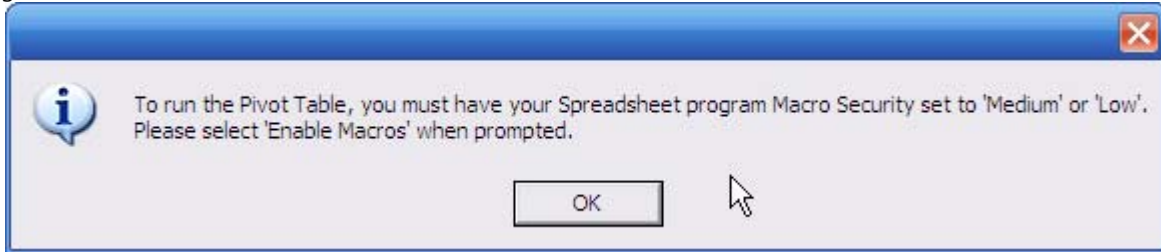


Quick Reference – Excel Macro Security

Setting Macro Security in Excel

If the Pivot Tables or Income Statement in the ESOP Tool do not update with your current company data, the Excel security settings may need to be modified. When you launch Excel from the Tool you will see the following message.

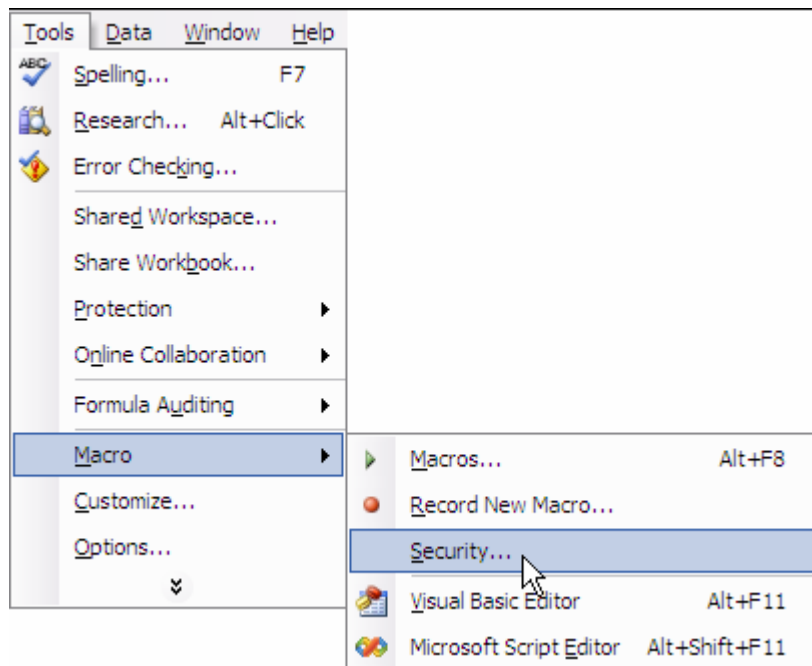
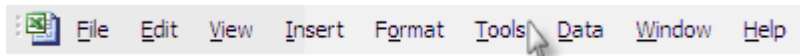


If you receive an error message like the one below or notice the data has not been updated, make the following changes to your Excel settings.



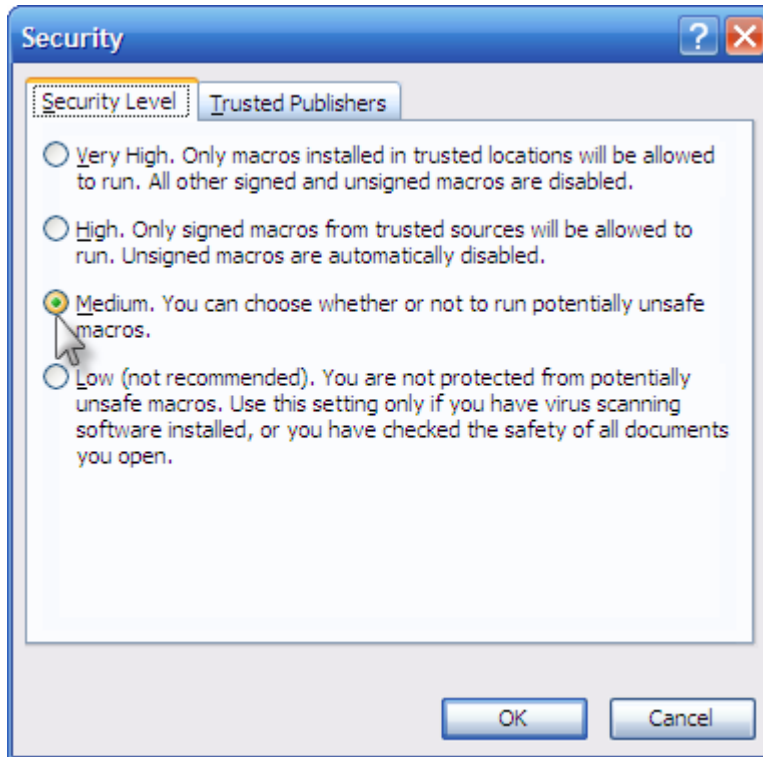
To set macro security in Excel.

- 1) Open Microsoft Excel.
- 2) From the toolbar, select Tools > Macro > Security.

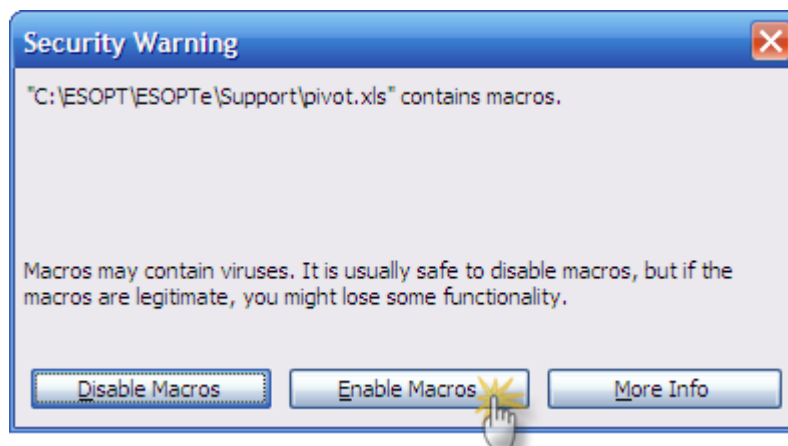




3. Select 'Medium'. The medium setting will prompt you before allowing any code to run. You will only need to set this once. Click OK and close Excel.



4. Open one of the pivot tables or Income Statement. You will be prompted to Enable Macros. Click the Enable Macros button. You will need to do this each time you link to Excel from the ESOP Tool.



5. When the update is complete you should see the following message.

