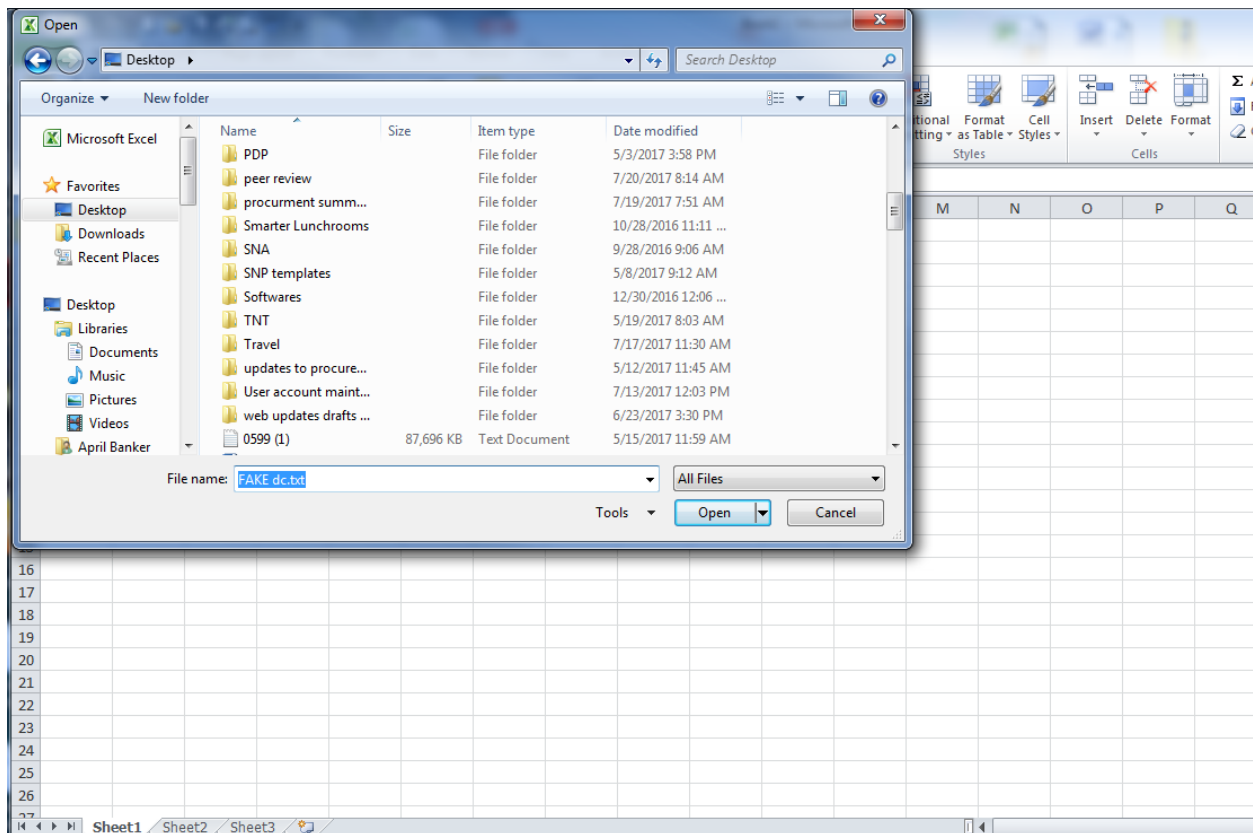
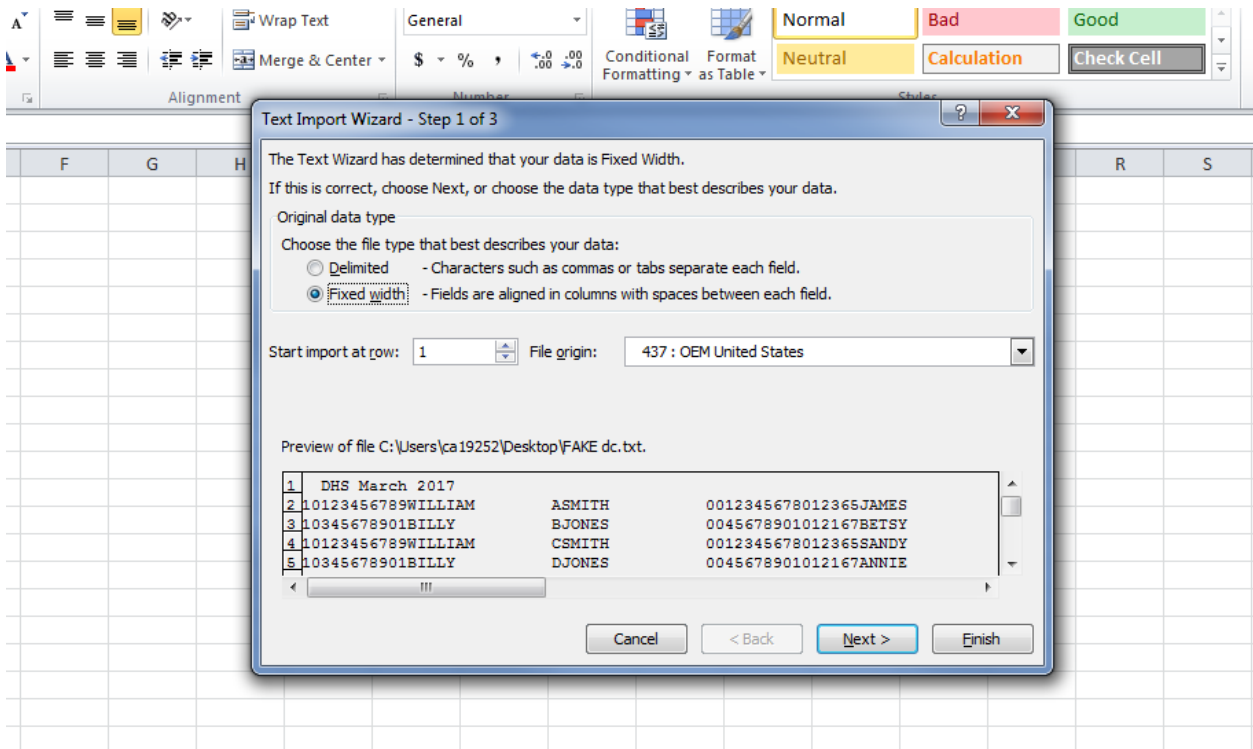


