

MSRB Organization Account Setup Manual For Issuers, Obligators & Agents

Version 1.0, November 2024



Revision History

Version	Date	Description of Changes
1.0	November 2024	Initial version which provides instructions on the Account setup process for Issuer, Obligor and Agent Organizations.

Table of Contents

- Revision History 2**
- Table of Contents 3**
- Resources and Support 4**
- Overview..... 5**
- Part 1: Organization Account Setup Process for Issuers and Obligors 6**
- Part 2: Organization Account Setup Process for Agents 15**
- Part 3: Federal Tax EIN Number Already in Use 24**
- Part 4: Organization Account Review and Approval..... 25**
- Part 5: Establish the Master Account Administrator Access 26**

Resources and Support

Online

MSRB Website: msrb.org

EMMA Website: emma.msrb.org

MSRB Support

Tel: 202-838-1330

Email: MSRBsupport@msrb.org

Live Support: 7:30 a.m. - 6:30 p.m. ET

Email Support: 7:00 a.m. – 7:00 p.m. ET

Municipal Securities Rulemaking Board

1300 I Street NW, Suite 1000

Washington, DC 20005

Tel: 202-838-1500

Overview

About the MSRB

The Municipal Securities Rulemaking Board (MSRB) protects and strengthens the municipal bond market, enabling access to capital, economic growth, and societal progress in tens of thousands of communities across the country. MSRB fulfills this mission by creating trust in our market through informed regulation of dealers and municipal advisors that protects investors, issuers and the public interest; building technology systems that power our market and provide transparency for issuers, institutions, and the investing public; and serving as the steward of market data that empowers better decisions and fuels innovation for the future. MSRB is a self-regulatory organization governed by a board of directors that has a majority of public members, in addition to representatives of regulated entities. MSRB is overseen by the Securities and Exchange Commission and Congress.

About This Manual

The MSRB Organization Account Set-up manual provides instructions for setting up an organization account that will enable your organization to submit disclosures to MSRB's EMMA system as well as maintain accurate account information with MSRB.



This symbol appears within this manual to call out important information or directions.

