

## 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](http://www.bcgateways.com/tos) )



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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://bcg.bcgateways.info/signin> from the drop down list.

## Microsoft Add-In

Welcome

Please sign in into BCG account to  
publish your data.

  
  
  

7. Underneath, enter your credentials

Microsoft Developers please use:

Username: [BCGDemo@bcgateways.com](mailto:BCGDemo@bcgateways.com)

Password: Demo2020!

- 8.



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**.

10. Click Publish.