



Centers for Medicare & Medicaid Services Federally Facilitated Marketplace

FFM Plan Management Microsoft Office Trust Center Job Aid

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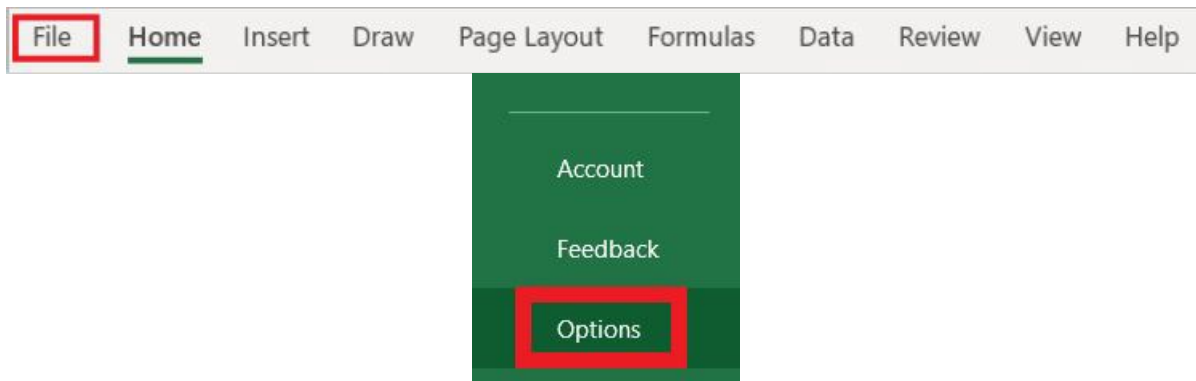
Add, Remove, or Change a Trusted Location

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.

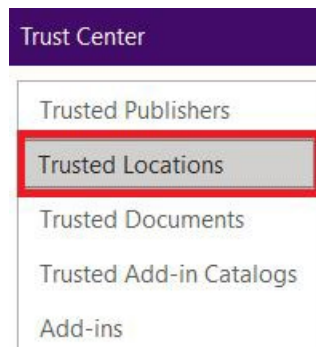
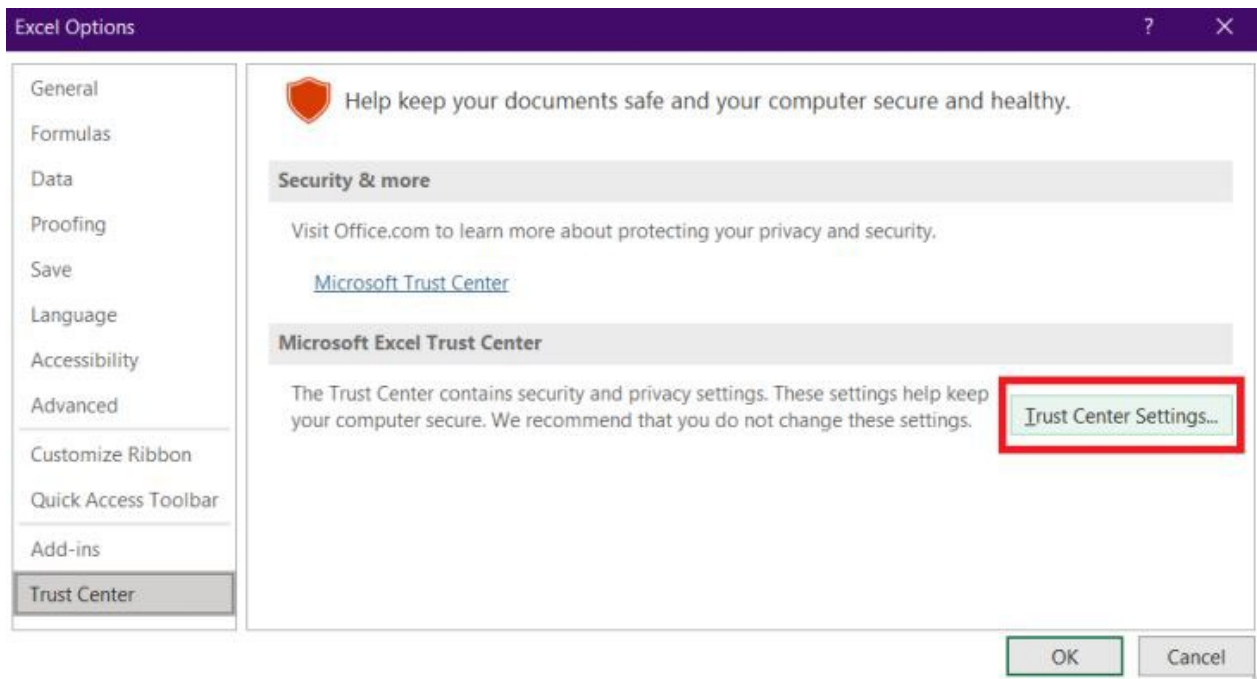
To start adding Trusted Location, The Issuer should open Microsoft Excel Program and follow the following instructions below:

