



Posting Preliminary Official Statements on the EMMA[®] Website

State and local governments can use the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA) website to provide investors with access to preliminary official statements and other key market information free of charge. By making this information accessible, state and local governments can expand the universe of investors that have access to this information. The EMMA website makes all documents related to a particular bond issue accessible in one centralized location.

1. To post preliminary official statements 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, the 'EMMA Dataport' link is highlighted with a red box. Below the navigation bar, the 'EMMA Dataport' section is visible, with a red arrow pointing to a red-bordered box on the right. This box contains the text 'Access EMMA Dataport to Submit Documents' and a prominent green button labeled 'Login to MSRB Gateway'. Other links in the box include 'Don't have an account? Register', 'Access Online Training about Submitting to EMMA', and 'MSRB Gateway Manual'. Below this, there are sections for 'EMMA Tools for State and Local Governments' and 'EMMA Trade Monitor'.



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2. Click on the "Preliminary Official Statement and Pre-Sale Documents" tab and, on the next screen, select "Create" next to the type of security associated with the pre-sale document being uploaded.

EMMA Dataport | MSRB Gateway | Contact | Logout

EMMA®
Electronic Municipal Market Access
A service of the MSRB

for assistance call: 202-838-1330

EMMA Dataport Submission Portal

MSRB GATEWAY

Continuing Disclosure (Rule-based & Voluntary) | Issuer Dashboard | EMMA® Trade Monitor | **Preliminary Official Statement and Pre-Sale Documents** | Issuer Voluntary Official Statement | Voluntary Financial Information: Timing, GAAP Undertaking & URL

Select Organization: Issuer Organization (P001990) ▼

Submit a preliminary official statement and related pre-sale information.

Bond, Note, Variable Rate [CREATE](#) [UPDATE](#)
(Standard EMMA submission: 9-digit CUSIP number available or expected)

Commercial Paper [CREATE](#) [UPDATE](#)
(8-digit CUSIP number available or expected)

Ineligible for CUSIP Number Assignment [CREATE](#) [UPDATE](#)

...submit, on a voluntary basis, preliminary official statements and related "pre-sale" documents such as notices of sale, advertisements or other related documents. To complete a submission, you will be asked to provide:

- Issuer name and issue description, State, and Date of preliminary official statement.

As data becomes available, issuers are encouraged to provide the following additional data to assist the public in searches:

- CUSIP numbers (six or nine digits)
- Maturity dates, anticipated dated date, total par amount, etc.



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- Provide details for the bond, note or variable rate security related to the pre-sale document submission, as well as contact information for the submitter. Required information is denoted by an asterisk (*). There is also an optional "Security Information" section in which the submitter can enter all the CUSIP numbers related to the pre-sale document being submitted. Once this section has been completed, click "Next" in the upper right-hand corner.

EMMA Dataport - Preliminary Official Statement Submission
**MSRB
GATEWAY**

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

Next
Exit

Bond, Note or Variable Rate

Please provide the following details
*All fields required, if applicable, for a complete submission

Issuer CUSIP-6: (optional)

*Full Issuer Name as Shown on POS:

*Full Issue Description as Shown on POS:

Total Par Value on Issue:

*State:

*POS Date: mm/dd/yyyy

Dated Date: mm/dd/yyyy

Closing Date: mm/dd/yyyy

Contact regarding this Preliminary Official Statement at the Issuer

* denotes required fields. † one of these fields is required

Organization:

*First Name:

*Last Name:

Address:

City:

State:

Zip Code:

†Phone Number: Extension:

†Email:

SECURITY INFORMATION (Optional)

Please enter CUSIP-9s and related information if available

➤ Add Security to Issue

CUSIP	Maturity Date	Interest Rate (%)	Maturity Principal Amount(\$)
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/> Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/> Clear



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4. Upload the pre-sale document. Click on "Add Preliminary Official Statement," provide a description of the document being uploaded and select the document to be uploaded by clicking on the "Browse" button. Pre-sale documents must be in PDF format to be uploaded to the EMMA website. Click "Upload."

The screenshot shows the EMMA website interface for submitting a Preliminary Official Statement. The page title is "EMMA Dataport - Preliminary Official Statement Submission". The submission status is "Not Published". The user is acting on behalf of "Bond, Note, Variable Rate". The "PRELIMINARY OFFICIAL STATEMENT & RELATED DOCUMENTS" section has a button "Add Preliminary Official Statement >>" highlighted with an orange box and an arrow pointing to it. The "UPLOAD DOCUMENTS" section has a dropdown menu set to "Preliminary Official Statement", a "Document Description" field, a "Choose File" button, and an "Upload" button highlighted with an orange box and an arrow pointing to it. There are also "Back", "Preview", and "Exit" buttons in the top right corner.

5. Once the document has been uploaded, click on "Preview" in the upper right-hand corner.

The screenshot shows the EMMA website interface after a document has been uploaded. The "PRELIMINARY OFFICIAL STATEMENT & RELATED DOCUMENTS" section now shows "Add more documents >>" and a list of documents with a "View Options" link. The "Preview" button in the top right corner is highlighted with an orange box and an arrow pointing to it. The "Back", "Exit", and "Upload" buttons are no longer visible.

6. To complete the entry, click "Publish" in the upper right-hand corner.



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