



MSRB

Municipal Securities
Rulemaking Board

EMMA – Electronic Municipal Market Access

The Official Source for Municipal Disclosures and Market Data

Voluntary Submissions by Issuers and Obligated Persons

Instructions for Account Creation, Agent
Designation and Disclosure Submission

May 2011



EMMA Overview

- EMMA is the official repository for municipal market disclosures, including primary market and continuing disclosures
- The MSRB supports timely and complete disclosures by issuers and obligated persons
- Over the last 18 months, the MSRB has made a number of enhancements to EMMA to facilitate investor access to information and allow issuers to communicate information to the municipal market

Introduction

- MSRB is working to make EMMA a robust transparency tool for issuers and investors
- EMMA's expanded scope now includes primary market documents submitted on a voluntary basis by issuers and their agents
- Issuers will be able to provide key information to the municipal market at different stages in the life of a bond
- Issuers can use EMMA to communicate a more complete picture to investors and potential investors

Webinar Topics

- How to set up and maintain an Organization Account
- How an issuer can designate an agent
- How to submit voluntary financial disclosure information about:
 - Timing of annual financial filings (120/150 days)
 - Financial accounting method (GAAP-GASB/FASB)
 - URL for additional financial or operating data
- How to submit a voluntary preliminary official statement or other pre-sale document, official statement, advance refunding document or 529 plan disclosure document

Voluntary Nature of Submissions

- The issuer and obligated person submissions discussed in this webinar are voluntary
- The MSRB has no jurisdiction over issuers or obligated persons and will not monitor timelines or content of voluntary submissions



ORGANIZATION ACCOUNTS

What Is an Organization Account?

- An organization account is a Gateway account type available to all members of an organization.
- There are individual user accounts within the organization.
- A submission made by one user can be shared by all users within the organization.

Organization Account

- Organization Accounts are established to:
 - Enable issuers to make voluntary submissions starting on May 23, 2011
 - Bring all users in an organization together under one MSRB account
- Only Organization Accounts can be used to make voluntary submissions.
- An Organization Account does not replace an existing MSRB account for continuing disclosure document submissions (“continuing disclosure account”).

Who Can Submit What

Voluntary Financial Information

Issuers
Obligors
Agents of issuers
and obligors

Voluntary PM Documents

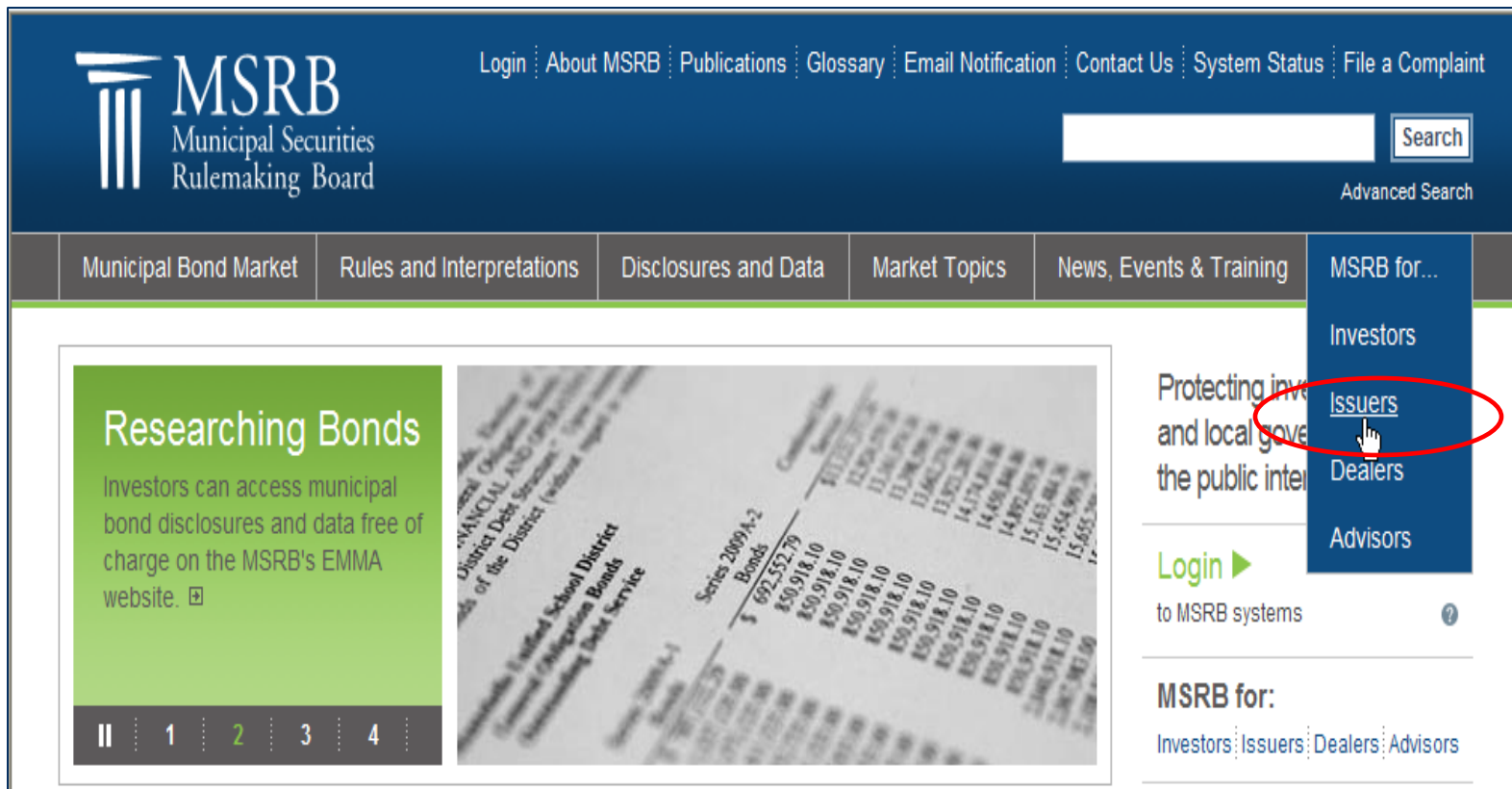
Issuers
Agents of issuers

Organization Account

- Voluntary financial information can be submitted by issuers and obligated persons
 - Timing of annual financial filings (120/150 days)
 - Financial account method (GAAP-GASB/FASB)
 - URL for additional financial or operating data
- Voluntary primary market documents can be submitted by issuers only
 - Preliminary official statements and other pre-sale info.
 - Official statements, advance refunding documents, 529 plan disclosure documents
- Issuers and obligated persons can designate an agent to make submissions on their behalf

Setting Up an Organization Account

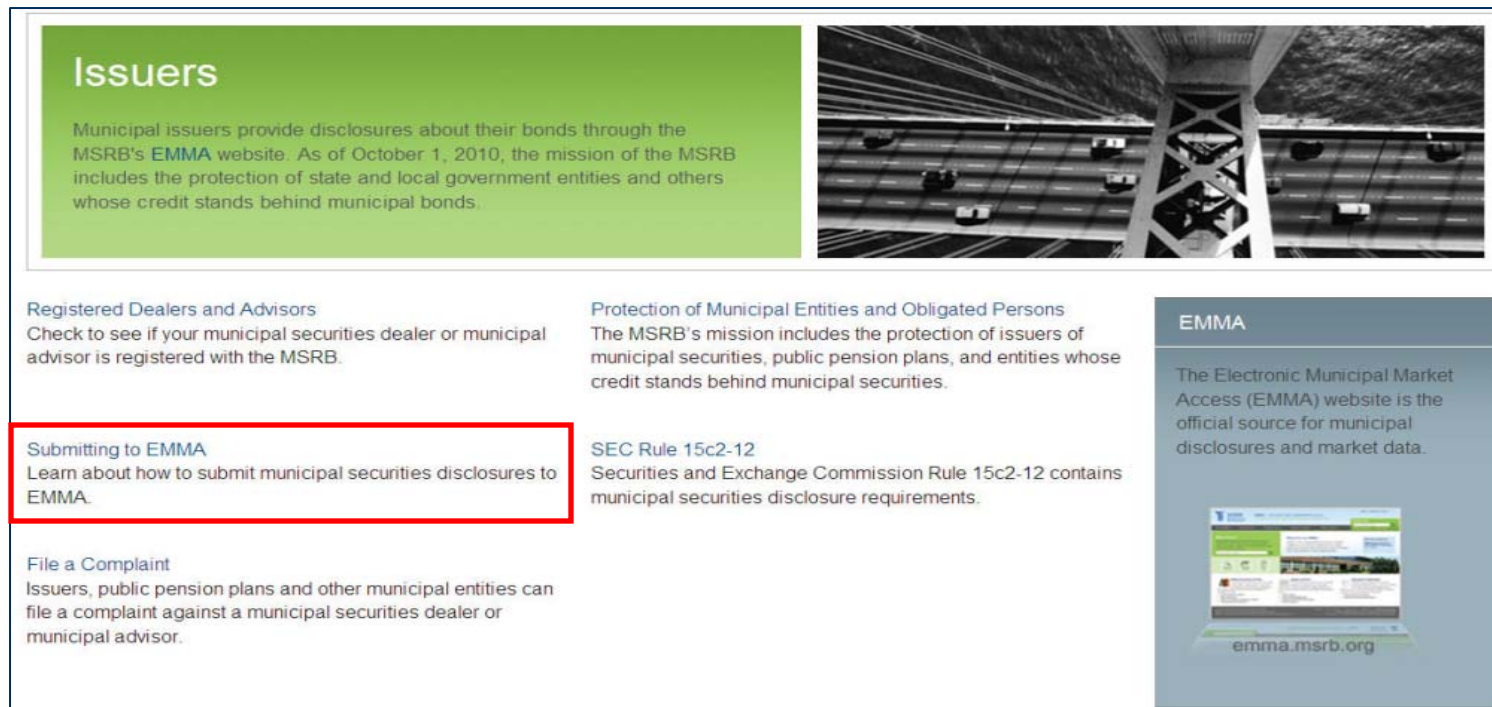
- Go to www.msrb.org
- Click on MSRB for “Issuers”



The screenshot shows the MSRB website interface. At the top left is the MSRB logo (Municipal Securities Rulemaking Board). To the right of the logo is a navigation bar with links: Login, About MSRB, Publications, Glossary, Email Notification, Contact Us, System Status, and File a Complaint. Below this is a search bar with a 'Search' button and a link to 'Advanced Search'. A horizontal menu below the search bar contains: Municipal Bond Market, Rules and Interpretations, Disclosures and Data, Market Topics, News, Events & Training, and MSRB for... The 'MSRB for...' dropdown menu is open, showing options: Investors, Issuers (circled in red), Dealers, and Advisors. Below the menu is a 'Login' button with a right-pointing triangle, followed by the text 'to MSRB systems' and a help icon. At the bottom of the page, there is a 'MSRB for:' section with links for Investors, Issuers, Dealers, and Advisors. The main content area features a green box titled 'Researching Bonds' with text about accessing municipal bond disclosures, and a large image of a bond disclosure document.

Organization Account

- Click on the content block entitled “Submitting to EMMA”
 - The next page will explain the types of issuer accounts, and the functions that can be performed under each account
 - There will be a link to the registration and organization account set-up page



The screenshot shows a navigation menu for the EMMA website. The menu items are: Issuers, Registered Dealers and Advisors, Protection of Municipal Entities and Obligated Persons, SEC Rule 15c2-12, Submitting to EMMA (highlighted with a red box), File a Complaint, and EMMA. The EMMA item includes a sub-description: 'The Electronic Municipal Market Access (EMMA) website is the official source for municipal disclosures and market data.' Below the text is a small image of the EMMA website interface with the URL 'emma.msrb.org' displayed below it.