Opening and Editing a Direct Certification File in Excel

1. Save the direct certification (DC) file to your documents or desktop.
2. Open Excel.
3. Open the saved DC text file using Excel.

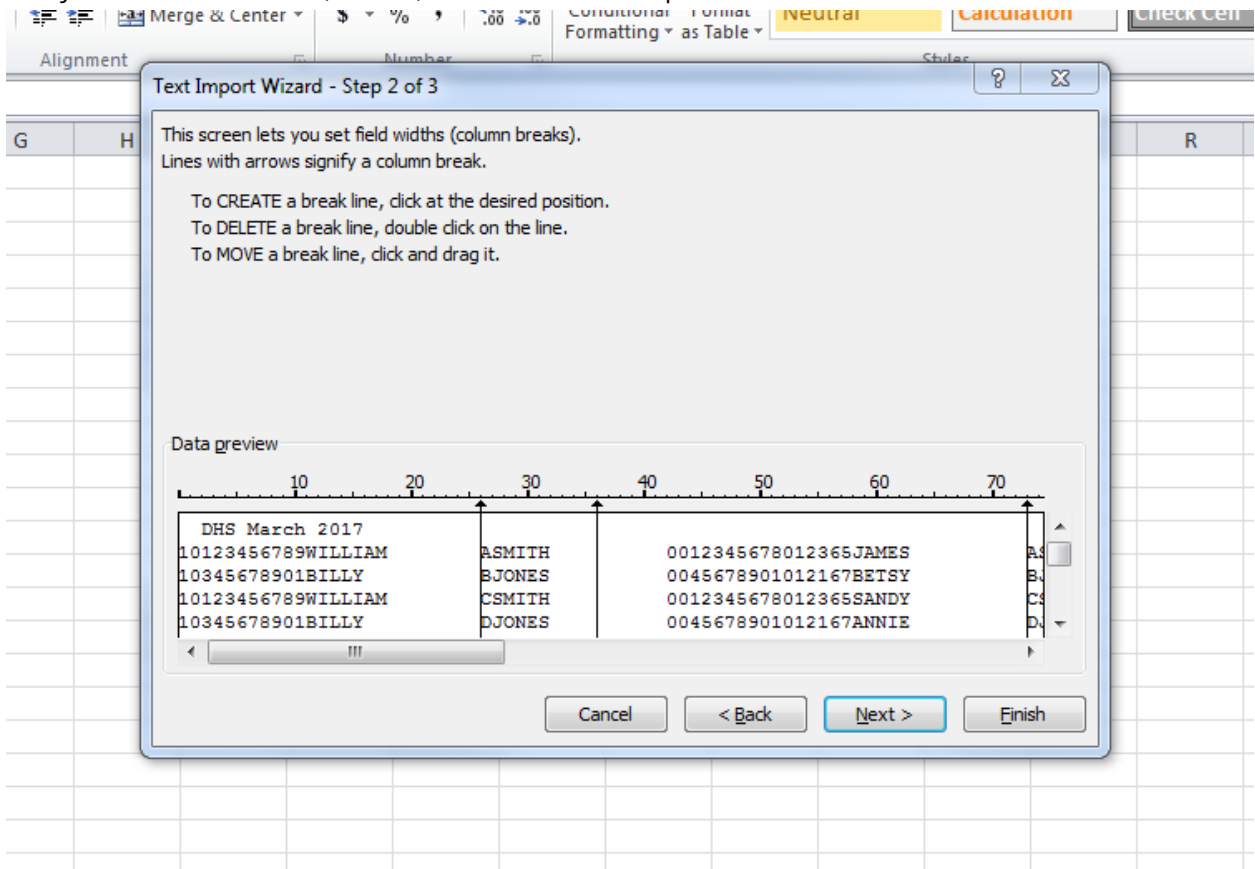


4. Choose "Fixed width."



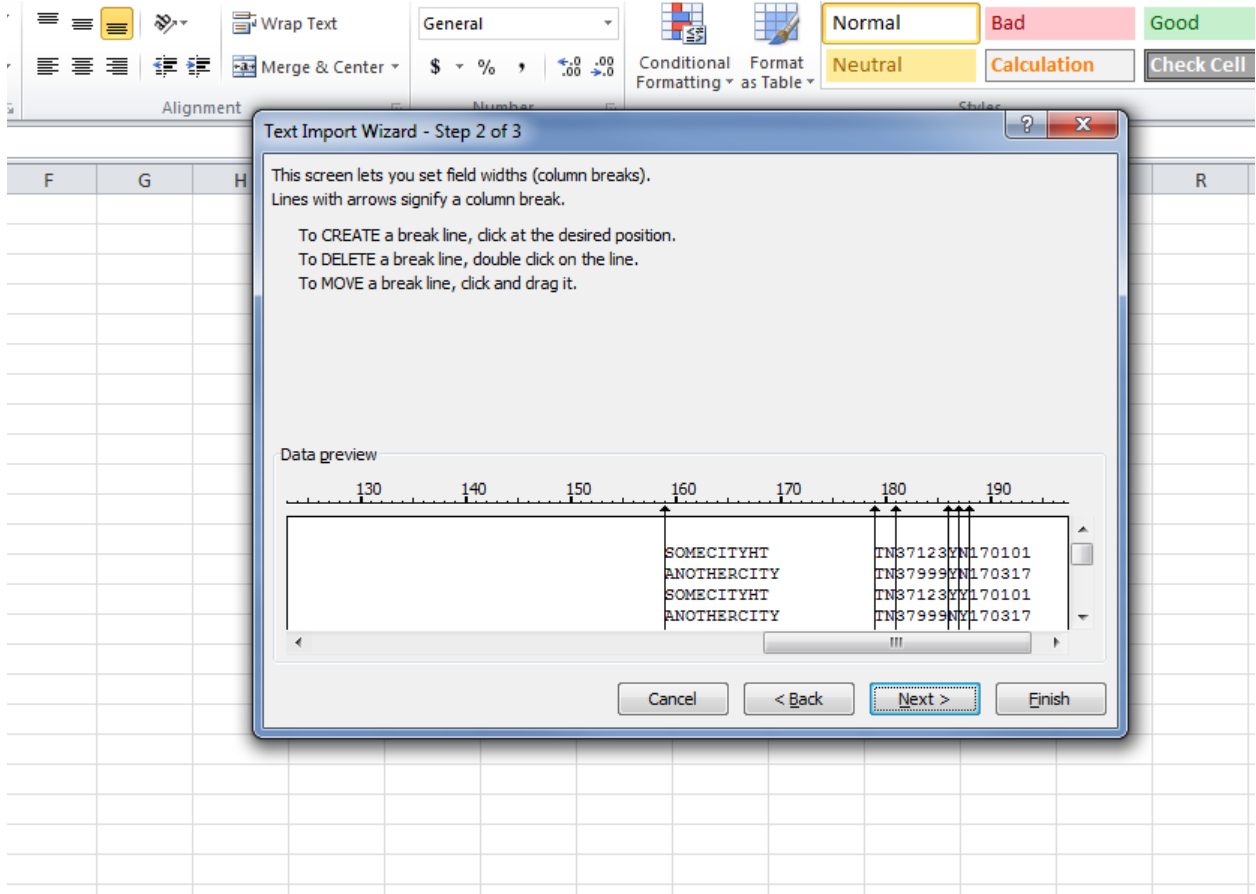
5. Click "Next."

