

#### EMMA – Electronic Municipal Market Access

The Official Source for Municipal Disclosures and Market Data

# New SHORT System Submission Requirements

Upcoming Changes to MSRB Rules and Submission Process

May 2011

### **About this Webinar**

# Short-term Obligation Rate Transparency ("SHORT") System Overview

- SHORT System Facility
- Submitters

## May 16, 2011 Changes to Rule G-34(c)

- Data Added to Existing Submission Process
- New Document Rule and Submission Process

## Making Submissions to the SHORT System

- Accessing the SHORT System
- Data Submissions Using SHORT Web UI
- Document Submissions Using EMMA Dataport

# **SHORT System Overview**

## SHORT System Facility

- SHORT System collects and disseminates information for Auction Rate Securities (ARS) and Variable Rate Demand Obligations (VRDOs)
- All collected information is made available to subscribers and posted to MSRB's Electronic Municipal Market Access (EMMA) web site
- Beginning May 16, 2011, additional information as well as documents will be added to the SHORT System

## SHORT System Submitters

### Submitters Identified in MSRB Rules:

- ARS Program Dealers
- VRDO Remarketing Agents

### Other Submitters to the SHORT System:

- Designated Agents (e.g. vendors)
- ARS Auction Agents

# **Current Rule G-34(c)**

## MSRB Rule G-34(c)

- Requires current interest rates and certain important descriptive information to be reported to the SHORT System
- Specifies general reporting deadline of 6:30 PM Eastern following an ARS auction or VRDO interest rate reset
- Became effective January 30, 2009 for ARS and April 1, 2009 for VRDOs

# Current Data Elements Common to ARS and VRDOs

- CUSIP number
- Interest rate
- Dealer identity (ARS Program Dealer or VRDO Remarketing Agent)
- Date and time new interest rate was determined (time of ARS auction or VRDO interest rate reset)
- Number of days of the interest rate reset period
- Current minimum and maximum rates, if any
- Minimum denomination

# Current ARS-Specific Data Elements

- Date and time auction results were posted by the Auction Agent
- Indication of whether the interest rate represents a maximum rate, all hold rate, or a rate that was set by a successful auction
- Par amount auctioned, not including hold orders effective at any interest rate

# Current VRDO-Specific Data Elements

- Length of the "Notification Period"
- Indication of whether the interest rate was set using a formula, determined by the Remarketing Agent or is a maximum rate
- Type of liquidity facility(ies), including Letter of Credit and Standby Bond Purchase Agreement
- Expiration date of each liquidity facility

# Changes to Rule G-34(c) Effective May 16, 2011

## Changes to MSRB Rule G-34(c)

- Enhances the interest rate and descriptive information currently collected by the SHORT System by adding:
  - Data elements
    - ARS "bidding information"
    - Additional VRDO information
  - Documents
    - ARS auction procedures and interest rate setting mechanisms
    - VRDO liquidity facilities
- Changes effective: Monday May 16, 2011

# Newly Required ARS-Specific Data Elements

- Deletion of Par Amount Auctioned data element
- Addition of details about competitive orders submitted for inclusion in an auction, including:
  - Type Buy, Sell or "Hold at Rate"
  - Submitter Entity Investor, Issuer/Conduit Borrower or Program Dealer for its own account
  - Interest Rate for Buy and "Hold at Rate" Orders
  - Par Amount Submitted
  - Par Amount Filled

Note, order information may be aggregated provided that type, submitter and interest rate are identical

# Newly Required ARS-Specific Data Elements

### Special Cases for New ARS Order Requirement:

- Deemed Hold orders on successful auctions
  - At least one order must be submitted to the SHORT System unless interest rate reported is an "All Hold Rate." For a multi-Program Dealer ARS in which the interest rate is "Set by Auction" but one Program Dealer only has investor "deemed hold" orders, this Program Dealer must report deemed hold orders by reporting an Investor Hold Order with the same value for Submitted and Filled Par Amounts but leaving blank the Order Interest Rate.
- Hold at Rate orders converted to Sell Orders
  - Hold at Rate orders are converted to sell orders if the auction does not produce a high enough interest rate. Report these Hold at Rate orders by showing the Order Interest Rate and Par Amount Submitted but report 0 for Par Amount Filled and add liquidated amount to Par Amount Filled portion of Sell Orders.

