Centers for Medicare & Medicaid Services
Federally Facilitated Marketplace

FFM Plan Management
Microsoft Office Trust Center Job Aid

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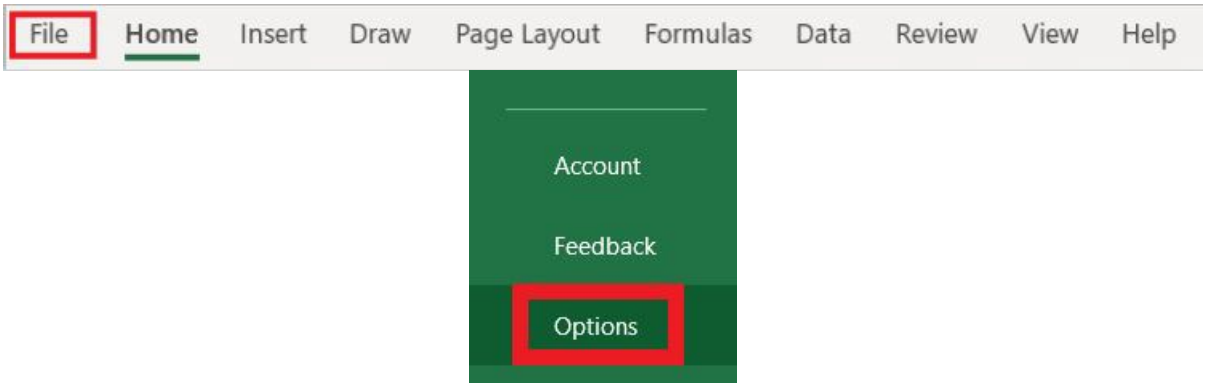
Add, Remove, or Change a Trusted Location

You should use a trusted location to store a file when you don't want that file to be checked by the Trust Center, or if you don't want it to open in Protected View. This applies particularly to files with macros, data connections, ActiveX controls (what we call active content). If you think the active content in a file is from a reliable source, it's better to move the file to a trusted location, instead of changing the default Trust Center settings to a less-safe macro security setting. The Center for Consumer Information and Insurance Oversight (CCIIO) recommend Issuers to follow the following instructions to designate a trusted location on the Issuer's computer to store, open, save, and retrieve excel files.

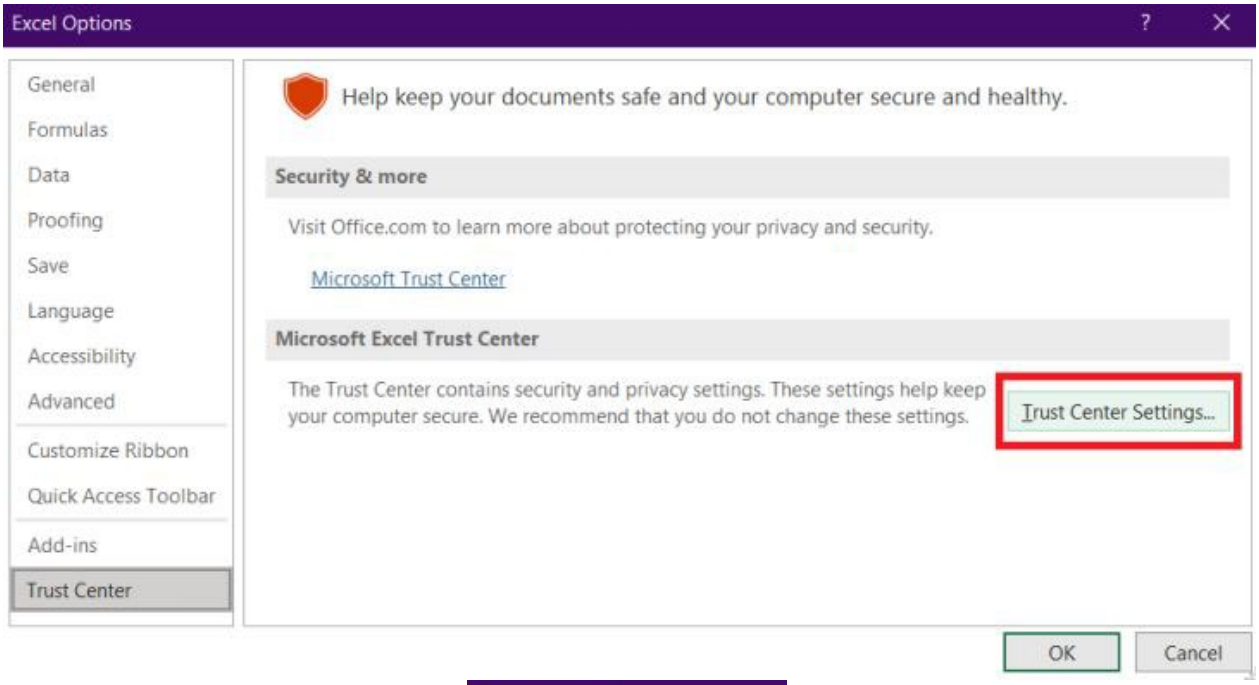
To start adding Trusted Location, The Issuer should open Microsoft Excel Program and follow the following instructions below:

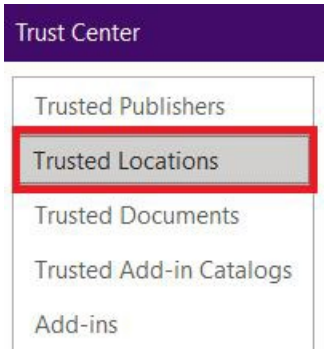
1. Add a Trusted Location

Click **File** > **Options**.

