MSRB Gateway User Manual for Dealers and Municipal Advisors

MSRB

Municipal Securities
Rulemaking Board

Revision History

Version	Date	Description of Changes
1.0	April 2012	Initial version. Created to accommodate increased account management for Issuers, Obligated Persons and Agents.
1.1	July 2012	Updated Gateway Main Menu images.
1.2	November 2012	Updated language to reflect Optional G-40 Contacts have similar functional to Primary G-40 Contacts and updated screenshots which show the validation checkbox on the Primary G-40 contact's information.
1.3	May 2014	Information on registration functionality is now available in the MRSB Registration Manual to reflect changes to the process under MSRB Rule A-12.
1.4	August 2015	Updated the Resources and Support section to reflect the change in hours of operation for Email Support.
1.5	June 2016	Updated to reflect the user navigation changes to the MSRB.org homepage, MSRB Gateway Login and Main Menu pages.
2.0	December 2019	Updated to reflect changes to the MSRB.org homepage and Account Administrator role.
3.0	May 2025	Updated to reflect UI/UX changes to the MSRB.org homepage.

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

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Introduction

About MSRB

The Municipal Securities Rulemaking Board (MSRB) was established by Congress in 1975 with the mission to protect investors, issuers and the public interest and to promote efficiency, competition and capital formation. MSRB is a private, self-regulatory organization governed by an independent board of directors with market knowledge and expertise. MSRB does not receive federal appropriations and is funded primarily through fees paid by regulated entities. MSRB is overseen by Congress and the Securities and Exchange Commission.

MSRB's Electronic Municipal Market Access (EMMA) website is a centralized online database operated by MSRB that provides free public access to official disclosure documents and trade data associated with municipal bonds issued in the United States. In addition to current credit rating information, EMMA also makes available real-time trade prices and primary market and continuing disclosure documents for over one million outstanding municipal bonds, as well as current interest rate information, liquidity documents and other information for most variable rate municipal securities. Access to MSRB's market transparency systems is managed through MSRB's Gateway, which serves as a secure access point for authorized users. Dealers and municipal advisors are required to initiate registration with MSRB via the online registration process before an MSRB Gateway organization account is created.[1] Thereafter, the person designated by their firms to be a Master Account Administrator on Form A-12 can add additional User Accounts to their MSRB Gateway organization account and grant access rights to the following MSRB market transparency systems to those users (generally, staff of dealers and municipal advisors or their authorized agents).

- EMMA Dataport
- Real-time Transaction Reporting System (RTRS) Web
- Short-term Obligation Rate Transparency (SHORT) System
- MSRB Form G-37 Submission Portal

Dealers can also grant appointed agents access to MSRB Gateway to submit documents or information to MSRB on their behalf (*e.g.*, primary market disclosure documents submitted for posting on EMMA Dataport). Dealers can also grant MSRB Gateway access to program dealers, remarketing agents, auction agents and designated agents for submitting information to MSRB's RTRS Web and SHORT system.

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[1]The MSRB Registration Manual provides instructions on how to complete the MSRB registration process using MSRB Form A-12 in MSRB Gateway. To begin the registration process, visit the MSRB website at MSRB.org.

The "groups" feature in MSRB Gateway makes User Account management easier for large organizations. This feature allows the Master Account Administrator to create smaller groups of users that are managed by a Group Account Administrator.

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: Gateway Accounts

MSRB Gateway accounts can be created in two ways. During initial registration with MSRB via Form A-12, the firm designates the Master Account Administrator (MAA) for the Organization Account, along with other designated contacts. Once the form is approved, MSRB sends instructions to the MAA and any new contacts to establish their accounts. After completing this setup, the MAA can create and manage additional MSBR Gateway User Accounts.

Master Account Administrator

MSRB Rule A-12(g) requires each broker, dealer, municipal securities dealer or municipal advisor when registering with MSRB to designate a Master Account Administrator on Form A-12, and during the registration process, the firm designates the MAA for the account. Once the form is approved, MSRB sends instructions to the designated MAA to establish their MSRB Gateway Account. Certain functions, such as agent designation, the creation and management of groups, or designating and managing the account administrator user rights can only be performed by the Master Account Administrator.

Account Administrator

The Master Account Administrator may appoint one or more Account Administrators to assist with their MSRB Gateway account management functions.

Self-Management by Users

Users can edit certain limited data on their own account, including email address, mailing address, and phone numbers.

