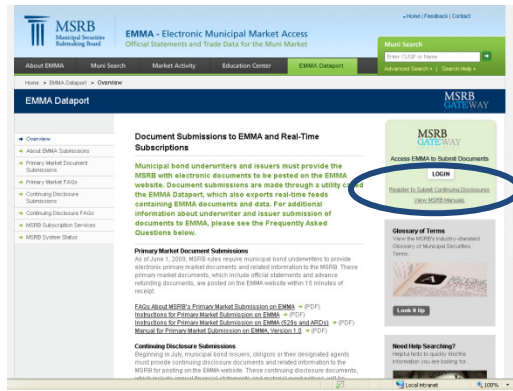
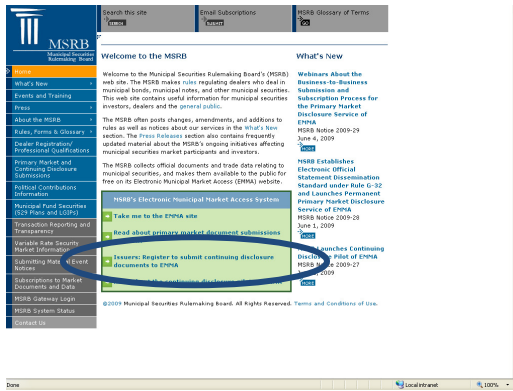


# How to Register as a Continuing Disclosure Submitter

Anyone who wants to submit documents to the MSRB Continuing Disclosure Submission Service needs to register with the MSRB. To start the registration process, a user can select the hyperlink “Register to submit continuing disclosure documents to EMMA” on the MSRB.org homepage (shown on left below) or the hyperlink “Register” located on EMMA Dataport section of EMMA (shown on right below).



Using either of the above methods, the MSRB Gateway Continuing Disclosure Registration page will open. For new users, enter your e-mail address and select “Next.”

### Continuing Disclosure Registration - Step 1 - Welcome

Welcome to the registration page for the continuing disclosure submission service on the MSRB's Electronic Municipal Market Access (EMMA) system.

If you are a new user seeking to register as an issuer, obligor and/or agent to submit documents to EMMA, please provide a valid e-mail address below to continue the registration process.

All users that received an invitation code via e-mail from MSRB must enter an e-mail address and the invitation coded below. If these fields have been pre-populated for you, click Next.

Existing users of MSRB Gateway may use their existing credentials to register for the continuing disclosure submission service and to edit existing roles within Gateway. Click below to enter your credentials.

Please be advised that all actions taken on MSRB systems, including but not limited to the EMMA system, by a user through a User Account shall be your responsibility.

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**New Users**

**E-mail Address\*:**

**Invitation code\*\*:**

\* required  
\*\* Applies only to users who received an invitation code from MSRB via e-mail.

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**Existing Users** [Login](#)

After selecting “Next,” a registration application form will be shown that captures the user-level information. Complete the user-level information and select “Next.”

### Continuing Disclosure Registration - Step 2 - User Information

Please fill out your personal information including name, e-mail address, phone number and address.

Please be advised that if you submit a continuing disclosure document to the EMMA system and do not include separate issuer or obligor contact information during the submission process, then your own contact information as provided on this and/or the next page will be displayed on the EMMA public website in connection with such submission.

First Name:*	<input type="text" value="Test"/>
Last Name:*	<input type="text" value="Account"/>
E-mail Address:*	<input type="text" value="msrbdev4@gmail.com"/>
Confirm E-mail:*	<input type="text" value="msrbdev4@gmail.com"/>
Title:	<input type="text"/>
Department:	<input type="text"/>
Phone Number:*	<input type="text" value="234"/> - <input type="text" value="234"/> - <input type="text" value="7894"/> Ext. <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Address1:*	<input type="text" value="1 Any Street"/>
Address2:	<input type="text"/>
City:*	<input type="text" value="Any"/>
State:*	<input type="text" value="ST"/>
Zip:*	<input type="text" value="12345"/>
Country:	<input type="text"/>

The screen for organization-level information will appear. Complete the organization-level information. To reduce the amount of re-keying of identical data, select “copy values from user details” to populate the fields with user-level information.. A dialogue box will confirm this action.

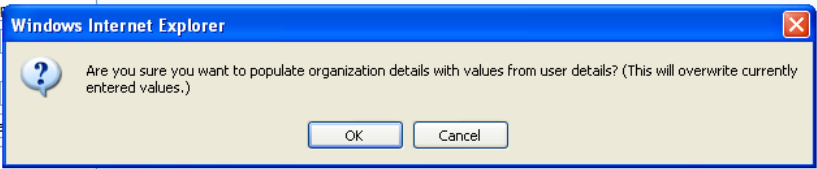
### Continuing Disclosure Registration - Step 3 - Organization Information

Please provide your organization's details. If this information is the same as your personal information, click on [Copy values from user details](#).

Note: If you are not associated with an organization, please enter your first and last name in the Organization Name field.

Organization Name:*	<input type="text" value="New Comp"/>
Phone Number:*	<input type="text" value="234"/> - <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/>
Address 1:*	<input type="text" value="1 Any Stre"/>
Address 2:	<input type="text"/>
City:*	<input type="text" value="Any"/>
State:*	<input type="text" value="ST"/>
Zip:*	<input type="text" value="12345"/>
Country:	<input type="text"/>

\* required



If you select “OK”, the information will pre-populate most of the mandatory fields. You must ensure that organization-level information is populated. Once complete, select “Next” and on the next screen, select the appropriate continuing disclosure role(s) and select “Next.”

#### Continuing Disclosure Registration - Step 4 - Add Roles

Please choose the role you will be assuming for submitting continuing disclosure documents to EMMA. You may choose more than one role.

Please note that you are responsible for ensuring that the role(s) you select below accurately reflect your actual role in connection with submissions of continuing disclosure documents to the EMMA system.

##### Select Role(s) you wish to add:

Issuer [?]

Obligor [?]

Secondary Market Agent [?]

[Previous](#)

[Next](#)

At this point you will be given the option to become confirmed. Choose to proceed by using either the electronic or manual confirmation processes. Note, the confirmation process is not required to be completed prior to making a continuing disclosure submission; however, any submissions made prior to becoming confirmed will be flagged on EMMA as an “unconfirmed” submission.