Issuers
Municipal issuers provide disclosures about their bonds through the MSRB's [EMMA](#) website. As of October 1, 2010, the mission of the MSRB includes the protection of state and local government entities and others whose credit stands behind municipal bonds.

Registered Dealers and Advisors
Check to see if your municipal securities dealer or municipal advisor is registered with the MSRB.

Protection of Municipal Entities and Obligated Persons
The MSRB's mission includes the protection of issuers of municipal securities, public pension plans, and entities whose credit stands behind municipal securities.

SEC Rule 15c2-12
Securities and Exchange Commission Rule 15c2-12 contains municipal securities disclosure requirements.

Submitting to EMMA
Learn about how to submit municipal securities disclosures to EMMA.

File a Complaint
Issuers, public pension plans and other municipal entities can file a complaint against a municipal securities dealer or municipal advisor.

EMMA
The Electronic Municipal Market Access (EMMA) website is the official source for municipal disclosures and market data.

[emma.msrb.org](#)

Setting Up an Organization Account

- Locate your user type and select the registration type

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. If more than one option applies, please complete the first option and return to this page to complete the other option.

Issuer
Create an account to:

- Submit continuing disclosure event and financial/operating filings to EMMA. ("CD Submission Account")
- Submit preliminary official statements (and other presale documents); voluntary primary market information (including official statements, advance refunding documents or 529 college savings plan disclosure documents); and information about the timing and accounting standard used in annual financial filings. ("Organization account")

Obligated Person
Create an account to:

- Submit continuing disclosure event and financial/operating filings to EMMA. ("CD Submission Account")
- Submit information about the timing and accounting standard used in annual financial filings. ("Organization account")

Continuing Disclosure Agent
Create an account to:

- Submit continuing disclosure event and financial/operating filings to EMMA on behalf of an issuer or obligated person. ("CD Submission Account")

Dealers and Municipal Advisors
Create an account to:

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

Setting Up an Organization Account

- Read and accept registration guidelines

MSRB Organization Account Setup

Organization Account Setup 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 with setting up your organization account.

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 recommends that you upload copies of those documents in PDF format during the setup process. Alternative means of delivery will be identified during the organization account setup for those unable to upload these documents.

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

Setting Up an Organization Account

- Enter organization information

MSRB Organization Account Setup - Organization Information

Please provide your organization's details.

Organization Name:* [Test Organization One]

Phone Number:* 703 - 797 - 6600 **Ext.** []

Fax Number: [] - [] - []

Address 1:* 1900 Duke St.

Address 2: []

City:* Alexandria

State:* VA

Zip:* 22314

Country: []

* required

- Enter user information

MSRB Organization Account Setup - Add Master Account Administrator Information

Please provide contact details for the Master Account Administrator. If this information is the same as your organizational information, click 'Copy' to copy from your organizational details. You may replace this contact if needed.

Master Account Administrator:

First Name:* [Testing]

Middle Name: []

Last Name:* [Joe]

Name Suffix: []

Email Address:* [chamilton@msrb.org]

Confirm Email:* [chamilton@msrb.org]

Phone Number:* 703 - 797 - 6600 **Ext.** []

Address 1:* 1900 Duke St.

Address 2: []

City:* Alexandria

State:* VA

Zip:* 22314

Country: []

*required

Setting Up an Organization Account

- Confirm organization type
- Enter Federal Tax EIN Number
 - A nine-digit number that the IRS assigns in the following format xx-xxxxxxx. It is used to identify the tax account of an employer

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): -

In Case the Tax ID is a “Duplicate”

- Rarely, a tax ID registered by another organization will later be entered by a new applicant for an organization account. The system will flag this registration as a “duplicate” and not allow you to continue.
 - Confirm the tax ID entered.
 - If tax ID is correct click the “Contact” button to notify the Master Account Administrator of the registered organization.

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 "Contact" 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 add an individual user account to their existing organization for the individual you identified as your Master Account Administrator .

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

“Duplicate” Tax ID Process

- Confirmation that the registered organization was contacted

MSRB Registration - Contact Existing Registrant

An email has been sent to the Master Account Administrator of the organization whose MSRB account includes the federal tax EIN you provided. This email included a request for an MSRB Gateway user account to be set up for the contact you identified as your Master Account Administrator. A representative of this organization may contact this individual to request additional information.

[Exit](#)

- The registered organization will receive an email

Subject: Request for User Login Account for MSRB Registration (MSRBID) P000244

An organization set-up request submitted to the MSRB includes the federal tax EIN registered to your organization. Please confirm that the federal tax EIN you used to set up your MSRB organization account is correct. If it is correct, the submitter requests that you add an MSRB Gateway user account for the following individual:

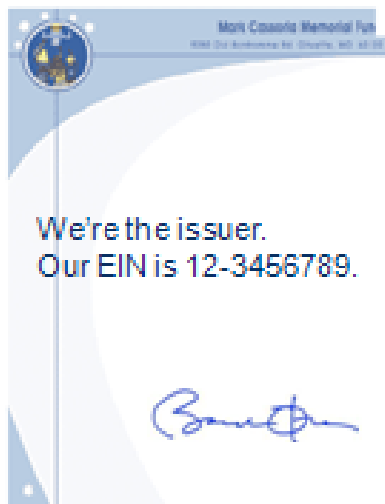
USER NAME: Testing Sue
EMAIL ADDRESS: ohamilton@msrb.org
PHONE: (703) 797-3333 EXTENSION: 6668
ADDRESS: 1900 Duke St.
 Alexandria, VA 22314

This is a system-generated email. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance please contact the Market Information Department at 703-797-6668.

Documentation is Required to Set Up the Account

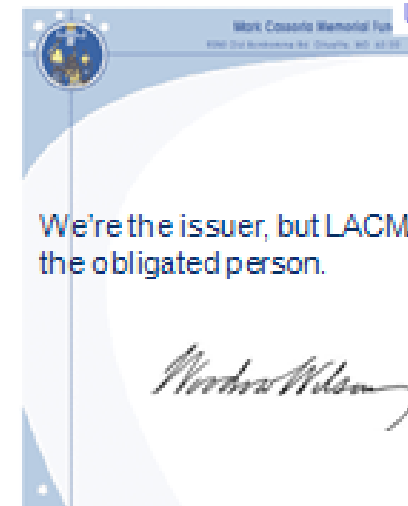
- The Guidelines specify the documentation:

MUST PROVIDE EIN ON LETTERHEAD



AND

MUST PROVIDE OS OR ISSUER LETTER



Documentation

- Indicate how the required documentation will be forwarded to the MSRB
 - PDF upload
 - Mail/fax

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. If you are unable to provide an electronic copy of these documents, you can fax or mail the documents to us by selecting the fax/mail option below. A cover sheet will be provided to assist with the timely processing of your documents.

I will upload the information provided on letterhead in pdf format

Letterhead:

I will fax or mail the information provided on letterhead along with the cover sheet

I will upload my secondary form of identification in pdf format

Second Form of Identification:

I will fax or mail my secondary form of identification along with the cover sheet

Organization Summary

- The organization summary outlines the information provided during the organization account set-up
 - Update information by clicking one of the “Edit” buttons

MSRB Organization Account Setup - Organization Summary	
<p>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	Additional Information: Edit
<p>Organization Name: Test Organization One MSRB ID: P000241 Phone Number: 703 - 797 - 6600 Ext. Fax Number: Address 1: 1900 Duke St. Address 2: City: Alexandria State: VA Zip: 22314 Country:</p>	<p>Organization Type: Municipal Security Issuer Federal Tax EIN: 22-2222222</p>
Master Account Administrator: Edit	Required Documentation: Edit
<p>First Name: Testing Middle Name: Last Name: Joe Name Suffix: Email Address: ohamilton@msrb.org Phone Number: 703 - 797 - 6600 Ext. Address1: 1900 Duke St. Address2: City: Alexandria State: VA Zip: 22314 Country:</p>	<ol style="list-style-type: none">1. Information on Letterhead delivered as Registration PDF.pdf2. Secondary form of identification delivered as Organization Registration.pdf

Confirmation

- Receive confirmation of your Organization Account set-up
 - The “Cover Sheet” button will appear if you opted to fax/mail any documentation
 - Print cover sheet and attach to documentation
 - The “Account Summary” provides a record of organization account set-up details

Congratulations, you have successfully updated your account information with the MSRB. Your MSRB Number (MSRB ID) is P000244.

Cover Sheet Please print the document submission cover sheet and fax or mail the cover sheet together with a copy of to the MSRB.

[Cover Sheet](#)

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

[Summary](#)


[Exit](#)

Acknowledgment

- Email to acknowledge receipt of Organization Account set-up request
 - Pending MSRB ID
 - Temporary Key
 - Registration link


Subject: Receipt of MSRB Account Information - MSRB ID: P000244

Thank you for submitting your organization's account setup information to the Municipal Securities Rulemaking Board (MSRB). Activation of your account is pending review of your information and documentation. Upon activation of your account, you will receive an email containing information on how to access your MSRB account.


MSRB NUMBER (MSRB ID): P000244 
ORGANIZATION NAME: Test Organization One

Master Account Administrator: Testing Joe

To change your organization's information prior to MSRB authorization, please click on the link below and authenticate using your MSRB Number (MSRB ID) and this temporary key:

Temporary Key: KUZZAKJPJQ 

Temporary Key Expiration Date: 6/16/2011 5:55:21 PM Eastern

Registration Link: <https://www.msrb.org/msrb1/control/registration/FormalIOA/key.asp> 

Please keep this temporary key confidential to prevent unauthorized modification of your organization's information. This temporary key is for one-time use only, within 45 days.

If you need assistance please contact the Market Information Department at 703-797-6668.

This is a system-generated email. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance please contact the Market Information Department at 703-797-6668.

Modifying Details While “Pending”

- Organization details can be modified before the account is authorized by the MSRB
- Enter the MSRB ID and temporary key found in the acknowledgement email

MSRB Registration

To amend your organization's account information, please use the MSRB Number (MSRB ID) and temporary key sent to you via email to log in below.

If you do not know your MSRB Number (MSRB ID), please contact the Market Information Department at 703-797-6668.

Login:

MSRB Number (MSRB ID):

Temporary Key:

Modifying Details While “Pending”

- While in pending status
 - Organization Account Details the Master Account Administrator can be edited
 - Contact the MSRB for additional updates

MSRB Organization Account Setup - Organization Summary	
<p>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	Additional Information: Edit
<p>Organization Name: Test Organization One MSRB ID: P000241 Phone Number: 703 - 797 - 6600 Ext. Fax Number: Address 1: 1900 Duke St. Address 2: City: Alexandria State: VA Zip: 22314 Country:</p>	<p>Organization Type: Municipal Security Issuer Federal Tax EIN: 22-2222222</p>
Master Account Administrator: Edit	Required Documentation: Edit
<p>First Name: Testing Middle Name: Last Name: Joe Name Suffix: Email Address: ohamilton@msrb.org Phone Number: 703 - 797 - 6600 Ext. Address1: 1900 Duke St. Address2: City: Alexandria State: VA Zip: 22314 Country:</p>	<ol style="list-style-type: none">1. Information on Letterhead delivered as Registration PDF.pdf2. Secondary form of identification delivered as Organization Registration.pdf

Authorization of the New Account

- Accounts will be authorized within 5 business days based on receipt of documentation and integrity of documentation submitted
- After the account has been authorized by the MSRB, an email will be sent which includes
 - your user-id
 - link setup Gateway password
- Click on the link and follow the on-screen instructions to create your password

Subject: Your MSRB Gateway Account for MSRB ID: P000244

Your organization's MSRB account is now authorized and your Master Account Administrator account has been created. As Master Account Administrator, you will use your individual user account to access MSRB Market Information data and disclosure systems, to administer your organization's account, and to administer the individual user accounts of any users you choose to add on behalf of your organization.

