



Automating MSRB Subscription Services with MSRB Gateway Authentication

The Municipal Securities Rulemaking Board (MSRB) developed this guide to provide tips to assist MSRB subscribers with installing automated scripts or other computer-to-computer applications to connect to MSRB subscription services. Because MSRB subscription services use MSRB Gateway for authentication, developers and operations staff should consider the rules governing usernames and passwords in MSRB Gateway take advantage of MSRB Gateway tools.

MSRB Gateway and Automated Data and Disclosure Retrieval

MSRB Gateway is the single, secure access point for all MSRB Market Transparency subscription services. Users can also perform the following functions in Gateway

- Change passwords or retrieve forgotten passwords
- Manage user account details such as email addresses
- Navigate to secure file retrieval websites (RTRS subscribers only)

Subscribers are provided with a user account when their subscription is established. The username and password associated with the account are used by automated scripts and other computer-to-computer applications deployed by subscribers to consume MSRB subscription data and disclosures without manual intervention. The username and password implemented within the subscriber application must be kept synchronized with a valid MSRB Gateway username and password at all times, or the subscriber application will fail.

Password Expiration

All Gateway passwords expire every 12 months for security purposes. Once a password expires, the subscriber application will no longer be allowed to access the MSRB subscription service, leading to service disruption.

 Subscribers are encouraged to proactively reset passwords before they expire. See *Changing Passwords* below.

When a password is about to expire, an email is sent to the email address associated with the user account, warning the user of the upcoming expiration.

 Email addresses associated with user accounts should be managed to ensure that email messages reach the appropriate staff at the subscriber's organization.

The email address associated with your account is displayed in the upper right hand corner of the MSRB Gateway Main Menu upon login. Subscribers wishing to change the email address must complete a new [Subscriber Access Form](#) and fax it to 202-898-1500.

Changing Passwords

Changing your MSRB Gateway password must be coordinated with a corresponding change to the password stored in the subscriber application. If the two changes are not done in a coordinated manner, the subscriber application may attempt to authenticate using a password that is not valid, resulting in an unplanned loss of service and possible locking of the account.

 Subscribers to real-time feeds should schedule password changes outside of normal business hours.

To change your password in MSRB Gateway:

1. Login at msrb.org using the username and current password.
2. Locate the My Profile box on the Gateway Main Menu. Click Change Password.
3. Enter your current password, your new password and then click Continue.

An email confirming the change will be sent to the email address associated with the account.

Forgotten Passwords

Individuals who utilize the “forgot password” function are required to change the password on the Gateway account to complete the process. To avoid an unplanned loss of service, subscribers must make the corresponding change to the password stored in the subscription application.

Note that the “forgot password” function is only available to users with access to the email address associated with the Gateway user account as automated emails needed to complete the process are sent to that address.

 It is recommended that you limit the number of users who have access to the email address associated with the account in Gateway to minimize the risk of service interruption due to inconsistent passwords.

Please contact MSRB Support at 202-838-1330 if you have questions regarding MSRB Subscription Services.