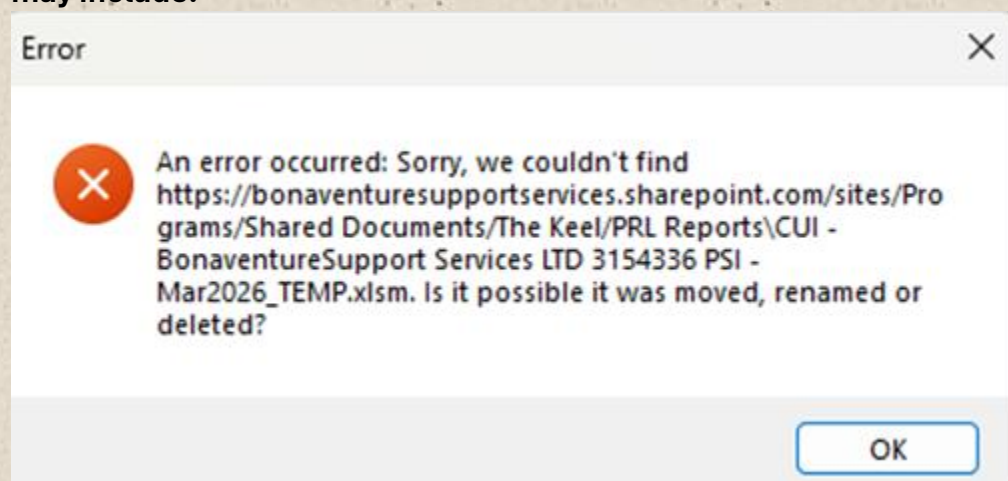


Periodic Report for L.I.F.E. (PRL)

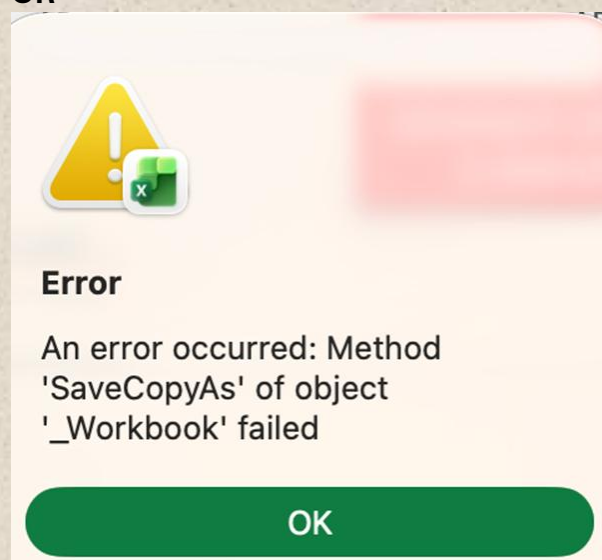
Submission Tips

Instructions:

CLBC systems will not accept macro functioning workbooks via email. The PRL template has the functionality to Generate Copy for Submission which essentially removes the macros, however, sometimes this step does not work for some service providers. Users should follow the instructions for submission in the [Periodic Report for Employment \(PRE 2020\) Practice Guidance](#) starting on page 26. Error messages may include:



OR



OR

Your message to lifereporthelp@gov.bc.ca couldn't be delivered.

A custom mail flow rule created by an admin at bcgov.onmicrosoft.com has blocked your message.

Your message has been rejected due to a potentially unsafe file attachment.

inclusionchilliwacks. . .