To access your MSRB account please click on the link below and enter the user ID provided.

USER ID: TJOE1 ✓
PASSWORD RETRIEVAL LINK: <https://68.142.182.137/msrb1/control/forgotpassword.asp>. ✓

Please keep this information confidential to prevent unauthorized use of your account.

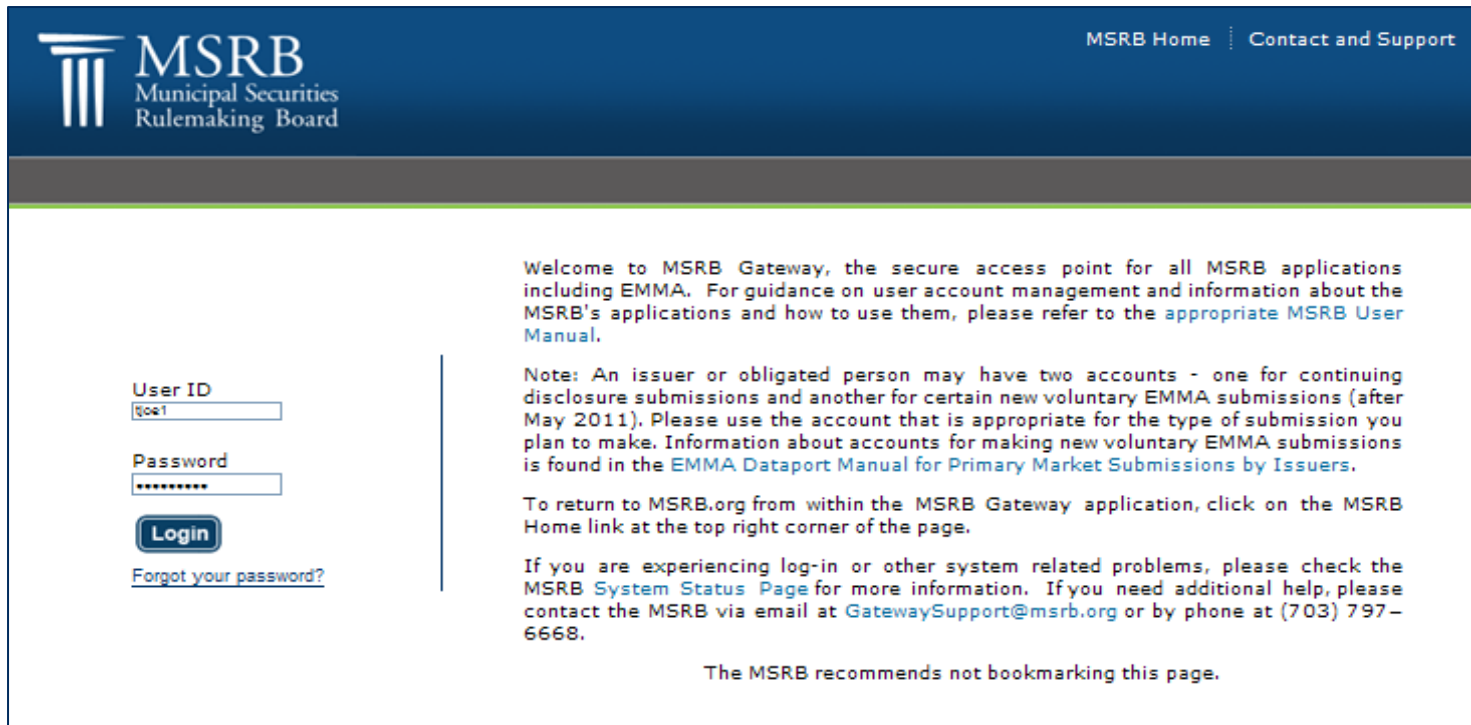
The organization information for this account is:


MSRB NUMBER (MSRB ID): P000244
ORGANIZATION NAME: Test Organization One
USER NAME: Testing Joe
EMAIL ADDRESS: ohamilton@msrb.org
PHONE: (703) 797-6600
CONTACT TYPE: Master Account Administrator

You can log in to the authenticated access area of the MSRB web site through <https://68.142.182.137/msrb1/control/default.asp>.

Access Organization Account

- Once the password is created you can log into your account
- Enter your user-id and password for this account



 **MSRB**
Municipal Securities
Rulemaking Board

[MSRB Home](#) | [Contact and Support](#)

Welcome to MSRB Gateway, the secure access point for all MSRB applications including EMMA. For guidance on user account management and information about the MSRB's applications and how to use them, please refer to the [appropriate MSRB User Manual](#).

Note: An issuer or obligated person may have two accounts - one for continuing disclosure submissions and another for certain new voluntary EMMA submissions (after May 2011). Please use the account that is appropriate for the type of submission you plan to make. Information about accounts for making new voluntary EMMA submissions is found in the [EMMA Dataport Manual for Primary Market Submissions by Issuers](#).

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 log-in or other system related problems, please check the [MSRB System Status Page](#) for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at (703) 797-6668.

The MSRB recommends not bookmarking this page.

User ID

Password

[Forgot your password?](#)

Access Organization Account

- Add EMMA submission rights

Logged in as TJOE1 for P000244 [Logout](#)

MSRB Gateway Main Menu

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

(Click on a section to expand)

- [+] Account and Organization Management** **Important notice! Please click to expand.**
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.
 - > Edit or Affirm Your Organization's Registration**

My Profile [Edit](#)

User ID:	TJOE1
Role:	Master Account Administrator
User Name:	Testing Joe
Organization Name:	Test Organization One
MSRB ID:	P000244
Email Address:	ohamilton@msrb.org

[Change Password](#)

Access Organization Account

- Edit the account

User Account Profile and Access Rights

Account Details

User ID: TJOE1
User Name: Testing Joe
MSRB ID: P000244
Group(s):
Email Address: ohamilton@msrb.org
Title:
Department:
Address: 1900 Duke St.
Alexandria, VA 22314
Phone Number: 703-797-6600
Fax Number:
Last Updated by: SYSTEM **On:** 5/3/2011 9:14:10 AM

Account Access Rights

You have the following Access Rights in MSRB Gateway:

EMMA Voluntary Annual Filing and GAAP Undertaking [?]
EMMA Voluntary OS/ARD Submission [?]
EMMA Voluntary Preliminary OS Submission [?]
Master Account Administrator [?]

[View Profile History](#) [View Rights History](#) [Edit User Account](#)

[Return to Accounts](#) [Manage Groups](#) [Manage Groups by User](#) [Return to Main Menu](#)

- Grant desired submission rights and save changes

Account Access Rights

Select the Access Rights to assign to your User Account.

You will have the following Access Rights in MSRB Gateway:

EMMA Voluntary Annual Filing and GAAP Undertaking [?]
EMMA Voluntary OS/ARD Submission [?]
EMMA Voluntary Preliminary OS Submission [?]
Master Account Administrator [?]

Access Organization Account

- Click on the “Market Information Systems” option
- Click on the “EMMA Dataport” link

MSRB Gateway Main Menu

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.
 - > Edit or Affirm Your Organization's Registration**
- [-] Market Information Systems**
Access MSRB systems used to submit documents and data related to municipal market activity and political contributions.
 - > EMMA Dataport**
Submit documents and information to EMMA.

My Profile [Edit](#)

User ID: TJOE1
Role: Master Account Administrator
User Name: TESTING JOE
Organization Name: Test Organization One
MSRB ID: P000244
Email Address: ohamilton@msrb.org
[Change Password](#)



AGENT DESIGNATION

Agent Designation

- Only the Master Account Administrator can manage agent designations
- An organization can designate an agent, or offer to act as an agent for another organization
- An organization can only designate rights that are inherent to its organization type
 - Issuers can designate rights to submit voluntary financial information and voluntary primary market documents
 - Obligated persons can designate rights to submit voluntary financial information
- Designations are based on submission rights
- An organization can remove an agent relationship at anytime

Agent Designation

- Agent designation menu
 - Expand Agent Relationship Management
 - Click “Manage Agent Relationships” link

Logged in as TJOE1 for P000244 [Logout](#)

MSRB Gateway Main Menu

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.
 - > Edit or Affirm Your Organization's Information and Master Account Administrator Designation**
- [-] Market Information Systems**
Access MSRB systems used to submit documents and data related to municipal market activity and political contributions.
 - > EMMA Dataport**
Submit documents and information to EMMA.

My Profile [Edit](#)

User ID:	TJOE1
Role:	Master Account Administrator
User Name:	TESTING JOE
Organization Name:	Test Organization One
MSRB ID:	P000244
Email Address:	ohamilton@msrb.org
	Change Password

Agent Designation

- Manage Agents
 - View active agent relationships
 - View pending designations to organizations that you are waiting to accept/decline your designation request
 - View pending designations from organizations that are waiting for you to accept/decline their offer to act as your agent
 - Send a request for an organization to act as your agent

Logged in as TJOE1 for P000244 [Logout](#)

Manage Agent Relationships

Use the following menu options to designate agents to make submissions on your behalf and approve requests from others to act as your agent.

- Active relationships: (1)
- Organizations you have requested to act as your agent: (0)
- Organizations offering to act as your agent: (0)
- Designate an organization to act as your agent

Use the following menu options to offer to make submissions on behalf of another organization and approve requests from others to make submissions on their behalf.

- Active Relationships: (0)
- Organizations requesting that you act as their agent: (0)
- Organizations for which you have offered to act as an agent: (0)
- Offer to serve as an agent for another organization

[Return to Main Menu](#)

Contact information for your Master Account Administrator will be shared with Master Account Administrators of organizations involved in agent relationships with you.

Agent Designation

- Manage agent relationships where your organization acts as an agent
 - Show active relationships with organizations where you act as an agent
 - View pending requests where you have been requested to act as an agent for another organization – you can accept/decline the designation
 - View pending requests where have offered to act as an agent and you are waiting for the organization to accept/decline your offer
 - Extend an offer to act as an agent for another organization

Logged in as TJOE1 for P000244 [Logout](#)

Manage Agent Relationships

Use the following menu options to designate agents to make submissions on your behalf and approve requests from others to act as your agent.

