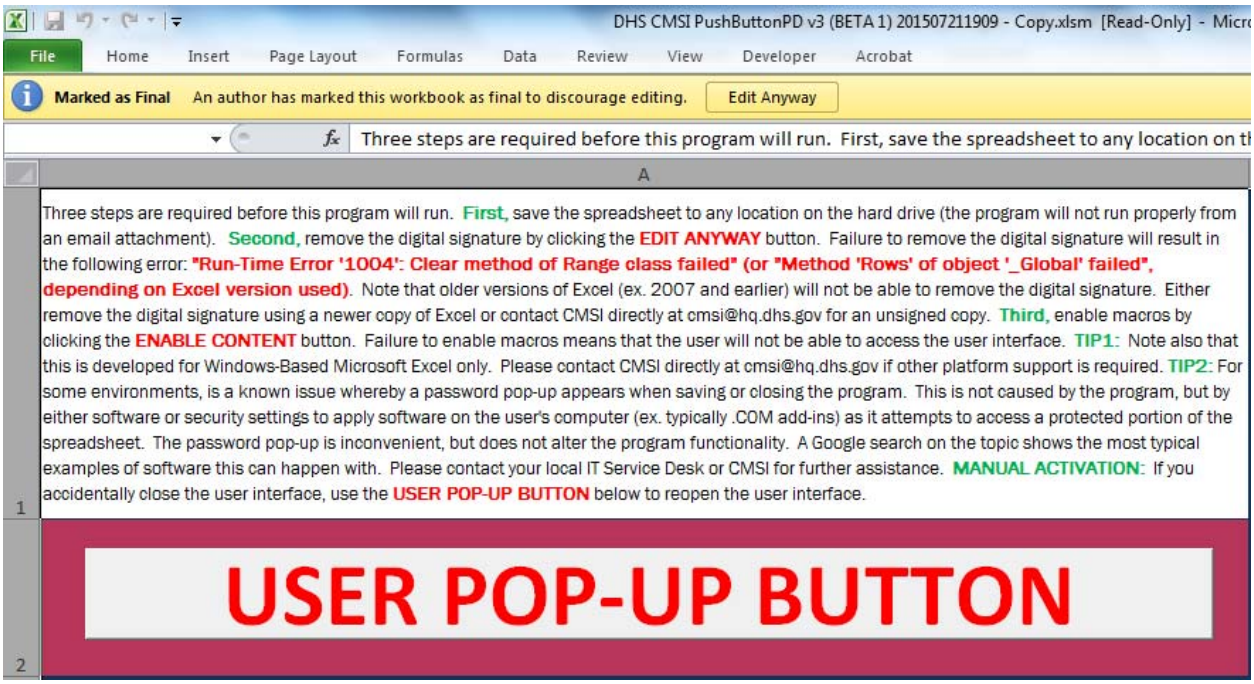
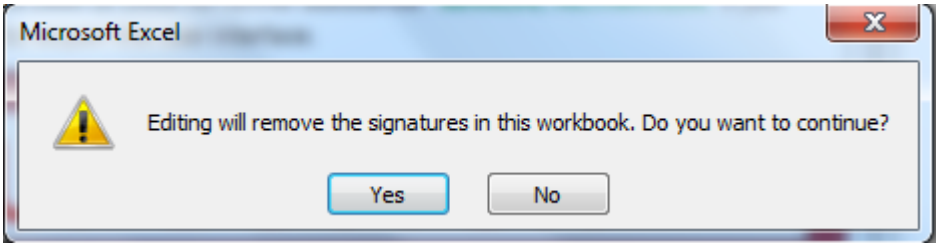
ONE-TIME PUSHBUTTONPD TOOL PREPARATION PROCEDURE

(Fast Method)

1. Open the email with the PushButtonPD attachment.
2. Right click the attachment and SAVE AS to a location on your computer.
3. Double-click on the file to open.
4. CLOSE any pop-ups that appear.
5. If you see a YELLOW BANNER called "Marked as Final" (example below), press the EDIT ANYWAY button.



