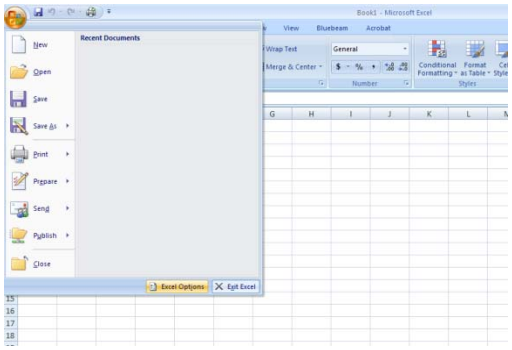
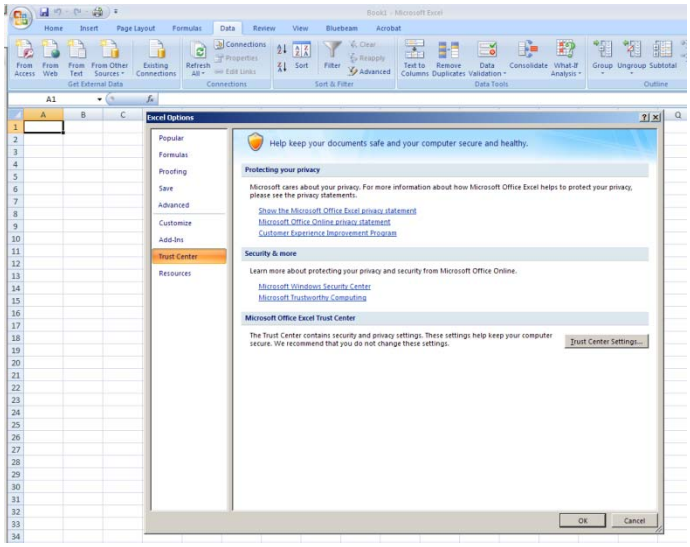
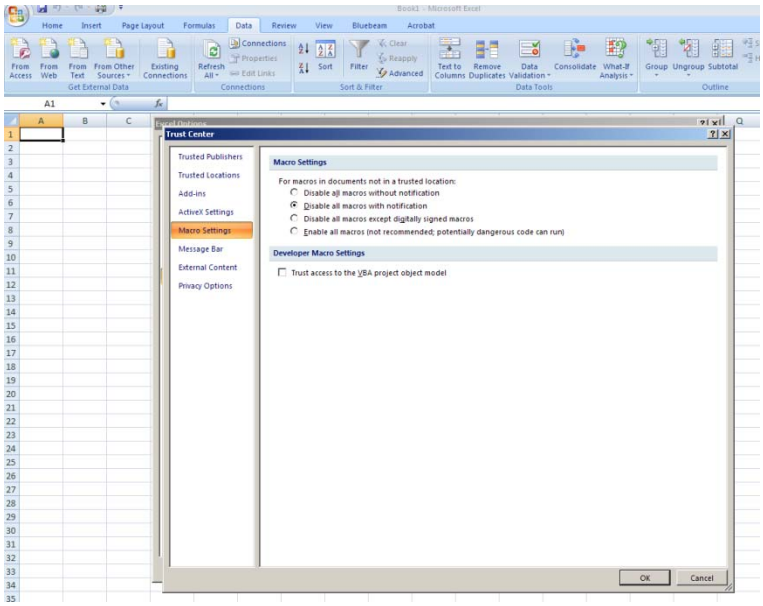
1. Open Excel, click on Microsoft Office Button
2. Click on “Excel Options”



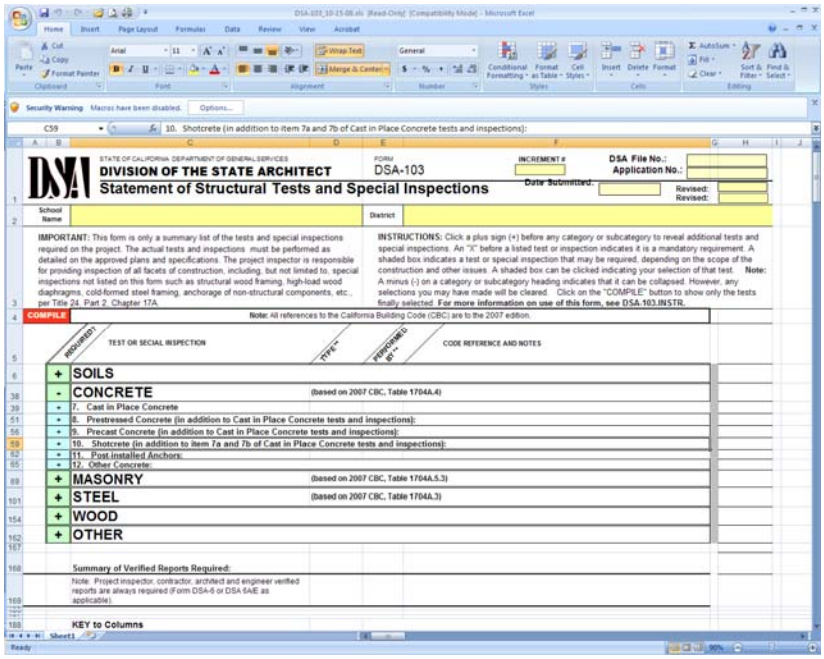

3. Click on “Trust Center”, and select “Trust Center Settings”.



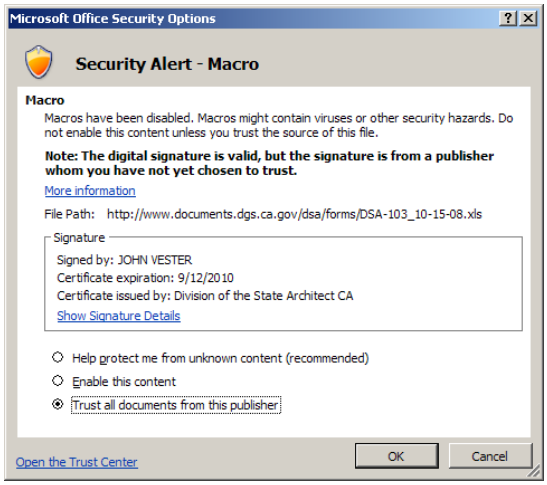

4. Click “Macro Settings”, then click “Disable all macros with notification”, select “OK”



5. Open T&I sheet from DSA website http://www.dsa.dgs.ca.gov/Forms/default.htm (Form 103), and a “Security Warning” will appear at the top of the screen. Select “Options”.




6. This is the screen that pops up, select “trust all documents from this publisher” and select “OK”




7. Document can now be used. Excel will save DSA as a “Trusted Publishers” in the “Trust Center”, so in the future, this document will open without the need to go through these steps.