User Access to MSRB Gateway

To access MSRB Gateway, an MSRB Gateway User Account with a valid User ID and password is required. If you do not have a MSRB Gateway User Account and you are a broker, dealer, municipal securities dealer or municipal advisor, contact an Account Administrator to create your MSRB Gateway User Account. Once your account is created, you will receive an email with instructions on how to set it up.

Go to MSRB.org and click **Gateway Log In** at the top right of the page to access MSRB Gateway.
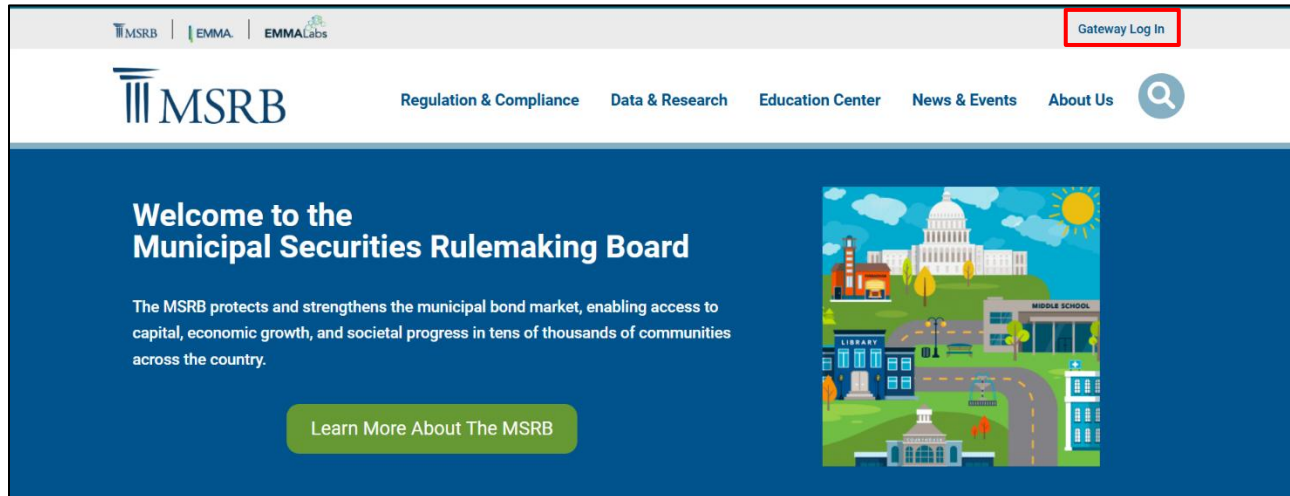
Enter your **User ID** and **Password** and then click the **Login** button.

You will be directed to **MSRB Gateway Main Menu.**
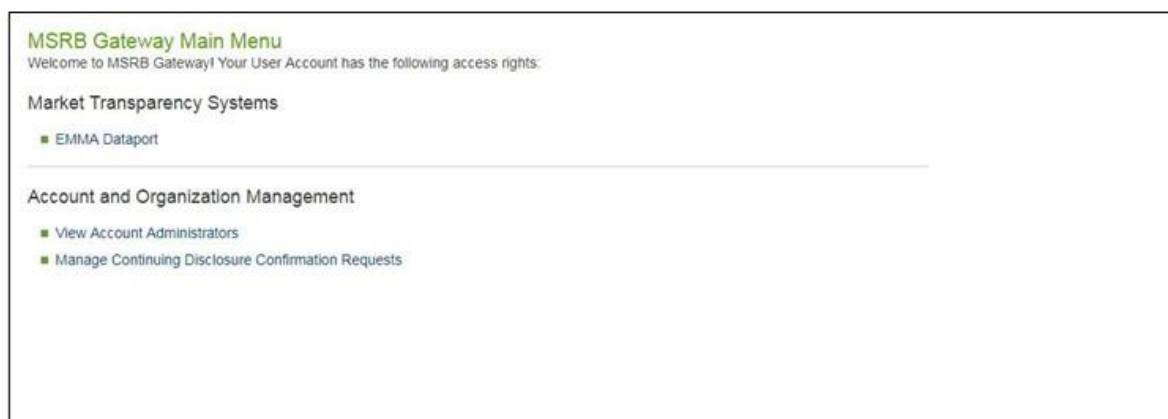
Making Submissions to MSRB's Market Transparency Systems

