## Instruction to Download Rental Project Workbook (AHP/APP – 108)

These instructions are for Windows users only.

1. **Open** the .xlsm file on the website (AHP/APP-108) by clicking on the blue hyperlink.

## **AHP Rental Project Workbook**

**Note**: Please make sure to download the form and save to your device before filling in your information. Do not fill in your information if the form opens up in a web browser.



2. After the .xlsm is downloaded and you should see one of the following on the bottom of the webpage.



3. **Click** on the "..." or the " ^ " (see the red squared area) that appears on your screen.



4. A menu will prompt and please select "Show in folder" option.

70 HUDSON STREET • JERSEY CITY, NJ 07302			
	Open Always open files of this type		
© 2021 Federal Hom	Show in folder		
	Copy download link		
	Delete file		
	Cancel		
AHPAPP-108 (8).xlsm Open file			
© 2021 Federal Ho			
	Open Always open files of this type		
	Show in folder		
	Cancel		
AHPAPP-108 2021.xlsm	~		

5. In your "Downloads" folder, please **right click** on the .xlsm file that you just downloaded, you will see a new menu prompt. Please select "**Properties**".

Open		
New		
Print		
🐑 Convert to Adobe PDF		
🔁 Create and Share Adobe PDF		
🐑 Combine files in Acrobat		
🖻 Share		
Open with		
Give access to	>	
🕙 Open with TextPad		
💷 WinZip	>	
🔄 Monitor for EUC Insight		
🛃 Edit Metadata		
👌 Add/Associate to Inventory		
Disassociate from Inventory		
Restore previous versions		
Send to	>	
Symantec Encryption Desktop	>	
Cut		
Сору		
Create shortcut		
Delete		
Rename		
Properties		

6. You should see the following screen. Please check the "**Unblock**" box and hit "**Apply**", then hit "**OK**".

AHPAPP-108 (8) Properties			
General Secu	rity Details Previous Versions		
X	AHPAPP-108 (8)		
Type of file:	Microsoft Excel Macro-Enabled	Worksheet (xlsm)	
Opens with:	x Excel	Change	
Location:	C:\Users\liz\Downloads		
Size:	5.77 MB (6,051,355 bytes)		
Size on disk:	5.77 MB (6,057,984 bytes)		
Created:	Monday, April 12, 2021, 12:35:22 PM		
Modified:	Monday, April 12, 2021, 12:44:56 PM		
Accessed:	Today, April 12, 2021, 1 minute ago		
Attributes:	Read-only Hidden Advanced		
Security:	This file came from another computer and might be blocked to Unblock 1. help protect this computer.		
	3. OK Canc	2. el Apply	

- 7. Open this .xlsm file from the "Downloads" folder by double click on the file.
- 8. Click on "Enable Content" if you see this yellow banner on the top of the .xlsm file after you open it.



- 9. You may now begin to complete the workbook.
- 10. Please ensure to save this workbook in the name of .xlsm for submission.
- 11. If there is any question, please contact us at <u>AHP@FHLBNY.com</u>.