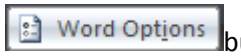
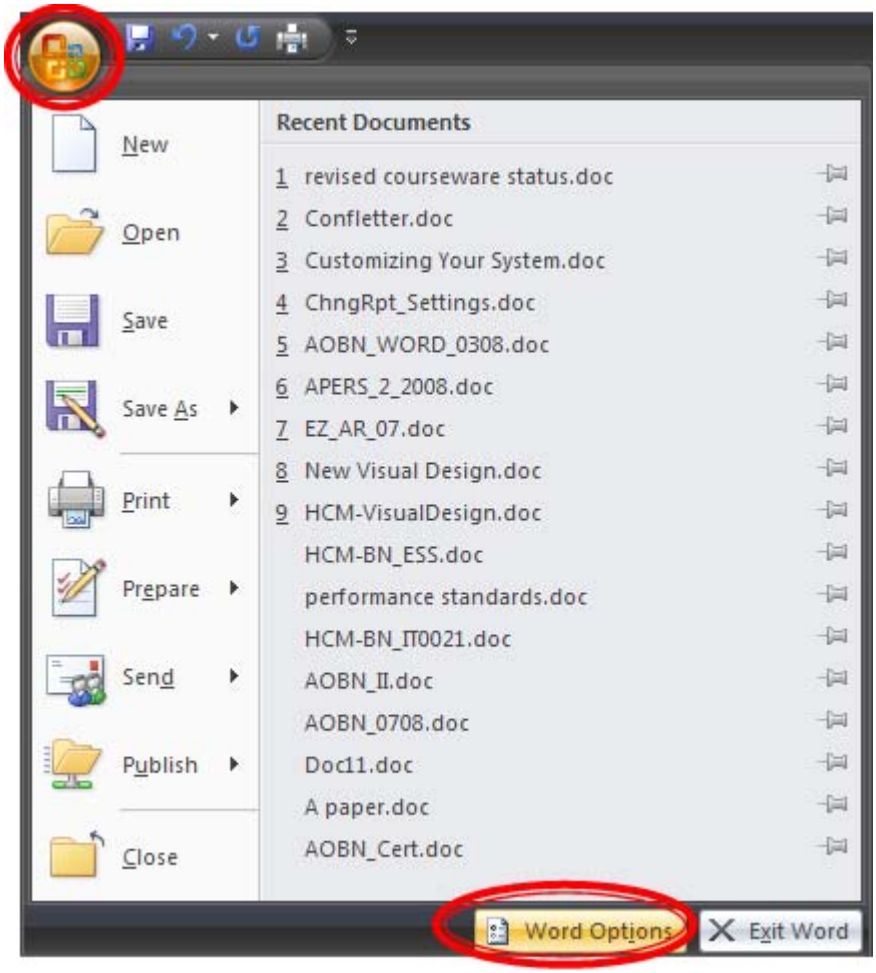
Changing Security Macro Settings in Word 2007