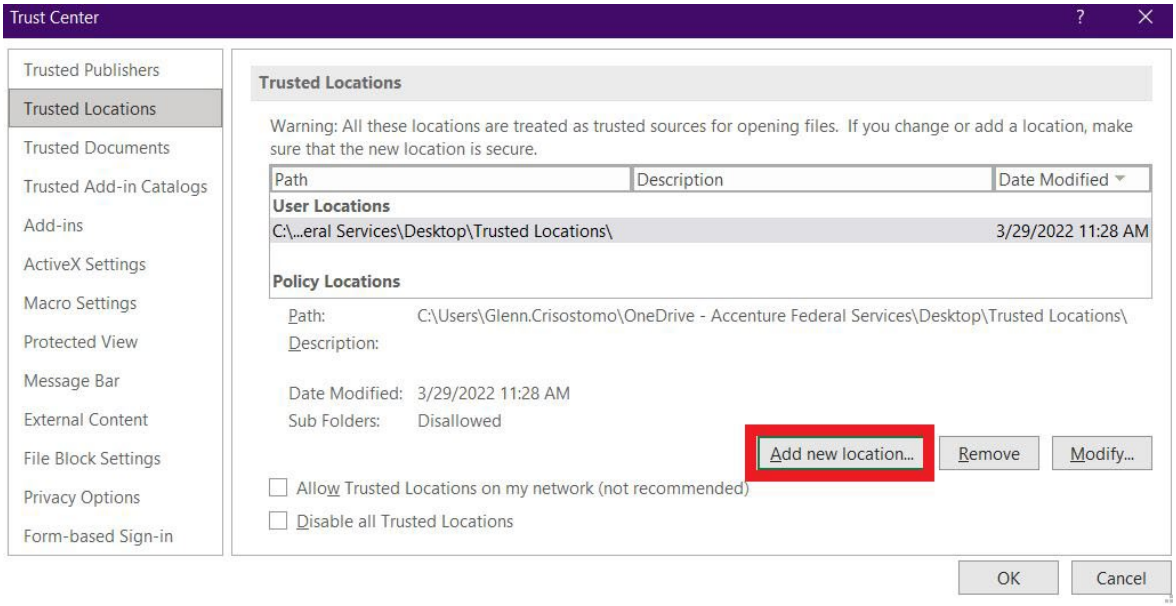


Click **Trust Center** > **Trust Center Settings** > **Trusted Locations**.



