



**If you are seeing this sheet, macros are not enabled, please follow the follow**

**If using Excel 2003:**

1. Set the macro security setting to **Medium** (Recommended) or Low. To change Macro->Security.
2. If the macro security setting is set to **Medium**, select Enable Macros when opening

**If using Excel 2007 and 2010:**

1. Set the macro security setting to **Disable macros with notifications** (Recommended). To change the macro security setting, click the Office Button and select Excel Option -> Macro Settings.
2. If the macro security setting is set to **Disable macros with notifications**, click the content.

**Note:** This screen will flash momentarily when you save or finalize this workbook.

## NCQA Template

### Opening steps:

Change the macro security setting, select Tools->

Opening the workbook.

(Recommended) or Enable all macros. To change  
Trust Center -> Trust Center Settings ->

Click the Option button and select Enable this