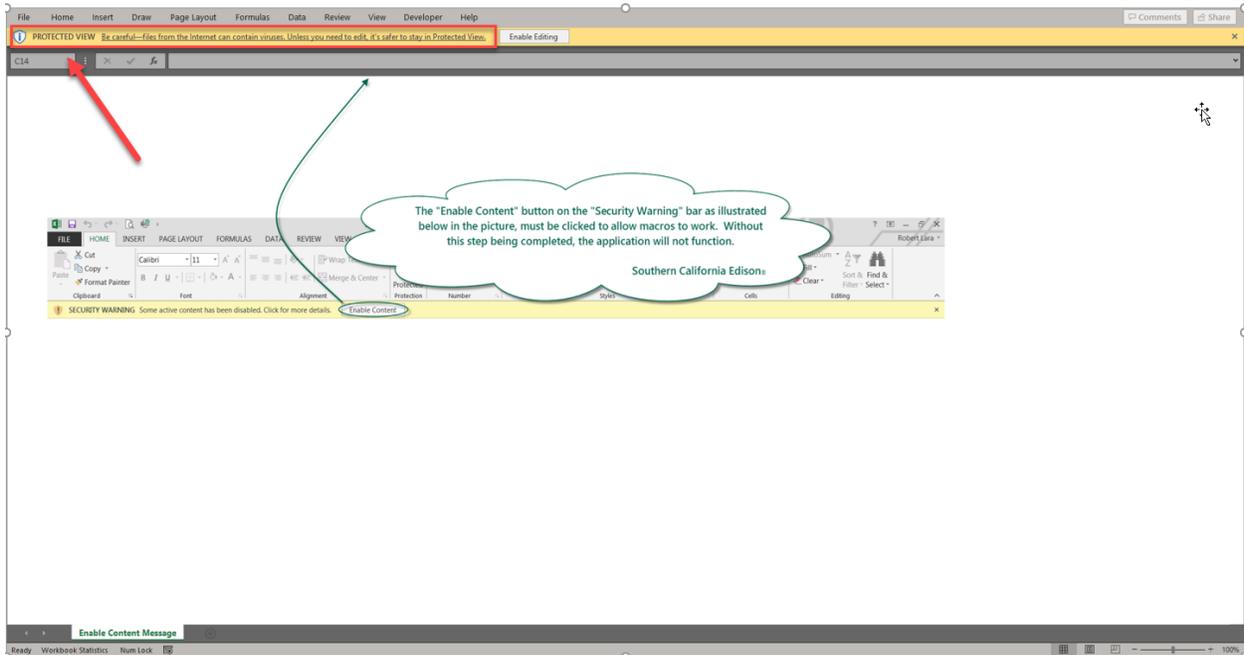


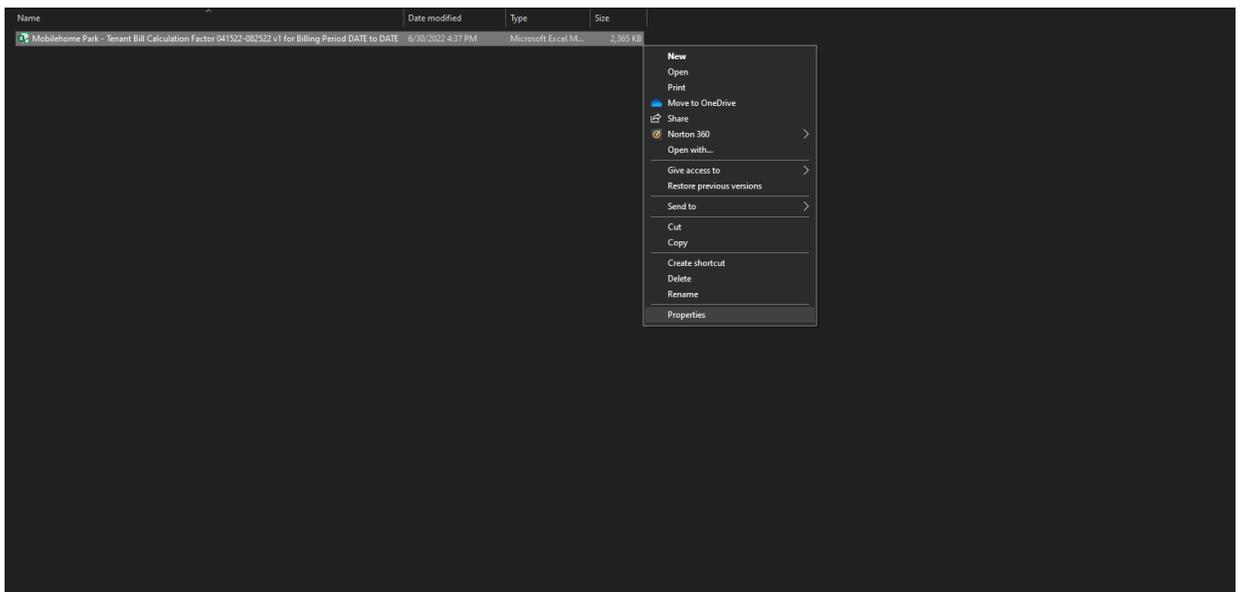
Mobilehome Park (MHP) - Protected View Job Aide

Due to continuous Microsoft security enhancements, your computer settings may need to be updated in order to continue utilizing the MHP tool. Please follow the steps below to disable the “Protected View” feature should you encounter this notification (as shown below in red).

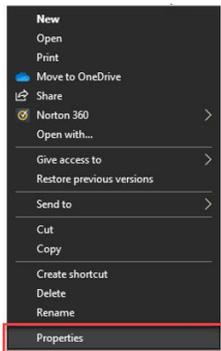
IMPORTANT: These steps should only be followed when downloading/receiving files from a trusted source.



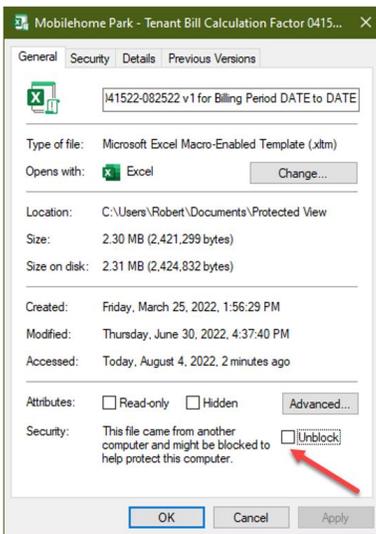
1. Upon seeing the “Protected View” notification, close the file.
2. Select the file and right mouse click on the file name to see the available options that can be executed (seen below).



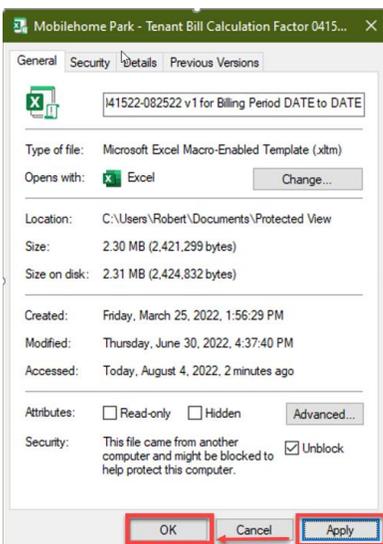
3. Select the "Properties" option.



4. Under the "General" tab in the "Security:" section, click inside the box to the left of the word "Unblock" which places a check mark.



5. Next click the "Apply" button and then "OK" button.



6. Re-launch the MHP tool once again. Continue steps as noted in the “MHP Tenant Bill Calculation Tool – How to Guide”.

