Microsoft Add-In

Microsoft Developer Testing Instruction

1. Make sure the Manifest.xml file has been downloaded for BCGateways

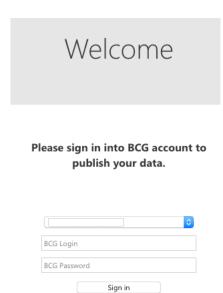2. From your browser access excel online and open the **test_funds.xlsx** file (download from www.bcgateways.com/tos)

3. In the home bar, under **Insert,** click on the **Office Add-ins** button

4. In the top right corner, click **Upload my Add-in.** Select the manifest file that was saved to your local desktop.

5. From the home bar, click the BCGateways icon.

6. On the Task pane, select https://lima.bcgateways.dev/signin from the drop down list.
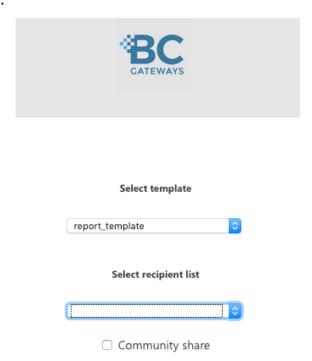
Microsoft Add-In

Welcome

Please sign in into BCG account to
publish your data.

BCG Login

BCG Password

Sign in

7. Underneath, enter your credentials

Microsoft Developers please use:

Username: BCGDemo@bcgateways.com

Password: Demo2020!

8.

BC GATEWAYS

Select template

report_template

Select recipient list

☐ Community share

Under Select Template, click the Type of File you're using, in this case,
UnitPricing_Template.

9. From the recipient list drop down, Select **TestList**.

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10. Click Publish.