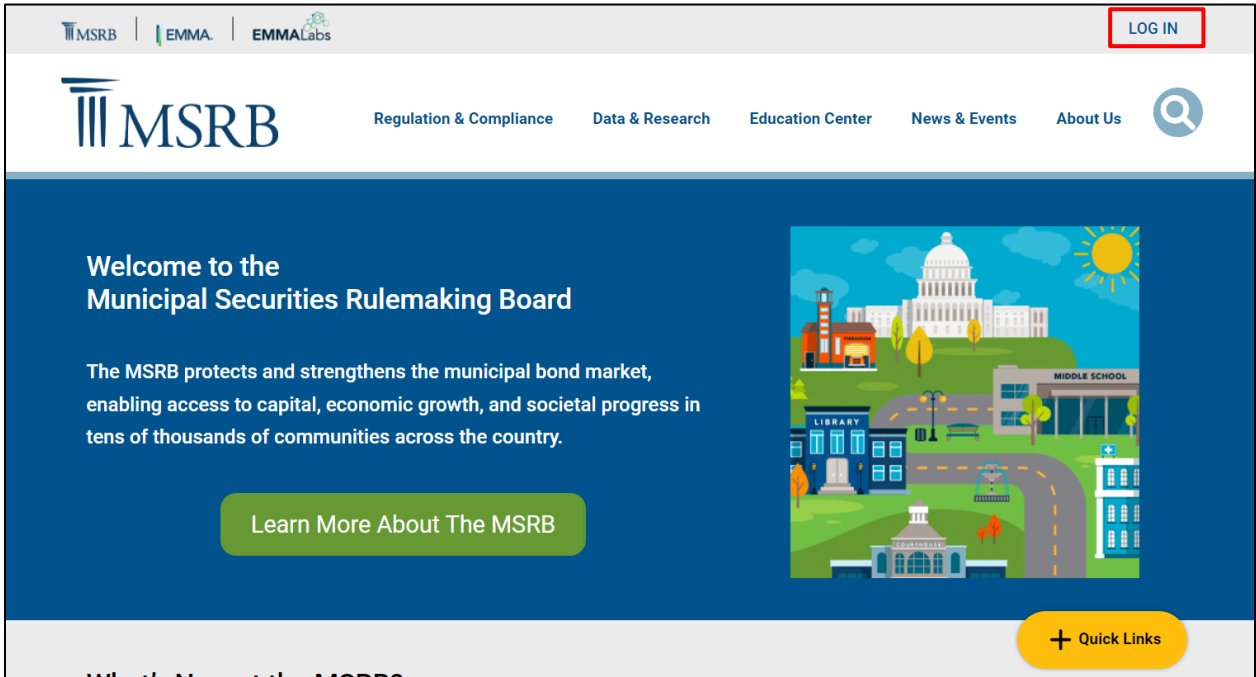
Disclaimer

This resource is for informational purposes only and should be considered in conjunction with the applicable MSRB rules and any related interpretations. The complete text of all MSRB rules and interpretations is available at <https://www.msrb.org/Rules-and-Interpretations/MSRB-Rules>.

Part 1: Organization Account Setup Process for Issuers and Obligors

Issuer, Obligor and Agent Organizations must set up an organization account with MSRB via the online Account Setup Portal to obtain access to submit disclosures.

To begin the setup process, visit the MSRB website at msrb.org and click on the **LOG IN** link.



Click on the **Register** link.

Under the heading **Issuers and Obligated Persons**, select **Submit all type of continuing disclosure and primary market filings to EMMA**.

Click **Next**.

From the Organization Account Set-up Guidelines welcome screen, click **Continue**.

MSRB
Municipal Securities Rulemaking Board

MSRB Home | Contact and Support

MSRB Organization Account Setup

Organization Account Set-up Guidelines

Welcome to MSRB's organization account setup for issuers and obligated persons.

To set up an organization account, please read the guidelines below and have the necessary information available, including your federal tax employer identification number and another form of identification (e.g., an official statement). You will be required to acknowledge that you have read and understand the account setup guidelines before you can proceed.

Cancel Continue

Review the Organization Account Set-up Guidelines. To save a copy, click **Print**.

Once reviewed, click **Accept** to begin the account setup process.

MSRB
Municipal Securities Rulemaking Board

MSRB Home | Contact and Support

MSRB Organization Account Setup

Organization Account Set-up Guidelines

Welcome to MSRB's organization account setup for issuers and obligated persons.

To set up an organization account, please read the guidelines below and have the necessary information available, including your federal tax employer identification number and another form of identification (e.g., an official statement). You will be required to acknowledge that you have read and understand the account setup guidelines before you can proceed.

Required Documents

To help the MSRB identify your organization, you will be required to provide your federal tax Employer Identification Number (EIN) on your organization's letterhead, along with another form of identification for your organization (e.g., a page from the official statement that identifies you as the obligated person, a federal or state tax document, or a letter from the conduit issuer stating that you are an obligated person). The MSRB requires that you upload copies of those documents in PDF format.

Master Account Administrator

When setting up an account, each organization must designate an MSRB Master Account Administrator who will be responsible for the management of the organization's account and the creation and maintenance of the organization's users. This administrator may be changed at any time. If you wish to have additional users making submissions for your organization, it will be the role of the Master Account Administrator to add new users.

Fees to Set Up an Organization Account

There are no fees associated with setting up an organization account.

Account Status

Upon completing the online account setup process, your account will be placed in "pending" status until the MSRB verifies the information provided. The MSRB may contact the individual identified as your Master Account Administrator as needed to acquire and/or validate information.

Cancel Print Accept

Select **I do not have an existing user account**, then click **OK**.

MSRB Organization Account Set-up

Please indicate if you have an existing CD submission user account. If yes, you will be asked to provide your log-in credentials. Your log-in credentials will be validated against information in Gateway. Providing the identity of your existing CD submission account will allow you to keep your current username and password and to incorporate prior submissions into the new organization account.