6. A pop-up should appear (see below). Click YES.

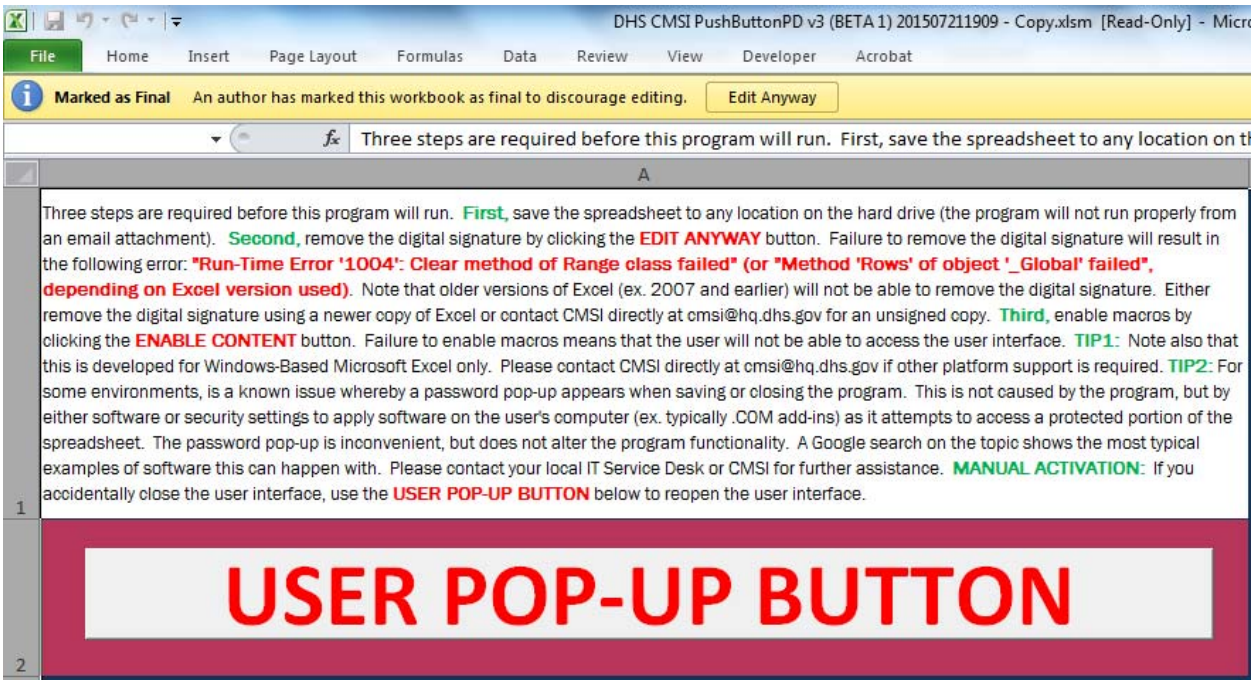


7. Press the SAVE button.
8. Close and reopen the tool. The tool should now function normally.

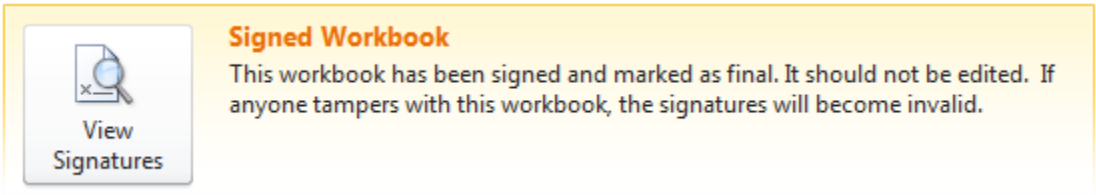
ALTERNATE PROCEDURE

(To inspect the Digital Signature before opening the file)