# Newly Required VRDO-Specific Data Elements

### Addition of the following data elements:

- Interest rate effective date
- Identity of Tender Agent
- Identity of Liquidity Provider(s), including the ability to identify "self liquidity" provisions
- Current par amount of the VRDO held by liquidity providers ("Bank Bond" par amount)
- Current par amount of the VRDO held by parties other than a liquidity provider, composed of the aggregate of the par amounts held by the VRDO Remarketing Agent and by investors

# Newly Required ARS and VRDO Document Submission

- "Transition Period" Documents current documents in effect prior to May 16, 2011
  - Deadline: Ninety business days from May 16, 2011 for submission of current documents
  - Format: PDF, not required to be word searchable
- Post Transition Period Documents new documents or amended versions of transition period documents created on or after May 16, 2011
  - Deadline: Five business days after receipt
  - Format: PDF, word searchable

# Newly Required ARS and VRDO Document Submission

- Indexing Information CUSIP number(s), transition period indicator or date document received, VRDO liquidity facility type
- Multiple PDF Files If more than one PDF comprise a ARS or VRDO document submission requirement, all PDFs must be submitted as a single submission so that it is clear that the PDFs represent a collection of related documents

# Newly Required ARS Document Submission

- Applies to ARS Program Dealers
- Requires submission of documents defining current auction procedures and interest rate setting mechanisms

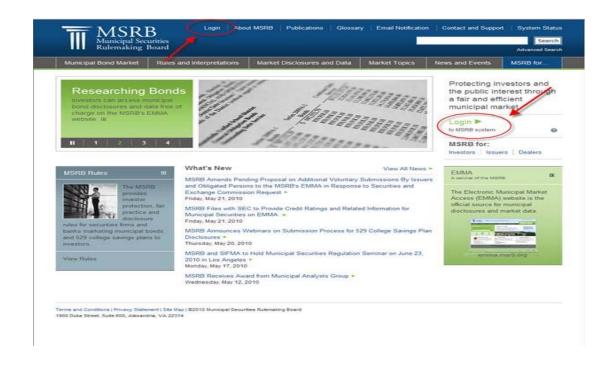
# Newly Required VRDO Document Submission

- Applies to VRDO Remarketing Agents
- Requires submission of documents detailing liquidity facility provisions, including:
  - Stand-By Bond Purchase Agreements
  - Letter of Credit Agreements
  - any other documents establishing a liquidity obligation
- Best Efforts Provision undertake best efforts to obtain current documents; failure to obtain documents must be reported to SHORT System and records of best efforts undertaken retained
- See MSRB NOTICE 2011-17 (February 23, 2011) for responses to questions about this requirement

# **Accessing the SHORT System**

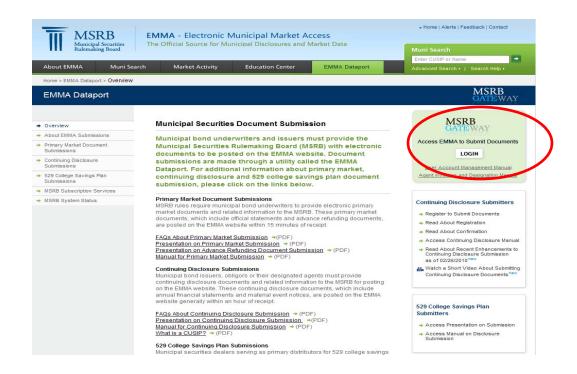
## Log into MSRB Gateway

### www.msrb.org



## Log into MSRB Gateway

### www.emma.msrb.org



## Log into MSRB Gateway

- SHORT System Web User Interface
  - Data Elements
- EMMA Dataport
  - Documents

The same User ID and Password will provide access to the SHORT System Web User Interface and EMMA Dataport.

## MSRB Gateway Main Menu

#### MSRB Gateway Main Menu (UAT)

Welcome to MSRB Gateway! Your User Account has the following Access Rights:

(Click on a section to expand)

#### [+] Account and Organization Management

Manage profile information for your User Account or for your organization.

#### [-] Agent Relationship Management

Invite and process agent invitations to/from organizations.

