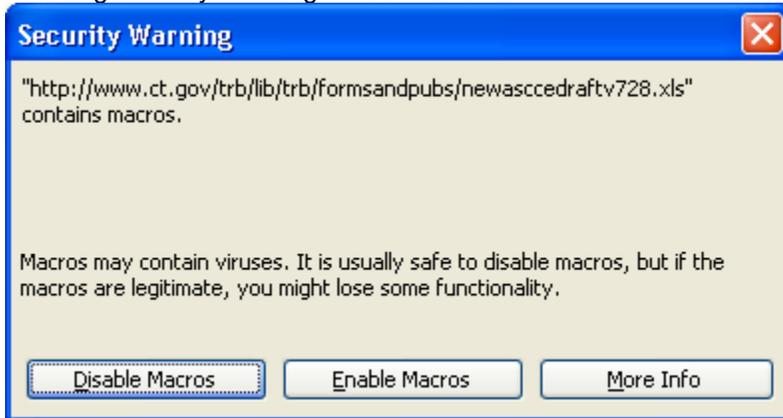


ENABLING MACROS

Please note, in order for popup windows to function properly, macros must be enabled on both Microsoft Excel 2003 and Excel 2007. Follow the instructions below to enable macros.

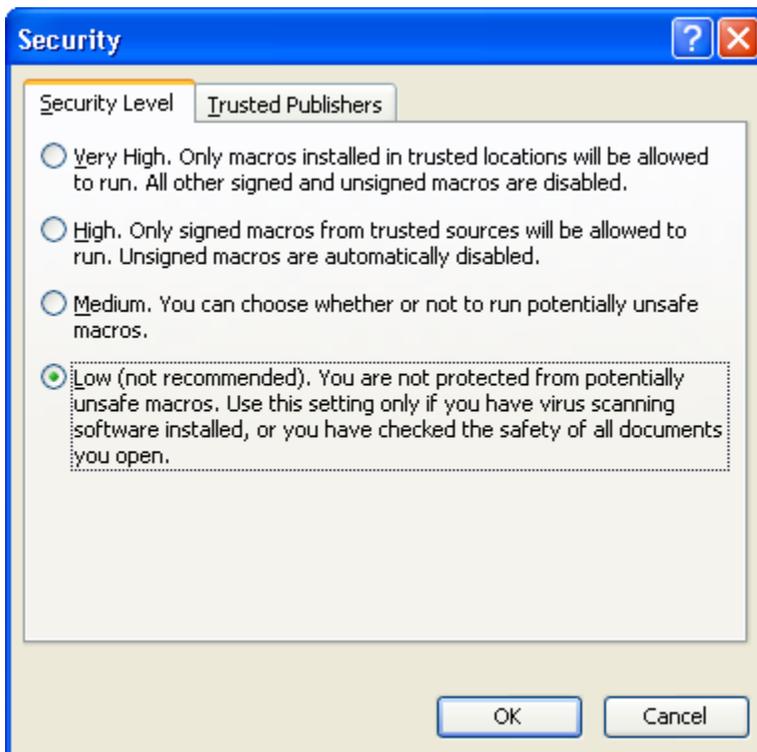
Using Microsoft Excel 2003

When opening the Additional Service Credit Cost Estimator, Excel will detect macros and will prompt the following Security Warning window. Click **Enable Macros** to continue.



If this Security Warning window does not appear, enable macros by doing the following:

- 1) Select **Options** from the dropdown menu.
- 2) Select **Macro** and then **Security**.
- 3) Select **Low** security for the usage of this Estimator ONLY. Click OK when done.



- 4) Close and reopen the estimator for the macro security to take effect.
- 5) After using the estimator, be sure to change the security level back to **Medium**.

Using Microsoft Excel 2007

When opening the Additional Service Credit Cost Estimator, Excel will detect macros and will prompt a Security Warning message "Macros have been disabled". Proceed with the following:

1) Click on the **Options...** button to continue.