1. Add a Trusted Location

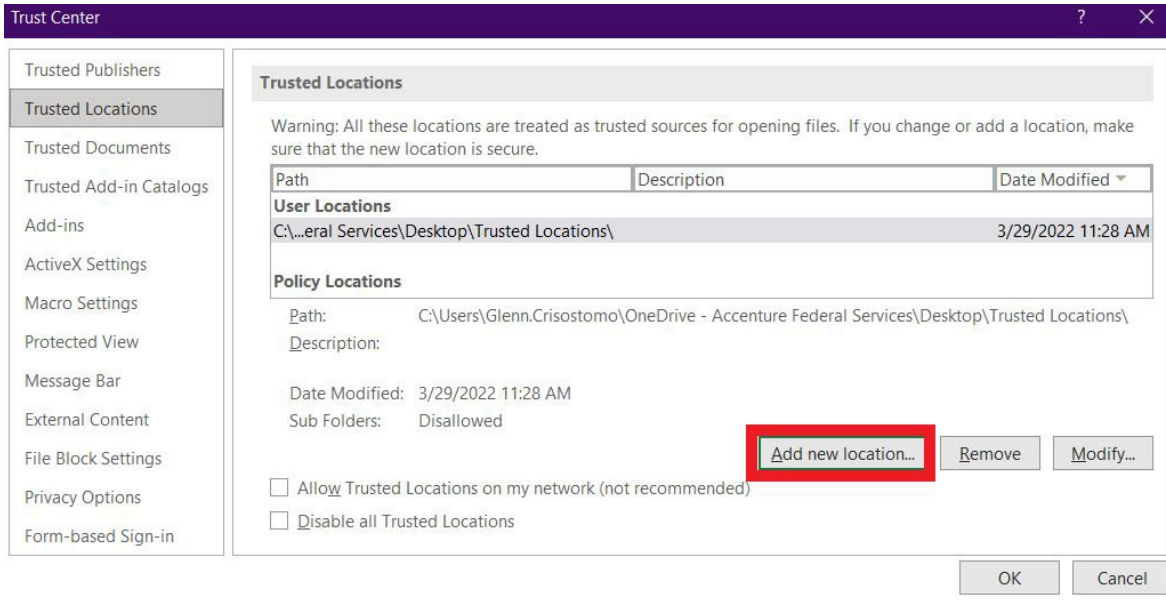
Click **File** > **Options**.