> Manage Agent Relationships

Manage your organization's relationships with other organizations.

#### [+] Registrant Information Forms

Submit forms that provide information about your organization.

#### [-] Market Information Systems

Access MSRB systems used to submit documents and data related to municipal market activity and political contributions.

> SHORT System Web User Interface

Submission of Data Elements

- SHORT System Web User Interface Test Environment
- > EMMA Dataport

Submit documents and information to EMMA.

## MSRB Gateway Main Menu

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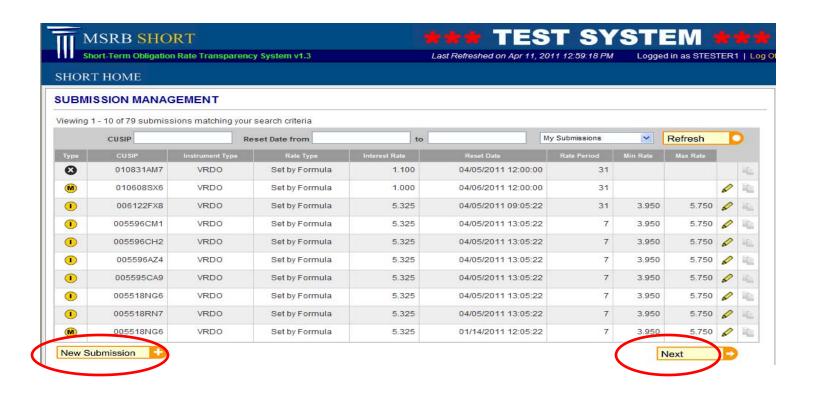
- > SHORT System Web User Interface
- > SHORT System Web User Interface Test Environment
- > EMMA Dataport Document Submission

  Submit documents and information to EMMA.