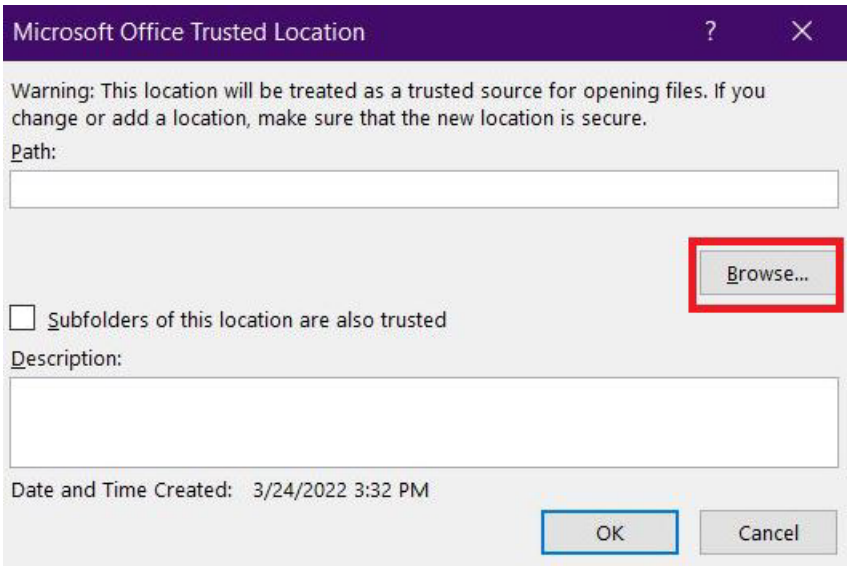


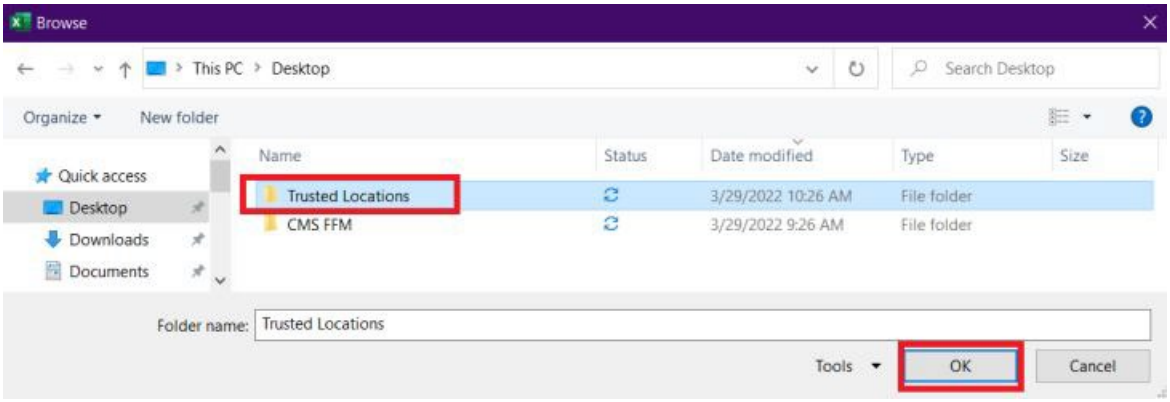
Click **Add new location.**

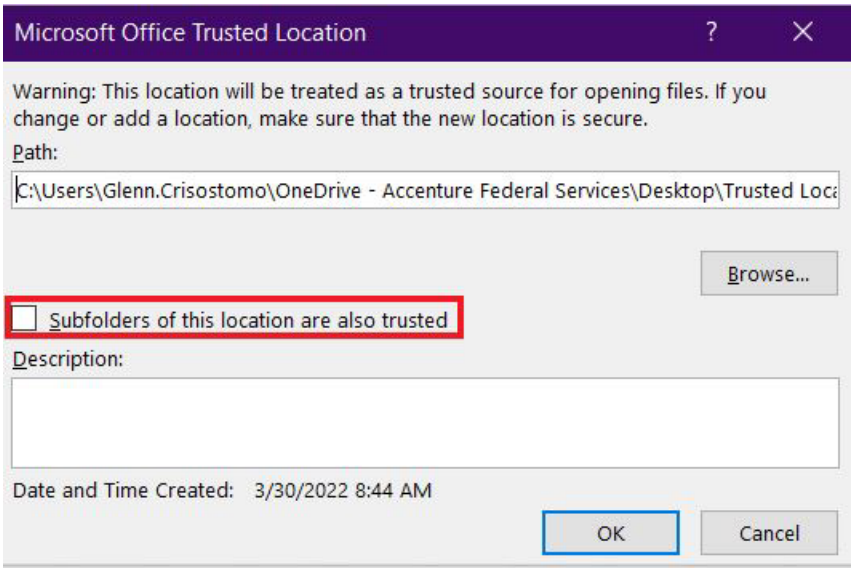


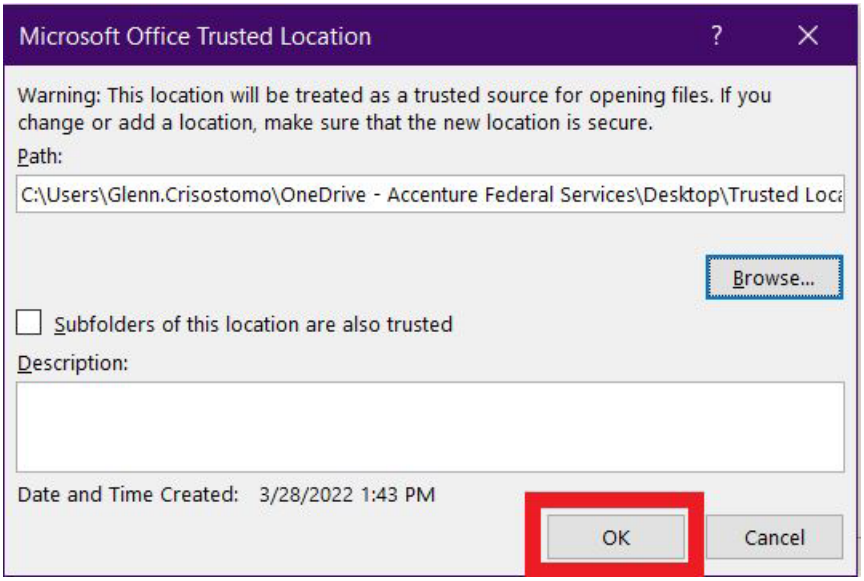
Click **Browse** to find the folder, select a folder, and then click **OK**.

Optional: Select the **checkbox** if subfolders of this location are also trusted.