6. Use your mouse to create, delete, or move lines to separate fields.

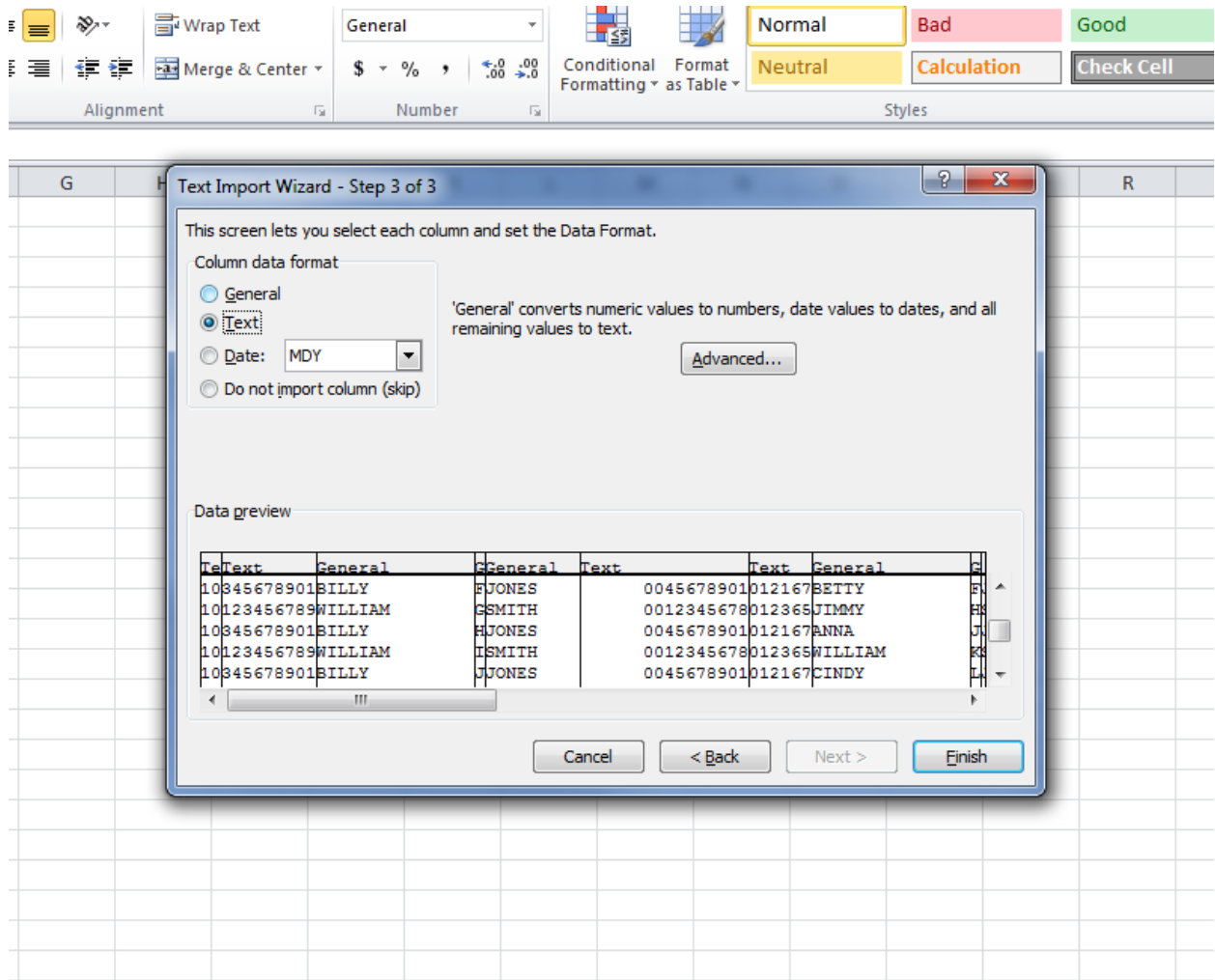


Create the file you want. To insert a break, just click where you want it. To move a break, just drag it to where you want it. To delete a break, double-click it.

- Once you have all the breaks where you want them, click "Next." Note the breaks below in front of the "Y" and "N;" this is the field that designates SNAP (Y) or TANF (N). Beginning Y is SNAP; beginning N is TANF.



- Convert the data from a general format to text format here. Click on the columns that contain any numbers, such as the SSN column, Case Number column, address, etc. Change from general to text to keep any zeroes from dropping off during the conversion (see second screen shot below).



- Click "Finish."

10. Once completed, your file should look similar to this:

	DHS March	2017															
10	123456789	WILLIAM	A	SMITH	0012345678	012365	JAMES	A	SMITH	1234ANY STREET DRIVE	SOMECITYHT	TN	37123	Y	N	170101	