Office 365

gov.bc.ca

Sender

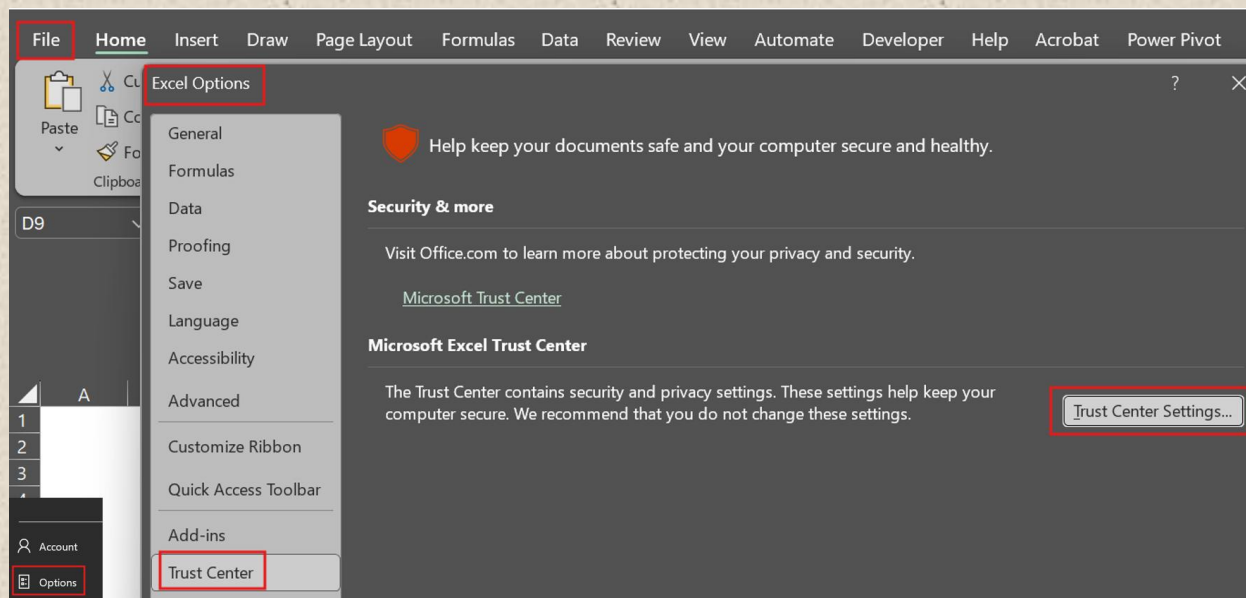
Action Required

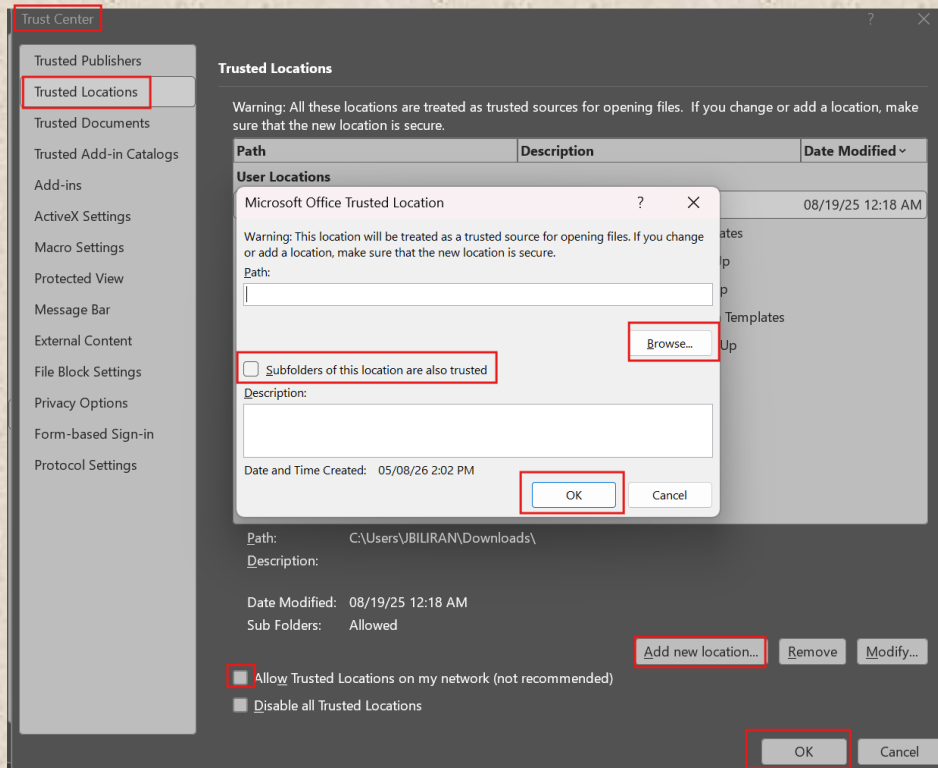
Blocked by mail flow rule

If you receive an error message, use the steps below to problem solve submission issues.

Step 1: Environment

Security settings: Make sure the folder is saved in trusted folder.





A. Create or choose a dedicated folder for the report

Before changing Excel settings, create or identify the folder where the report will be saved.

Example: <C:\Users\YourName\Documents\CLBC Report>

If the report is saved on a network drive, use the exact network folder where the report will be stored.

