

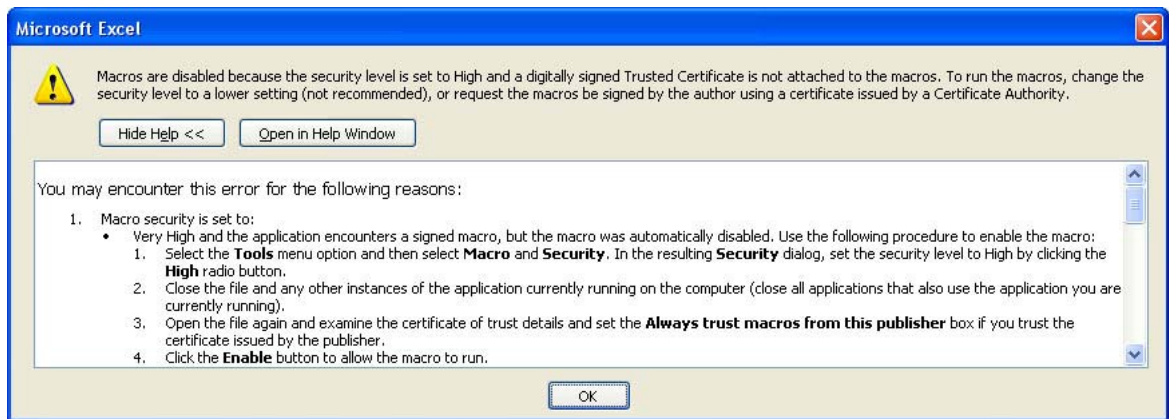


# Card Requirements Frequently Asked Questions

## 1. What application is needed to open the document and email the document with the email button?

Microsoft Excel 2003 or later  
Microsoft Outlook

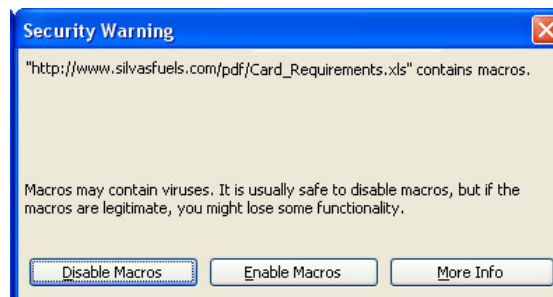
## 2. What do I do when I open the document I receive the following message?



This occurs because there is a Macro. Press "OK"

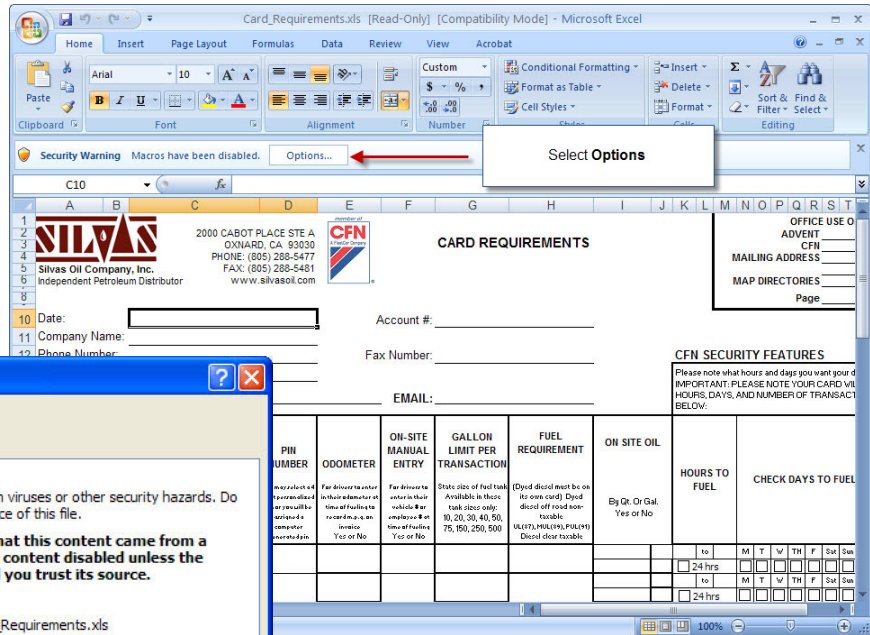
## 3. Should I enable Macros?

Yes enable the macro. The macro is an email button that was added so you can easily send the form back to [cardlock@silvasoil.com](mailto:cardlock@silvasoil.com)

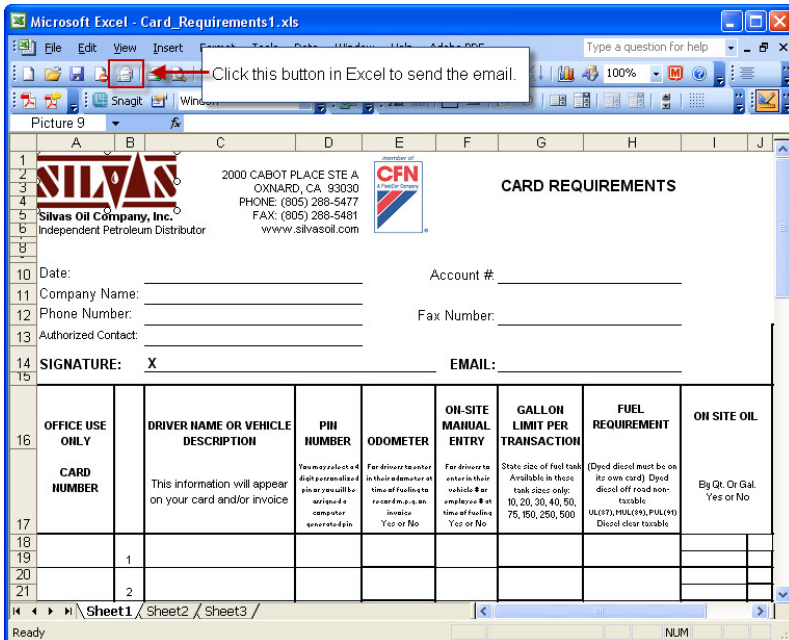


4. What do I do when I open the document and receive the following message?

a. Select Options



b. Select "Enable this content"  
c. Click Ok



4. Are there alternative ways to send the Card Requirements form?  
Yes, in excel there is a button that will automatically open Outlook and send your completed form. Please send all forms to [cardlock@silvasoil.com](mailto:cardlock@silvasoil.com)

or

#2  
Once completed, save the file, and attach the file to an email. Send the email to [cardlock@silvasoil.com](mailto:cardlock@silvasoil.com)