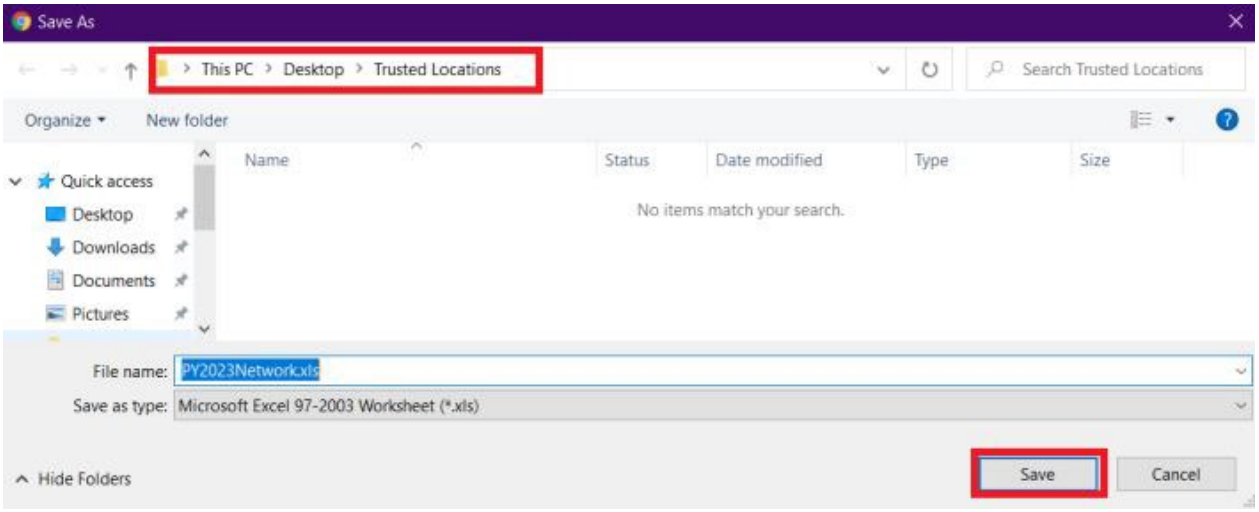



Browse
This PC
Desktop
Search Desktop
Organize
New folder
Quick access
Desktop
Downloads
Documents
Name
Status
Date modified
Type
Size
Trusted Locations
3/29/2022 10:26 AM
File folder
CMS FFM
3/29/2022 9:26 AM
File folder
Folder name:
Trusted Locations
Tools
OK
Cancel

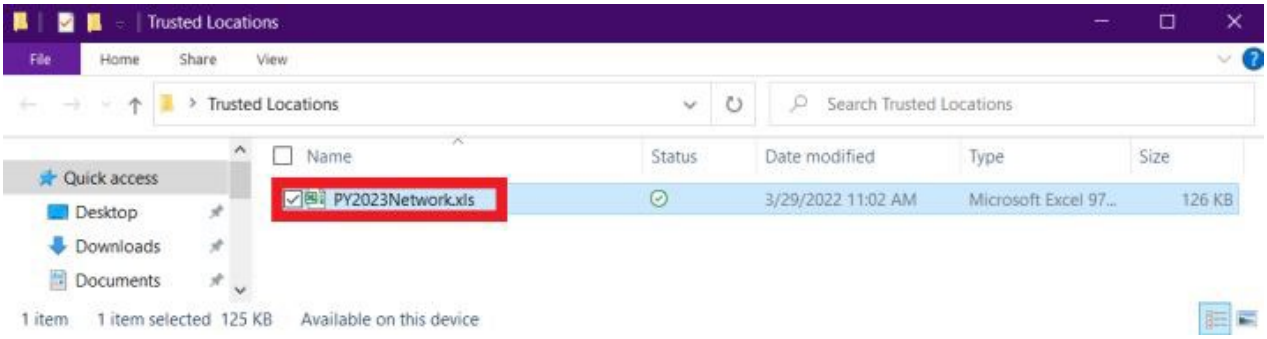

Microsoft Office Trusted Location
Warning: This location will be treated as a trusted source for opening files. If you change or add a location, make sure that the new location is secure.
Path:
C:\Users\Glenn.Crisostomo\OneDrive - Accenture Federal Services\Desktop\Trusted Loca
Browse...
Subfolders of this location are also trusted
Description:
Date and Time Created: 3/30/2022 8:44 AM
OK
Cancel


Microsoft Office Trusted Location
Warning: This location will be treated as a trusted source for opening files. If you change or add a location, make sure that the new location is secure.
Path:
C:\Users\Glenn.Crisostomo\OneDrive - Accenture Federal Services\Desktop\Trusted Loca
Browse...
Subfolders of this location are also trusted
Description:
Date and Time Created: 3/28/2022 1:43 PM
OK
Cancel

Save file to the Trusted Location folder.