The **MSRB Gateway Main Menu** provides links to all MSRB market transparency systems, including the Dealer Feedback System and other necessary access management features for submission of market data and disclosures. Clicking on the links located under the **Market Transparency Systems** heading will take you out of MSRB Gateway and to the selected system.
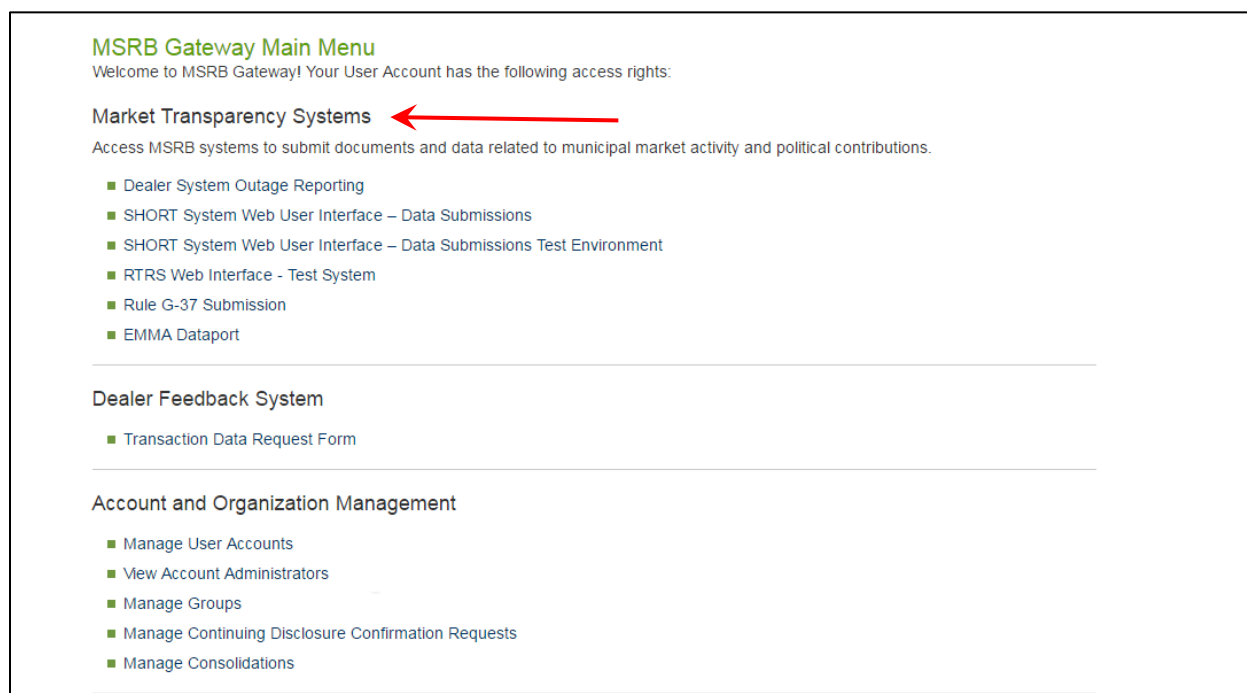
If you do not see a link to the system you need to access, it is because your account has not been granted the required access by your firm's Master Account Administrator or Account Administrator. If you are a designated Account Administrator, you may grant yourself the appropriate right(s) to commence the process. Otherwise, you will need to contact the

designated Master Account Administrator or Account Administrator who may provide you with the required access.

Part 2: Account Administration

Designated Account Administrators can perform the following account management functions in MSRB Gateway:

- Create new users

- Disable MSRB Gateway User Accounts

- Re-enable MSRB Gateway User Accounts

- Modify MSRB Gateway User Account details

- Grant MSRB Gateway User Account access rights

Account management functions are performed on the **User Account** screen.

Use the steps below as a resource to navigate to this screen whenever updates are made to a user's account. Refer to this section for navigation guidance, as these steps will not always repeat for each scenario illustrated.

After updating a user's account, click through the screens to continue and confirm the changes. The user will receive an email notifying them of the updates to their account.

Firms should promptly remove access to MSRB Gateway for any individual who is no longer employed by the firm.

Access MSRB Gateway User Accounts

To manage an MSRB Gateway User Account, navigate to **MSRB Gateway Main Menu** and click **Manage User Accounts** under the **Account and Organization Management** section. This will open the **User Accounts** screen.

The **User Accounts** screen displays all users in the organization on the right side of the screen. From this list, double-click the User Account that you would like to edit.

If an MSRB Gateway User Account is not visible, it may be disabled. Disabled accounts are either marked as disabled or have no user rights assigned.

To locate and update disabled accounts, select the **Show Disabled User Accounts** checkbox. And then click the **Search** button. The disabled accounts will be displayed on the right side of the screen.

