**HOW TO PASSWORD PROTECT HEP TEMPLATE**

**BEFORE INPUTTING DATA**

1. **OPEN HEP TEMPLATE**
2. **SELECT FILE AND SAVE AS**
3. **CLICK BROWSE AND SELECT YOUR FILE NAME AND LOCATION AS YOU WOULD**
4. **AT THE BOTTOM OF THE ‘SAVE AS’ BOX IS A TOOLS DROP DOWN**
5. **CLICK TOOLS DROP DOWN THEN GENERAL OPTIONS**
6. **ENTER THE REQUIRED PASSWORD (4 LETTER HEP CODE) AND CONFIRM PASSWORD**
7. **CLICK SAVE AS YOU WOULD NORMALLY.**

**From this point you will be able to proceed in the usual way of inputting your required data into the spreadsheet.**