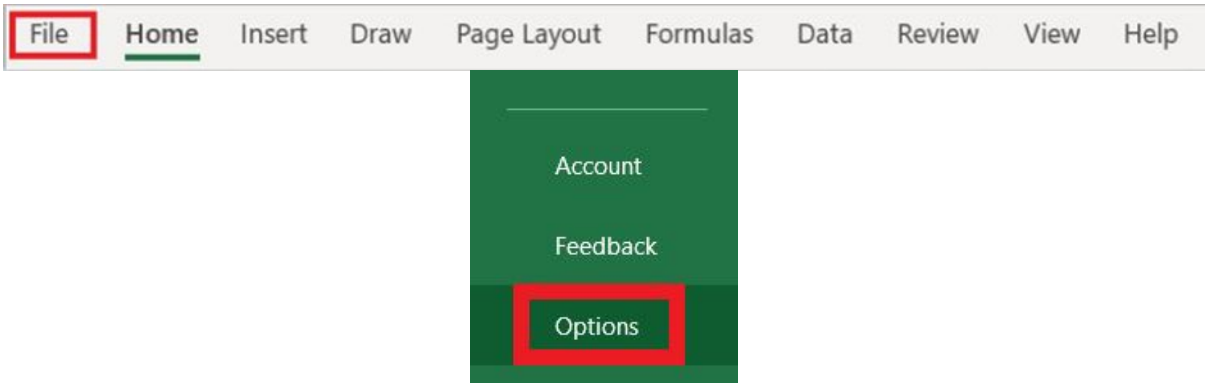
Locate file in the Trusted Location folder and open.



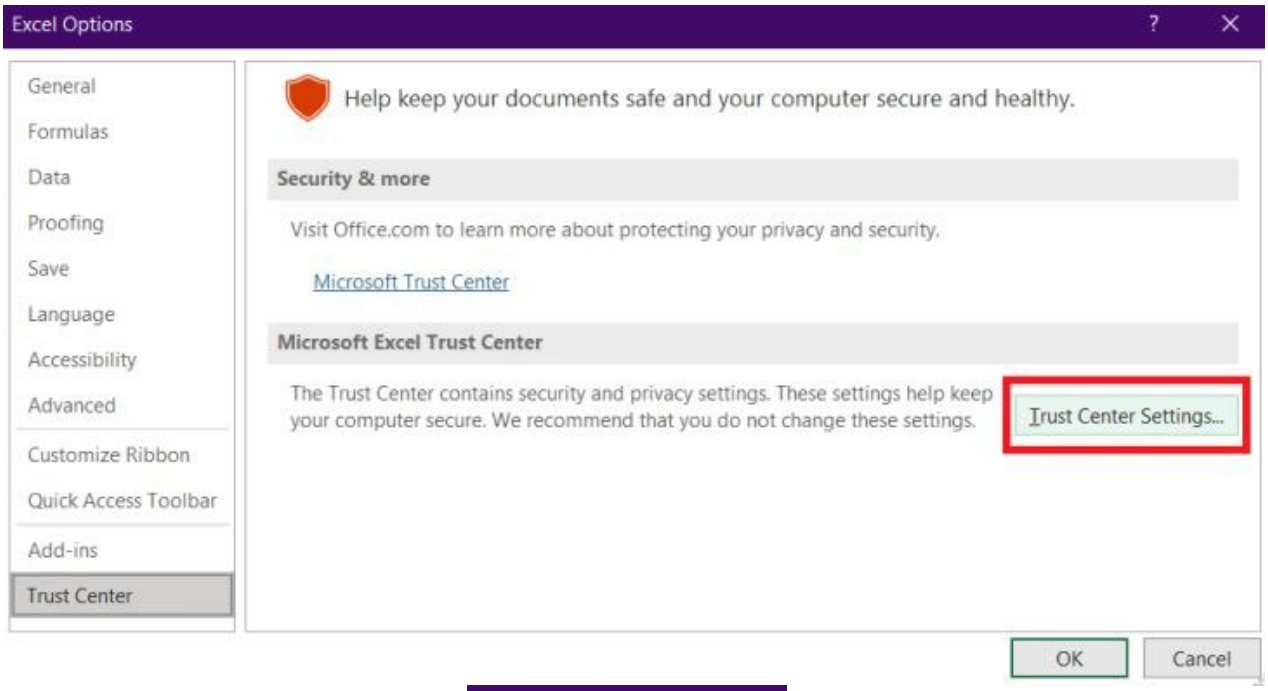
Click **Enable Content** to enable Macros if applicable to begin filling out the templates.

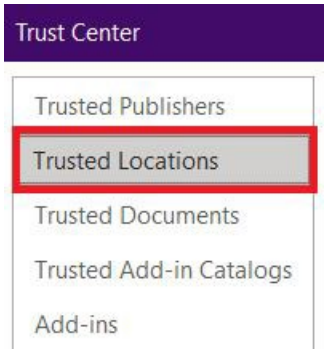
2. Remove a Trusted Location

Click **File** > **Options**.

