## FEMA BCA Toolkit 6.0 Installation Instructions

This page features installation and launch instructions for FEMA's Benefit-Cost Analysis (BCA) Toolkit Version 6.0. You can use BCA Toolkit 6.0 in Excel Desktop or in Excel Online.

## **Excel Desktop**

The following directions are for using BCA Toolkit 6.0 in the desktop version of Excel. (Excel 2013 or newer is required.)

- 1. Click the "Download the BCA Toolkit Version 6.0" button on the <u>Benefit-Cost</u> Analysis page and open the Excel file.
- 2. (FEMA computers should skip this step) In the Insert tab, in the Add-ins section, click on My Add-ins. Select the Store option and search for FEMA Benefit-Cost Analysis Calculator. Click Add.
- 3. On the Home tab, you should now see the FEMA BCA V6.0 icon in the upper righthand ribbon.
- 4. Click on the FEMA BCA V6.0 icon. A sidebar will open.
- 5. Click Open Calculator to begin your BCA.
- 6. The add-in window will open and take you to the home screen. From here you can start a new project by clicking Add Project.
- 7. To save your work, click "Finish" on the second screen, close the add-in window, and save the Excel file, renaming it as desired.

## **Excel Online**

The following directions are for using BCA Toolkit 6.0 in Excel Online. Excel Online works best in Firefox and Chrome browsers.

- 1. Click the "Download the BCA Toolkit Version 6.0" button on the Benefit-Cost Analysis page and save the Excel file to your machine or OneDrive.
- 2. If you do not already have one, create a free Office 365 account.



- 3. Once logged in, open Excel Online by clicking on the Excel icon under Apps.
- Open the file BCA\_Toolkit\_6.xlsx in Excel Online by clicking Upload a Workbook.
- 5. In the Insert tab, click Office Add-ins. Select the Store option and search for FEMA Benefit-Cost Analysis Calculator. Click Add. (If you get a message saying Microsoft 365 has been configured to prevent individual acquisition of Office Add-ins, you can sign out and sign in using a personal account.)
- 6. You should now see the FEMA BCA button in the top righthand side in the Home tab.
- 7. To launch the Toolkit, click on the FEMA BCA button. A sidebar will open.
- 8. Click Open Calculator. You may be asked if you want to allow your browser to open another window. Click Allow.
- 9. The add-in window will open and take you to the Home screen. From here you can start a new project by clicking Add Project.
- 10. To save your work, click "Finish" on the second screen and close the add-in window. IMPORTANT: You must make sure to save a copy of the file to your local machine by clicking File, Save As, Download a Copy, and choosing the "Open with Microsoft Excel" option. Once the file opens, click File, Save As, and save a copy to your local machine. To reopen the file in Excel Online, click Upload a Workbook and navigate to the file on your local machine.

## **Technical Assistance**

FEMA's BCA Helpline is available to provide assistance using the BCA Toolkit, including with troubleshooting technical issues. The BCA Helpline cannot review or perform benefit-cost analysis. For help reviewing or performing BCA, or to ask eligibility or policy questions, please contact your local state hazard mitigation officer.

The BCA Helpline's hours are 9 a.m. – 5 p.m. (EST), Monday through Friday. Email questions to <a href="mailto:bchelpline@fema.dhs.gov">bchelpline@fema.dhs.gov</a> or call toll free at 1-855-540-6744.

