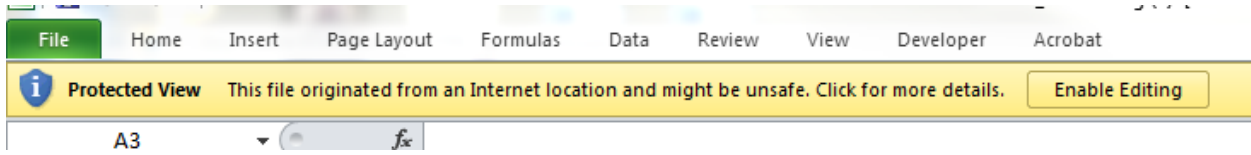
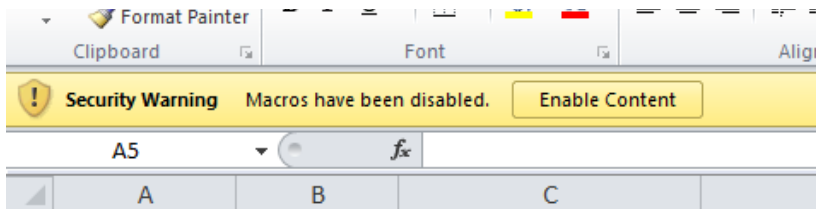


**Instructions:**

- 1) Using a PC, open the Microsoft Excel file named “HMDA\_Formatting”.
- 2) If the “This file originated from an Internet location and might be unsafe” message appears, click on the “Enable Editing” button.



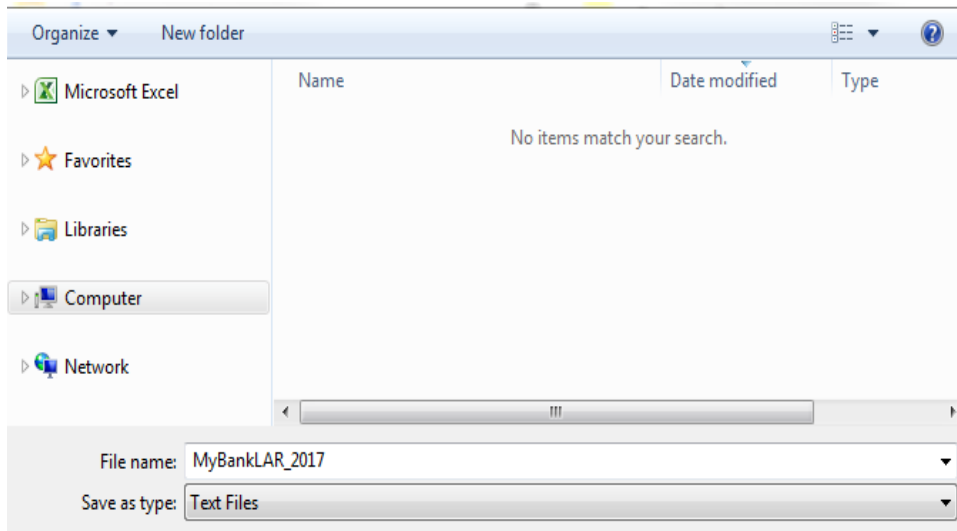
- 3) If the “Macros have been disabled” message appears, click on the “Enable Content” button.



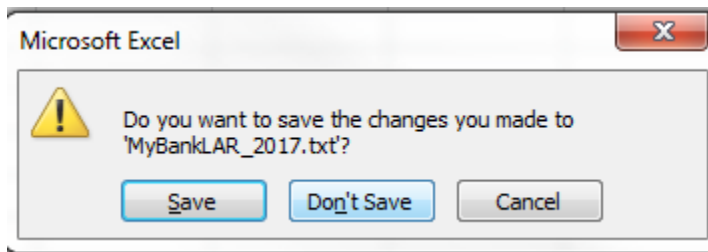
- 4) Enter the information from the transmittal sheet into the respective cells in row 3.
  - a) For data that begin with zero (0), you must enter a single quotation mark as the first character in the cell. For example, for the zip code 00123, enter '00123 in cell K3.
  - b) Please do not enter any commas, “,”.
- 5) Enter loan level data beginning in row 5. Please enter information in as many rows as needed.
  - a) For data that begin with zero (0), you must enter a single quotation mark as the first character in the cell. For example, for the census tract 0109.02, enter '0109.02 in cell P5.
  - b) Please do not enter any commas, “,”.
- 6) When all the information has been entered, click on the export button.

	A	B	C
1	Export		
2	Respondent-ID	Agency Code	Timestamp

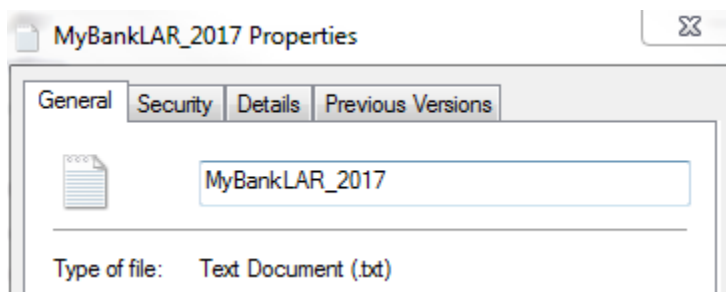
- 7) Enter a new filename and save the file as a text file.



- 8) A message confirming whether the changes to the file should be saved will appear. Click on "Save".



- 9) Locate the saved file and confirm that:
- The file is saved as a text file (.txt)
    - Right click on the file with your mouse
    - Select "Properties"
    - On the General Tab, look for "Type of file"
    - This should state "Text Document (.txt)"
    - Click on "OK" to close the window



- b) Each data field is separated by a pipe character “|”
  - i) Open the file
  - ii) Each data field should be separated by a pipe character “|”.

```
File Edit Format View Help
1|1|2|4||1|5|5|5|4|4|4|4|4|4|4|4|4|
2|1|||||3|3|3|3||3|3||3|3|3|3|3|3|3|
```