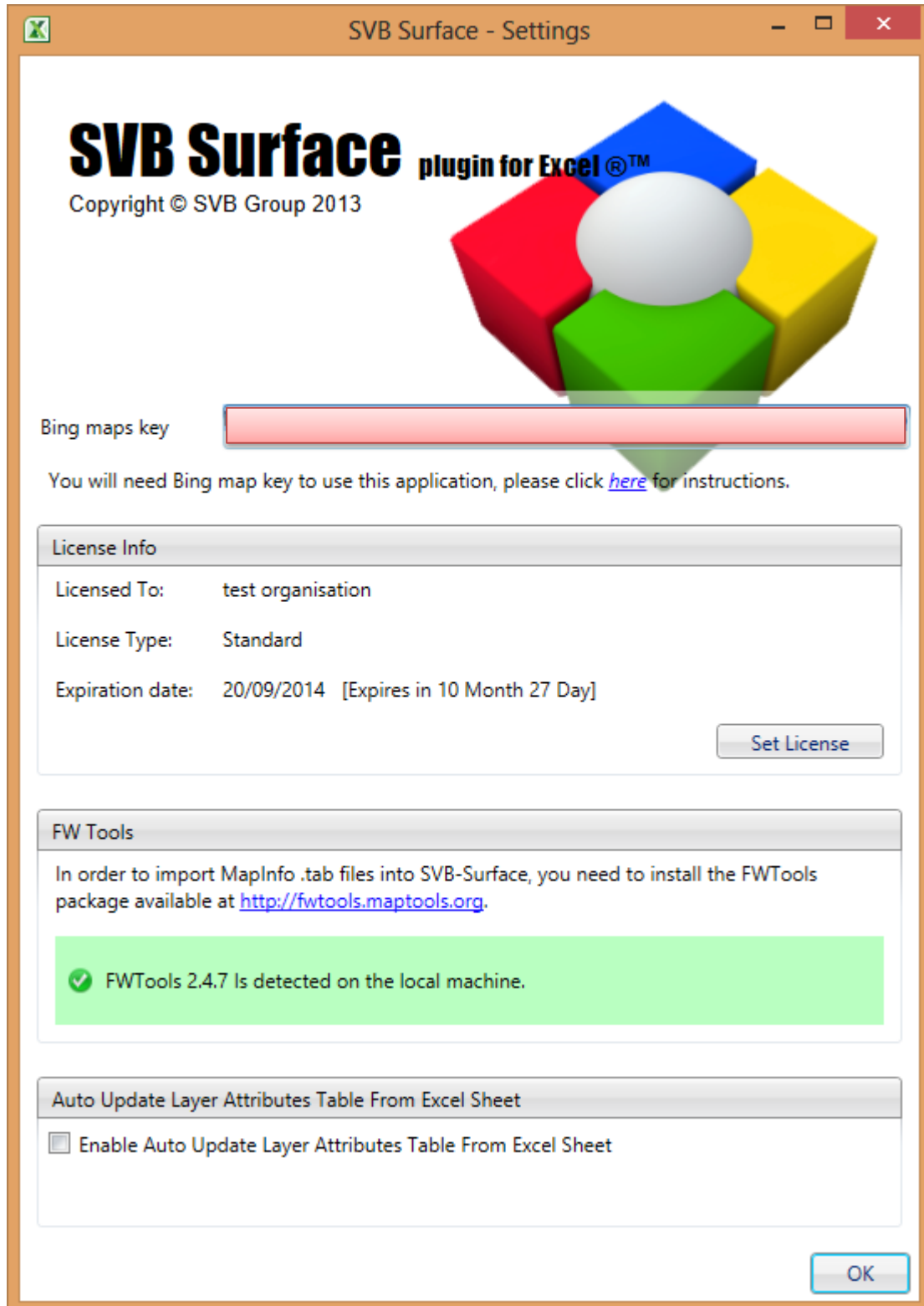


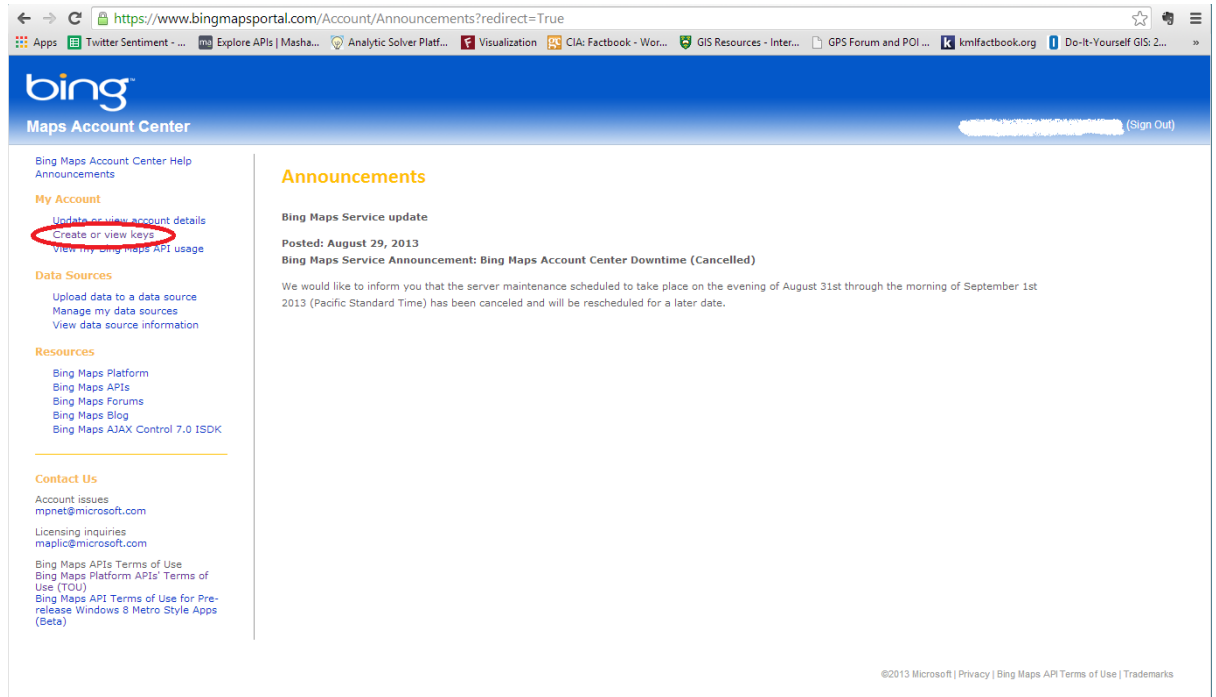
## SVB Surface Excel Add-in, Not for Profit, Bing Maps key download instructions

- Click Settings on SVB Surface button bar. Settings dialog will open



- The dialog displays hyperlink that provides information related to Bing Maps Key.  
<http://msdn.microsoft.com/en-us/library/ff428642.aspx>

- The actual key can be downloaded from <https://www.bingmapsportal.com/>
- You will need a Microsoft account (Formerly known as Windows Live ID) to login  
If you don't have a Microsoft account, then you need to follow the steps to 'Create' one.  
If you have a Microsoft account, use that to sign in.
- From the Bing Maps Account Center, click 'Create or view keys' in the 'My Account' section in the left sidebar.



- Fill in the 'Create Key' form
- For application section, write 'SVB Mapper Excel Add-in'
- Leave the URL section blank
- Select 'Basic' from the 'Key Type' drop down list
- Select 'Not For Profit' from the 'Application Type' drop down list
- Fill in the security characters
- Click the 'Submit' button
- After a few seconds the page should refresh and your new Bing Maps key will be in the table below a new 'Create Key' form.
- Click the 'SVB Mapper Settings' button on the Excel Add-in ribbon to open the settings dialog ( if not already open)
- Copy and paste your new license key into the SVB Mapper form
- The key is automatically saved.