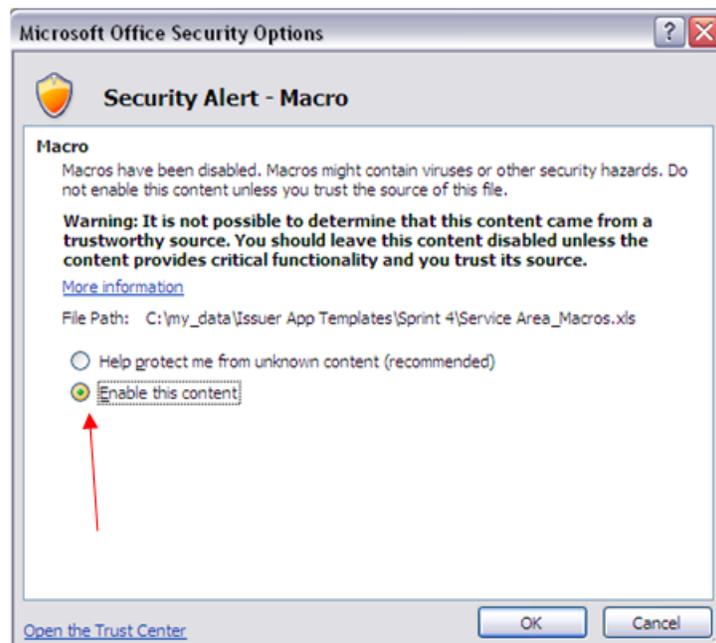Every time a new template is downloaded, you will need to follow the steps below:

1. After opening any template downloaded from the QHP web site (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' (refer to 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 (refer to Figure C-7).

Figure C-7. Choosing Enable this content

Macros are now enabled for the open template.