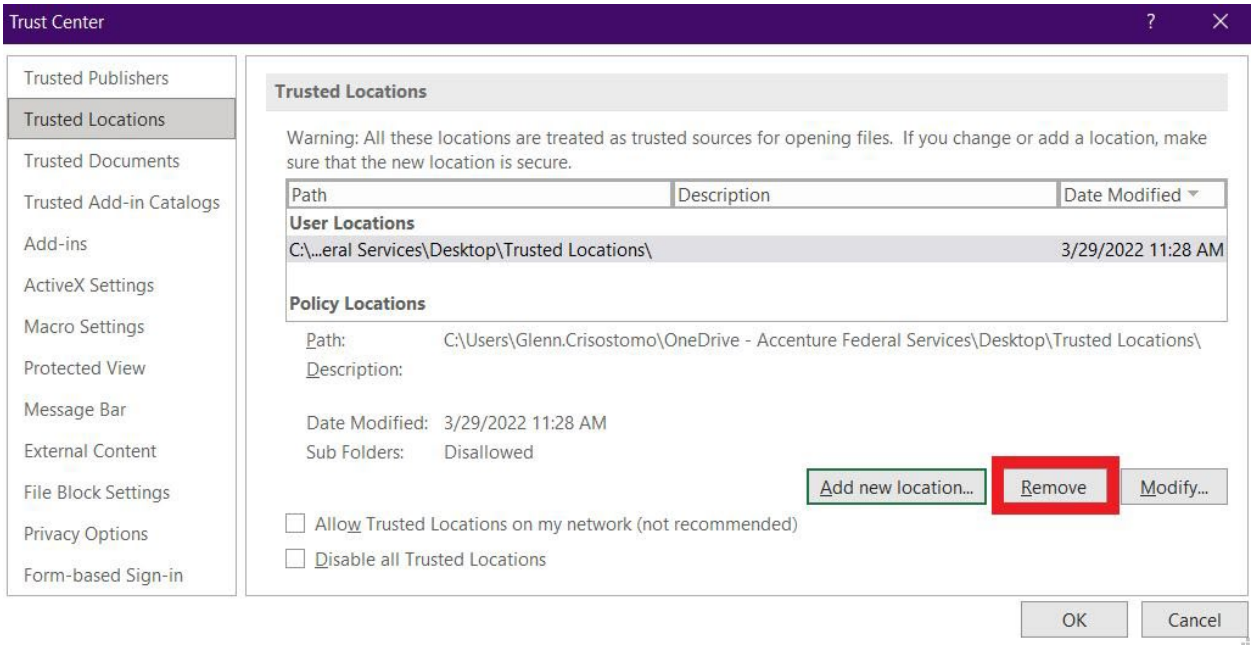


Click **Trust Center** > **Trust Center Settings** > **Trusted Locations**.





Select the location to be removed, and then click **Remove**, and then click **OK**.