I have an existing user account that will be used for the new registration
 I do not have an existing user account

Enter the required information and click **OK**.

MSRB Organization Account Set-up - Organization Information

Please provide information about your organization. The address and phone numbers provided should be for the organization's main office or headquarters.

Organization Name:*

Phone Number:* - - Ext.

Fax Number: - -

Address 1:*

Address 2:

City:*

State:*

Zip:*

Country:

* required

Every organization account must have a Master Account Administrator (MAA). The MAA is the individual responsible for managing the organization's account and overseeing the creation and maintenance of user accounts. This administrator may be changed at any time.

Enter the required information for the individual who will be assigned the Master Account Administrator role, then click **OK**.

MSRB Organization Account Set-up - Add Master Account Administrator Information

Please provide contact details for the Master Account Administrator. If the address is the same as your organization's information, click 'Copy' to copy from your organization's details.

[Copy](#)

Master Account Administrator:

First Name:*

Middle Name:

Last Name:*

Name Suffix:

Email Address:*

Confirm Email:*

Phone Number:* - - **Ext.**

Address1:*

Address2:

City:*

State:*

Zip:*

Country:

*required

[Cancel](#) [Previous](#) [OK](#)

To establish your account, both your organization role and your employer tax Identification number are required. Select the appropriate role type for your organization by choosing either **My organization is an issuer** or **My organization is an obligor**.

Enter the required **9-digit Federal Tax Employer Identification Number (EIN)**, then click **OK**.

MSRB Organization Account Set-up - Organization Type and Employer Identification Number

Please indicate your organization type. Choose the type which best identifies the role your organization serves in the municipal market.
Please note that you are responsible for ensuring that the organization type(s) selected accurately reflect your organization's activities.

My organization type is identified below:

My organization is an issuer
ISSUER - A state, political subdivision, municipality, or governmental agency or authority that raises funds through the sale of municipal securities.

My organization is an obligor
OBLIGOR - The party having an obligation with respect to the payment of debt service on bonds, typically but not always the borrower (such as a conduit borrower) of bond proceeds.

Please provide your organization's federal tax employer identification number (EIN). For issuers, this number can be found in Part I of IRS Form 8038.

The organization's EIN will help MSRB uniquely identify your organization and facilitate verification of your organization's information.

Federal Tax EIN (XX-XXXXXXX): -

To complete the setup process, two forms of identification are required.

First form of identification:

1. A letter on your company's letterhead stating the following (scanned PDF Copy):
 - Your organization name.
 - 9-digit Federal Tax Employer Identification Number (EIN).
 - Name, title, and signature of the person who has signing authority for your organization.

Second form of identification:

Provide one of the following (scanned PDF copy):

1. The first page of an official statement document listing your organization as the issuer or obligor.
2. Your organization's federal or state tax document (Form W-9) includes the 9-digit Federal Tax Employer Identification Number (EIN).

Upload Instructions:

1. Upload the required two forms of documentation in PDF file format.
2. Once the documents are uploaded, click **OK**.

MSRB Organization Account Set-up - Required Documentation

In order to process your organization account setup, the MSRB requires a copy of your organization's federal tax EIN on letterhead, along with another form of identification for your organization (e.g., a page from the official statement that identifies you as the obligated person, a federal or state tax document, or a letter from the conduit issuer stating that you are an obligated person). These documents will help to uniquely identify your organization.

Upload the EIN information provided on letterhead in pdf format

Letterhead: No file chosen

Upload secondary form of identification in pdf format

Second Form of Identification: No file chosen



MSRB does NOT accept sensitive documentation when registering, such as a driver’s license, banking information, or documents with a social security number.



Do NOT encourage agents to register under your organization’s name.

The next screen will display a summary of the information entered. Review the information for accuracy. If edits are necessary, select the **EDIT** link to make corrections.

Click **Confirm** when you have completed your review, and all information is accurate.

MSRB Organization Account Set-up - Organization Summary

Click on "Edit" to make changes to your information. Once edits are complete, click "OK" to return to this summary page. To accept this information click "Confirm." Your changes will not be accepted if you do not click "Confirm."