# SHORT System Web User Interface Submission of Data Elements

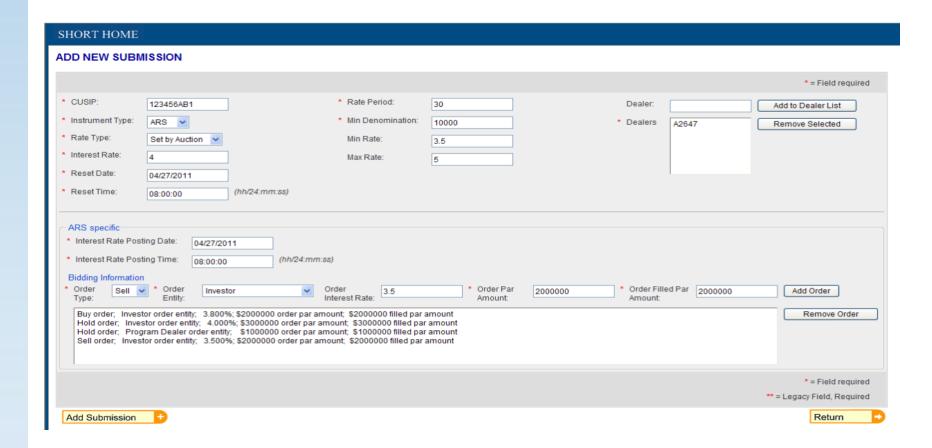
## SHORT System Web User Interface

### **Submission Management**



## SHORT System Web User Interface

### **Auction Rate Security**

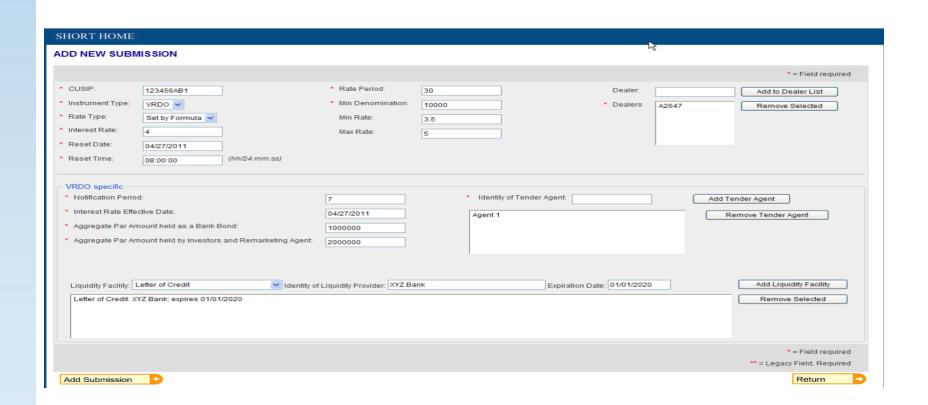


## **ARS Data Elements**

- CUSIP
- ARS/VRDO Indicator
- Transaction Type
- Dealer MSRB Number
- Date of Interest Rate Reset
- Time of Interest Rate Reset
- Date of Interest Rate Posting
- Time of Interest Rate Posting
- Length of Interest Reset Period in Days
- Interest Rate
- Minimum Denomination
- Rate Type
- Minimum Rate
- Maximum Rate
- Order Type
- Order Entity
- Order Par Amount
- Filled Par Amount

## SHORT System Web User Interface

### Variable Rate Demand Obligations



## **VRDO Data Elements**

- CUSIP
- ARS/VRDO Indicator
- Dealer MSRB Number
- Date of Interest Rate Reset
- Time of Interest Rate Reset
- Length of the Interest Reset Period in Days
- Interest Rate
- Minimum Denomination
- Rate Type
- Par Amount Remarketed
- Length of Notification Period in Days
- Minimum Rate
- Maximum Rate
- Liquidity Facility
- Liquidity Facility Expiration Date
- Identity of Liquidity Provider
- Effective Date of Interest Rate
- Identity of Tender Agent
- Aggregate Par Amount- Bank Bond
- Aggregate Par Amount –Investors and Remarketing Agents

## SHORT System Web User Interface

### Status Icons –Satisfactory

#### Satisfactory Icons

The following icons are displayed for those submissions that are successfully processed and that did not receive an error code that would prevent a submission from being disseminated.

- Instruct An initial submission of data.
- Modification A submission that modified an existing submission.
- Cancel A submission that has been cancelled.

## SHORT System Web User Interface

### Status Icons- Error Code Alerts

#### Error Code Alerts

The following icons are displayed for those submissions that receive error codes. If more than one error code has been applied to a submission, the icon reflecting the most egregious error will be displayed.

This icon is displayed when an error code is applied to a submission, but the error code does not prevent the submission from being disseminated (for example, a submission that receives a "late" error code will have this icon displayed).

This icon is displayed when an error code is applied to a submission that prevents the submission from being disseminated (for example, if the submission receives an error code noting that the CUSIP check digit is erroneous, this icon will be displayed). Submissions receiving this icon have not been successfully submitted and further action is required.

# **EMMA Dataport Submission of Documents**

### SHORT Document Submission

Document submissions must be made through EMMA Dataport.

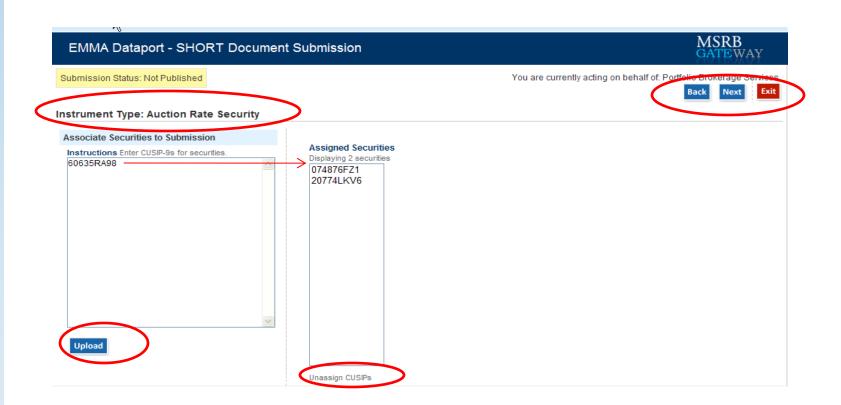
#### To submit documents:

- Select the "SHORT Document" tab
- Select "Create" for type of security for which you will submit a document



