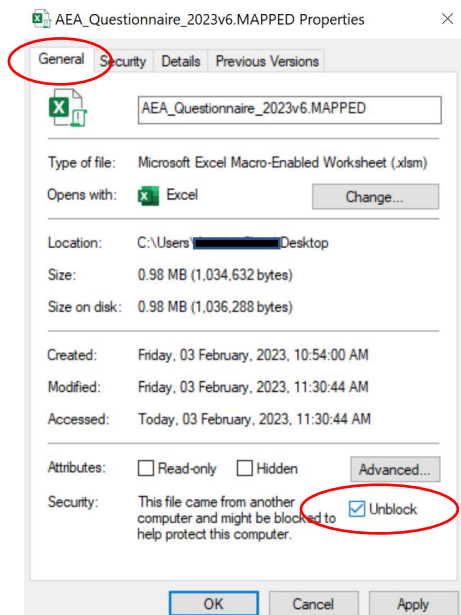


Instructions for enabling macros in the PEFA and AEA questionnaires

Macros from the internet have been blocked by default in Office. However, to fill out the PEFA and AEA questionnaires, you **must** make sure that the questionnaires have the macros enabled. To enable macros for the questionnaires, please follow the below instructions. You can also consult: <https://learn.microsoft.com/en-us/deployoffice/security/internet-macros-blocked>

1. Download the file to a local drive (e.g. downloads, your desktop, etc).
2. Right click on the file and click on “Properties”
3. Look at the “General” tab of the properties
4. Under “Security”, click “Unblock”



5. Click “Apply”, and then “OK”
6. Macros should now be enabled, and you can copy the file to a network share or centrally located file share as appropriate.