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

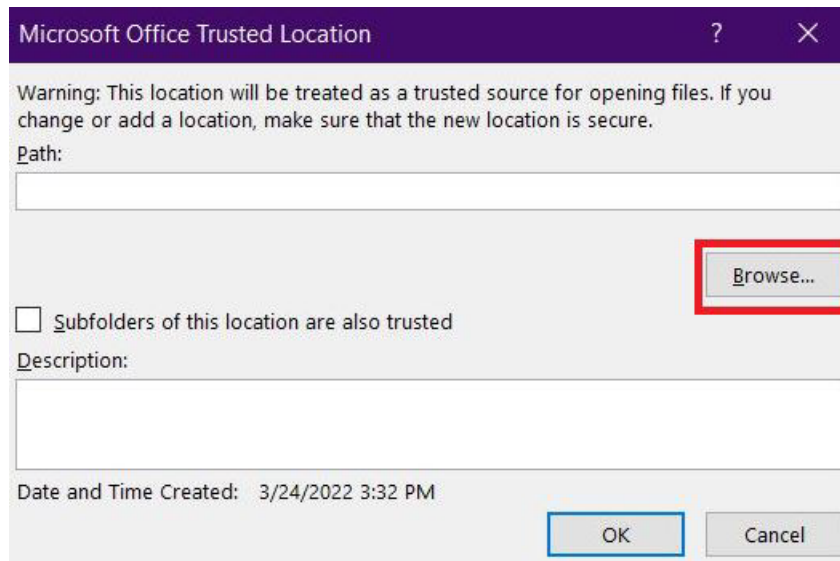


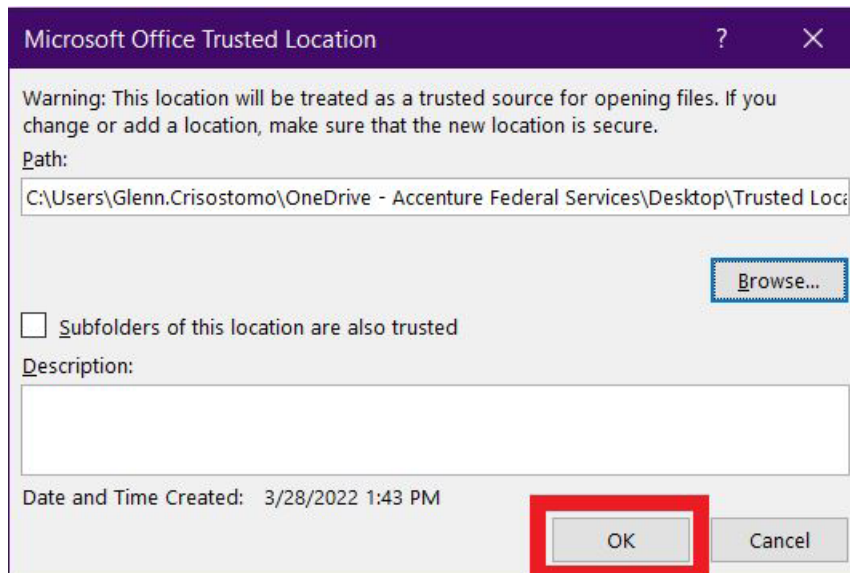
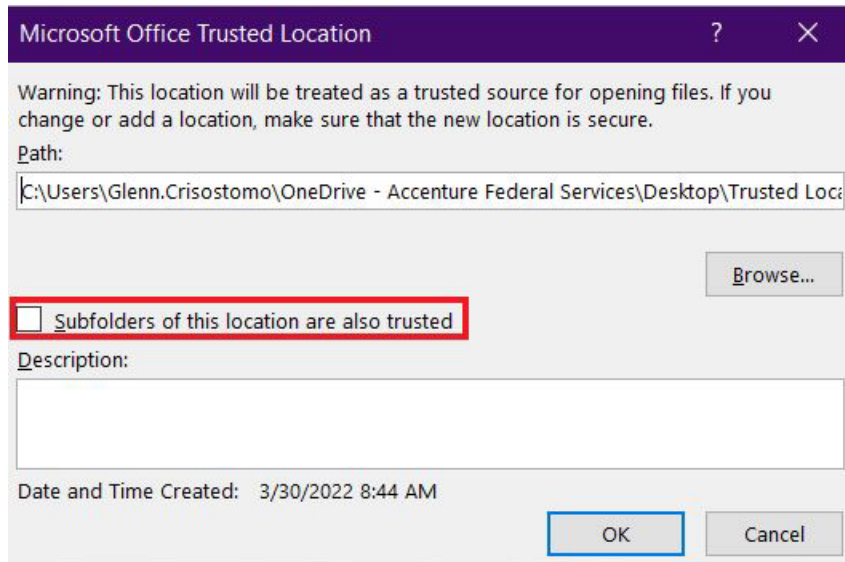
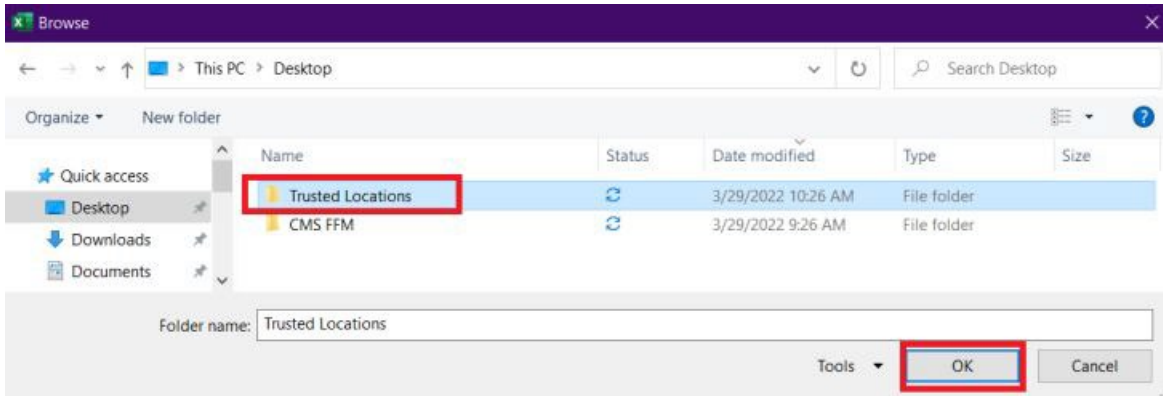
Click **Add new location**.