Click **Edit User Account.**

User Account Profile and Access Rights

Account Details

User ID:	JDOE1
User Name:	JOHN DOE
MSRB ID:	G0000B
Email Address:	jdoe1@dealerxyz.com
Title:	
Department:	
Address:	123 MAIN STREET
	CITY, ST 12345
	US
Phone Number:	123-456-7890 **Ext.** 11
Fax Number:	
Last Updated by:	JDOE1 **On:** 4/23/2019 1:33:37 PM

Account Access Rights

You have the following Access Rights in MSRB Gateway:

EMMA Continuing Disclosure Submissions	☐	[?]
EMMA Form G-45 Submissions	☑	[?]
EMMA Primary Market Submissions	☑	[?]
EMMA Voluntary Financial Information	☑	[?]
EMMA Voluntary OS/ARD Submission	☑	[?]
EMMA Voluntary Preliminary OS Submission	☑	[?]
Electronic G-37	☑	[?]
Master Account Administrator	☑	[?]
SHORT System	☑	[?]

| View Profile History | View Rights History | Edit User Account |

| Return to Accounts | Manage Groups | Manage Groups by User | Return to Main Menu |

Make the necessary updates to the MSRB Gateway User Account and click **Continue** to save your changes. If you decide not to save, click **Return to Accounts** to discard any changes made.

Edit User Account

Account Details

User ID:	JDOE1
MSRB ID:	G0000B
Group(s):	No groups set up.
First Name:*	JOHN
Middle Name:	
Last Name:*	DOE
Email Address:*	jdoe1@dealerxyz.com
Confirm Email:*	jdoe1@dealerxyz.com
Title:	
Department:	
Phone Number:*	123 - 456 - 7890 Ext. 11
Fax Number:	- -
Address1:*	123 MAIN STREET
Address2:	
City:*	CITY
State:*	ST
Zip:*	12345
Country:	US

*required

Account Access Rights

Select the Access Rights to assign to your User Account.

You will have the following Access Rights in MSRB Gateway:

EMMA Continuing Disclosure Submissions	☐	[?]
EMMA Form G-45 Submissions	☑	[?]
EMMA Primary Market Submissions	☑	[?]
EMMA Voluntary Financial Information	☑	[?]
EMMA Voluntary OS/ARD Submission	☑	[?]
EMMA Voluntary Preliminary OS Submission	☑	[?]
Electronic G-37	☑	[?]
Master Account Administrator	☑	[?]
SHORT System	☑	[?]

[Continue] [Return to Account Profile]

[Return to Accounts] [Return to Main Menu]

If you accept the updates made to the MSRB Gateway User Account, click the **Continue** button. Then click the **Confirm User Account** to complete the update to the MSRB Gateway User Account.

Confirm User Account

Account Details

User ID:	BDOE1
User Name:	BETTY DOE
MSRB ID:	A9999
Email Address:	bdoe1@dealerxyz.com
Title:	
Department:	
Address:	123 MAIN STREET
	CITY, ST 12345
	US
Phone Number:	123-456-7890
Fax Number:	

[Confirm User Account] [Edit User Account]

[Return to Main Menu]

Confirm Updates Made to the MSRB Gateway User Account

After the updates to an MSRB Gateway User Account are saved, a confirmation screen will appear.

User Account Update Results

The following User Account was successfully updated. An email confirmation was sent to the user.

User ID:	JDOE1
MSRB ID:	G0000B
Name:	JOHN DOE
Email Address:	jdoe1@dealerxyz.com

Return to Accounts **Return to Main Menu**

An email confirmation is sent to the account holder that notes the updates made to their account, as well as who made the updates.

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

The MSRB account registered for this email address: kdoe@dealerxyz.com has been updated by James Doe (JDOE14)

You may login and check your account details and update history by going to: http://www.msrb.org/msrb1/control/default.asp

This is a system-generated e-mail PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account please contact an account manager at your organization. You may also obtain more information about MSRB Gateway at: https://www.msrb.org/msrb1/control/default.asp.

Create a New MSRB Gateway User Account

From the **User Accounts** screen click the **Add New Account** button.

User Accounts

The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.

Search for a user:

By first name:
By last name:
By email:
By Right:
By Group: **Manage Groups**

Show disabled User Accounts: ☐

Search **Reset**

Add New Account

Showing (1 - 2) of 2

User Name	Last Updated By	Last Updated On
JANE DOE	JDOE14	6/2/2012 7:54:46 PM
James Doe	JDOE14	6/2/2012 7:27:04 PM

Enter the account details for the user on the left side of the screen. Select the account access rights you would like to grant the user on the right side of the screen.

- Users who are granted Account Administrator rights will be an Account Administrator and will have access to other users' accounts in the organization.