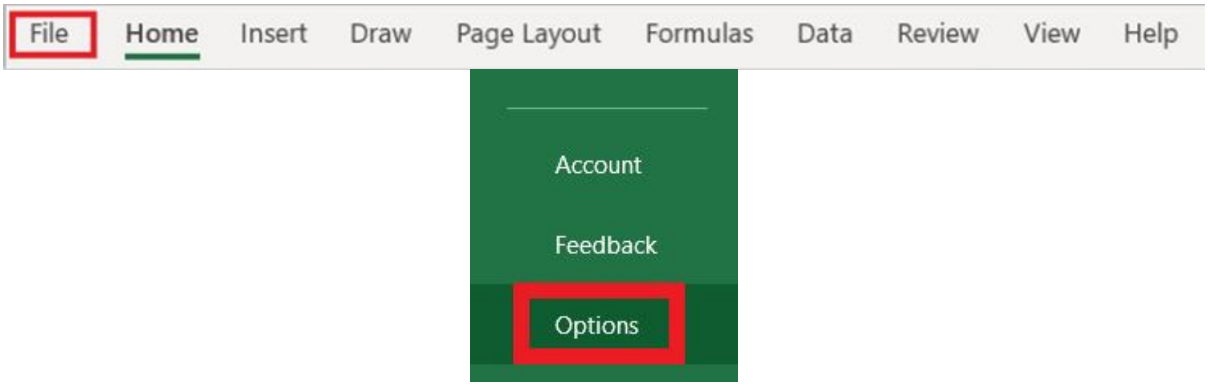


3. Change a Trusted Location

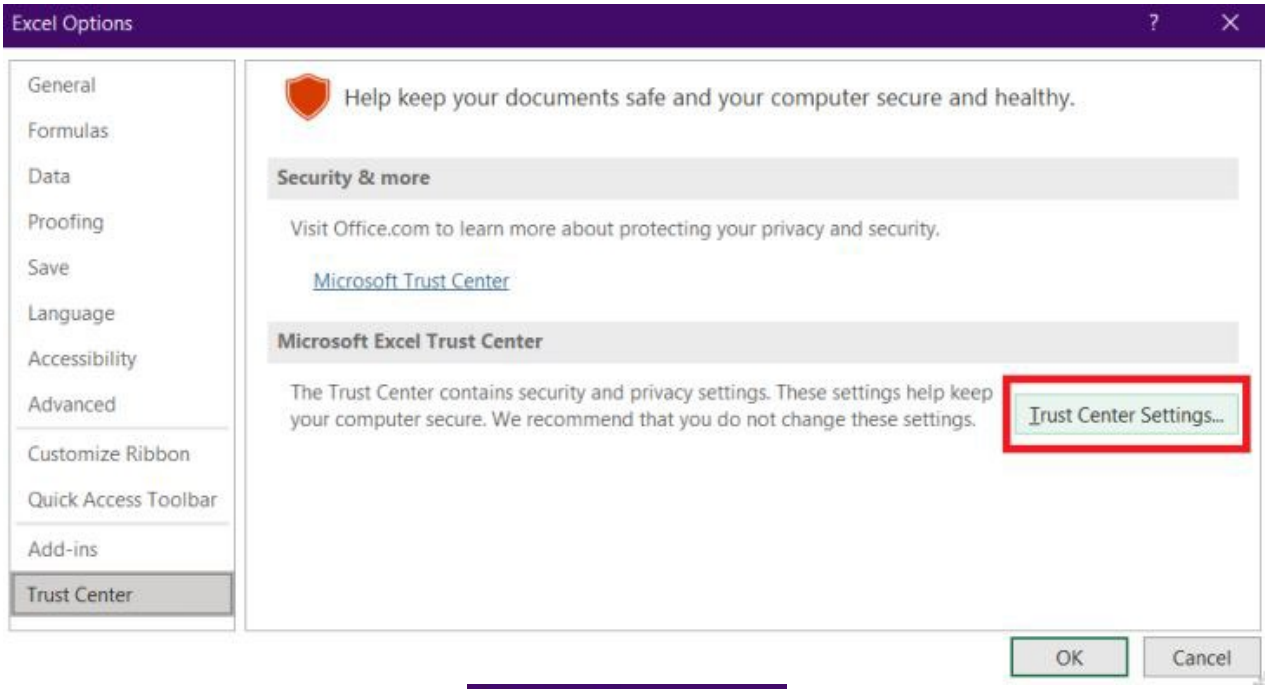
If you wish to make a change to a location, you can Modify to replace it to a different location.

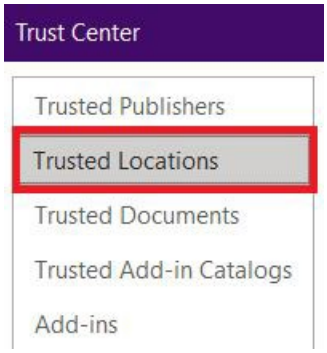
Again, if you think the active content in a file is from a reliable source, it's better to move the file to a trusted location, instead of changing the default Trust Center settings to a less-safe macro security setting.

Click **File** > **Options**.