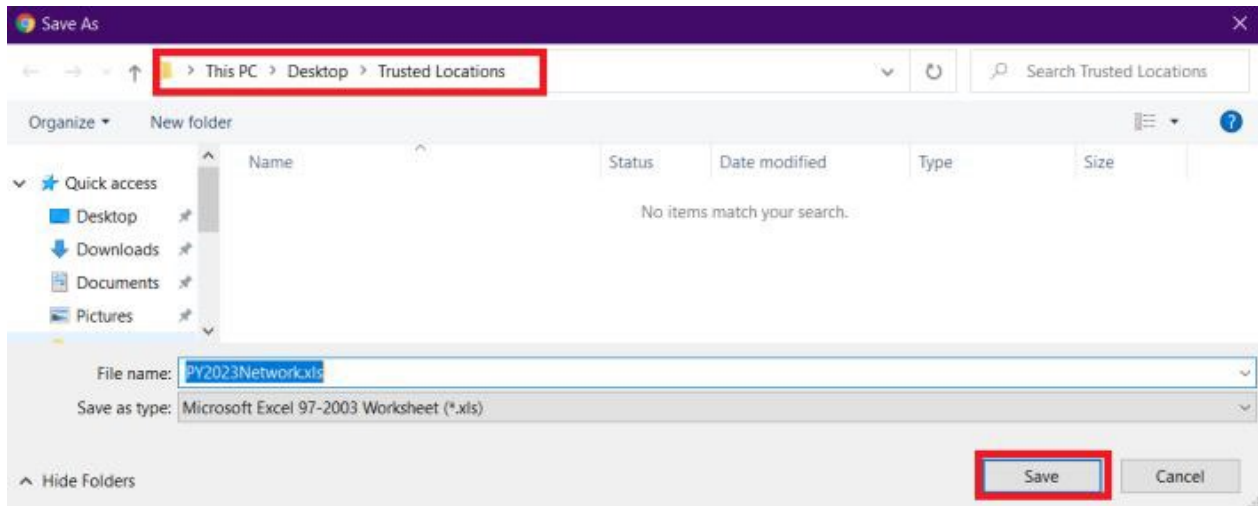
Click **Browse** to find the folder, select a folder, and then click **OK**.