# SHORT Document Submission Auction Rate Securities

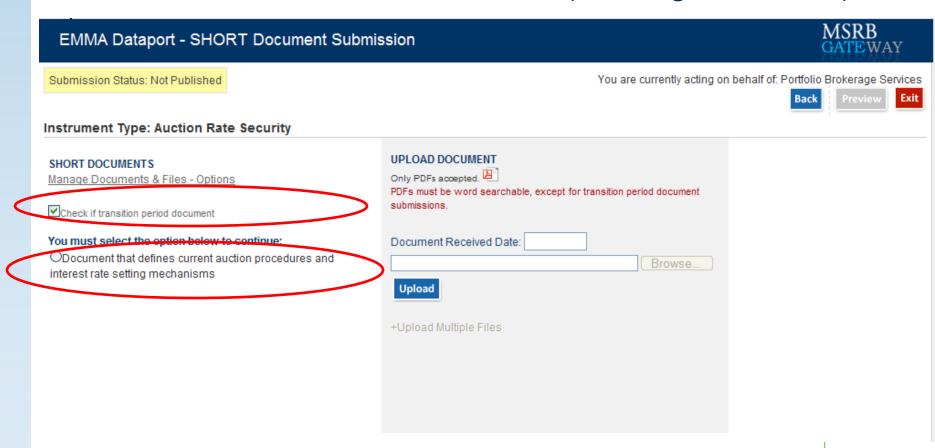
### Enter CUSIP(s) for Securities



# SHORT Document Submission Auction Rate Securities

#### **Upload ARS Document**

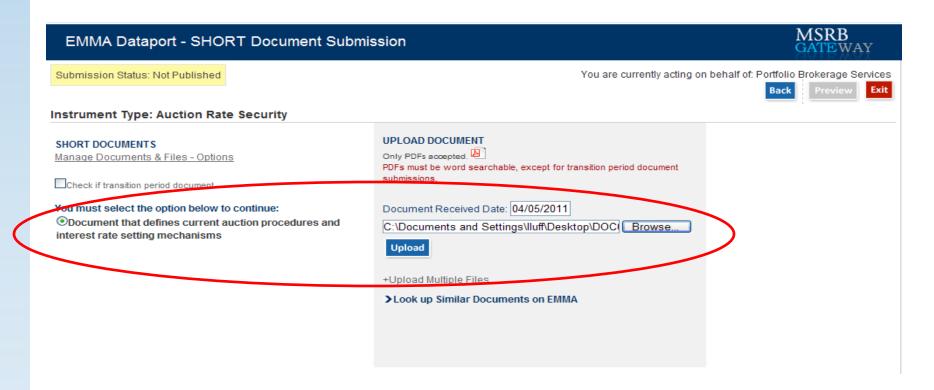
Transition Period Document (Existing Document)



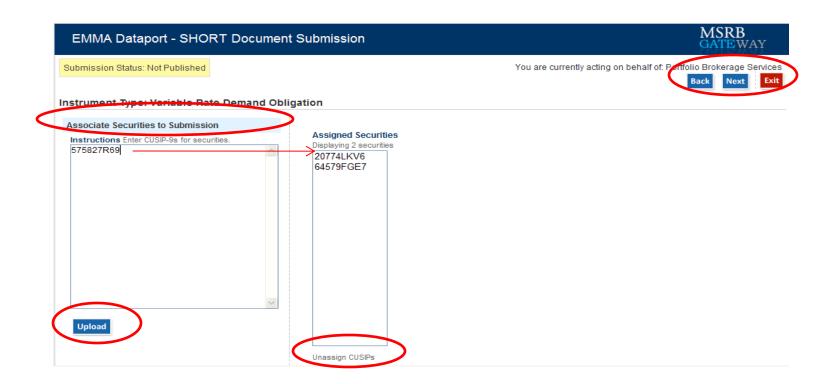
# SHORT Document Submission Auction Rate Security

