



Posting URL Links on the EMMA[®] Website

State and local governments that issue bonds can use the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA) website to post an electronic link, or URL, to their investor relations websites or financial and budget information. Adding a URL that directs investors to key information can encourage them to visit a state or local government's website and can assist their decision-making process. Providing investors with access to additional information promotes transparency and enhances investor relations programs and overall debt management strategies. However, the ability to post a URL to information available on an issuer's website is not designed to substitute for the posting on EMMA of continuing disclosure documents pursuant to the issuer's continuing disclosure undertaking entered into consistent with Securities and Exchange Commission Rule 15c2-12.

1. In order to post a URL on EMMA, state and local governments must first log in to MSRB Gateway. To login click the EMMA Dataport link located in the upper right corner of the EMMA homepage at emma.msrb.org.

The screenshot shows the EMMA website interface. At the top right, there is a navigation bar with 'EMMA Dataport' and 'Contact Us' links. Below this is a green navigation bar with 'ADVANCED SEARCH', 'BROWSE ISSUERS', 'FIND 529 PLANS', 'MARKET ACTIVITY', and 'EMMA HELP'. The main content area is divided into several sections. On the left, there is an 'EMMA Dataport' sidebar with a list of links: Overview, Submissions by Dealers, Submissions by Issuers, Submissions by Obligated Persons, MSRB Subscription Services, and MSRB System Status. In the center, there is a 'Municipal Securities Document Submission' section with a paragraph of text and three sub-sections: Submissions by Dealers, Submissions by Issuers, and Submissions by Obligated Persons. On the right, there is a 'Access EMMA Dataport to Submit Documents' section with a 'Login to MSRB Gateway' button, a 'Don't have an account? Register' link, and links for 'Access Online Training about Submitting to EMMA' and 'MSRB Gateway Manual'. At the bottom right, there is an 'EMMA Tools for State and Local Governments' section with a 'Schedule Email Reminders for Recurring Financial Disclosures' button and an 'EMMA Trade Monitor' icon.



Subscribe to issuer education and EMMA email updates from the MSRB.

2. Select the "Voluntary Financial Information: Timing, GAAP Undertaking & URL" tab and click on "Create/Update" on the next screen.

The screenshot shows the EMMA Dataport Submission Portal. At the top, the EMMA logo and "Electronic Municipal Market Access" are displayed. Below the logo, there is a navigation menu with several tabs: "Continuing Disclosure (Rule-based & Voluntary)", "Issuer Dashboard", "EMMA® Trade Monitor", "Preliminary Official Statement and Pre-Sale Documents", "Issuer Voluntary Official Statement", and "Voluntary Financial Information: Timing, GAAP Undertaking & URL". The last tab is highlighted with a red box. Below the navigation menu, there is a "Select Organization" dropdown menu with "Issuer Organization (P001990)" selected. Below the dropdown menu, there is a "Submit voluntary financial filing information" button with a "CREATE / UPDATE" link next to it. The "CREATE / UPDATE" link is highlighted with a red box. To the right of the button, there is a text area containing instructions for issuers and obligated persons regarding the submission of voluntary financial information.

3. To post a link to an external website, click on "Create Submission" in the upper right-hand corner of the screen.

The screenshot shows the EMMA Dataport - Voluntary Financial Information Disclosure Submission page. At the top, the EMMA logo and "Electronic Municipal Market Access" are displayed. Below the logo, there is a navigation menu with several tabs: "Continuing Disclosure (Rule-based & Voluntary)", "Issuer Dashboard", "EMMA® Trade Monitor", "Preliminary Official Statement and Pre-Sale Documents", "Issuer Voluntary Official Statement", and "Voluntary Financial Information: Timing, GAAP Undertaking & URL". The last tab is highlighted with a red box. Below the navigation menu, there is a "Select Organization" dropdown menu with "Issuer Organization (P001990)" selected. Below the dropdown menu, there is a "Submit voluntary financial filing information" button with a "CREATE / UPDATE" link next to it. The "CREATE / UPDATE" link is highlighted with a red box. To the right of the button, there is a text area containing instructions for issuers and obligated persons regarding the submission of voluntary financial information.