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

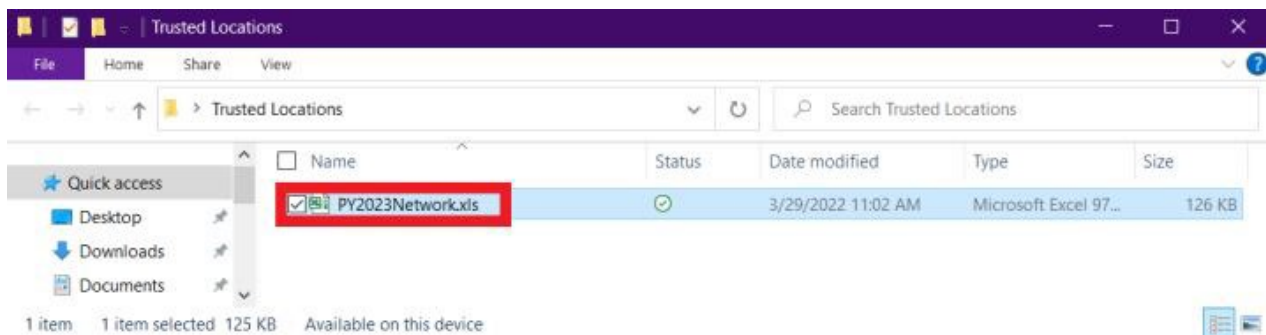




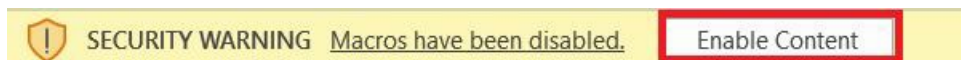
Save file to the Trusted Location folder.



Locate file in the Trusted Location folder and open.

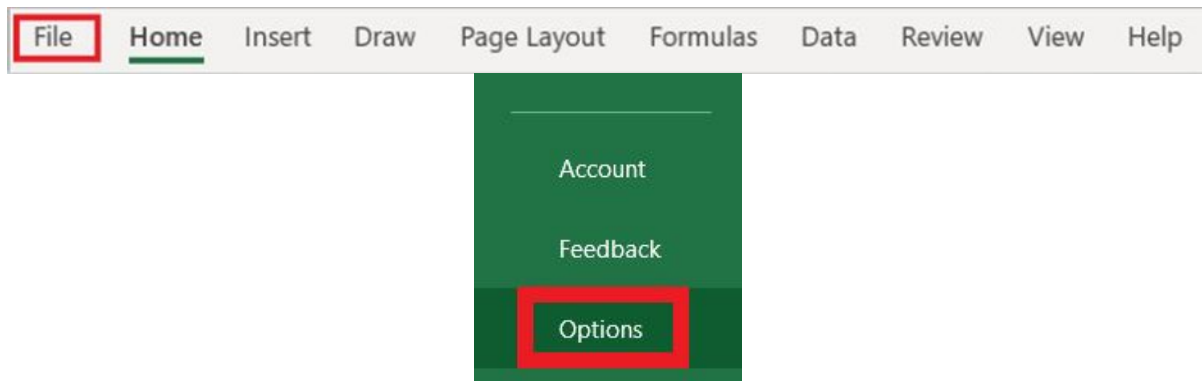


Click **Enable Content** to enable Macros if applicable to begin filling out the templates.