### **Upload ARS Document**

New or Amended Document

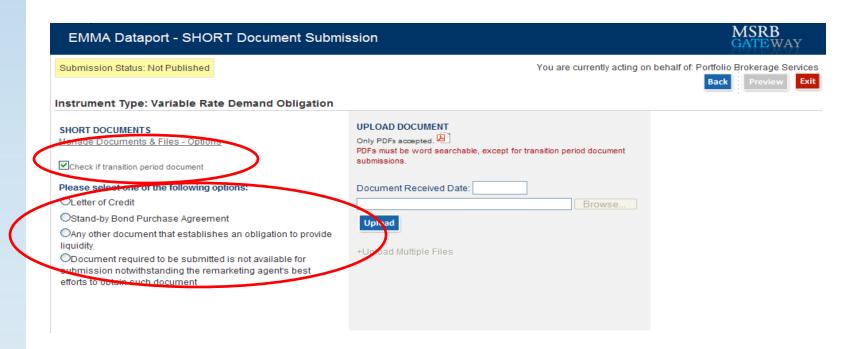


## Enter CUSIP(s) for Securities



#### Upload VRDO Document

Transition Period Document (Existing Document)



#### **VRDO** Document Not Avaiable

Instrument Type: Variable Rate Demand Obligation

#### SHORT DOCUMENTS

Manage Documents & Files - Options

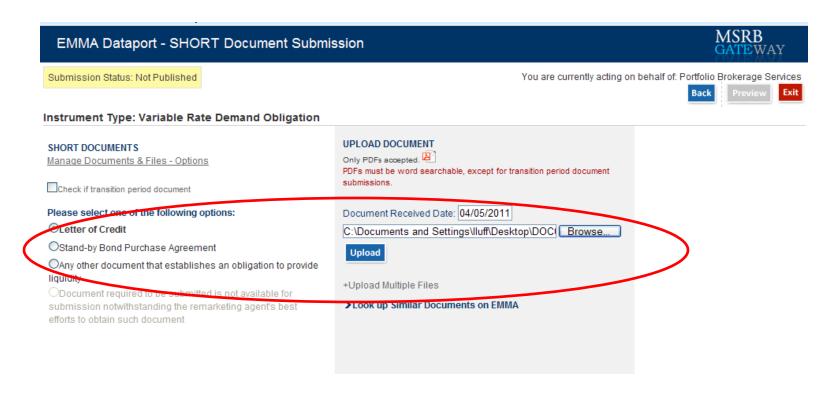
Check if transition period document

#### Please select one of the following options:

- OLetter of Credit
- OStand-by Bond Purchase Agreement
- OAny other document that establishes an obligation to provide liquidity
- Decument required to be submitted is not available for submission notwithstanding the remarketing agent's best efforts to obtain such document

#### Upload VRDO Document

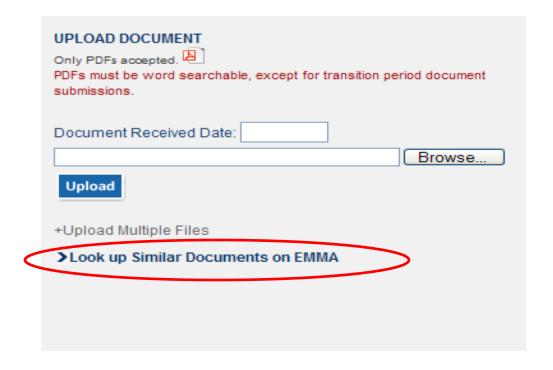
New or Amended Document



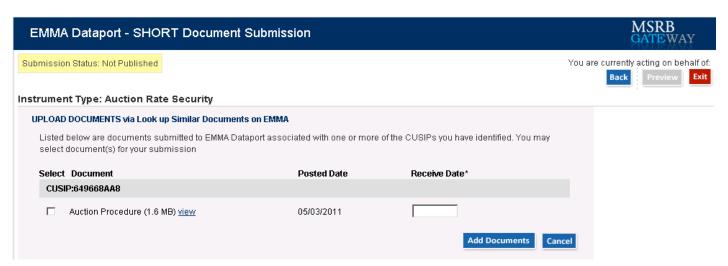
The SHORT System allows multiple files to be uploaded in one session. To upload multiple files click the "Upload Multiple Files" icon.

UPLOAD DOCUMENT
Only PDFs accepted. PDFs must be word searchable, except for transition period document submissions.
Document Received Date: 04/12/2011
C:\Documents and Settings\lluff\Desktop\DOC Browse
Document Received Date:
Browse
Document Received Date:
Browse
Upload
+Upload Multiple Files

#### Look Up Similar Documents on EMMA



A list of previously submitted documents will be presented. Select the documents that you wish to upload.