<p>Organizational Details: Edit</p> <p>Organization Name: Test Organization Phone Number: 111 - 111 - 1111 Ext. 1111 Fax Number: Address 1: 1 Main St Address 2: City: Anywhere State: DC Zip: 11111 Country:</p>	<p>Additional Information: Edit</p> <p>Organization Type: Municipal Security Issuer</p> <p>Federal Tax EIN: 01-1111111</p>
<p>Master Account Administrator: Edit</p> <p>First Name: tester Middle Name: Last Name: tester Name Suffix: Email Address: msrb@msrb.org Phone Number: 111 - 111 - 1111 Ext. 1111 Address1: 1 Main St Address2: City: Anywhere State: DC Zip: 11111 Country:</p>	<p>Required Documentation: Edit</p> <ol style="list-style-type: none"> Information on Letterhead delivered as MSRB-Registration-Manual.pdf Second Form of Identification delivered as MSRB-Registration-Manual.pdf

[Cancel](#) [Confirm](#)

The final step requires entering the information about the individual completing the setup request. Enter the required information and click **Submit** to finalize the process.

MSRB Organization Account Set-up - Account Information Provider

Please provide the name, title and telephone number of the person who completed the information for this organization account.

First Name:*
Middle Name:
Last Name:*
Name Suffix:
Title:*
Phone Number:* () -
Phone Extension:

***required**

After submitting your Account Setup request, the **Organization Account Confirmation** screen will appear. This screen will display your **MSRB ID** (Organization ID number) and provide an option to print a copy of your organization's **Account Summary** for your records.

MSRB Organization Account – Confirmation

Congratulations, you have successfully completed the first step toward establishing an organization account with the MSRB. Your information and supporting documentation will be reviewed and you will be notified when the account is activated or if additional information is needed.

Your MSRB Number (MSRB ID) is

Account Summary Please print a copy of the account summary for your records.

You will receive an email acknowledging receipt of your account information.

Your organization account will remain pending until MSRB's review is completed. If additional information is required, you will receive a notification requesting the necessary details. Once all required information and documentation are approved, you will receive a notification email confirming the activation of your account.

Part 2: Organization Account Setup Process for Agents

Organizations that submit on behalf of others are required to set up an organization agent account if an Organization Account is not already established. If your organization type is an Issuer, Obligor or Dealer, your organization can still act as an Agent to submit disclosures to MSRB on behalf of other organizations. To do so, both your organization and the organization on whose behalf you will submit must be registered with MSRB under the applicable organization role type. The designated Master Account Administrator on the organization accounts can then use the Agent designation process to request and approve Agent designations. It is not mandatory to register for a separate Agent organization account unless your organization prefers to keep the business lines separate.

For further guidance on managing Agent Relationships for MSRB Gateway users, refer to the [MSRB Gateway User Manual for Issuers, Obligated Persons, and Agents](#), available on MSRB.org.

To begin the setup process, visit the MSRB website at [msrb.org](https://www.msrb.org) and click on the **LOG IN** link.

MSRB | EMMA | EMMA Labs

LOG IN

MSRB

Regulation & Compliance | Data & Research | Education Center | News & Events | About Us

Welcome to the
Municipal Securities Rulemaking Board

The MSRB protects and strengthens the municipal bond market, enabling access to capital, economic growth, and societal progress in tens of thousands of communities across the country.

Learn More About The MSRB


+ Quick Links

Click on the **Register** link.

MSRB Home | Contact and Support

MSRB
Municipal Securities Rulemaking Board

Log into MSRB Gateway



User ID

Password

[Forgot password?](#)

Login


Don't have an account? **Register**

[MSRB Gateway Manual](#)

Welcome to MSRB Gateway, the secure access point for all MSRB applications including EMMA. Click [here](#) for guidance on user account management and information about the MSRB Gateway.

To return to MSRB.org from within the MSRB Gateway application, click on the MSRB Home link at the top right corner of the page.