- At least one account access right must be granted to a user to keep the account active. If no account access rights are granted, the account will be disabled.

- To read a description of an access right, click the **[?]** icon located next to each account access right listed.

After the MSRB Gateway User Account has been created, click the **Continue** button to accept the changes and then click the **Confirm User Account** button on the following screen to confirm the new account.

After the MSRB Gateway User Account has been created, the new user will receive an email with a User ID and a link to create a password to access their account.

Grant User Account Access Rights

Access rights are granted to a user by an Account Administrator. Users who are not account administrators may be granted any of the available access rights, except for the Account Administrator access right. This right can only be granted by the Master Account Administrator.

The following is a list of MSRB Gateway User Account access rights that can be granted in MSRB Gateway: [2]

Account Administrator	This right can only be granted by the Master Account Administrator. Users with this right can manage other users' accounts. They can perform most functions of the Master Account Administrator, but not all.
Dealer Feedback System	This right provides access to the application used by dealers to request transaction data about their own trades.
Dealer System Outage Report User	This right provides access to the application used by dealers to report system outages to MSRB.
EMMA Continuing Disclosure Submissions	This right provides access to make continuing disclosure submissions.
EMMA Primary Market Submissions	This right provides access to submit official statements and advanced refunding documents.
Electronic G-37 Submissions	This right provides access to make political contribution filings.
EMMA Form G-45 Submissions	Allows access to make submissions for 529 Savings Plan and Achieving a Better Life Experience (ABLE) Programs
RTRS Web	Allows access to RTRS Web for all functions, including input or correction of

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[2]The list of rights shown is typical but may be subject to change based on the type of account. For example, additional rights may appear if your organization has been designated as an agent to make submissions on behalf of another organization.

	trade reports.
RTRS Web View Only	Allows limited access to RTRS Web for viewing and reports.
SHORT System	Allows access to make auction rate and variable rate submissions.

Some users may see *Other Form A-12 Submitter* as their role. This designation indicates a role that is assigned through Form A-12, such as Data Quality Contact or Optional Regulatory Contact.

Follow these steps to grant access rights to User Accounts:

Navigate to the **User Accounts** screen and select the user to whom you will grant account access rights. Once the Account Profile is displayed, click **Edit User Accounts**.

Click the account access right(s) you would like to grant the user. Please note that your organization will only be able to view and select the account access rights inherent to your organization type.

Save and confirm the updates. Users can view access rights they have been granted by expanding the **Market Transparency Systems** link on the **MSRB Gateway Main Menu**.

Users can determine their role as indicated in the **User Details Dropdown** box by clicking on **User ID**.

Disable MSRB Gateway User Account

- A user with a disabled account can no longer access MSRB Gateway and will no longer appear on the organization's **User Account** Screen.

- If a user leaves the organization, or you would like to restrict a user from accessing their Gateway account, an Account Administrator can disable the account.

- A user's account will also disable automatically if no account access rights are granted to that user.

- Disabling an MSRB Gateway User Account will not delete the user from Gateway; once an MSRB Gateway User Account is created, it can never be deleted.

- A user's disabled account can be re-enabled at any time by the Master Account Administrator or Account Administrator .

If the user has left the organization, make sure to remove all user rights before you disable the MSRB Gateway User Account. If the account is not disabled, the user may still receive notification emails from MSRB to the email address associated with the MSRB Gateway User Account.

Use the following steps to disable an MSRB Gateway User Account:

Navigate to the **User Accounts** screen and double-click the user you wish to disable. Click **Edit User Account**.

User Accounts

The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.

Search for a user:

By first name: _____
By last name: _____
By email: _____
By Right: _____ ▼
By Group: ▼ [Manage Groups]

Show disabled User Accounts: ☐

[Search] [Reset]

[Add New Account]

[Return to Main Menu] [Edit Groups]

Showing (1 - 4) of 4

User Name	Last Updated By	Last Updated On
BETTY DOE	JDOE23	6/22/2012 1:48:48 PM
CHRIS DOE	JDOE23	6/22/2012 1:57:34 PM
JOHN DOE	JDOE23	6/22/2012 10:51:36 AM
Mike Doe	JDOE23	6/22/2012 10:51:36 AM

Click the checkbox next to **Disable the User Account** and then click the **Continue** button.

Click the **Confirm User Account** button to disable the MSRB Gateway User Account.

A confirmation screen will appear confirming the account has been disabled. The user of the disabled MSRB Gateway User Account will receive an email stating their account has been disabled.

User Account Update Results

The following User Account was successfully disabled. An email confirmation was sent to the user.