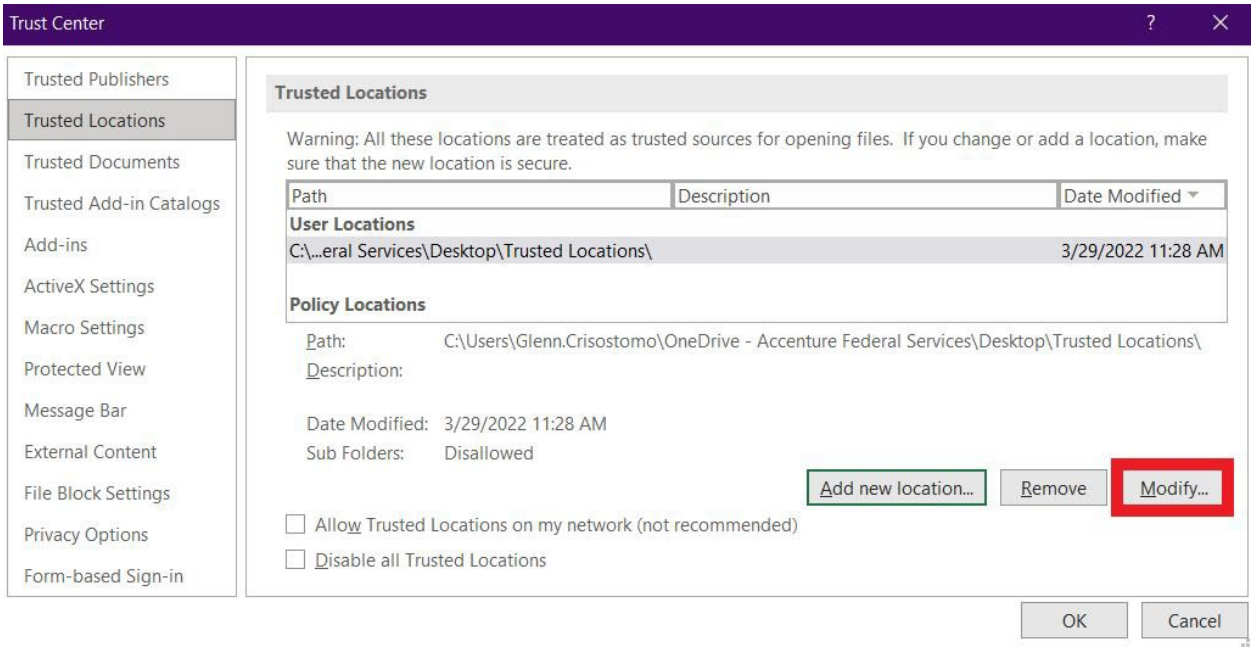
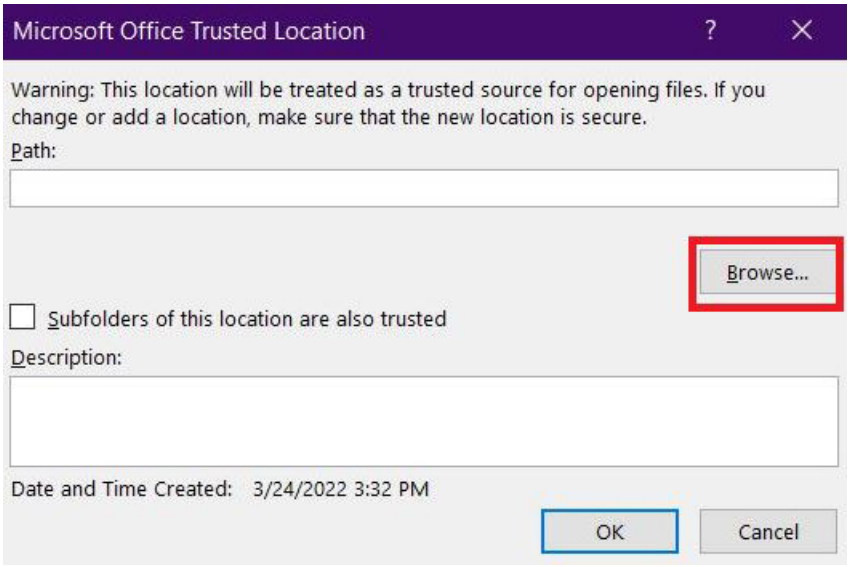
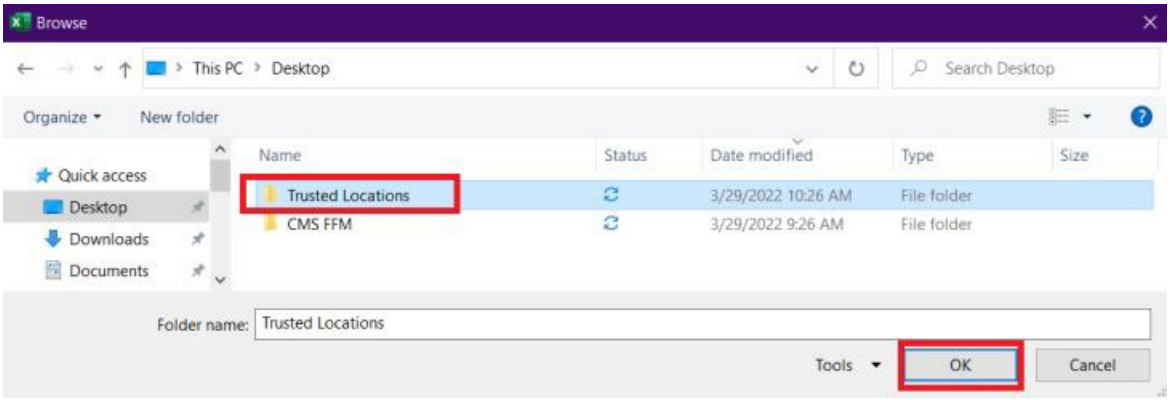
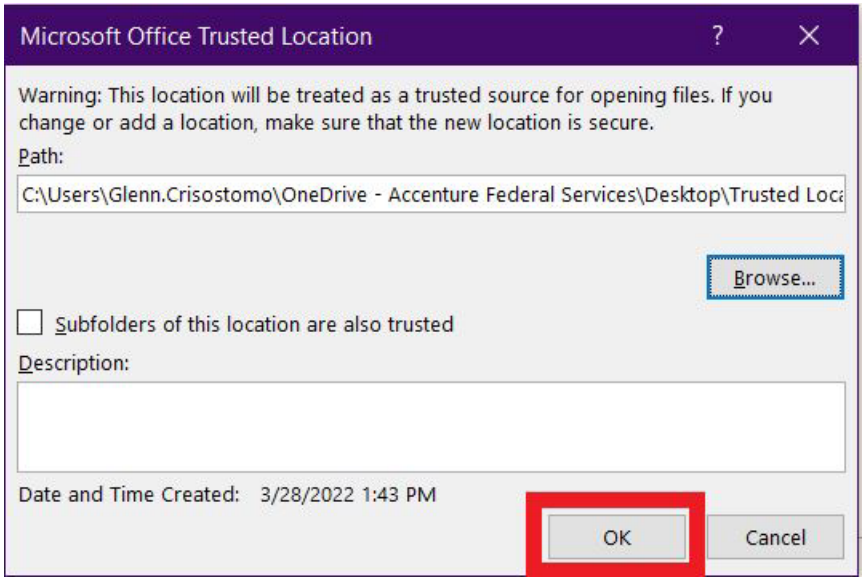


Click **Trust Center** > **Trust Center Settings** > **Trusted Locations**.





In the **Trusted Locations** list, select a location, and then click **Modify**.



Make the modifications you want, and then click **OK**.