- Active relationships: (1)
- Organizations you have requested to act as your agent: (0)
- Organizations offering to act as your agent: (0)
- Designate an organization to act as your agent

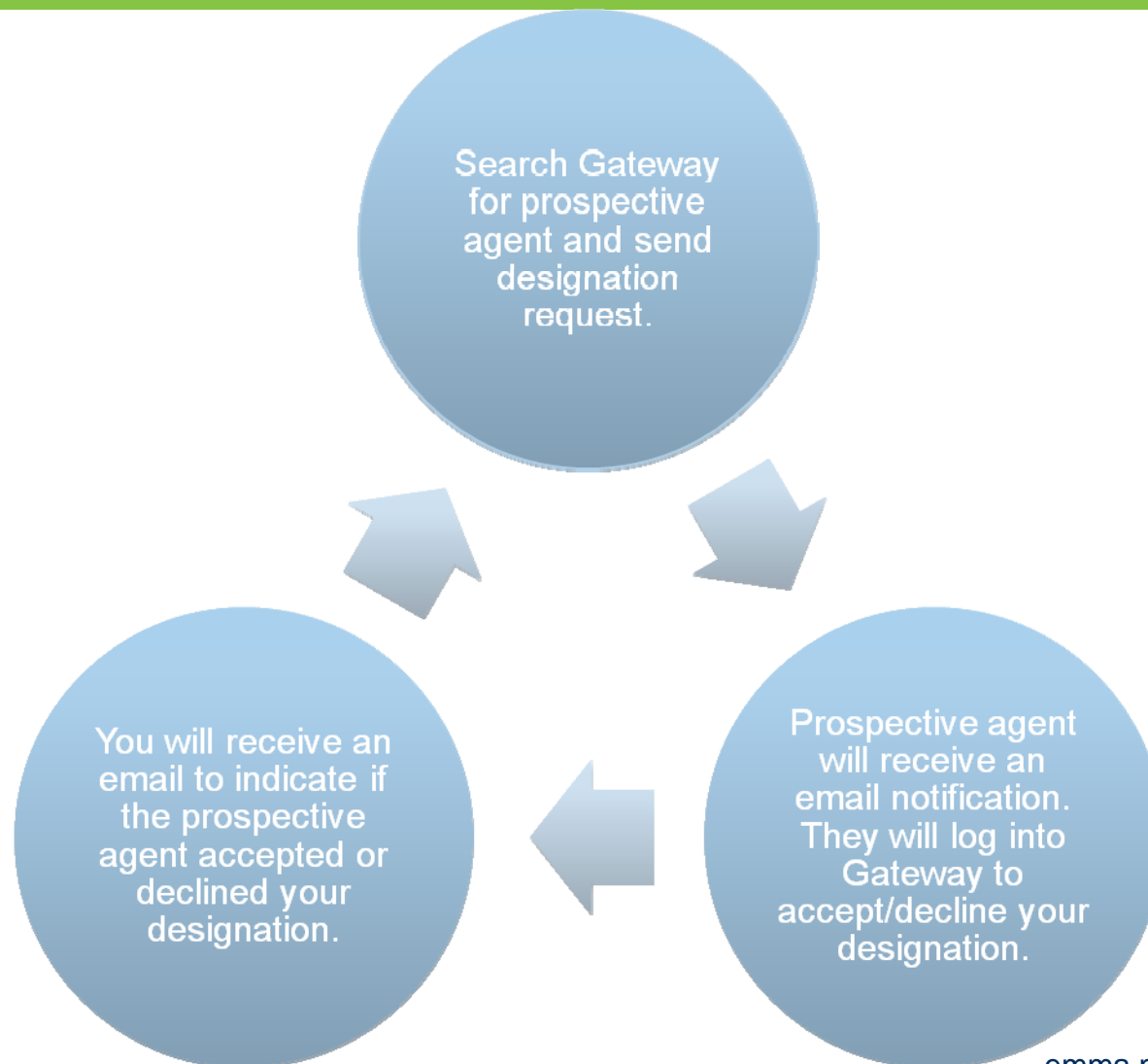
Use the following menu options to offer to make submissions on behalf of another organization and approve requests from others to make submissions on their behalf.

- Active Relationships: (0)
- Organizations requesting that you act as their agent: (0)
- Organizations for which you have offered to act as an agent: (0)
- Offer to serve as an agent for another organization

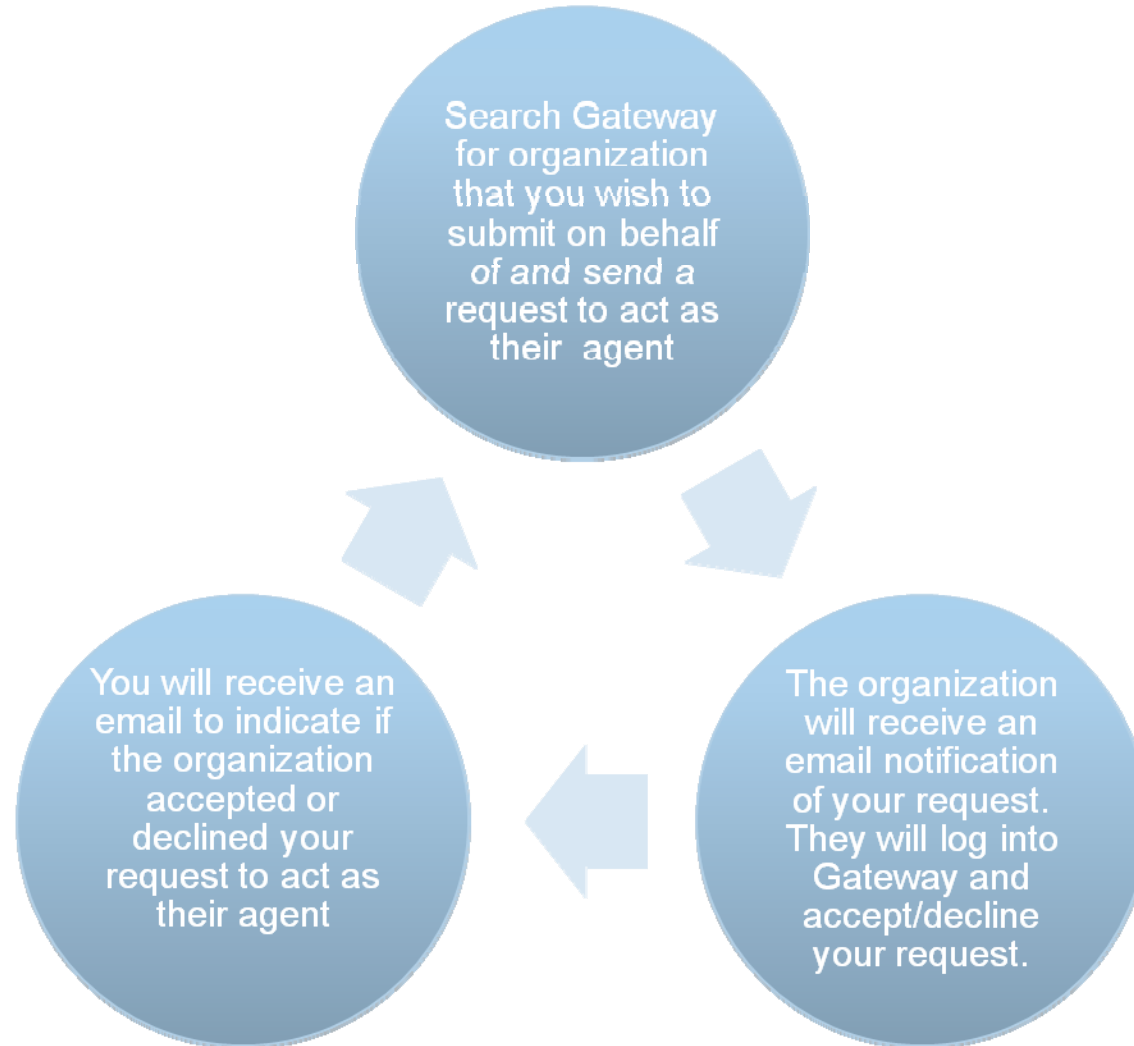
[Return to Main Menu](#)

Contact information for your Master Account Administrator will be shared with Master Account Administrators of organizations involved in agent relationships with you.

Send Agent Designation Request



Send Request to Act as an Agent





VOLUNTARY FINANCIAL DISCLOSURE INFORMATION

Voluntary Financial Disclosure Information

- To disclose voluntary financial information, select the “Voluntary Financial Information....” tab

The screenshot displays the EMMA Dataport Submission Portal interface. At the top, the title 'EMMA Dataport Submission Portal' is on the left, and the 'MSRB GATEWAY' logo is on the right. Below the logo, the user's name 'TESTING JOE, email: ohamilton@msrb.org' is visible. A navigation bar contains three tabs: 'Voluntary Financial Information: Timing, GAAP Undertaking & URL' (highlighted in green and circled in red), 'Preliminary Official Statement and Pre-Sale Documents', and 'Issuer Voluntary Official Statement'. Below the tabs is a 'Select Organization' dropdown menu with '-select one-' as the current selection. The main content area features a link 'Submit voluntary financial filing information' followed by 'CREATE / UPDATE'. To the right, a section titled 'Issuers and obligated persons may submit, on a voluntary basis, the following information:' lists three requirements: 'Timing – Describe the contractual obligation to disclose annual financial statements through EMMA: 120 or 150 days after the end of the fiscal year, if applicable;', 'Preparation – Disclose the accounting method used in preparation of audited financial statements: GAAP-GASB, GAAP-FASB, or unspecified;', and 'URL Link for Additional Financial Information – Provide a hyperlink (URL) to an Internet-based resource with additional financial information, such as your investor relations web page.' Below this list, a note states: 'In conjunction with these submissions you will be required to provide the CUSIP numbers of securities, if applicable.'

Voluntary Financial Disclosure Information

- Click the drop down menu option to select the organization making the submission
 - The menu will include your organization and any organization(s) that designated you to make submissions on their behalf

The screenshot displays the EMMA Dataport Submission Portal interface. At the top, the title "EMMA Dataport Submission Portal" is on the left, and the "MSRB GATEWAY" logo is on the right. Below the title bar, the user is identified as "TESTING JOE, email: ohamilton@msrb.org". The main content area features three tabs: "Voluntary Financial Information: Timing, GAAP Undertaking & URL" (highlighted in green), "Preliminary Official Statement and Pre-Sale Documents", and "Issuer Voluntary Official Statement". Below the tabs, there is a "Select Organization" dropdown menu. The dropdown is open, showing three options: "-select one-", "-select one-", and "Test Organization One (P000244)". The "Test Organization One (P000244)" option is highlighted in blue. Below the dropdown, there are two buttons: "Submit voluntary financial filing information" and "CREATE/UPDATE". To the right of the buttons, there is a section titled "Issuers and obligated persons may submit, on a voluntary basis, the following information:" followed by three bullet points: "Timing – Describe the contractual obligation to disclose annual financial statements through EMMA: 120 or 150 days after the end of the fiscal year, if applicable;", "Preparation – Disclose the accounting method used in preparation of audited financial statements: GAAP-GASB, GAAP-FASB, or unspecified;", and "URL Link for Additional Financial Information – Provide a hyperlink (URL) to an Internet-based resource with additional financial information, such as your investor relations web page." Below this section, there is a note: "In conjunction with these submissions you will be required to provide the CUSIP numbers of securities, if applicable."

Voluntary Financial Disclosure Information

- Select create/update

EMMA Dataport Submission Portal

MSRB GATEWAY

TESTING JOE, email: ohamilton@msrb.org

Voluntary Financial Information: Timing, GAAP Undertaking & URL | Preliminary Official Statement and Pre-Sale Documents | Issuer Voluntary Official Statement

Select Organization: Test Organization One (P000244)

Submit voluntary financial filing information **CREATE / UPDATE**

Issuers and obligated persons may submit, on a voluntary basis, the following information:

- Timing – Describe the contractual obligation to disclose annual financial statements through EMMA: 120 or 150 days after the end of the fiscal year, if applicable;
- Preparation – Disclose the accounting method used in preparation of audited financial

- Past filings will be displayed
- Click “Create Submission”

EMMA Dataport - Voluntary Financial Information Disclosure Submission

MSRB GATEWAY

Submission Summary

Enter CUSIP-9

Posting Date/Time	Submission Identifier	Security Type	Timing of Annual Financial Filing	URL Link for Additional Financial Information	Financial Accounting Method	
05/05/2011 : 12:31 PM	Financial filings for FY 2010 (EB401257) View Securities	CUSIP-9 Based	*Days: 120 **Fiscal Year End: February 28 (annual financial filing)	http://www.testingfinancials.org → (Details of my financial filings for FY2010)	GAAP-GASB	Edit Cancel

† Issuer/Obligated person has voluntarily agreed to submit annual financial information on or prior to X* days, after fiscal year end (Month dd)**

Create Submission

Voluntary Financial Disclosure Information

- Populate at least one field with voluntary financial disclosure information
 - Timing of Annual Financial Filing – 120/150 days after fiscal year end
 - URL Link for Additional Financial Information
 - Financial Accounting Method

EMMA Dataport - Voluntary Financial Information Disclosure Submission

MSRB GATEWAY

Submission Status: Not Published

You are currently acting on behalf of:

Back Next Exit

Voluntary Financial Reporting Disclosure [\(What is this?\)](#)

Disclosure Description: Annual Financial Filings for FY2011 (140 Characters Max)