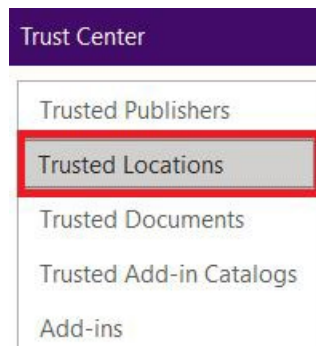
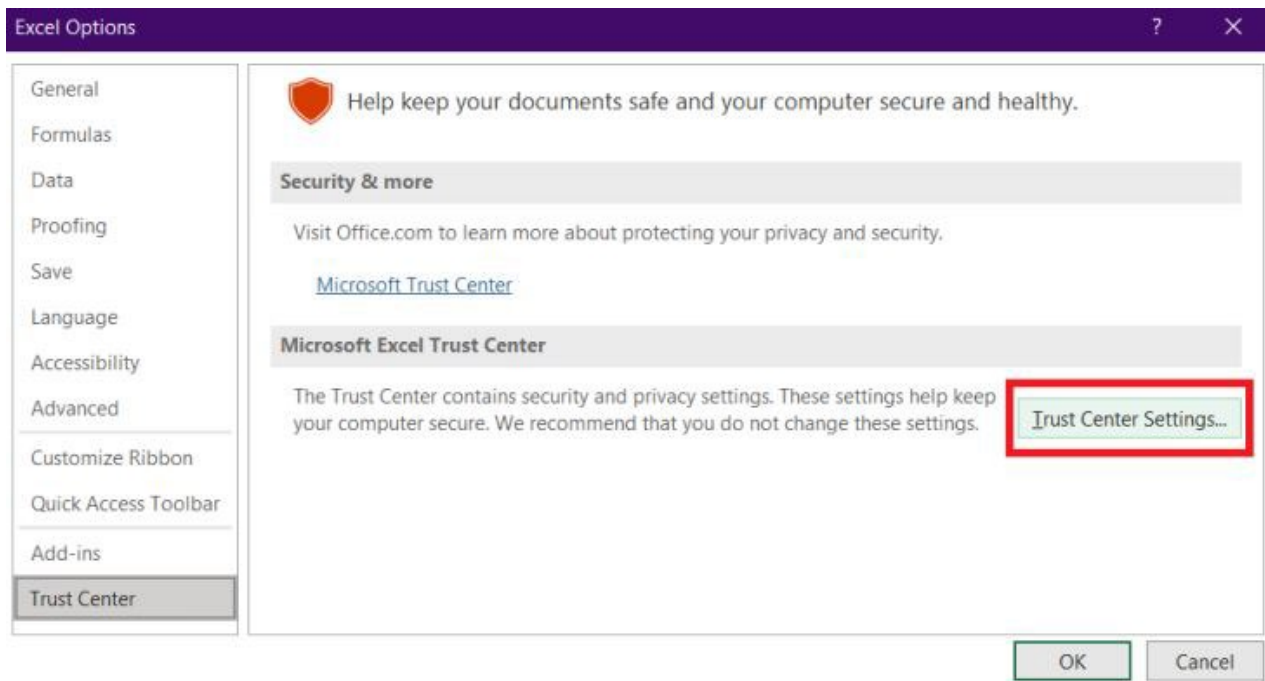


2. Remove a Trusted Location

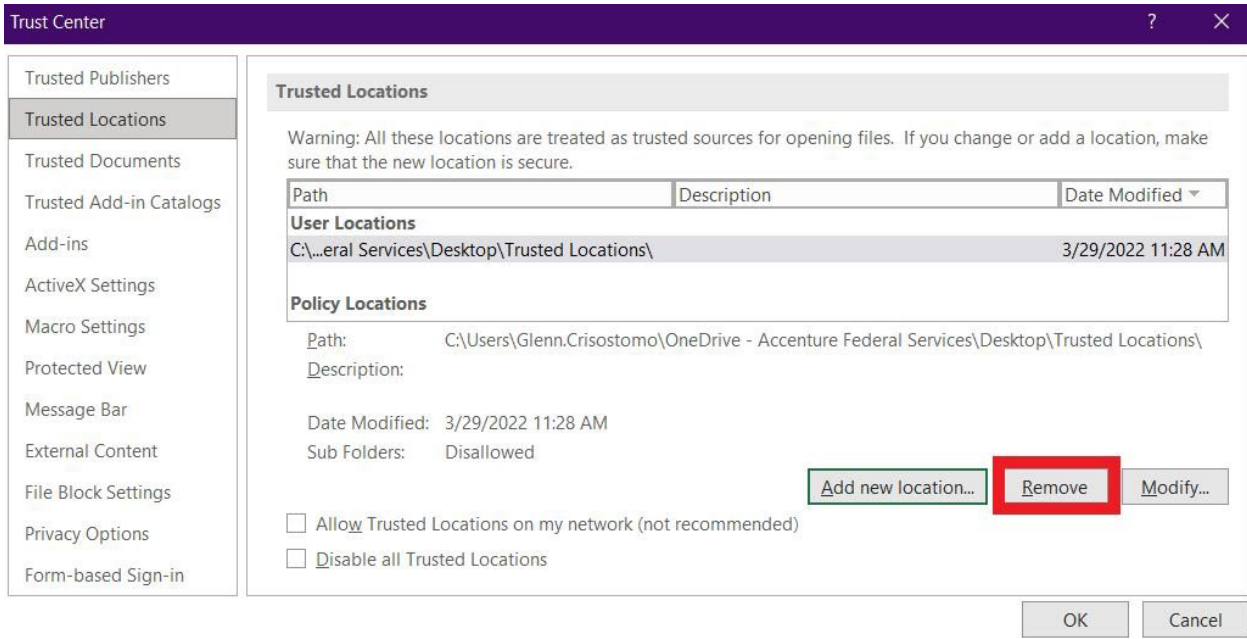
Click **File > Options**.