User ID:	CDOE
MSRB ID:	A7260
Name:	CHRIS DOE
Email Address:	cdoe@dealerxyz.com

[Return to Accounts]   [Return to Main Menu]

Re-Enable User Account

Navigate to the User Accounts screen. Click the checkbox next to **Show disabled User Accounts** and then click the **Search** button.

User Accounts

The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.

Search for a user:

By first name: [   ]
By last name: [   ]
By email: [   ]
By Right: [▼]
By Group: [▼] [Manage Groups]

Show disabled User Accounts: ☑

[Search] [Reset]
[Add New Account]

Showing (1 - 3) of 3

User Name	Last Updated By	Last Updated On
BETTY DOE	JDOE23	6/22/2012 1:48:48 PM
JOHN DOE	JDOE23	6/22/2012 10:51:36 AM
Mike Doe	JDOE23	6/22/2012 10:51:36 AM

[Return to Main Menu] [Edit Groups]

A list of all MSRB Gateway User Accounts will be displayed on the right. Disabled MSRB Gateway User Accounts will be grayed out. Select the MSRB Gateway User Account you wish to re-enable and edit the user's account.

Click **Edit User Account** and then de-select the **Disable the User Account** by clicking on the checkbox. Ensure the user is granted at least one account access right and then click the **Continue** button.

The **Account Details** screen will appear. Click the **Confirm User Account** button.

A confirmation screen will display the confirmed update. The user will receive a confirmation email indicating that their account has been re-enabled.

Part 3: Global User Management Functions

Certain basic account management functions are available to all users. These functions include:

- modifying User Account details
- viewing account administrators in the organization
- viewing User Account history, and
- managing passwords

Modify User Account Details

Users can modify limited user information associated with their own account. Click on the User ID in the upper right section of the MSRB Gateway page and then click **Edit Profile** in the User Details Dropdown box.

Click **Edit User Account** to view and edit your profile.

Make edits to the appropriate account details as needed and then click the **Continue** button.

Review the changes and then click the **Confirm User Account** button.

Confirm User Account

Account Details

		Account Access Rights:
User ID:	JDOE7	Click on "Confirm User Account" to complete the process.
User Name:	JOE DOE	
MSRB ID:	A7380	
Group(s):		
Email Address:	jdoe@dealerxyz.com	
Title:		
Department:		
Address:	123 MAIN STREET	
	CITY, ST 12345	
Phone Number:	123-456-7890	
Fax Number:		

Confirm User Account | Edit User Account

Return to Accounts | Return to Main Menu

Changes made to the account profile take effect immediately.

User Account Update Results

The following User Account was successfully updated. An email confirmation was sent to the user.

User ID:	JDOE7
MSRB ID:	A7380
Name:	JOE DOE
Email Address:	jdoe@dealerxyz.com

Return to Accounts | Return to Main Menu

You will receive an email acknowledging that changes have been made to your account.

Subject: Your MSRB Gateway Account has been updated

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

The MSRB account registered for this email address: JDOE7 has been updated by Joe Doe (JDOE7)

You may login and check your account details and update history by going to: https://msrb.org/msrb1/control/default.asp

This is a system-generated e-mail PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account please contact an account manager at your organization. or You may also obtain more information about MSRB Gateway at: https://msrb.org/msrb1/control/default.asp.

View Account Administrators

Users can view Account Administrators within their organization to identify who has access rights to provide MSRB Gateway User Account information or make updates to their account.

Use this function to find the person in your organization who can assist you when you require access to an MSRB system and cannot grant access rights to yourself.

Go to the **MSRB Gateway Main Menu** and click the **View Account Administrators** link under **Account and Company Management.**

The screen will display all the Account Administrators for the organization.

View User Account History

Users can view a history of changes that were made to their account profile or to their account access rights. Locate the **User Details Dropdown** box in the upper right of the **MSRB Gateway Main Menu**. Click the **Edit Profile** link.

Click **View Profile History** button to view the changes made to your profile. Click **View Rights History** to view changes made to your access rights.

The profile history shows all updates to the account, as well as who made the updates.

The acount access rights history shows a history of the user's account access rights, when acccount access rights were granted or removed, as well as who changed the access rights.