Timing of Annual Financial Filing

Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Feb 28

Additional Information: Details of financial filings for FY2011 (information will display on EMMA) (140 Characters Max)

URL Link for Additional Financial Information

(this link will display on EMMA)

URL: http://www.testingfinancials.org Validate URL (eg. http://www.msrb.org)

Description of URL link: Details of my financial filings for FY2011 (description will display on EMMA) (140 Characters Max)

Financial Accounting Method

GAAP-GASB
 GAAP-FASB
 Not declared

Other Financial Accounting Information: (information will display on EMMA) (140 Characters Max)

Voluntary Financial Disclosure Information

Step 1 Select the type of issue

EMMA Dataport - Voluntary Financial Information Disclosure Submission MSRB GATEWAY

Submission Status: Not Published You are currently acting on behalf of:

Back Next Exit

Associate Issues/Securities to the Disclosure

SELECT ONE OF THE OPTIONS FOR ASSOCIATING ISSUES/SECURITIES

CUSIP-9 Based
[\(What is a CUSIP?\)](#)

CUSIP-9 Based

Non-CUSIP-9 Based

Commercial Paper (CUSIP-6 Based)

Ineligible for CUSIP Number Assignment

529 College Savings Plan

Other Municipal Fund Security

Voluntary Financial Disclosure Information



Submission Status: Not Published You are currently acting on behalf of:

[Back](#) [Preview](#) [Exit](#)

Associate Issues/Securities to the Disclosure

VOLUNTARY FINANCIAL REPORTING DISCLOSURE DATA

Disclosure Description: Annual Financial Filings for FY2011
Timing of Annual Financial Filing: Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Feb 28. (Details of financial filings for FY2011)
Website for Additional Financial Information: <http://www.testingfinancials.org> (Details of my financial filings for FY2011)
Financial Statements Accounting Standard: GAAP-GASB

Total CUSIPs Count: 0

CUSIP-9 BASED

Instructions Enter CUSIP-9s for securities. You may also enter CUSIP-6s for all associated CUSIP-9s.

99999aj11

ASOCIATING SECURITIES TO FINANCIAL STATEMENT REPORTING DISCLOSURE
Maximum of 15000 securities per submission

Securities uploaded via existing groups and the cut and paste securities utilities are combined in alphabetic sort order up to the maximum allowed per submission.

Upload

[+] Enter Submit CUSIPs CUSIP-6s

Voluntary Financial Disclosure Information

Step 5
Click "Publish" to publish to EMMA

Submission Status: Not Published You are currently acting on behalf of

[Back](#) [Publish](#)

PREVIEW

VOLUNTARY FINANCIAL REPORTING DISCLOSURE DATA
Disclosure Description: Financial filings for FY 2010
Timing of Annual Financial Filing: Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Feb 28. (annual financial filing)
Website for Additional Financial Information: <http://www.testingfinancials.org> (Details of my financial filings for FY2010)
Financial Statements Accounting Standard: GAAP-GASB

CUSIP-9 BASED

The following issuers are associated with this Financial Reporting Disclosure Submission:	The following securities will be published with this Financial Reporting Submission:									
<table border="0"><thead><tr><th>CUSIP-6</th><th>State</th><th>Issuer Name</th></tr></thead><tbody><tr><td>99999A</td><td></td><td>MSRB-EMMA TESTING</td></tr></tbody></table>	CUSIP-6	State	Issuer Name	99999A		MSRB-EMMA TESTING	<table border="0"><thead><tr><th>Assigned Securities</th></tr><tr><th>Displaying 1 securities</th></tr></thead><tbody><tr><td>99999AJ11</td></tr></tbody></table>	Assigned Securities	Displaying 1 securities	99999AJ11
CUSIP-6	State	Issuer Name								
99999A		MSRB-EMMA TESTING								
Assigned Securities										
Displaying 1 securities										
99999AJ11										

EMMA Dataport - Voluntary Financial Information Disclosure Submission MSRB
GATEWAY

SUBMISSION ID (EB401257) 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
[click here](#)

Voluntary Financial Disclosure Information

- View voluntary submission on EMMA

1. Search by CUSIP-9

2. Click on Continuing Disclosure Tab

3. View financial disclosure information

MSRB TESTING MSRB TESTING
MSRB-EMMA TESTING MSRB-EMMA TESTING J1*

CUSIP: 99999AJ11 *
Dated Date: 01/01/1930
Maturity Date: 02/01/2099
Interest Rate: 0.002 %
Principal Amount At Issuance:
Initial Offering Price:

Official Statement **Continuing Disclosure** Trade Activity

Underwriter has indicated that the issuer or obligated person(s) have agreed to provide Continuing Disclosure Information.

FINANCIAL INFORMATION & DOCUMENTS Collapse▲

Issuer: Test Organization One

- Underwriter indicates that issuer annual financial information is contractually due on July 29 of each calendar year.
- Issuer voluntarily agrees to submit annual financial information on or prior to 120 days after fiscal year end on February 28 (FYE) (annual financial filing)

MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB FYE

Issuer voluntarily agrees to submit financial statement pursuant to GAAP-GASB. Issuer has provided the following external link for additional financial information: [Click here](#) (Details of my financial filings for FY2010)

Not the security you were looking for?
→ Return to Search Results
→ See other securities in this issue
→ Start a new search

Alert Me!
Sign Up for Alerts

What is continuing disclosure?
Continuing disclosures, including advance refunding documents, provide important information about a security after initial issuance.

Edit/Delete Submission

- Edit submission – updated submission will replace existing submission and will receive an a new submission ID
- Delete submission – submission will no longer appear

EMMA Dataport - Voluntary Financial Information Disclosure Submission MSRB
GATEWAY

Submission Summary

Enter CUSIP-9

Posting Date/Time ▾	Submission Identifier	Security Type	Timing of Annual Financial Filing †	URL Link for Additional Financial Information	Financial Accounting Method	
05/05/2011 : 12:31 PM	Financial filings for FY 2010 (EB401257) View Securities	CUSIP-9 Based	*Days: 120 **Fiscal Year End: February 28 (annual financial filing)	http://www.testingfinancials.org → (Details of my financial filings for FY2010)	GAAP-GASB	Edit Cancel

† Issuer/Obligated person has voluntarily agreed to submit annual financial information on or prior to X* days, after fiscal year end (Month dd)**



PRIMARY MARKET SUBMISSIONS

Primary Market Submissions

- Definitions
- Underwriter responsibilities
- Which accounts to use
- How to submit documents & information

What Are “Primary Market Documents”?

- Preliminary official statements (POS)
- Related pre-sale documents
- Official statements*
- Advance refunding documents
- Amendments & supplements

*Including 529 plan disclosure documents

Responsibility of Underwriters

Issuers may submit primary market documents on a voluntary basis, but this does not relieve underwriters of their requirement to submit official statements and advance refunding documents as required by MSRB Rule G-32.

Accounts for Continuing Disclosure

- Since 2009, EMMA has accepted continuing disclosure documents (audited financial statements, ratings changes, bond call notices, etc.) from issuers and obligated persons
- The Organization Accounts described in this webinar cannot be used to submit continuing disclosure documents. Continue to use your existing individual account for CD document submission
- For that, see the *EMMA Dataport Manual for Continuing Disclosure Submissions* on www.msrb.org



SUBMITTING A PRELIMINARY OFFICIAL STATEMENT (POS)

ation or amendment. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer, solicitation or sale would be unlawful prior to registration or qualification under the securities laws of such jurisdiction.

PRELIMINARY OFFICIAL STATEMENT DATED APRIL 26, 2011

Expected Ratings: Moody's S&P
Aa1 *AA+*
 (See "Ratings" herein)

In the opinion of Hawkins Delafield & Wood LLP, Special Tax Counsel to the Authority, under existing statutes and court decisions and assuming continuing compliance with certain tax covenants described herein, (i) interest on the Offered Bonds is excluded from gross income for federal income tax purposes pursuant to Section 103 of the Code, and (ii) interest on the Offered Bonds is not treated as a preference item in calculating the alternative minimum tax imposed on individuals and corporations under the Code, and is not included in the adjusted current earnings of corporations for the purpose of calculating the alternative minimum tax. No opinion is expressed as to the exclusion from gross income of interest on any Offered Bond for any period during which the Offered Bond is held by a person who, within the meaning of Section 147(a) of the Code, is a "substantial user" of the facilities financed with the proceeds of the Offered Bonds or a "related person". For more information concerning the tax treatment of the interest on the Offered Bonds, see "Tax Matters" herein.

Under the Authority's Act, income on the Offered Bonds, including any profit made on the sale thereof, is not included in taxable income for purposes of income taxation by the Commonwealth and by the municipalities and all other political subdivisions of the Commonwealth.



\$11,700,000*
VIRGINIA HOUSING DEVELOPMENT AUTHORITY
Rental Housing Bonds
2011 Series A-Non-AMT

Maturity Date (May 1)	Principal Amount	Serial or Term	Interest Rate	Price	CUSIP
--	-------------------------	-----------------------	----------------------	--------------	--------------

Dated Date: Date of Delivery

POS Submissions

- An issuer can submit a POS and related pre-sale documents.
- Along with the POS, submit as much indexing information as is known, to assist the public in searching.
- Minimum POS indexing information:

The diagram illustrates the required fields for POS indexing information. It consists of four horizontal rows, each with a grey rounded rectangle containing the field name and a white rectangular box to its right representing the input area. The fields are: 1. Full issuer name and issue description, 2. Issuer's state, 3. Date of the POS, and 4. Contact information.

(In this briefing, “issuer” includes an issuer’s designated agent.)

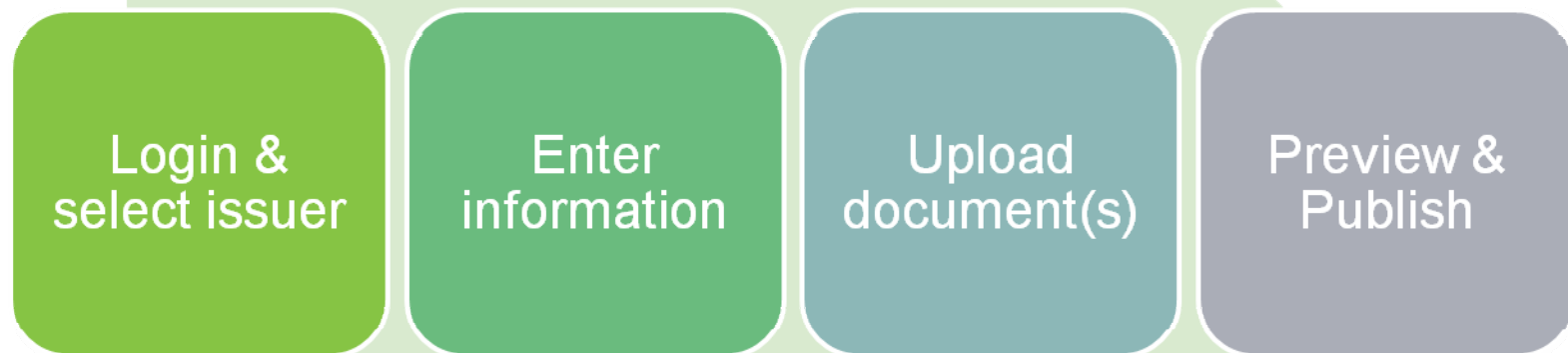
POS Submissions

- Optional POS indexing information

<input type="text"/>	6-digit CUSIP number of issue
<input type="text"/>	Total par value of issue
<input type="text"/>	Dated date
<input type="text"/>	Closing date
<input type="text"/>	Maturity data

Maturity data = CUSIP-9, maturity date, coupon, principal amount

Stages in POS Submission



POS Submissions

- To make a POS submission, log into EMMA Dataport through MSRB Gateway

The screenshot shows the EMMA Dataport website in a Windows Internet Explorer browser. The URL is <http://dataportbeta.emma.msrb.org/AboutDataport.aspx?ReturnUrl=%2FSubmission%2FSubmissionPortal.aspx>. The page features the MSRB logo and the text "EMMA - Electronic Municipal Market Access BETA The Official Source for Municipal Disclosures and Market Data". A navigation menu includes "About EMMA", "Muni Search", "Market Activity", "Education Center", and "EMMA Dataport", with the latter highlighted in green. A search box labeled "Muni Search" is present. Below the navigation, a sidebar lists various submission types. The main content area is titled "EMMA Dataport" and contains sections for "Municipal Securities Document Submission", "Primary Market Document Submissions", and "Continuing Disclosure Submissions". A prominent green box labeled "MSRB GATEWAY" contains the text "Access EMMA to Submit Documents" and a "LOGIN" button, both of which are circled in red. Other sections include "529 College Savings Plan Submitters" and "Continuing Disclosure Submitters".

