

## Instructions for Completing Electronic Form RTRS

Form RTRS is used by municipal securities dealers to provide the MSRB with details about their organization, and information required to report municipal securities trade activity in connection with the MSRB's Real-time Transaction Reporting Service (RTRS). The form can only be submitted electronically and can only be accessed in [MSRB Gateway](#).

Form RTRS is available to individuals who have registered with the MSRB as the Primary G-40 Contact, pursuant to Rule G-40. To facilitate the electronic updating of contact information, all G-40 contacts have been provided with a username and password, which grants the user access to a secure system accessed via Gateway.

### **Access Form RTRS**

1. Go to [www.msrb.org](http://www.msrb.org)
2. Click "Log-In" to log into Gateway\*
3. On the Gateway Main Menu expand the link "Registrant Information Forms"
4. Click the link "Form RTRS"
5. Follow the instructions on the form

\*If you have forgotten your password but know your username, click "Forgot your password?" If you have forgotten your username and password, or you know your username but changed your email address, contact the Market Information Department at (703) 797-6668 for assistance.

### **Complete Form RTRS**

Form RTRS is comprised of several sections. Some of the information on the form is pre-populated with information that the organization provides to the MSRB. Review the form to ensure that the information is accurate and the form is complete. After reviewing the form tab to the last page of the form and click "Submit" to submit to the MSRB.

If you find that you submitted a form that contained inaccurate or incomplete information, immediately contact the Market Information Department at (703) 797-6668.

### **MSRB Review and Approval**

After the form is submitted, MSRB staff will initiate the review and approval process. Once the form is approved, the Primary Contact will receive a confirmation email.

If there are questions about the information submitted on the form, an MSRB staff member will contact you.

If you have questions completing or submitting electronic Form RTRS, please feel free to contact the Market Information Department at (703) 797-6668.

\* Link to RTRS Users Manual \*

<http://www.msrb.org/msrb1/TRSweb/RTRS/RTRSUsersManual.asp>