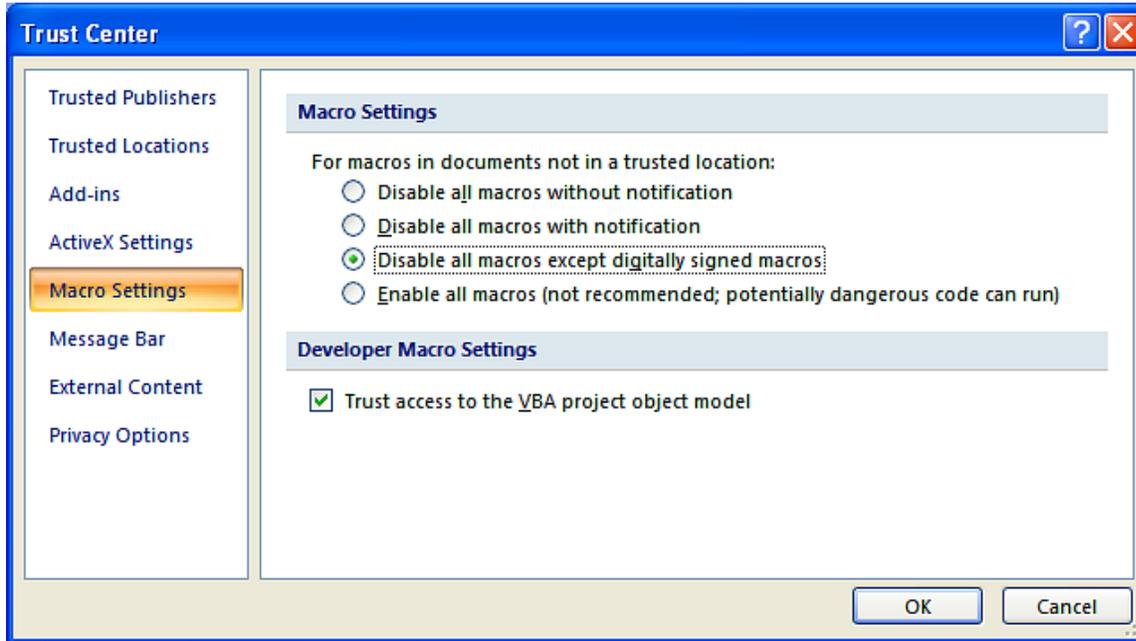
The screenshot shows the Microsoft Excel 2007 interface. A Security Warning dialog box is open at the top, stating "Macros have been disabled" with an "Options..." button. The main window displays the "Additional Service Credit Cost Estimator" form for the State of Connecticut Teachers' Retirement Board. The form includes fields for "CALCULATION DATE", "MEMBER INFO" (Name, ID, DOB), "SALARY" (Current, Year Prior, 2nd Year Prior), and "SERVICE" (Earned Service, Already Purchased). There are two tables for "PURCHASING CONNECTICUT SERVICE" and "PURCHASING NON-CONNECTICUT SERVICE". A disclaimer on the right states that the calculator is an unofficial estimate and does not compare against actual records.

2) Select **Enable this content** and click OK.

The screenshot shows the "Microsoft Office Security Options" dialog box. The title is "Security Alert - Macro". The text reads: "Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file." A warning states: "Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source." A link for "More information" is provided. The file path is "http://www.ct.gov/trb/lib/trb/formsandpubs/newasccedraftv728.xls". There are two radio buttons: "Help protect me from unknown content (recommended)" and "Enable this content". The "Enable this content" option is selected. At the bottom, there are "OK" and "Cancel" buttons, and a link to "Open the Trust Center".

If the Security Warning does not appear, enable macros by doing the following:

- 1) Click on the **Office Button** found on the upper left-hand corner.
- 2) Click on the **Excel Options** button found on the bottom of this dropdown menu.
- 3) Click on **Trust Center** from the left hand-side menu and then click on the **Trust Center Settings** button on the right-hand side of the window.
- 4) If not already selected, select **Macro Settings** from the left-hand side menu.
- 5) Under the Macro Settings heading select **Enable all macros...** for the usage of this Estimator ONLY. Click OK when done.



- 6) Close and reopen the estimator for the macro settings to take effect.
- 7) After using the estimator, be sure to change the Macro Settings back to **Disable all macros with notification**.