If you are experiencing login or other system related problems, please check the [Systems Status Page](#) for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at 202-838-1330

 [Access Online Training about Submitting to EMMA](#)

 The MSRB recommends not bookmarking this page.

Under the heading **Agents**, select **Create an account to make submissions on behalf of designating organizations**.

Click **Next**.

Welcome to MSRB Online Registration and Organization Account Set-up

If you already have an MSRB account click [here](#) to log in.

If you need to establish an MSRB account, please select the applicable option from the list below.

Issuers and Obligated Persons
 Create an organization account to:

Submit all type of continuing disclosure and primary market filings to EMMA. Shared access by multiple users allows the organization to better manage the disclosure filings.

Dealers and Municipal Advisors

Register as a broker, dealer, municipal securities dealer or municipal advisor. Your organization must already be registered with the SEC and the appropriate enforcement agency (e.g., FINRA or a bank regulatory agency).

Agents

Create an account to make submissions on behalf of designating organizations. Create this account if you are not an issuer, obligated person, dealer or municipal advisor.

Exit **Next**

From the **Organization Account Set-up Guidelines** welcome screen, click **Continue**.

MSRB
Municipal Securities Rulemaking Board

MSRB Home | Contact and Support

MSRB Organization Account Setup

Organization Account Set-up Guidelines

Welcome to MSRB's organization account setup for issuers and obligated persons.

To set up an organization account, please read the guidelines below and have the necessary information available, including your federal tax employer identification number and another form of identification (e.g., an official statement). You will be required to acknowledge that you have read and understand the account setup guidelines before you can proceed.

Cancel Continue

Review the Organization Account Set-up Guidelines. To save a copy, click **Print**.

Once reviewed, click **Accept** to begin the account setup process.

MSRB
Municipal Securities Rulemaking Board

MSRB Home | Contact and Support

MSRB Organization Account Setup

Organization Account Set-up Guidelines

Welcome to MSRB's organization account setup for issuers and obligated persons.

To set up an organization account, please read the guidelines below and have the necessary information available, including your federal tax employer identification number and another form of identification (e.g., an official statement). You will be required to acknowledge that you have read and understand the account setup guidelines before you can proceed.

Required Documents

To help the MSRB identify your organization, you will be required to provide your federal tax Employer Identification Number (EIN) on your organization's letterhead, along with another form of identification for your organization (e.g., a page from the official statement that identifies you as the obligated person, a federal or state tax document, or a letter from the conduit issuer stating that you are an obligated person). The MSRB requires that you upload copies of those documents in PDF format.

Master Account Administrator

When setting up an account, each organization must designate an MSRB Master Account Administrator who will be responsible for the management of the organization's account and the creation and maintenance of the organization's users. This administrator may be changed at any time. If you wish to have additional users making submissions for your organization, it will be the role of the Master Account Administrator to add new users.

Fees to Set Up an Organization Account

There are no fees associated with setting up an organization account.

Account Status

Upon completing the online account setup process, your account will be placed in "pending" status until the MSRB verifies the information provided. The MSRB may contact the individual identified as your Master Account Administrator as needed to acquire and/or validate information.

Cancel Print Accept

Select **I do not have an existing user account**, then select **OK**.

MSRB Organization Account Set-up

Please indicate if you have an existing CD submission user account. If yes, you will be asked to provide your log-in credentials. Your log-in credentials will be validated against information in Gateway. Providing the identity of your existing CD submission account will allow you to keep your current username and password and to incorporate prior submissions into the new organization account.

I have an existing user account that will be used for the new registration
 I do not have an existing user account

Enter the required information and click **OK**.

MSRB Organization Account Set-up - Organization Information

Please provide information about your organization. The address and phone numbers provided should be for the organization's main office or headquarters.

Organization Name:*

Phone Number:* - - Ext.

Fax Number: - -

Address 1:*

Address 2:

City:*

State:*

Zip:*

Country:

* required

Every organization account must have a Master Account Administrator (MAA). The MAA is the individual responsible for managing the organization's account and overseeing the creation and maintenance of user accounts. This administrator may be changed at any time.

