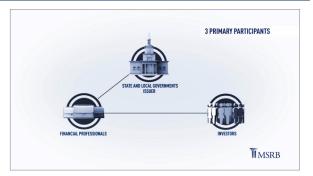


# Issuer Resource Library

When state and local governments decide to issue municipal securities to finance public projects, they may have questions about the municipal market and the many financial professionals and regulatory requirements involved. The Municipal Securities Rulemaking Board (MSRB) provides a multimedia library of objective, non-commercial resources to assist issuers at every step of the process, from putting together a deal team to submitting annual financial disclosures for outstanding bonds. Learn more about the no-cost educational documents, videos and podcasts available in the online MSRB Education Center.

## **Getting Started**





### The Issuance Process

Watch a short video that explains the roles of key participants involved when a state or local government borrows money from the investing public by issuing a bond.

- Six Things to Know When Issuing Municipal Bonds
- Getting to Know EMMA: An Introductory Guide for Issuers
- Six Ways to Use EMMA

# What to Expect from Your Financial Professionals



# Roles and Responsibilities: The Financing Team

State and local governments assemble a team of professionals to issue municipals securities. Read about the roles and responsibilities of the various players on the deal team, and learn about the differences between negotiated and competitive transactions.

- Selecting a Financial Professional
- Professionals Involved in a Negotiated Transaction
- Professionals Involved in a Competitive Transaction
- What to Expect from Your Underwriter
- Components of Gross Spread
- What to Expect from Your Municipal Advisor
- <u>Financial Considerations for Hiring</u>
   <u>Municipal Advisors</u>
- MSRB Rules: Essentials for Issuers

more >>

### **Understanding Disclosure Requirements**



# <u>Providing Disclosure Information to Investors</u>

Listen to an overview of issuers' obligation to provide ongoing financial disclosures to investors throughout the life of their bonds.

- Financial Disclosures: Protecting Market Access for Issuers
- Making Financial Disclosures: A Guide for Issuers
- The Conduit Issuer's Guide to Continuing Disclosures
- SEC Rule 15c2-12
- Flowchart for Identifying Continuing
   Disclosure Requirements
- Suggested Practices for Submitting Financial Disclosures to EMMA
- Resources for Developing Disclosure
   Documents

## **Submitting Disclosures to EMMA**



## <u>Preparing to Submit Financial Disclosures</u> to EMMA

Use this checklist to gather the information required to successfully complete a financial disclosure submission to the EMMA website.

- Setting Up an Organization Account to Submit Disclosures
- Tutorial on Submitting Financial Disclosures
- Email Reminders for Recurring Financial Disclosures (Instructions)

### Communicating Effectively with Investors



### Customizing an EMMA Issuer Homepage

Learn how to customize the way issuer information is displayed on EMMA. Issuers can confirm their list of associated securities, edit the way their name is displayed, provide contact information for investors and more.

- Posting Bank Loan Disclosures on EMMA
- Posting Preliminary Official Statements on EMMA
- Posting URLs on EMMA

### **Monitoring Trade Activity**



### How to Use EMMA Trade Monitor

Learn about using EMMA Trade Monitor, a free tool to allow state and local governments to export key data on secondary market trade activity.

- EMMA Trade Monitor Instructional Guide
- Signing Up for MyEMMA Alerts