POS Submissions

- To log into Gateway enter your Organization Account user ID and password

Municipal Securities Rulemaking Board - Windows Internet Explorer

https://www.msrb.org/msrb1/control/default.asp?TARGET=EMMADATAPORT

Municipal Securities Rulemaking Board [US]

MSRB Home | Contact and Support

MSRB
Municipal Securities
Rulemaking Board

Welcome to MSRB Gateway, the secure access point for all MSRB applications including EMMA. For guidance on user account management and information about the MSRB's applications and how to use them, please refer to the [appropriate MSRB User Manual](#).

Note: An issuer or obligated person may have two accounts - one for continuing disclosure submissions and another for certain new voluntary EMMA submissions (after May 2011). Please use the account that is appropriate for the type of submission you plan to make. Information about accounts for making new voluntary EMMA submissions is found in the [EMMA Dataport Manual for Primary Market Submissions by Issuers](#).

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 log-in or other system related problems, please check the [MSRB System Status Page](#) for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at (703) 797-6668.

The MSRB recommends not bookmarking this page.

Terms and Conditions | Privacy Statement | Site Map | ©2010 Municipal Securities Rulemaking Board 1900 Duke Street, Suite 600, Alexandria, VA 22314 (10.230.10.61)

emma.msrb.org | 59

POS Submissions

- Select the organization from the drop down list and then click “Create” for the applicable security type

EMMA Dataport Submission Portal

MSRB GATEWAY

Select Organization: -select one-
State of XX, County A
State of XX, County B

Select an issuer

FORMAL ISSUER, email: dalikazmi@msrb.org

Voluntary Financial Information: Timing, GAAP Undertaking & URL

Preliminary Official Statement and Pre-Sale Documents

Issuer Voluntary Official Statement

Select Company: Not CCPace (FRISR)

Submit a preliminary official statement and related pre-sale information.

Bond, Note, Variable Rate (Standard EMMA submission: 9-digit CUSIP number available or expected)	CREATE UPDATE
Commercial Paper (6-digit CUSIP number available or expected)	CREATE UPDATE
Ineligible for CUSIP Number Assignment	CREATE UPDATE
529 College Savings Plan	CREATE / UPDATE
Other Municipal Fund Security	CREATE / UPDATE

Issuers may submit, on a voluntary basis, preliminary official statements and related “pre-sale” documents such as notices of sale, advertisements or other related documents. To complete a submission, you will be asked to provide:

- Issuer name and issue description,
- State, and
- Date of preliminary official statement.

As data becomes available, issuers are encouraged to provide the following additional data to assist the public in searches:

- CUSIP numbers (six or nine digits)
- Maturity dates, anticipated dated date, total par amount, etc.

POS Submissions

- This is an example of a blank POS data entry screen

EMMA Dataport - Preliminary Official Statement Submission MSRB GATEWAY

Submission Status: Not Published You are currently acting on behalf of: dadfadsfads

[Next](#) [Exit](#)

Bond, Note or Variable Rate

Please provide the following details
*All fields required, if applicable, for a complete submission

Issuer CUSIP-6: (optional) *POS Date: mm/dd/yyyy

*Full Issuer Name as Shown on POS:

*Full Issue Description as Shown on POS:

Total Par Value on Issue: Dated Date: mm/dd/yyyy

*State:

Closing Date: mm/dd/yyyy

Contact regarding this Preliminary Official Statement at the Issuer or Obligor
* denotes required fields. † one of these fields is required

Organization: †Phone Number: Extension:

*First Name: †Email:

*Last Name:

Address:

City:

State:

Zip Code:

SECURITY INFORMATION (Optional)
Please enter CUSIP-9s and related information if available ➤ Add Security to Issue

CUSIP	Maturity Date	Interest Rate (%)	Maturity Principal Amount(\$)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[emma.msrb.org](#) | 61

POS Submissions

- Enter issuer name, issue description, state and POS date at a minimum

Bond, Note or Variable Rate

Please provide the following details
*All fields required, if applicable, for a complete submission

Issuer CUSIP-6: (optional)

*Full Issuer Name as Shown on POS:

*Full Issue Description as Shown on POS:

Total Par Value on Issue:

*State:

*POS Date: mm/dd/yyyy

Dated Date: mm/dd/yyyy

Closing Date: mm/dd/yyyy

- “POS date” is the date of the POS. It is not Dated Date or Closing Date

PRELIMINARY OFFICIAL STATEMENT DATED JANUARY 19, 2011

NEW ISSUE

RATING: MOODY'S “___”

In the opinion of Wolff & Samson PC, West Orange, New Jersey Bond Counsel, assuming continuing compliance by the Villages with certain tax

*POS Date: mm/dd/yyyy

Dated Date: mm/dd/yyyy

Closing Date: mm/dd/yyyy

POS Submissions

- Enter at least your name and either your phone number or email address
- Contact information enables potential underwriters and investors to contact the issuer about the proposed issue

Contact regarding this Preliminary Official Statement at the Issuer or Obligor
* denotes required fields. † one of these fields is required

Organization	<input type="text" value="State of EMMA"/>	†Phone Number:	<input type="text" value="2025551212"/>	Extension:	<input type="text"/>
*First Name:	<input type="text" value="Emma"/>	†Email:	<input type="text" value="EIssuer@state.gov"/>		
*Last Name:	<input type="text" value="Issuer"/>				
Address:	<input type="text"/>				
City:	<input type="text"/>				
State:	<input type="text" value="▼"/>				
Zip Code:	<input type="text"/>				

POS Submissions

- Enter optional security information

SECURITY INFORMATION (Optional)
Please enter CUSIP-9s and related information if available ➤ Add Security to Issue

CUSIP	Maturity Date	Interest Rate (%)	Maturity Principal Amount(\$)	
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear

➤ Add Security to Issue

- Use this procedure also for securities which will be identified by nine-digit CUSIP numbers but for which CUSIP numbers are not yet available.

POS Submissions

- EMMA looks up the security attributes if it can

SECURITY INFORMATION (Optional)
Please enter CUSIP-9s and related information if available > Add Security to Issue

CUSIP	Maturity Date	Interest Rate (%)	Maturity Principal A	
<input type="text" value="59333PEE4"/> Find	<input type="text" value="10/01/2033"/>	<input type="text" value="5"/>	<input type="text" value="248415000"/>	Clear
<input type="text" value="59333PZZ4"/> Find	<input type="text" value="10/11/2063"/>	<input type="text" value="7"/>	<input type="text" value="1000000"/>	Clear Cusip not found.
<input type="text" value=""/> Find	<input type="text" value="10/11/2073"/>	<input type="text" value="7.5"/>	<input type="text" value="2000000"/>	Clear

No CUSIP is available

"CUSIP not found" message

- You may enter a CUSIP number that EMMA doesn't know yet, and may enter its attributes also
- You may enter attributes for a security that doesn't yet have a CUSIP number assigned

POS Submissions

- This is the POS data entry screen with all sections populated

EMMA Dataport - Preliminary Official Statement Submission
MSRB
GATEWAY

Submission Status: Not Published

You are currently acting on behalf of: Larry's MSRB

Next
Exit

Bond, Note or Variable Rate

Please provide the following details
*All fields required, if applicable, for a complete submission

Issuer CUSIP-6: <input type="text" value="59333P"/> (optional)	*POS Date: <input type="text" value="5/6/2011"/> mm/dd/yyyy
*Full Issuer Name as Shown on POS: <input type="text" value="MIAMI-DADE COUNTY, FLORIDA"/>	Dated Date: <input type="text"/> mm/dd/yyyy
*Full Issue Description as Shown on POS: <input type="text" value="AVIATION REVENUE SERIES 2002A (HUB)"/>	Closing Date: <input type="text"/> mm/dd/yyyy
Total Par Value on Issue: <input type="text" value="248415000"/>	
*State: <input type="text" value="FL"/>	

Contact regarding this Preliminary Official Statement at the Issuer
* denotes required fields. † one of these fields is required

Organization: <input type="text" value="MIAMI-DADE COUNTY FINANCE"/>	†Phone Number: <input type="text" value="3055551212"/> Extension: <input type="text"/>
*First Name: <input type="text" value="TEST"/>	†Email: <input type="text" value="TUSER@TEST.ORG"/>
*Last Name: <input type="text" value="USER"/>	
Address: <input type="text"/>	
City: <input type="text"/>	

SECURITY INFORMATION (Optional)
Please enter CUSIP-9s and related information if available ➤ Add Security to Issue

CUSIP	Maturity Date	Interest Rate (%)	Maturity Principal Amount(\$)
<input type="text" value="59333PEE4"/> <input type="button" value="Find"/>	<input type="text" value="10/01/2033"/>	<input type="text" value="5"/>	<input type="text" value="248415000"/> <input type="button" value="Clear"/>

POS Submissions

- Upload the POS document


EMMA Dataport - Preliminary Official Statement Submission MSRB GATEWAY

Submission Status: Not Published You are currently acting on behalf of:

Bond, Note, Variable Rate Back Preview Exit


PRELIMINARY OFFICIAL STATEMENT & RELATED DOCUMENTS

[Add Preliminary Official Statement >>](#)

UPLOAD DOCUMENTS
Only PDFs accepted. 
Effective 1/1/2010 all PDF's need to be word searchable.
Preliminary Official Statement
Document Description: (75 max)

+Upload Multiple Files



UPLOAD DOCUMENTS
Only PDFs accepted. 
Effective 1/1/2010 all PDF's need to be word searchable.
Preliminary Official Statement
Document Description: POS desc entered by user (75 max)
H:\Data\EMMA\PDF files\POS 839134 CV4.pdf

+Upload Multiple Files

POS Submissions


- Pre-sale documents in addition to the POS


Bond, Note, Variable Rate

PRELIMINARY OFFICIAL STATEMENT & RELATED DOCUMENTS

Add more documents >>

Preliminary Official Statement [Options](#)

 POS Alexandria NJ.pdf posted 04/14/2011 view [Options](#)


UPLOAD DOCUMENTS
Only PDFs accepted. 

Effective 1/1/2010 all PDF's need to be word searchable.

Select Document Type (75 max)

- Preliminary Official Statement
- Notice of Sale
- Advertisement
- Related Document

+Upload Multiple Files

UPLOAD DOCUMENTS
Only PDFs accepted. 

Effective 1/1/2010 all PDF's need to be word searchable.

Related Document

Document Description: (75 max)

Description entered by user.

