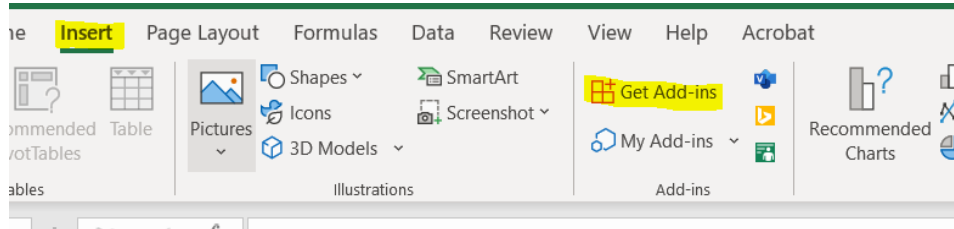


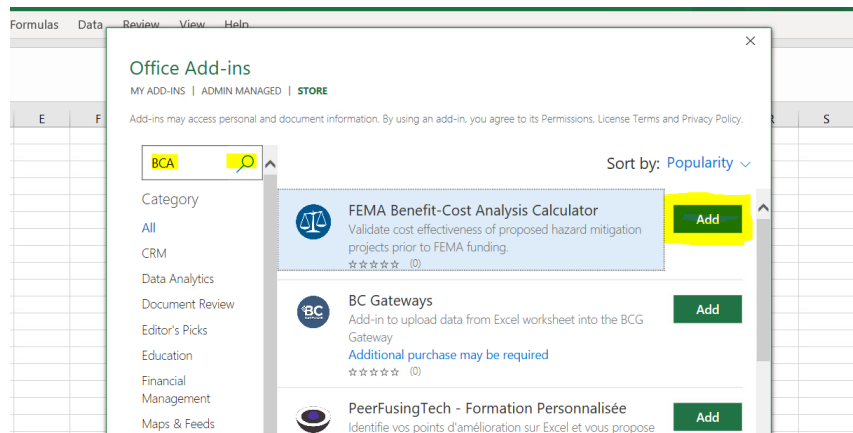
## Excel Desktop - BCA Instructions

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

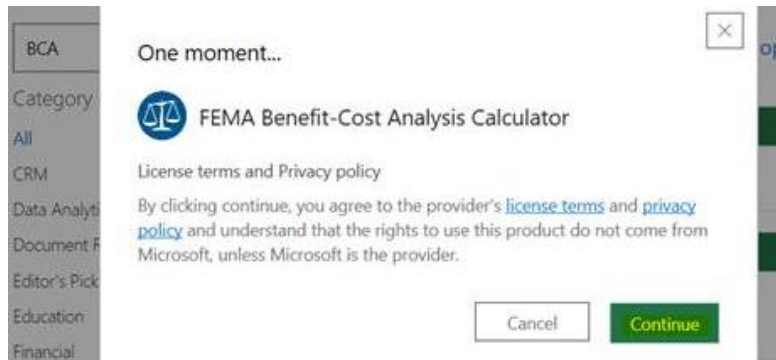
1. Click the “Download the BCA Toolkit Version 6.0” button on the [Benefit-Cost Analysis page](#) and open the Excel file.
2. In the Insert tab, in the Add-ins section, click on “Get Add-ins”. This will open the Office Add-ins window.



3. Type “BCA” into the search bar and Click the green “Add” button next to FEMA Benefit-Cost Analysis Calculator.



4. Click continue if you agree with the license terms.



5. On the Home tab, you should now see the FEMA BCA V6.0 icon appear in the upper righthand corner.

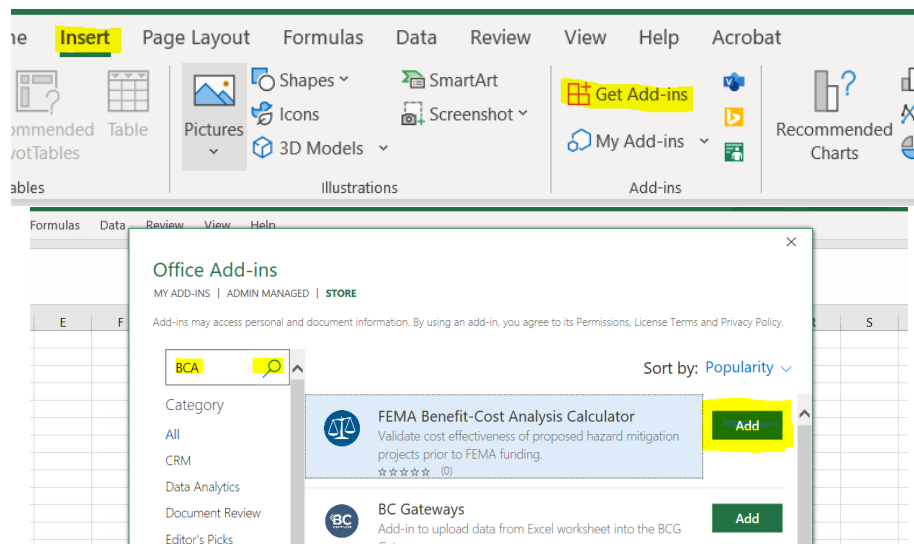
6. Click on the FEMA BCA V6.0 icon. A sidebar will open.
7. Click Open Calculator to begin your BCA.
8. The add-in window will open and take you to the home screen of the BCA Calculator. From here you can start a new project by clicking Add Project.
9. To save your work, click "Finish" on the second screen of the BCA Calculator, close the add-in window, and save the Excel file, renaming it as desired.

Here is a link to view a demonstration video of these instructions - [BCA Tutorial Video](#)

### **Excel Online – BCA Instructions – Another Option**

If you experience difficulties with the desktop Excel version, another option is to use Excel Online. The following directions are for using BCA Toolkit 6.0 in Excel Online. Excel Online works best in Firefox and Chrome browsers. This [link](#) will also bring you to a video walk through of the process written below.

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.
4. 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 Icon in the top righthand side in the Home tab.
7. To launch the Toolkit, click on the FEMA BCA icon. 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.

Those are the steps necessary to add the BCA calculator tool.

Additional Resources:

[BCA Webinar Recording](#)

[BCA Webinar 2.0 Recording](#)

[BCA Webinar Slides](#)

[BCA Webinar 2 Slides](#)

FEMA’s BCA Helpline is also available to provide assistance accessing/using the BCA Toolkit

The BCA Helpline’s hours are 9 a.m. – 5 p.m. (EST), Monday through Friday. Email questions to **bchelpine@fema.dhs.gov** or call toll free at **1-855-540-6744**.