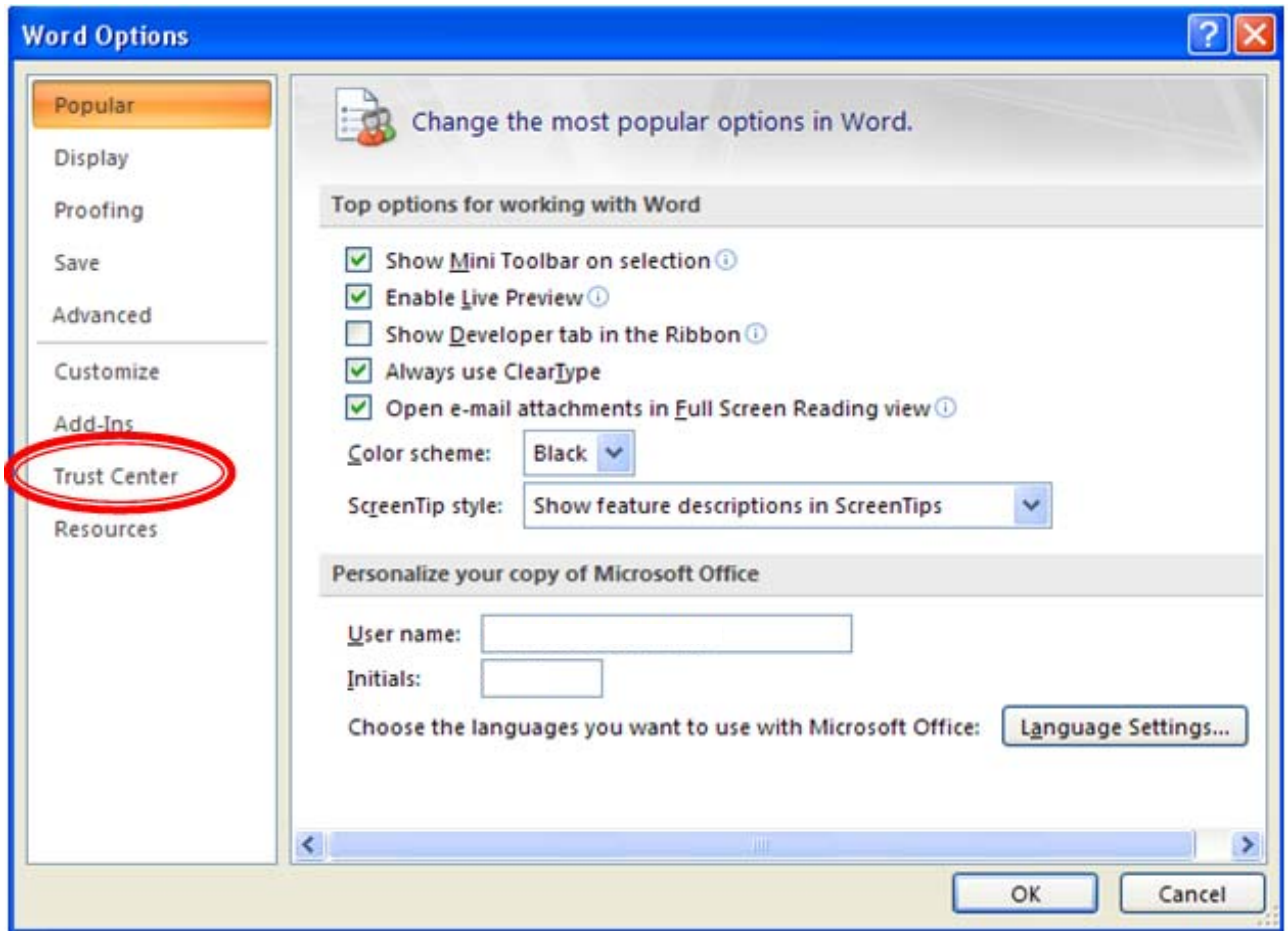
Employees who have Word 2007 installed on their computers may need to make adjustments in their security macro settings once the upgraded AASIS becomes available to the end user. These adjustments will allow accurate printing of employee name and benefits information in the benefit confirmation letter.

To change the security macro settings, open a Word document. Select the Office button at the upper left corner of the screen. Select the '*Word Options*' 

