



# Using EMMA® to Submit Disclosures

## SIGN UP FOR AN ORGANIZATION ACCOUNT

### What is an Organization Account?

To help ensure that issuers can efficiently, independently and securely fulfill their obligation to submit disclosures to the MSRB's [Electronic Municipal Market Access \(EMMA®\) website](#), the MSRB offers organization accounts.

- Create one consolidated account for the disclosure submission activities of multiple staff in the organization
- Access new EMMA tools for issuers
- Independently manage staff permissions to submit disclosures

### One Consolidated Account

Having a single account for the entire organization integrates the submission activities of all relevant staff. Any staff member or designated agent with the appropriate permissions can file disclosures on behalf of the organization and manage past submissions.

Many issuer staff currently have their own individual user accounts for submitting disclosures to EMMA. Organization accounts can be set up to consolidate all individual user accounts into the single organization account, allowing the organization to view and manage all past submission activities of multiple staff members.

New issuers submitting disclosure documents to EMMA for the first time can create a single organization account and have no need to create one or more individual user accounts.

While individual user accounts will continue to be available for making disclosures as required by SEC Rule 15c2-12, new features and tools will generally be accessible using the organization accounts and not the individual accounts.

### Access New Issuer Tools

Issuers with organization accounts have exclusive access to new EMMA features, issuer home pages and the EMMA Trade Monitor.



**EMMA Trade Monitor:** This feature enables issuers to export data from the EMMA website including the price, yield and amount of secondary market trade activity of municipal bonds. Issuers with organization accounts have the flexibility to analyze data downloaded from the EMMA Trade Monitor in support of, among other things, evaluating pricing for new issues.



**Issuer Homepages:** A pilot feature of the EMMA website displays all information about the bond issues of an issuer in a single location. Issuers can customize and consolidate their information to conveniently view and monitor all outstanding issues, more easily comply with disclosure obligations and help investors find information on EMMA.

*Having a single account for the entire organization integrates the submission activities of all relevant staff.*



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## MSRB Support

**Phone:**

202-838-1330

**Hours:**

7:30 a.m. – 6:30 p.m. ET

**Email:**

MSRBsupport@msrb.org

**Hours:**

7:00 a.m. – 7:00 p.m. ET

## Manage Permissions

Each organization account is administered by a master account administrator who can securely and independently manage permissions for other staff and designated agents. The master account administrator can grant access rights to new staff and immediately revoke permissions for staff members who are no longer responsible for disclosure submission or may be leaving the organization.

## Set Up an Organization Account



MSRB Gateway is the single, secure access point for all MSRB market transparency systems, including the EMMA Dataport for disclosure submissions. At least one user in the organization must first create or convert to an organization account by logging in to [MSRB Gateway](#) and selecting "Create an organization account." For more help with creating a new organization account or converting an existing individual user account, [click here](#).

Once an organization account is established, individual user accounts may be consolidated into the organization account and the account administrator can manage which personnel are granted access to the shared organization account.

Detailed instructions for consolidating existing individual accounts into a single organization account, granting access to additional users and using MSRB Gateway are available in the [MSRB Gateway Manual for Issuers, Obligated Persons and Agents](#).

If you have questions, please contact MSRB support at 202-838-1330.



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