

# RESPA Escrow Calculator FAQ

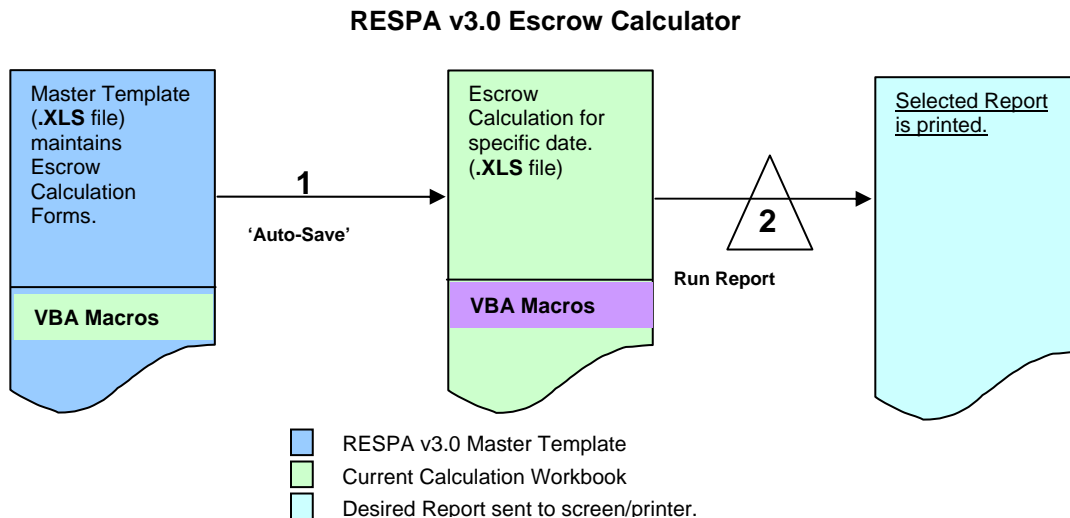
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## General Guidelines

1. Download the archived zip file from DSC website before starting an Escrow Calculation.
2. Always **start** a new Calculation from the original Master Template by double-clicking the file or by hitting the Enter key to execute the data gathering process
3. Users need to remove the copy “RESPA\_Escrow\_MMDDYY.xls” from the folder before starting a new calculation
4. Always **save** your calculations before exporting it out so you have backup to revert back to if necessary.
5. This Master Template is coded with MS VBA Macros and you need to ‘**Enable Macros**’ for it to work properly.
6. The Auto-save function will save the current calculation workbook in the same directory where the master template resides and the default name for the exported document is in the format of:
  - a. RESPA\_Escrow\_MMDDYY.

## The Automated Calculation process

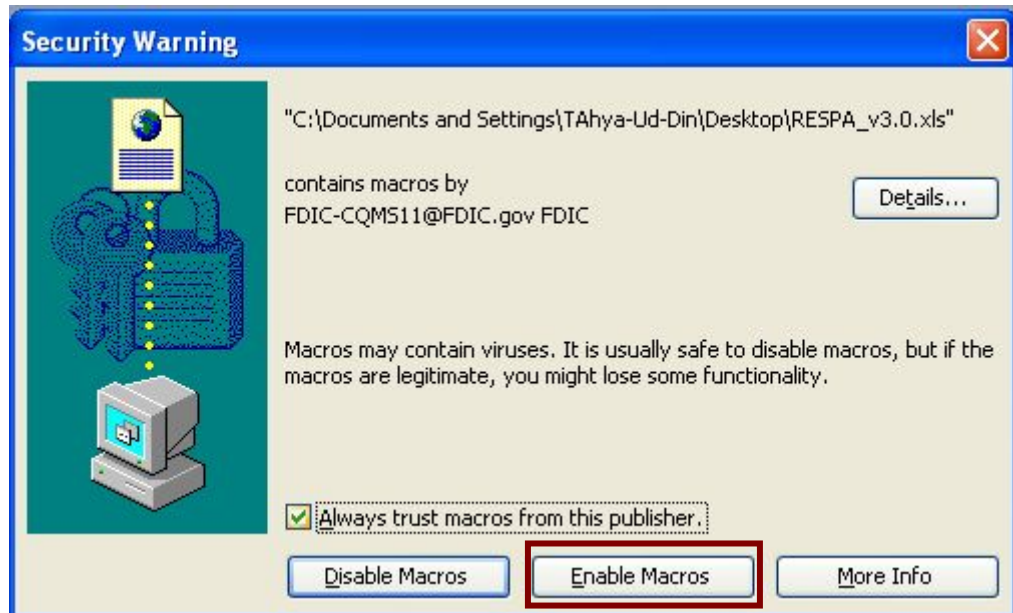


Once you double-click and open the Master Template, it creates a new document in the image of that template and you basically work on this new document. The calculations can be viewed on screen and printed on default printer as per the user selection from the user form.

*Note: Always start new calculations from the Master Template so you have a fresh copy of the document without any unrelated data.*

## To Open the Escrow Calculator

1. Start the calculation from the original Master Template by double-clicking the file or by hitting the Enter key to execute the data gathering process.
  - a. Please go ahead and **Enable Macros** along with selecting '**Always trust macros from this publisher**' checkbox for the functionality to work. Depending on your machine privileges, you may be required to activate and/or trust the macros enable documents and may receive a warning box as below:



2. The document disappears and a form appears in the center of your computer screen.