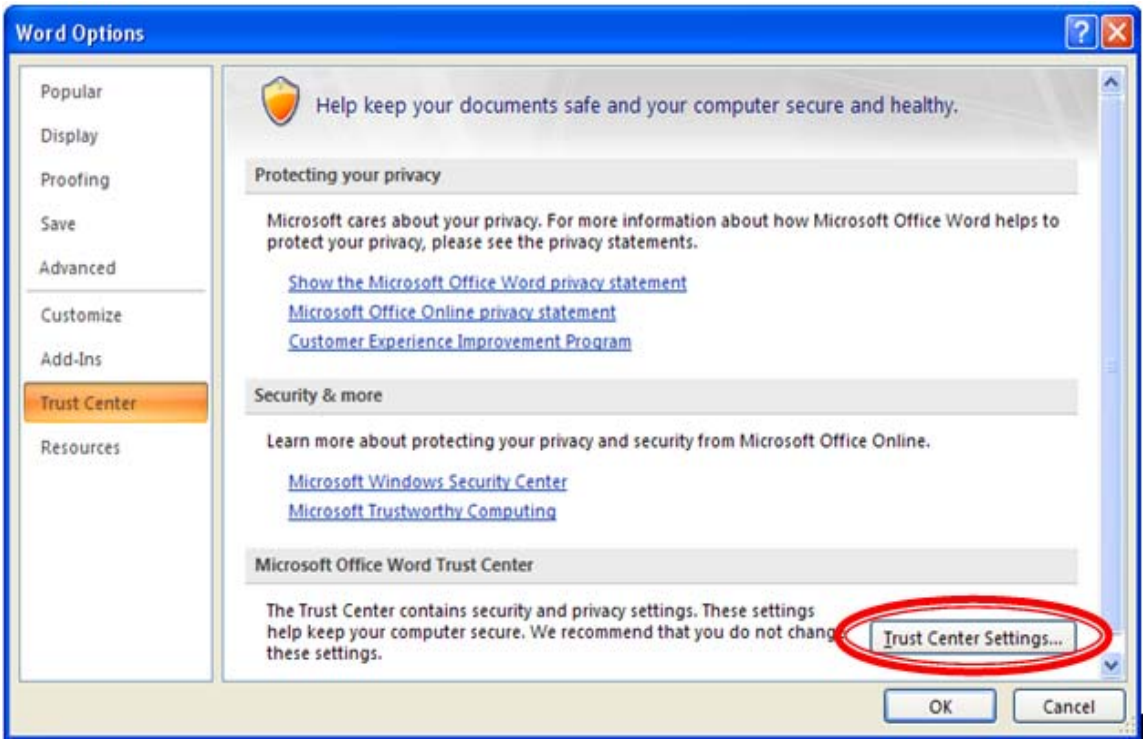
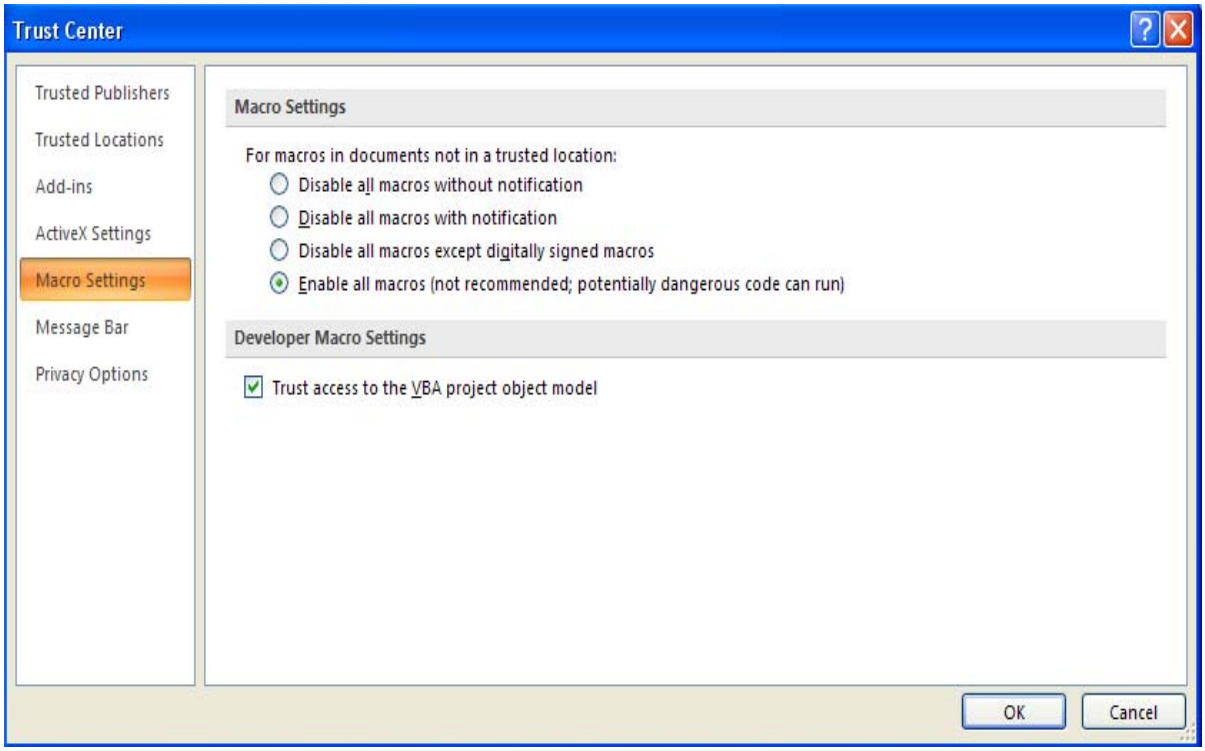
button located at the bottom right corner of the drop-down.



Select '*Trust Center'* from Word Options list.



Select the '*Trust Center Settings*' Trust Center Settings... button.



Select 'Enable all macros' from the Macro setting screen. Place a check in the '*Trust access to the VBA project object model*' box. Select '*OK*' OK to complete the process.