### Document successfully uploaded

# EMMA Dataport - SHORT Document Submission Submission Status: Not Published Instrument Type: Auction Rate Security

#### SHORT DOCUMENTS

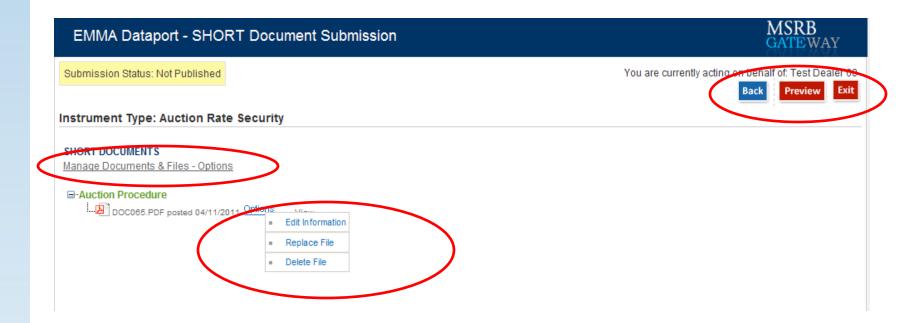
Manage Documents & Files - Options

■ Auction Procedure

DOC065.PDF posted 04/05/2011

Viev

### **Document Options**



#### Preview and Publish Document Submission



You are currently acting on behalf of: Test Dealer 60

Back Preview Exit

nstrument Type: Auction Rate Security

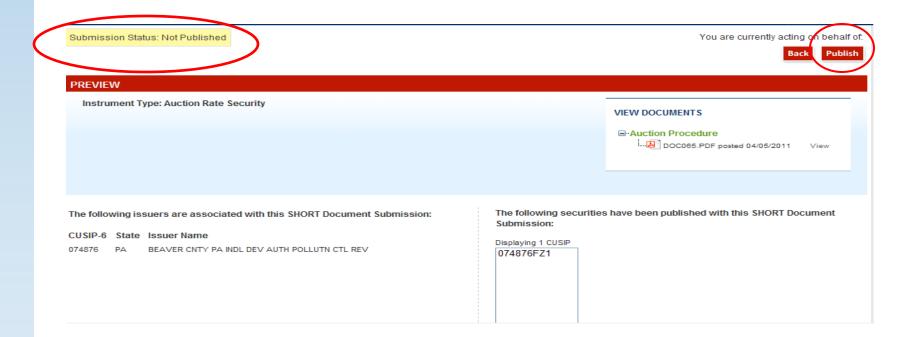
#### SHORT DOCUMENTS

Manage Documents & Files - Options

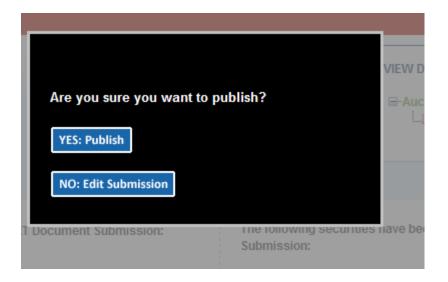
#### ■-Auction Procedure

DOC065.PDF posted 04/12/2011

#### **Preview Screen**



#### **Publish Confirmation Screen**



#### **Email Notification of Document Submission**

From: EMMANotifications@msrb.org [EMMANotifications@msrb.org]

MSRB at 703-797-6668 or you may obtain more information at www.msrb.org.

Sent: Friday, April 29, 2011 1:35 PM To: Kevin Jones Subject: Published Submission Confirmation Your SHORT Document Submission has been published. Submission Id: EB401159 Instrument Type: ARS Document Name: Document that defines current auction procedures and interest rate setting mechanisms dated 04/29/2011 test-SEARCHABLE.pdf posted 04/29/2011 1:34:02 PM The following Submitters are associated with this SHORT Document Submission: CUSIP6 Dealer Name 010653 ALABAMA WTR POLLUTION CTL AUTH The following Security has been published with this SHORT Document Submission: Security: CUSIP - 010653NE9 Please follow the link to make changes to this submission: http://dataportbeta.emma.msrb.org/Submission/ShortDisclosureCUSIP9Select.aspx?sid=EB401159