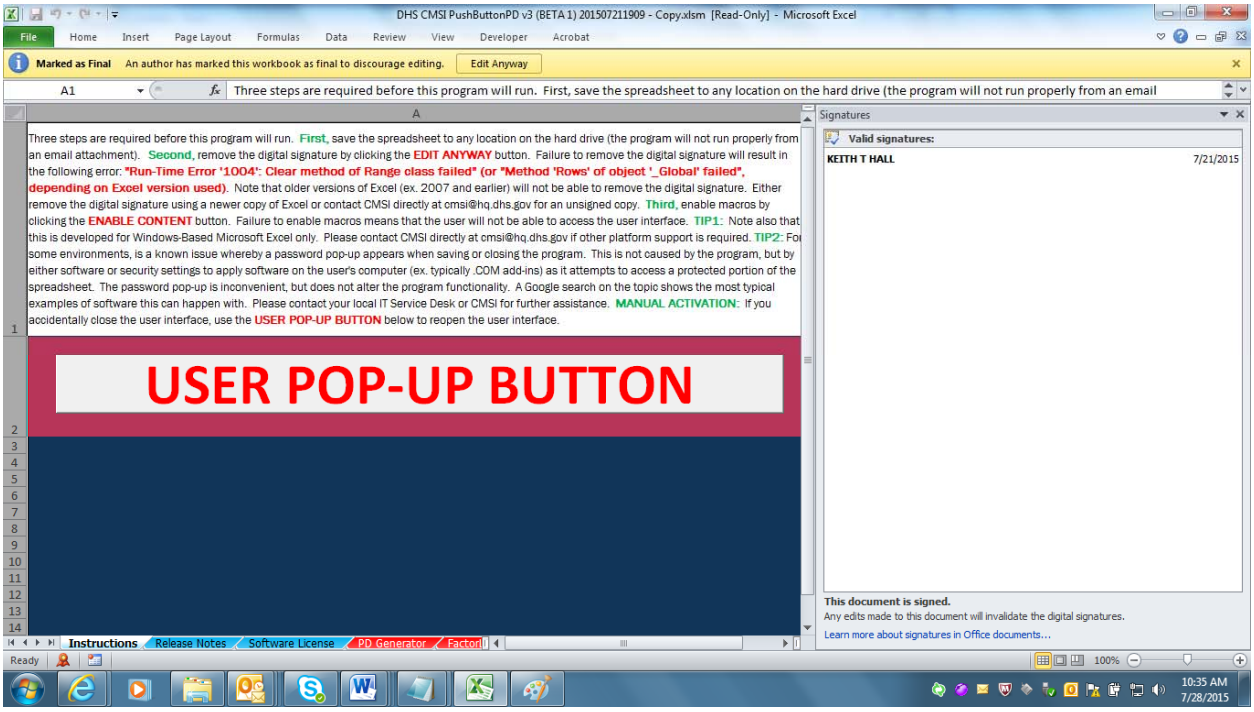
1. Open the email attachment with the tool.
2. Right click the tool and SAVE AS to a location on your computer.
3. Double-click to open the tool.
4. CLOSE any pop-ups that appear.
5. If you see a YELLOW BANNER called "Marked as Final" (example below), click on the text that says "An author has marked this workbook as final to discourage editing"



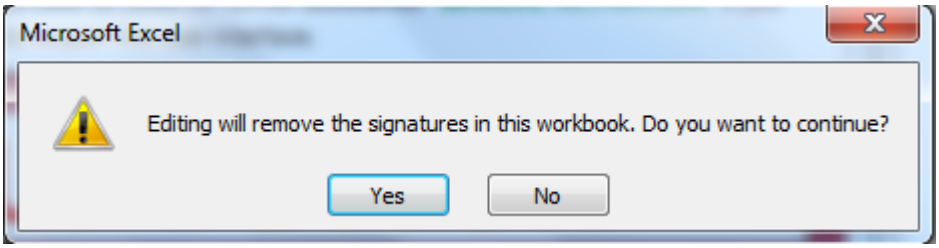
6. Press VIEW SIGNATURES under Signed Workbook



7. Ensure the Digital Signature is BLACK. (If the tool is brand new, and the signature is RED, do NOT use the tool and contact CMSI@hq.dhs.gov to report the issue).



8. A pop-up should appear (see below). Click YES.



9. Press the SAVE button.
10. Close and reopen the tool. The tool should now function normally.