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- In the upper left-hand side of the screen, populate the URL field with an active URL, then provide a description of the URL (for example, *Links to the MSRB's 2011 Annual Report*) and click "Next" in the upper right-hand corner.

EMMA Dataport | MSRB Gateway | Contact | Logout

EMMA[®]
Electronic Municipal Market Access
A service of the MSRB

for assistance call: 202-838-1330

EMMA Dataport - Voluntary Financial Information Disclosure Submission

MSRB GATEWAY

Submission Status: Not Published

You are currently acting on behalf of: Issuer Organization

Back Next Exit

Voluntary Financial Reporting Disclosure (What is this?)

Disclosure Description: (140 Characters Max)

Timing of Annual Financial Filing
Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Additional Information: (140 Characters Max)
(information will display on EMMA)

URL Link for Additional Financial Information
(this link will display on EMMA)
URL: (eg. http://www.msrb.org) Description of URL link: (140 Characters Max)
(description will display on EMMA)

Financial Accounting Method
 GAAP-GASB
 GAAP-FASB
 Not declared

Other Financial Accounting Information: (140 Characters Max)
(information will display on EMMA)

- The next screen requires the submitter to identify the type of securities associated with the URL disclosure and click "Next" in the upper right-hand corner.

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Back Next Exit

Associate Issues/Securities to the Disclosure

SELECT ONE OF THE OPTIONS FOR ASSOCIATING ISSUES/SECURITIES

CUSIP-9 Based
(What is a CUSIP?)
 CUSIP-9 Based

Non-CUSIP-9 Based
 Commercial Paper (CUSIP-6 Based)
 Ineligible for CUSIP Number Assignment
 529 College Savings Plan
 Other Municipal Fund Security



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- If the URL is associated with CUSIP-9-based securities, enter the related CUSIP-9(s) in the left-hand box, click "Upload" and click "Preview" in the upper right-hand corner.

EMMA Dataport - Voluntary Financial Information Disclosure Submission MSRB GATEWAY

Submission Status: Not Published You are currently acting on behalf of: Issuer Organization

[Back](#) [Preview](#) [Exit](#)

Associate Issues/Securities to the Disclosure

VOLUNTARY FINANCIAL REPORTING DISCLOSURE DATA

Disclosure Description: URL for additional information
 Timing of Annual Financial Filing: Not Declared
 Website for Additional Financial Information: <http://www.msrb.org/msrb1/pdfs/MSRB-2015-Annual-Report.pdf> (Links to annual report)
 Financial Statements Accounting Standard: Not Declared

Total CUSIPs Count: 0

CUSIP-9 BASED

INSTRUCTIONS Enter CUSIP-9s for securities. You may also enter CUSIP-6s for all associated CUSIP-9s.

[Upload](#)

[*] Enter CUSIP-9s via CUSIP-6s

ASSOCIATING SECURITIES TO FINANCIAL STATEMENT REPORTING DISCLOSURE
 Maximum of 15000 securities per submission

Securities uploaded via existing groups and the cut and paste securities utilities are combined in alphabetic sort order up to the maximum allowed per submission.

- To complete the entry, click "Publish."

EMMA Dataport - Voluntary Financial Information Disclosure Submission MSRB GATEWAY

Submission Status: Not Published You are currently acting on behalf of: Issuer Organization

[Publish](#)

PREVIEW

VOLUNTARY FINANCIAL REPORTING DISCLOSURE DATA

Disclosure Description: URL for additional information
 Timing of Annual Financial Filing: Not Declared
 Website for Additional Financial Information: <http://www.msrb.org/msrb1/pdfs/MSRB-2015-Annual-Report.pdf> (Links to annual report)
 Financial Statements Accounting Standard: Not Declared

CUSIP-9 BASED

The following issuers are associated with this Financial Reporting Disclosure Submission:

CUSIP-6	State	Issuer Name
123456		

The following securities will be published with this Financial Reporting Submission:

Assigned Securities
 Displaying 1 securities

123456AB1



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▶ CUSIP numbers and certain related descriptive information are copyrighted by the American Bankers Association (ABA) and are used with permission from the CUSIP Service Bureau managed on behalf of the ABA by Standard & Poor's. ©2014 ABA See EMMA's Terms and Conditions of Use for a description of proprietary rights in and restrictions on use of such data. "CUSIP" is a registered trademark of ABA.