**DATA IMPORTING NOTES**

Please note that this data contains fields with leading zeroes. In order to use this data with Microsoft Excel, you must save the file to your computer and then import the data. *If you double-click on the .csv file and allow Excel to open the file automatically, the leading zeroes will disappear.*

1. Download and save the data to your computer
2. Open a blank worksheet in Excel
3. Click on ‘Data’ tab on toolbar
4. Click on ‘Get External Data’
5. Select ‘From Text’
6. Navigate to the file you have saved and click ‘Import’ button
7. Click ‘My data has headers.’
8. Click ‘Next’ button
9. Select ‘Comma’ under Delimiters
10. Click ‘Next’ button
11. Select ‘Text’ as the Column data format for the first column
12. Click ‘Finish’ button
13. Be sure cursor is in cell A1 and then click ‘OK’