Enter the required information for the individual who will be assigned the Master Account Administrator role, then click **OK**.

MSRB Organization Account Set-up - Add Master Account Administrator Information

Please provide contact details for the Master Account Administrator. If the address is the same as your organization's information, click 'Copy' to copy from your organization's details.

Master Account Administrator:

First Name:*

Middle Name:

Last Name:*

Name Suffix:

Email Address:*

Confirm Email:*

Phone Number:* - - **Ext.**

Address1:*

Address2:

City:*

State:*

Zip:*

Country:

*required

Select **Agent** as your organization role type and enter the required **9-digit Federal Tax Employer Identification Number (EIN)**, then click **OK**.

MSRB Organization Account Setup — Organization Type and Employer Identification Number

Organization Type

Agent — An organization that has been designated to make data and disclosure submissions to the MSRB on behalf of another organization.

Please provide your organization's federal tax employer identification number (EIN).
The organization's EIN will help MSRB uniquely identify your organization and facilitate verification of your organization's information.

Federal Tax EIN (XX-XXXXXXX): -

To complete the setup process, two forms of identification are required.

First form of identification:

1. A letter on your company's letterhead stating the following (scanned PDF copy):
 - Your organization name.
 - 9-digit Federal Tax Employer Identification Number (EIN).
 - Name, title, and signature of the person who has signing authority for your organization.

Second form of identification:

Provide one of the following:

1. **A letter from one of your clients** stating that they confirm your company has permission to submit disclosures to MSRB on their behalf. The letter must be on your client's company letterhead of the Issuer/Obligor that your firm will be filing disclosures on behalf of.
 - The letter must include the following information:
 - The name of the organization that you will be filing on behalf of.
 - A statement in the body of the letter that [inserts client's organization name here] grants your company [insert your Agent organization name here] permission to submit disclosures on their behalf to MSRB.
 - Contact information of an authorized signatory from the firm you are filing on behalf of. The authorized signatory can be a person who can oversee business or financial matters, or a department manager. Include the following details:
 - The individual's full name.
 - The individual's telephone number.
 - The individual's email address.
 - The individual's signature.
2. **A signed continuing disclosure agreement** with the issuer/obligor.



MSRB requires a letter from one of the agent's clients, not all of them.

Upload Instructions:

1. Upload the required two forms of documentation in PDF file format.
2. After the documents are uploaded, click **OK**.

MSRB Agent Registration - Required Documentation

In order to process your registration, the MSRB requires two types of documentation. The first form of documentation is a copy of your organization's federal tax EIN on letterhead. This document will help to uniquely identify your organization. The second form of documentation should state the name and contact information of an issuer, obligated person, or dealer that you undertake to make document submissions on behalf of. This information should also be on your company's letterhead.

Upload the EIN information provided on letterhead in pdf format

No file chosen

Upload secondary form of identification in pdf format

No file chosen



MSRB does NOT accept sensitive documentation when registering, such as a driver's license, banking information, or documents with a social security number.



Do NOT encourage agents to register under your organization's name.

The next screen will display a summary of the information entered. Review the information for accuracy. If edits are necessary, select the **EDIT** link to make corrections.

Click **Confirm** when you have completed your review, and all information is accurate.

MSRB Organization Account Setup – Organization Summary

Click on "Edit" to make changes to your information. Once edits are complete, click "OK" to return to this summary page. To accept this information click "Confirm." Your changes will not be accepted if you do not click "Confirm."

Organization Details Edit Organization Name: TEST Phone Number: (111) 111-1111 Ext. 1111 Fax Number: Address 1: 1 MAIN STREET Address 2: City: ANYWHERE State: DC Zip: 11111 Country:	Additional Information Edit Organization Type: AGENT Federal Tax EIN: 01-1111111
Master Account Administrator Edit First Name: TEST Middle Name: Last Name: TEST Name Suffix: Email Address: test@mrb.org Phone Number: (111) 111-1111 Ext. 1111 Address 1: 1 MAIN STREET Address 2: City: ANYWHERE State: DC Zip: 11111 Country:	Required Documentation Edit 1. Information on Letterhead delivered as MSRB-Registration-Manual.pdf 2. Second Form of Identification delivered as MSRB-Registration-Manual.pdf

The final step requires entering the information about the individual completing the setup request. Enter the required information and click **Submit** to finalize the process.