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



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

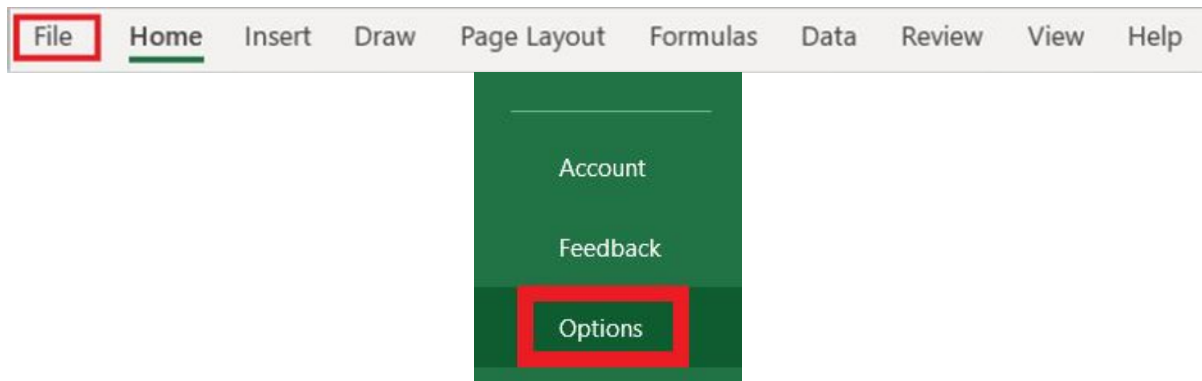


3. Change a Trusted Location

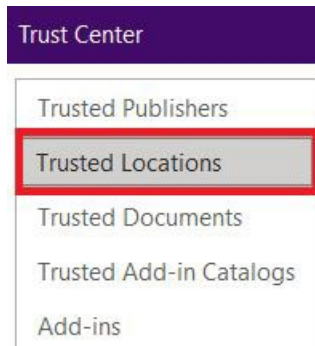
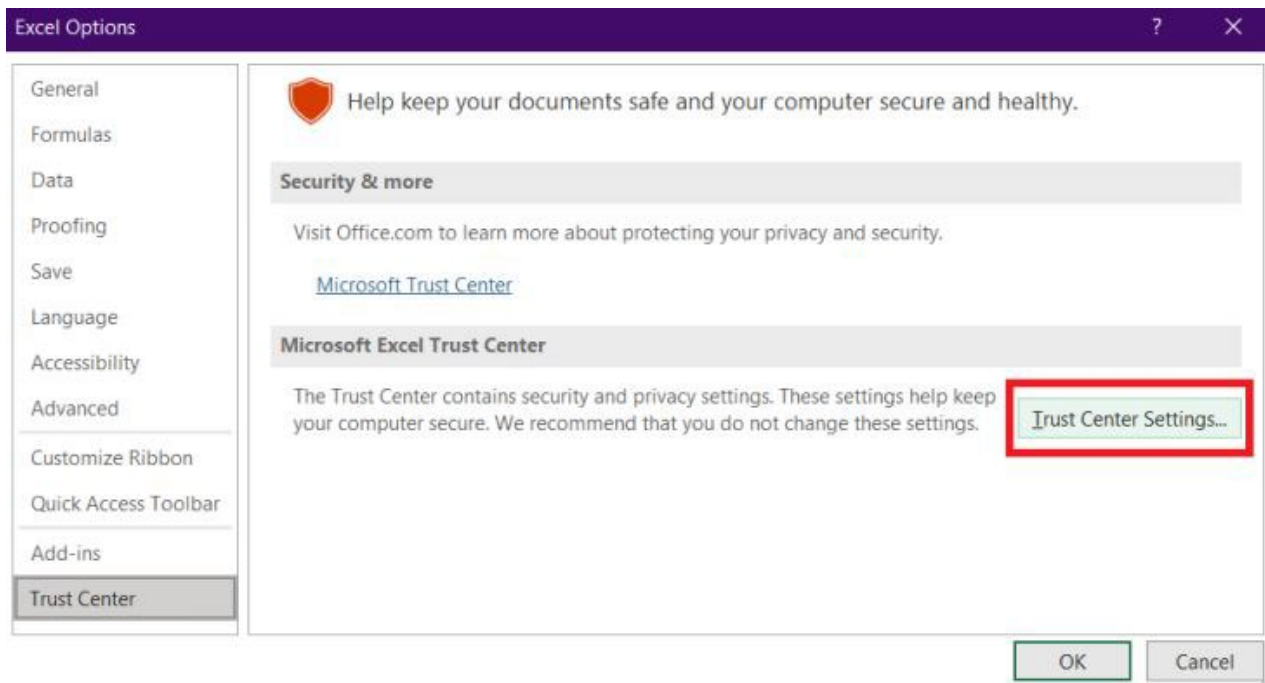
If you wish to make a change to a location, you can Modify to replace it to a different location.

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**.

The screenshot shows the Windows Trust Center 'Trusted Locations' dialog box. On the left is a navigation pane with the following items: Trusted Publishers, **Trusted Locations** (highlighted), Trusted Documents, Trusted Add-in Catalogs, Add-ins, ActiveX Settings, Macro Settings, Protected View, Message Bar, External Content, File Block Settings, Privacy Options, and Form-based Sign-in. The main area is titled 'Trusted Locations' and contains a warning: 'Warning: All these locations are treated as trusted sources for opening files. If you change or add a location, make sure that the new location is secure.' Below the warning is a table with columns 'Path', 'Description', and 'Date Modified'. Under the 'User Locations' section, there is one entry: 'C:\...eral Services\Desktop\Trusted Locations\' with a date of '3/29/2022 11:28 AM'. Below this is the 'Policy Locations' section, which shows 'Path: C:\Users\Glenn.Crisostomo\OneDrive - Accenture Federal Services\Desktop\Trusted Locations\' and 'Description:'. Other details include 'Date Modified: 3/29/2022 11:28 AM' and 'Sub Folders: Disallowed'. At the bottom of the main area are three buttons: 'Add new location...' (highlighted with a green box), 'Remove', and 'Modify...' (highlighted with a red box). Below these buttons are two checkboxes: 'Allow Trusted Locations on my network (not recommended)' and 'Disable all Trusted Locations'. At the very bottom of the dialog are 'OK' and 'Cancel' buttons.

Path	Description	Date Modified
User Locations		
C:\...eral Services\Desktop\Trusted Locations\		3/29/2022 11:28 AM
Policy Locations		
Path:	C:\Users\Glenn.Crisostomo\OneDrive - Accenture Federal Services\Desktop\Trusted Locations\	
Description:		
Date Modified:	3/29/2022 11:28 AM	
Sub Folders:	Disallowed	

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