10	345678901	BILLY	B	JONES	0045678901	012167	BETSY	B	JONES	555 13TH AVE	ANOTHERCITY	TN	37999	Y	N	170317	
10	123456789	WILLIAM	C	SMITH	0012345678	012365	SANDY	C	SMITH	1244ANY STREET DRIVE	SOMECITYHT	TN	37123	Y	Y	170101	
10	345678901	BILLY	D	JONES	0045678901	012167	ANNIE	D	JONES	55567 13TH AVE	ANOTHERCITY	TN	37999	N	Y	170317	
10	123456789	WILLIAM	E	SMITH	0012345678	012365	SUSSY	E	SMITH	1234ANY STREET DRIVE	SOMECITYHT	TN	37123	N	Y	170101	
10	345678901	BILLY	F	JONES	0045678901	012167	BETTY	F	JONES	55565 13TH AVE	ANOTHERCITY	TN	37999	Y	Y	170317	
10	123456789	WILLIAM	G	SMITH	0012345678	012365	JIMMY	H	SMITH	123456 ANY STREET DRIVE	SOMECITYHT	TN	37123	Y	N	170101	
10	345678901	BILLY	H	JONES	0045678901	012167	ANNA	J	JONES	5500 13TH AVE	ANOTHERCITY	TN	37999	Y	N	170317	
10	123456789	WILLIAM	I	SMITH	0012345678	012365	WILLIAM	K	SMITH	12 ANY STREET DRIVE	SOMECITYHT	TN	37123	Y	N	170101	
10	345678901	BILLY	J	JONES	0045678901	012167	CINDY	L	JONES	545 13TH AVE	ANOTHERCITY	TN	37999	Y	N	170317	

If you have additional questions, please reach out to our team at 800-354-3663.