User Account Access Rights History			
Showing 0 of 0			
<< < > >>			
Application	**Access**	**Updated By**	**Updated On**
Electronic G-37	ACCESS GRANTED	JDOE14	6/2/2012 8:57:44 PM
EMMA Continuing Disclosure Submissions	ACCESS GRANTED	JDOE14	6/2/2012 8:57:44 PM
SHORT System	ACCESS GRANTED	JDOE14	6/2/2012 8:57:44 PM
EMMA Primary Market Submissions	ACCESS GRANTED	JDOE14	6/2/2012 8:57:44 PM
<< < > >>			

Password Management

There are several scenarios in which a user will need to reset their MSRB Gateway password. These scenarios include:

- a security requirement that forces users to periodically change their password;

- three unsuccessful log-in attempts resulting in the account being locked;

- users forget their password; and

- users wish to create a new password. (Passwords may be changed by clicking the **Change Password** link located in the user's **My Profile** box.)

Create Password for New MSRB Gateway User Account

After a Gateway account is created, the user receives an email with their User ID and a link to create a unique password. Click the link to create a unique password.

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

An MSRB Gateway Account has been created for this email address: kdoe@dealerxyz.com by JAMES DOE (JDOE14)

The following Access Right(s) have been granted:
SHORT System, EMMA Primary Market Submissions

Your New User ID is: KDOE14

You may retrieve your password by going to: https://www.msrb.org/msrb1/control/forgotpassword.asp

This is a system-generated e-mail PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account please contact an account manager at your organization. You may also obtain more information about MSRB Gateway at: https://www.msrb.org/msrb1/control/default.asp.

Enter your User ID and then click the **Submit** button.

Reset Password

To reset your password, enter your User ID below.
If you do not know your User ID or you need an MSRB Gateway account, contact a representative in the Market Information Department at (703)797-6668.

User ID: kdoe

[Submit] [Cancel]

An email is sent with a link to create a password. Click the link.

We have received your request for a new password. Please note that our records have been updated and we recommend that you change your password in our system within 7 days using the link below. The link will expire within 7 days and failure to reset your password within 7 days will require you to submit another request for a password change.

http://www2.msrb.org/msrb1/control/forgotPasswordProcess.asp?key=xTMrPcUk6X6CFkV2xTGHV1K89wFc6x

To change your password, follow the simple steps below:
1. Click on the password link above.
2. On the Password Change page, enter and confirm the password that satisfies the password criteria.
3. Click on the Continue button.

This is a system-generated e-mail. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account please contact a representative in the Market Information Department at 703-797-6668. You may also obtain more information about MSRB Gateway at: https://www.msrb.org/msrb1/control/default.asp.

Enter the User ID again and then click the **Submit** button.

Retrieve Password

To validate your request for a new password, enter your User ID below.
If you do not know your User ID or you need an MSRB Gateway account, contact a representative in the Market Information Department at (703)797-6668.

User ID: kdoe

[Submit] [Cancel]

On the Change Password screen, create a new password in accordance with the password criteria and then click the **Continue** button.

Change Password

THE MSRB REQUIRES THAT USERS CHANGE THEIR PASSWORDS PERIODICALLY FOR SECURITY PURPOSES.

USERS ARE ALSO ASKED TO CHANGE THEIR PASSWORD UPON INITIAL LOGIN OR AFTER USING THE 'Forgot your password?' FEATURE.

YOU MUST CHANGE YOUR PASSWORD NOW TO CONTINUE TO ACCESS THIS SYSTEM.

To change your password you must:

1. Enter your new password
2. Enter your new password again to confirm
3. Click "Continue"

New passwords must meet the following criteria:

1. Must be between eight (8) and fifteen (15) characters long
2. Must be different from your current password
3. Must not contain your User ID
4. Must contain characters from at least three of the following four categories:
   - Uppercase characters (A-Z)
   - Lowercase characters (a-z)
   - Numeric characters (0-9)
   - Special characters (!@#$%^&*(), etc. excluding spaces)

New Password: ‧‧‧‧‧‧‧‧

Retype New Password: ‧‧‧‧‧‧‧‧

Continue

A confirmation screen will appear. Click the **Return** button to be routed to the **MSRB Gateway Main Menu.**

Transaction Confirmation

You have successfully changed your password.

Return

Forgot User Password

From the **MSRB Gateway login** page, click the **Forgot password**? link.

Enter your User ID and then click the **Submit** button. If you do not know your User ID, contact an Account Administrator in your organization.

A notice appears stating an email containing the link to reset your password has been emailed to you. Check your email to retrieve this link.

From your email, click on the link to reset your password.