Example: <\\NetworkDrive\Reports\CLBC Report>

Do not trust a general network folder unless the folder is secure and only authorized users can add or change files.

B. Add the folder as a Trusted Location in Excel

1. Open **Excel**.
2. Click **File** in the top-left corner.
3. Click **Options** at the bottom-left side of the screen.
4. In the **Excel Options** window, click **Trust Center**.
5. Click **Trust Center Settings**.
6. In the **Trust Center** window, click **Trusted Locations**.
7. Click **Add new location**.
8. Click **Browse**.
9. Select the folder where the Excel report is saved.
10. Check the box labelled: **Subfolders of this location are also trusted**

Use this option if the report folder contains supporting files in subfolders, such as source files, exports, templates, or backup copies.

11. Click **OK** to confirm the selected folder.
12. Click **OK** again to close the **Trust Center** window.
13. Click **OK** again to close **Excel Options**.

Microsoft's official steps are: **File > Options > Trust Center > Trust Center Settings > Trusted Locations > Add new location > Browse > OK.**

C. If the report is saved on a network drive

If the report is saved on a shared network location, complete this additional step:

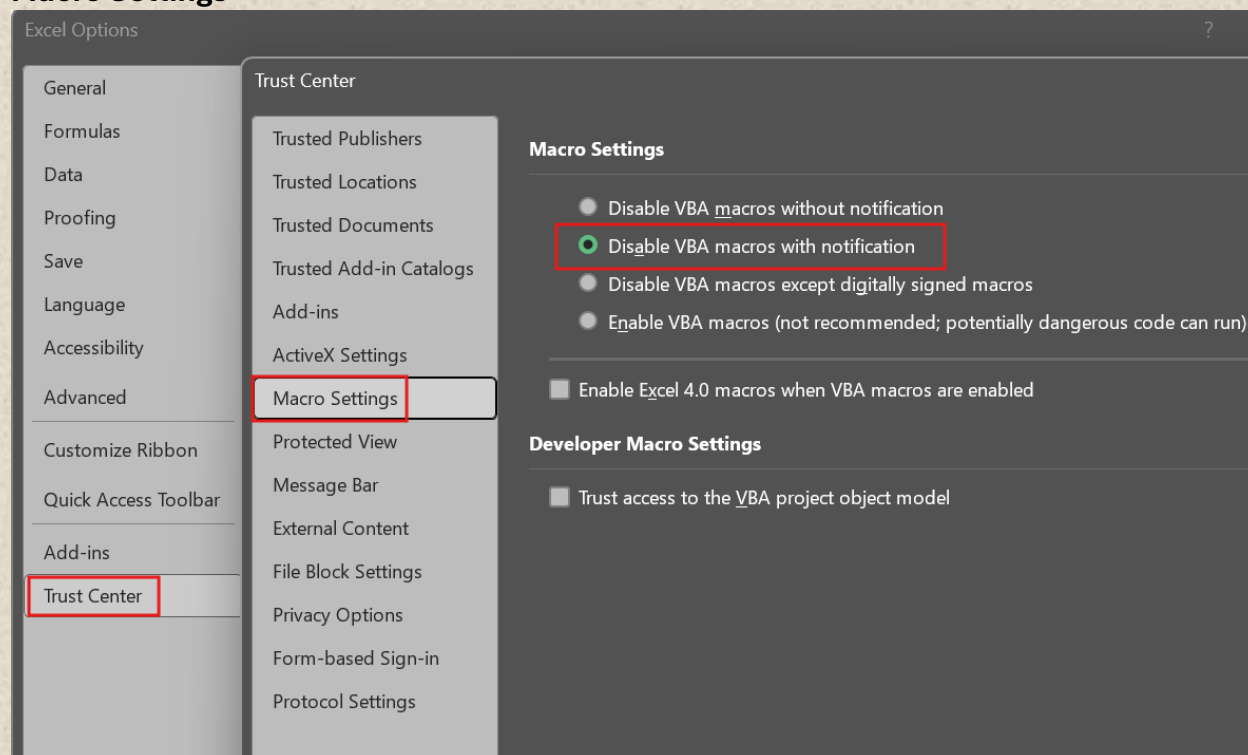
1. In the **Trusted Locations** screen, check:
Allow Trusted Locations on my network (not recommended)
2. Then click **Add new location** and browse to the network folder.
3. Select the specific network folder where the report is saved.
4. Check: **Subfolders of this location are also trusted**
5. Click **OK** until all Excel settings windows are closed.