PLEASE DO NOT REPLY. This is a system-generated e-mail. If you need assistance please contact the

#### **Submission Confirmation Screen**

- Obtain Submission ID
- Print submission information for records
- Start a new submission
- Modify a submission
- Send Email confirmation to a secondary address

SUBMISSION ID (EB401444) PUBLISHED SUCCESSFULLY

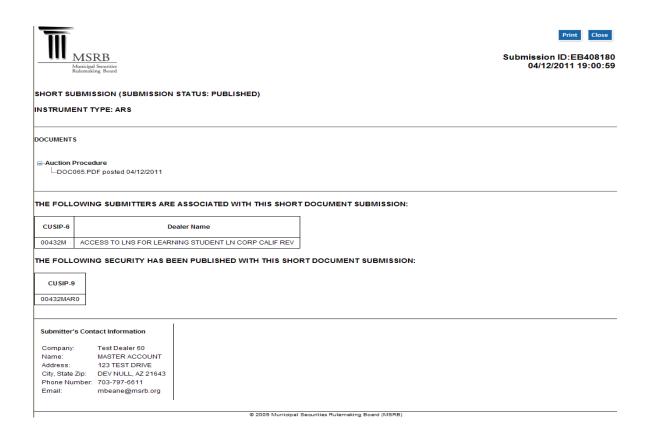
Print Submission
Start new submission

A confirmation email has been sent to your email address on file.

To send a duplicate confirmation email to a secondary email address

<u>click here</u>

#### Print Confirmation Screen for Records



#### **Submission Confirmation Screen**

Start New Submission

SUBMISSION ID (EB401444) PUBLISHED SUCCESSFULLY

Print Submission Start new submission

A confirmation email has been sent to your email address on file.

To send a duplicate confirmation email to a secondary email address

<u>click here</u>

Click "Create" to start a new submission or Click "Update" to update or modify a previous submission

Enter Submission ID or CUSIP Number

Variable Rate Demand Obligation	CREATE UPDATE
Modify Submission EB401445	

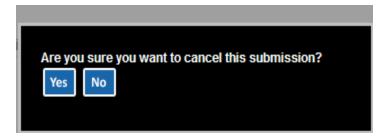
## **Update/Modify**

- Document Screens will be pre-populated with
  - Original Assigned CUSIP Numbers
  - Original Document(s) Submitted
- Update/Modification Options
  - Cancel Original Submission
  - Update Original Submission
    - Add Assign CUSIPs
    - Submit An Additional Document or File
    - Modify or Edit Original Document Submission

# **Cancel Original Submission**



#### **Cancel Confirmation Screen**



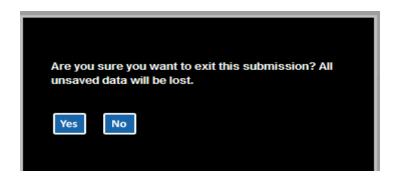
#### **Submission Confirmation Screen**

Secondary Email Address



### Exit During a Submission or Logout





#### **EMMA** Website

#### **Security Details**

ACCESS TO LNS FOR LEARNING STUDENT LN CORP CALIF REV RAMS-STUDENT LN PROG-SR-IV-A-7 (CA)\*

CUSIP: 00432MAR0 \* Dated Date: 01/29/2003 Maturity Date: 07/01/2037

Interest Rate:

Principal Amount At Issuance: \$34,500,000

Initial Offering Price:



# SHORT Computer-to-Computer Submissions

Submission of Data Elements:

Short-term Obligation Rate Transparency System XML Interface Transparency

SHORT-Term Obligation Rate Transparency System XML Interface Specifications and Data Manual

Submission of Documents:

SHORT System Document Submission Service

Specifications for the SHORT System Document Submission Service

# SHORT-Term Obligation Rate Transparency System

#### **MSRB Websites**:

www.msrb.org www.emma.msrb.org

#### **Documentation:**

SHORT-Term Obligation Rate Transparency System ("SHORT") Manual

#### **Questions:**

User Support
MSRB Market Information Department
(703) 797-6668

Hours of Operation: 7:30 AM – 6:30 PM

MarketInformation@msrb.org