MSRB Organization Account Set-up - Account Information Provider

Please provide the name, title and telephone number of the person who completed the information for this organization account.

First Name:*
Middle Name:
Last Name:*
Name Suffix:
Title:*
Phone Number:* () -
Phone Extension:

***required**

After submitting your Account Setup request, the **Organization Account Confirmation** screen will appear. This screen will display your **MSRB ID** (Organization ID number) and provide an option to print a copy of your organization's **Account Summary** for your records.

MSRB Organization Account – Confirmation	
Congratulations, you have successfully completed the first step toward establishing an organization account with the MSRB. Your information and supporting documentation will be reviewed and you will be notified when the account is activated or if additional information is needed.	
Your MSRB Number (MSRB ID) is	<input type="text"/>
Account Summary Please print a copy of the account summary for your records.	
<input type="button" value="Summary"/>	
You will receive an email acknowledging receipt of your account information.	
<input type="button" value="Exit"/>	

Your organization account will remain pending until MSRB's review is completed. If additional information is required, you will receive a notification requesting the necessary details. Once all required information and documentation are approved, you will receive a notification email confirming the activation of your account.

Part 3: Federal Tax EIN Number Already in Use

When entering the 9-digit Federal Tax Employer Identification Number (EIN)/Tax ID, a Duplicate Tax ID screen will appear if the Tax ID is already registered with MSRB.



The Tax ID will be flagged as a duplicate, and you will not be able to proceed. You must verify that the correct Tax ID was entered. If the Tax ID is correct, use the **Send Email** button to email the designated Master Account Administrator of the organization account that is using the Tax ID, requesting they create a user account for you under that organization account.

MSRB Organization Account - Federal Tax EIN

The federal tax employer identification number (tax EIN) you supplied has already been provided to the MSRB by another organization. Duplication of a tax EIN may occur if more than one person affiliated with the same organization attempts to establish an organization account using its tax EIN. Duplication may also occur if you have mistyped your number or if a prior organization account was set up with an incorrect tax EIN.

Please confirm that the tax EIN you entered is correct. You may click "Previous" to view and edit the tax EIN for this account. If it is incorrect, please update your EIN.

If your EIN is correct, someone affiliated with your organization has already established an account for your organization. You can use the "Send Email" button below to send a message to the Master Account Administrator for the organization currently using this tax EIN. The message transmitted will request the contact person to verify the accuracy of the tax EIN used and provide the recipient with information about the individual you identified as your Master Account Administrator so that a new user account can be created under the existing organization account.

If you do not want to send this information, click "Cancel" to terminate your organization account setup.

If you have questions about joining the organization or there is an issue trying to join the organization, contact MSRB Support at 202-838-1330 or email msrb support@msrb.org.

Part 4: Organization Account Review and Approval

After the Organization Account request is submitted, MSRB staff will review and, if appropriate, approve the account. If incorrect documentation is submitted, a document rejection email will be sent to the Pending Master Account Administrator. This email will contain a reason for the rejection and instructions to upload the correct documentation within three (3) business days. Failure to upload the correct documentation within 3 days will result in your registration request being terminated.

For questions about the rejection, contact MSRB Support at 202-838-1330.

Part 5: Establish the Master Account Administrator Access

Upon approval of the organization account request, an email will be sent to the Master Account Administrator with instructions for establishing a new MSRB Gateway account. The email will include the username and a link to a page where the password-setting process may be completed.

Once a password is established, the Master Account Administrator can access their organization account via MSRB Gateway to perform any functions permitted under their account status.

For more details on managing MSRB Gateway user accounts, refer to the [MSRB Gateway User Manual for Issuers, Obligated Persons, and Agents](#) located on MSRB.org.