POS Submissions

- You must “Preview” and “Publish” the information to disclose it

EMMA Dataport - Preliminary Official Statement Submission MSRB
GATEWAY

Submission Status: Not Published You are currently acting on behalf of dadafdasfads

[Publish](#) [Edit](#) [Exit](#)

PREVIEW

BOND, NOTE, VARIABLE RATE

Issuer CUSIP-6: 59333P

Full Issuer Name as Shown on POS: TOWNSHIP OF SOUTH ORANGE VILLAGE (COUNTY OF ESSEX) NEW JERSEY

Full Issue Description as Shown on POS: BOND ANTICIPATION NOTES SERIES 2011A (NJ)

Total Par Value on Issue: \$26,795,000.00

State: NJ

POS Date: 1/19/2011

Dated Date:

Closing Date:

PRELIMINARY OFFICIAL STATEMENT

[POS 839134 CV4.pdf posted 04/13/2011 view](#)

[POS Supplement.pdf posted 04/13/2011 view](#)

SECURITY INFORMATION

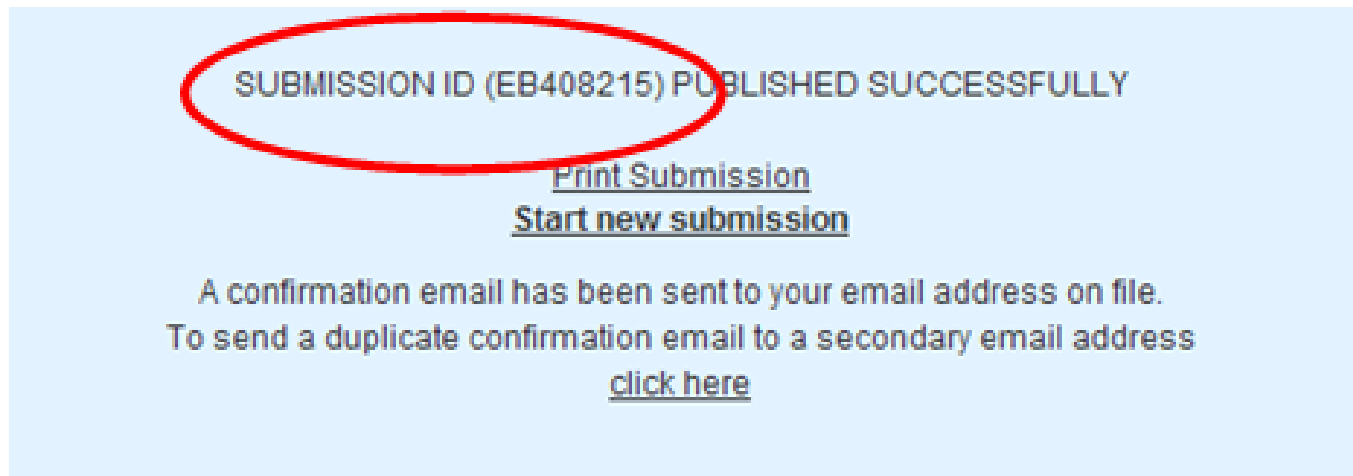
Cusip	Maturity Date	Interest Rate (%)	Maturity Principal Amount(\$)
59333PEE4	10/01/2033	5%	\$248,415,000
59333PZZ4	10/01/2035	7%	\$12,000,000
	10/01/2040	7.5%	\$10,000,000

Company: Township of South Orange Village
Name: Robert Ross
Address:
City, State Zip:
Phone Number: 9085551212
Email: cfo@sorangenj.gov

[Publish](#) [Edit](#) [Exit](#)

POS Submissions

- You will need the Submission ID later for updates



You will also receive an email including the submission ID

POS Submissions

- To update a submission, return to the Main Menu

Voluntary Financial Information: Timing, GAAP Undertaking & URL	Preliminary Official Statement & Pre-Sale Documents	Issuer Voluntary Official Statement
--	--	--

Select Organization

Click below to submit a preliminary official statement or related pre-sale information.


Bond, Note, Variable Rate (Standard EMMA submission: 9-digit CUSIP number available or expected)	CREATE UPDATE
Commercial Paper (6-digit CUSIP number available or expected)	CREATE UPDATE
Ineligible for CUSIP Number Assignment	CREATE UPDATE
529 College Savings Plan	CREATE / UPDATE
Other Municipal Fund Security	CREATE / UPDATE

POS Submissions

- Enter submission ID of POS

Click below to submit a preliminary official statement or related pre-sale information.

Bond, Note, Variable Rate [CREATE](#) [UPDATE](#)
(Standard EMMA submission: 9-digit CUSIP number available or expected)

Modify Submission 

You may cancel your submission as part of the “Update” process.

[Cancel Submission](#) [Next](#) [Exit](#)

POS Submissions

- Submitting a Commercial Paper POS

Commercial Paper

Please provide the following details
*All fields required, if applicable, for a complete submission

Issuer CUSIP-6: <input type="text" value="04182P"/> (optional)	*POS Date: <input type="text" value="06/20/2005"/> mm/dd/yyyy
*Full Issuer Name as Shown on POS: <input type="text" value="CITY OF ARLINGTON, TEXAS"/>	Dated Date: <input type="text" value="06/29/2005"/> mm/dd/yyyy
*Full Issue Description as Shown on POS: <input type="text" value="GENERAL OBLIGATION COMMERCIAL PAPER NOTES, SERIES A"/>	Closing Date: <input type="text"/> mm/dd/yyyy
Total Par Value on Issue: <input type="text" value="30000000"/>	
*State: <input type="text" value="TX"/>	

Contact regarding this Preliminary Official Statement at the Issuer or Obligor
* denotes required fields. † one of these fields is required

Organization: <input type="text"/>	†Phone Number: <input type="text" value="5035551212"/> Extension: <input type="text"/>
*First Name: <input type="text" value="Emma"/>	†Email: <input type="text" value="euser@arlington.tx.us"/>
*Last Name: <input type="text" value="User"/>	
Address: <input type="text"/>	
City: <input type="text"/>	
State: <input type="text"/>	
Zip Code: <input type="text"/>	

No maturity information needed for commercial paper

POS Submissions

- Submitting a POS for a security ineligible for CUSIP numbers
 - The procedure is essentially the same as for commercial paper
 - Be sure to save the submission ID or email receipt to use in updating



SUBMITTING AN OFFICIAL STATEMENT ON A VOLUNTARY BASIS

Why Submit a Voluntary OS?

Issuers can enhance their disclosures on EMMA by submitting new or corrected data and documents where errors or omissions have occurred and there is not a requirement for an underwriter to act.

Official Statements and Advance Refunding Documents

- Mandatory dealer disclosure
 - Underwriter must submit official statement to EMMA under MSRB Rule G-32
- Voluntary issuer disclosure
 - Provide documents not required to be submitted by an underwriter or otherwise missing from EMMA
 - Primary offering of less than \$1,000,000
 - Exempt offering

Official Statements and Advance Refunding Documents

- Provide updated documents or issue information
 - Amendments to documents after underwriting period
 - Replace abbreviated issuer name or issue description with plain English text
- Advance refunding document, if any
 - Same duties and voluntary options as with the official statement

What Information Can Be Updated?

An issuer or its designated agent can submit an official statement on a voluntary basis in connection with any type of security in EMMA. As noted, they can provide the plain English issuer name and issue description. In certain circumstances, the issuer may also:

- Revise a maturity's principal amount and initial offering price or yield;

- Add a maturity's CUSIP to the CUSIP numbers already associated with the issue, along with certain related information about the maturity; or

- Indicate that a maturity, previously associated with the issue, is in fact not part of the issue.

529 College Savings Plan Documents

- **Mandatory dealer disclosure**
 - Dealer primary distributor of 529 College Savings Plan
 - A Plan Disclosure Document must be submitted to EMMA by the dealer
- **Voluntary issuer disclosure**
 - A state issuer may market its 529 plan directly to investors without the assistance of a dealer
 - A Plan Disclosure Document may voluntarily be submitted to EMMA, beginning May 23, by the issuer

Regulated and Non-Regulated Submissions of Official Statements/ARDs

- Circumstances that affect what the issuer can change:
 - If no underwriter has made an EMMA submission about the issue since June 1, 2009 – when revised Rule G-32 became effective – then the issuer can make all the updates listed on the previous slide.
 - If any underwriter as a regulated entity has made an EMMA submission since June 1, 2009 – including an update to a pre-EMMA submission – then the issuer updates are restricted to adding the plain English issuer name and issue description and/or adding an OS.

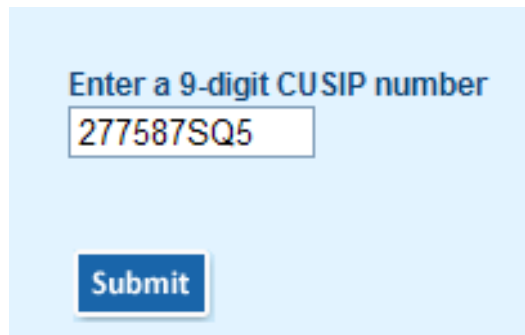
Making a Voluntary OS Submission

- Begin voluntary OS submission on submission portal

Voluntary Financial Information: Timing, GAAP Undertaking & URL	Preliminary Official Statement and Pre-Sale Documents	Issuer Voluntary Official Statement
<p>Select Organization <input type="text" value="-select one-"/></p> <ul style="list-style-type: none">State of XX, County AState of XX, County B		
<p>Submit official statement or related information to make a voluntary primary market submission</p> <p>Bond/ Note/ Variable Rate (Standard EMMA Submission- 9-digit CUSIP number required)</p> <p>CREATE UPDATE</p>		<p>Issuers may submit, o including:</p> <p>➔ Official statements submitted to update</p>

Voluntary OS Submissions

- Identify the issue for which you are submitting
 - Enter any CUSIP-9 for the issue.

A screenshot of a web form with a light blue background. At the top, it says "Enter a 9-digit CUSIP number". Below this is a text input field containing the alphanumeric string "277587SQ5". Underneath the input field is a dark blue button with the word "Submit" in white text.

Enter a 9-digit CUSIP number

Submit

Voluntary OS Submissions

- Issue submitted prior to June 1, 2009 and not updated since then by a dealer

Please provide the following details
*All fields required, if applicable, for a complete submission

*Full Issuer Name:

*Full Issue Description:

Security Description: CALMAR IOWA WTR IMPT (IA)
Total Par Value of Issue: \$650,000.00
Dated Date: 12/01/2005
Expected Closing Date: mm/dd/yyyy

Check here if these securities advance refund all or a portion of another issue.

Enter plain English name and description

SUBMISSION CHECK LIST
For a successful submission, you must complete the required information on each of the following tabs:

- Issue
- Document
- Offering

> [FAQs](#)
> [Submission Manual](#)

SECURITY INFORMATION
Please provide Maturity Principal Amount & Initial Offering Price (if missing or to be changed)

Displaying 6 securities.

CUSIP	Maturity Date	Security Description	Interest Rate (%)	Maturity Principal Amount(\$)	Initial Offering Price or Yield (%)	Security Status
131267BS4	06/01/2007	WTR IMPT	3.5	<input type="text" value="100,000.00"/>	<input type="text"/>	Underwritten/On Issue
131267BT2	06/01/2008	WTR IMPT		<input type="text"/>	<input type="text"/>	Underwritten/On Issue
131267BU9	06/01/2009	WTR IMPT		<input type="text"/>	<input type="text"/>	Underwritten/On Issue
131267BV7	06/01/2010	WTR IMPT		<input type="text"/>	<input type="text"/>	Underwritten/On Issue
131267BW5	06/01/2011	WTR IMPT		<input type="text"/>	<input type="text"/>	Underwritten/On Issue
131267BX3	06/01/2012	WTR IMPT		<input type="text"/>	<input type="text"/>	Underwritten/On Issue

Click here to add security to issue > Add Security to Issue

Pull down to remove security from issue

Security Status

Underwritten/On Issue
Underwritten/On Issue
Not On Issue

Voluntary OS Submissions

- Issue submitted or updated by underwriter since June, 2009

The screenshot shows a web form for submitting or updating an issue. The form is divided into several sections: Issue Information, Continuing Disclosure Information, and Security Information. A callout box points to the Issue Information section, stating "You may add or update here". Another callout box points to the Continuing Disclosure Information section, stating "You may change this information". A third callout box points to the Security Information section, stating "You may not update here. An underwriter submitted data under Rule G-32." The Security Information section contains a table with columns for CUSIP, Maturity Date, Security Description, Interest Rate (%), Maturity Principal Amount(\$), Initial Offering Price or Yield (%), and Security Status.