Important: *Microsoft notes that network Trusted Locations are **not recommended by default** because files in shared folders may be changed by other users. Use this option only when the network folder is secure and access is limited to authorized users.*

D. Important reminders

- Only add the exact folder used for this report.
 - Do not add broad folders such as **Downloads, Desktop**, or the entire **C:\ drive**.
 - If the file is moved to another folder later, repeat these steps for the new folder.
 - If the organization manages Excel security settings centrally, some options may be disabled. In that case, contact IT or the system administrator.
-

Macro Settings



To allow the report macros to run safely, use the following Excel macro setting:

1. Click **File**.
2. Click **Options**.
3. Click **Trust Center**.
4. Click **Trust Center Settings**.
5. Click **Macro Settings**.
6. Select **Disable VBA macros with notification**.
7. Click **OK**.

When the report is opened, Excel may display a security message. If the report is from a trusted source and is saved in the correct trusted folder, click **Enable Content** to allow the report macros to run.

Note: If the file was downloaded from email, Teams, SharePoint, or the internet, macros may still be blocked by Microsoft Office security settings. In that case, **save the file in the approved Trusted Location first**, or ask your IT/report support for help.

Step 2: Submit Button

Once your PRL has been protected by a password (See [Periodic Report for Employment \(PRE 2020\) Practice Guidance](#) pg. 26), the final step is to generate a Copy for Submission. * This is mandatory.

	Q1	Q2	Q3	Q4	
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GENERATE COPY FOR SUBMISSION



Generate the “For Submission Only” Report

When the report is complete and ready to submit, generate the **For Submission Only** copy.

1. Go to the **Report** tab.
2. Click the button located beside # **FTE / Potential Service Hrs.**
3. The template will automatically create a separate submission copy of the report.
4. The new file will be saved on your **Desktop**.
5. The new file name will use the **Suggested File Name** and will add **FOR SUBMISSION ONLY** at the end.

Example: **Suggested File Name - FOR SUBMISSION ONLY.xlsx**

6. The **For Submission Only** copy will have the macros removed.
7. This copy is intended only for submission to CLBC. After it has been submitted, it does not need to be reused or maintained.

Important

Keep the original working copy of the template. The working copy contains the macros and should be used for future edits, corrections, or updates. Do not make further working changes in the **For Submission Only** copy.

Submit the Report

Send the **For Submission Only** report from your dedicated **L.I.F.E. Service email account** to: LIFEReportHelp@gov.bc.ca

Step 3: Alternate Way

Alternative Method: Create the “For Submission Only” Report Manually

Use this method only if the **For Submission Only** button does not work. You can manually create a macro-free version of the report by using Excel’s regular **Save As** function. This creates a separate **.xlsx** copy for submission while keeping your original **.xlsm** working file unchanged.

The **.xlsx** version removes the macros and is the version that should be submitted to CLBC.

Steps

1. Open the original Excel report file.
2. Click **File**.
3. Click **Save As**.

4. Choose the folder where you want to save the submission copy.
5. In the **Save as type** or **File format** dropdown, select:

Excel Workbook (*.xlsx)

6. Update the file name so it clearly shows that it is the submission version.

Example: **Suggested File Name - FOR SUBMISSION ONLY.xlsx**

7. Click **Save**.
8. If Excel displays a warning that macros or certain features will be removed, click **Yes** or **Continue**.
9. Locate the newly saved **.xlsx** file.
10. Send the **.xlsx** version to CLBC.

Important

- ✓ Do **not** overwrite the original **.xlsm** file.
- ✓ The original **.xlsm** file is your working copy. It contains the macros and should be kept for your records, future edits, corrections, or updates.
- ✓ Only submit the new **.xlsx** copy.

Step 4: Passwords

Please do not send the password in the same email as your report.

- ✓ Send the password for your PRL in a separate email to LIFEReportHelp@gov.bc.ca.
- ✓ CLBC documents this password for future submissions.
- ✓ CLBC will keep the passwords recorded and tracked for each organization Internally to expedite the reporting cycle.
- ✓ If you feel the report has been compromised, please change the password, and advise CLBC of the new password.
- ✓ It is also helpful to have a signature in the body of the email that includes contact information, as well as the name of the Liaison Analyst in case follow-up is required.