CUSIP	Maturity Date	Security Description	Interest Rate (%)	Maturity Principal Amount(\$)	Initial Offering Price or Yield (%)	Security Status
883044FL7	31/01/2012	SER A	2	1,000,000.00	0.00%	Underwritten/On Issue
883044FL8	31/01/2013	SER A	2	1,000,000.00	0.00%	Underwritten/On Issue

You may add or update here

You may change this information

You may not update here. An underwriter submitted data under Rule G-32.

Voluntary OS Submissions

- Upload the Voluntary Official Statement

The screenshot shows the EMMA system interface. At the top, there are three tabs: 'Issue', 'Document', and 'Offering'. The 'Document' tab is selected and circled in red. Below the tabs, the 'DISCLOSURE DOCUMENTS' section shows 'Currently no documents exist'. A callout box points to this text with the message: 'No "voluntary" documents exist.' To the right, the 'UPLOAD DOCUMENT' form is visible. It includes a note: 'Only PDFs accepted. Effective 1/1/2010 all PDF's need to be word searchable.' The form has a 'Select Document Type' dropdown menu, a 'Document Description (75 max):' text input field, and a 'Browse...' button. Below the form is an 'Upload' button and a 'NOTE' section with submission deadlines and file size warnings. At the bottom of the form area, there is a '+Upload Multiple Files' link.

Issue **Document** Offering

DISCLOSURE DOCUMENTS
Currently no documents exist

No "voluntary" documents exist.

UPLOAD DOCUMENT

Only PDFs accepted. Effective 1/1/2010 all PDF's need to be word searchable.

Select Document Type

Document Description (75 max):

Browse...

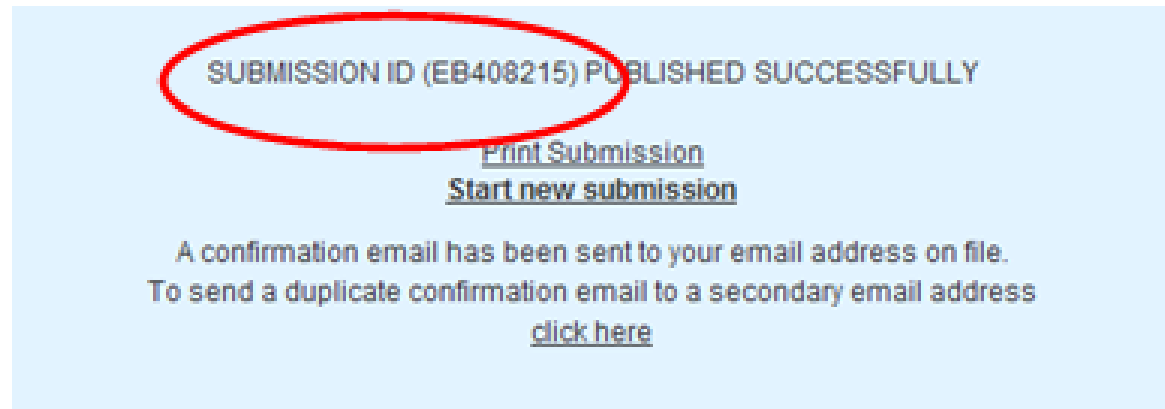
Upload

NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt.
Be advised that large files can take several minutes to upload, depending on your connection speed and the level of traffic on EMMA.

+Upload Multiple Files

Voluntary OS Submissions

- EMMA confirms your submission



Voluntary OS Submissions

- Email confirms the details

From: EMMANotifications@msrb.org
To: Larry Lawrence
Cc: [REDACTED]
Sent: Wed 4/27/2011 11:15:05 AM

Your submission has been published.

Submission Id: EB401047

Your Underwriting/Remarketing submission has been published.
Submission Id: EB401047

Full Issuer Name: GRADY COUNTY OKLAHOMA - VOLUNTARY OS Full Issue Name: VOLUNTARY ISSUE - ADD CUSIP BJO
State: OK
Dated Date: 07/01/2009
Expected Closing Date: 07/23/2009

CONTINUING DISCLOSURE INFORMATION

Issuer or other obligated persons have not agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12

ASSOCIATED SECURITIES (4)

384191BC5
384191BD3
384191BJ0
59333PEE4

Please follow the link to access the published submission on EMMA:

<http://dataportbeta.emma.msrb.org/IssueView/IssueDetails.aspx?id=EB341469>

Documents:

Official Statement

OS Test - sop98-May.pdf posted 4/27/2011 11:15:05 AM

Please follow the link to make changes to this submission:

<http://dataportbeta.emma.msrb.org/Submission//SubmissionEntry.aspx?sid=EB401047>

Other Voluntary OS Submissions

- Commercial paper voluntary OS submission is similar to bond OS submission
- 'Update submission' is similar to 'create'

Other Voluntary OS Submissions

- Voluntary OS for 'Ineligible for CUSIP Number' Security
 - For these securities, you may add an OS to any already present for the issuer, or you may create a submission for a new issuer.
 - See manual for details.

Other Voluntary OS Submissions

- Voluntary Disclosure Documents for 529 Plans and Other MFS
 - These submissions are described in the 529 College Savings Plan manual.
 - Another webinar is devoted to voluntary disclosures for 529s and other municipal fund securities.



SUBMISSION OF ADVANCE REFUNDING DOCUMENTS ON A VOLUNTARY BASIS

Voluntary ARD Submission

- To submit voluntary ARD
 - Begin from Dataport Submission Portal.
 - The document must be submitted before submitting data.
 - On the “Offering” tab, enter a CUSIP number for the refunded issue.
 - Enter a CUSIP number for the refunding issue, or select “I choose not to provide refunding CUSIPS.”

Voluntary ARD Submission

- Email confirms the details

The screenshot displays the 'Offering' tab in the Emma MSRB system. It is divided into two main columns: 'REFUNDED ISSUE INFORMATION' and 'REFUNDING ISSUE INFORMATION'. Each column contains a text input field for 'Enter CUSIP for Refunded/Refunding Issue:' and a 'REFUNDING ISSUE INFORMATION' section with a checkbox for 'I choose not to provide refunding CUSIPs'. Below these are 'SUMMARY - REFUNDED ISSUES' and 'SUMMARY - REFUNDING ISSUES' sections, both indicating 'No Data Exists'. A second screenshot below shows a list of issues with details and a 'Remove' button for each.

REFUNDED ISSUE 1	REFUNDING ISSUE 1
Security Description: MIAMI-DADE CNTY FLA AVIATION REV SER A (FL) Dated Date: 12/19/2002	Security Description: MIAMI-DADE CNTY FLA EXPWY AUTH TOLL SYS REV SER A (FL) Dated Date: 08/18/2010

Voluntary ARD Submission

- You may add securities / CUSIPs

Refunded Issue 1
Document
Offering

REFUNDED ISSUE INFORMATION

Expected Closing Date: 12/19/2002

REFUNDING ISSUE INFORMATION

MIAMI-DADE CNTY FLA EXPWY AUTH TOLL SYS REV SER A (FL)

Security Description: MIAMI-DADE CNTY FLA AVIATION REV (FL)
Dated Date: 12/19/2002

Associate Refunding Issues with ARDs ?

ARD 1*

*ARD1: Voluntarily submitted escrow agreement

To add securities from a different refunded series/issues, click on "Offering" tab above

REFUNDED SECURITIES

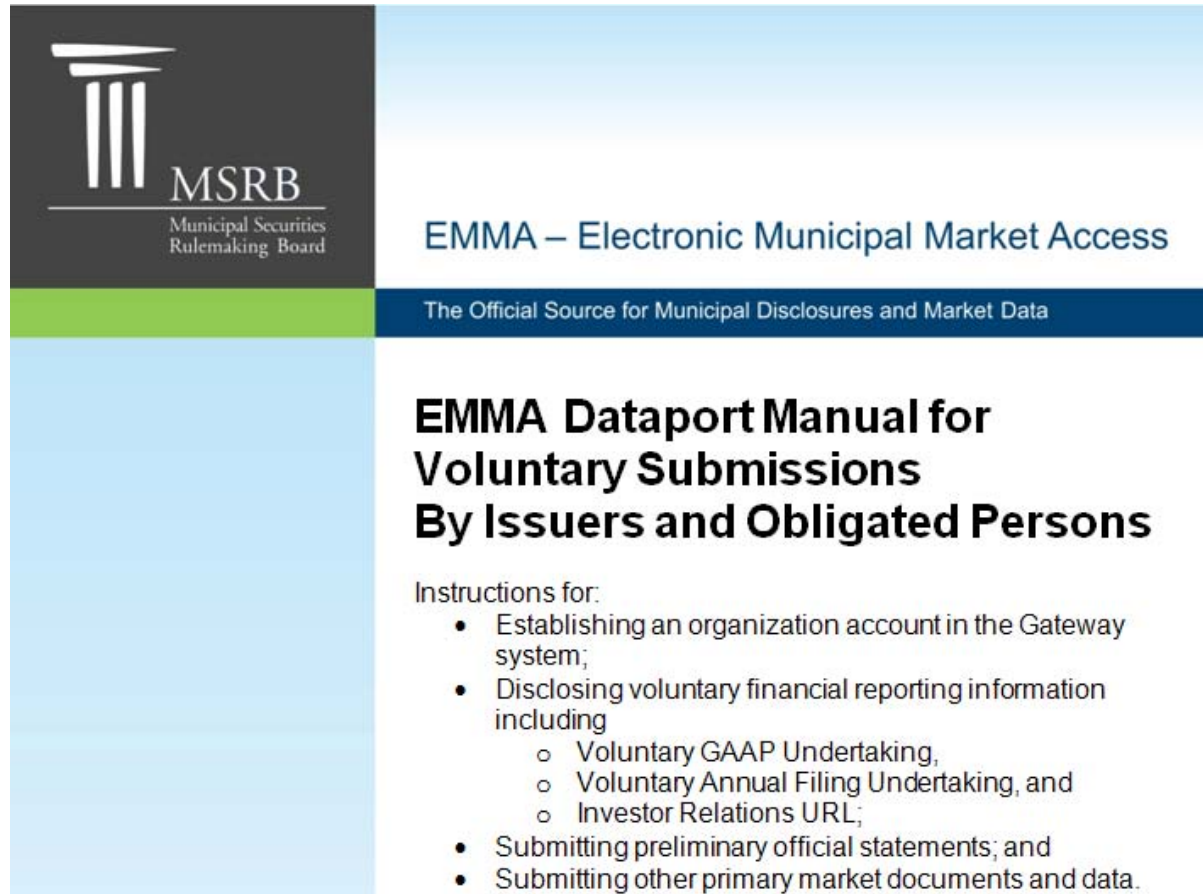
Displaying 4 securities.

[Add Security to Issue](#)

Refunded Original CUSIP	Maturity Date	New CUSIP (Refunded Portion- if applicable)	New CUSIP (Unrefunded Portion- if applicable)	ARD 1* <input type="checkbox"/>
59333PED6	10/01/2029	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
59333PEE4	10/01/2033	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
59333PEF1	10/01/2035	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
59333PEG9	10/01/2036	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

[Add Security to Issue](#)

Dataport Manual for Voluntary Submissions



Questions & Answers

- MSRB will send you an email link to the slides in this Webinar
- The manual will be on www.msrb.org in the publications area by May 23rd
- Please email your questions to emmaonline@msrb.org