Subject: Your MSRB Gateway Password Request

We have received your request for a new password. Please note that our records have been updated and
we recommend that you change your password in our system within 7 days using the link below. The
link will expire within 7 days and failure to reset your password within 7 days will require you
to submit another request for a password change.

http://www.msrb.org/msrb1/control/forgotPasswordProcess.asp?key=g6nNAC8hauNBhEQ76vH6XmRgnquaZM

To change your password, follow these simple steps below:
1. Click on the password link above.
2. On the Password Change page, enter and confirm the password that satisfies the password criteria.
3. Click on the Continue button.

This is a system-generated e-mail. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need
assistance please contact a representative in the Market Information Department on 703-797-6668.
You may also obtain more information about MSRB Gateway
at:https://www.msrb.org/msrb1/control/default.asp.

Enter your User ID and then click the **Submit** button.

Retrieve Password

To validate your request for a new password, enter your User ID below.
If you do not know your User ID or you need an MSRB Gateway account, contact a representative in the Market Information Department at (703)797-6668.

User ID: kdoe

Submit   Cancel

Create a new password that meets the listed criteria, then click the **Continue** button.

Change Password

THE MSRB REQUIRES THAT USERS CHANGE THEIR PASSWORDS PERIODICALLY FOR SECURITY PURPOSES.

USERS ARE ALSO ASKED TO CHANGE THEIR PASSWORD UPON INITIAL LOGIN OR AFTER USING THE 'Forgot your password?' FEATURE.

YOU MUST CHANGE YOUR PASSWORD NOW TO CONTINUE TO ACCESS THIS SYSTEM.

To change your password you must:

1. Enter your new password
2. Enter your new password again to confirm
3. Click "Continue"

New passwords must meet the following criteria:

1. Must be between eight (8) and fifteen (15) characters long
2. Must be different from your current password
3. Must not contain your User ID
4. Must contain characters from at least three of the following four categories:
   Uppercase characters (A-Z)
   Lowercase characters (a-z)
   Numeric characters (0-9)
   Special characters (!@#$%^&*(), etc. excluding spaces)

New Password:

Retype New Password:

Continue

The **Transaction Confirmation** screen will appear indicating the password was successfully changed. Click the **Return** button to be routed to the MSRB Gateway Main Menu.

Transaction Confirmation

You have successfully changed your password.

Return

User Initiated Password Reset

Follow the steps below to create a new password:

Navigate to the **My Profile** box located on the MSRB Gateway Main Menu and click the **Change Password** link.

Welcome JDOE5 ▲, A9999.   Logout

MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following access rights:

User ID: JDOE5
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name: Dealer XYZ
MSRB ID: A9999
Email Address: jdoe5@dealerxyz.com

Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.

Edit Profile   Change Password

- Dealer System Outage Reporting
- SHORT System Web User Interface – Data Submissions
- SHORT System Web User Interface – Data Submissions Test Environment
- RTRS Web Interface - Test System
- Rule G-37 Submission
- EMMA Dataport
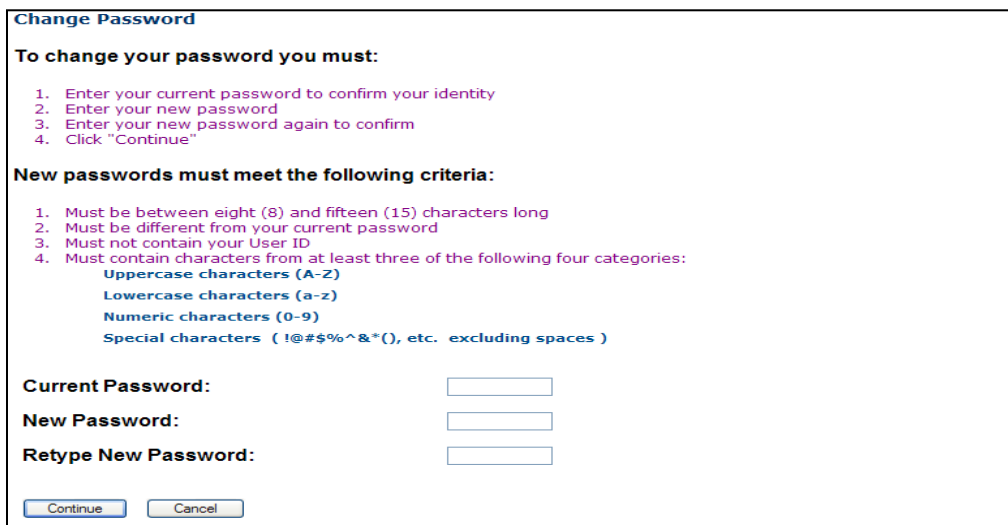
Dealer Feedback System

- Transaction Data Request Form

You will be required to enter your current password in order to create your new password.

Change Password

To change your password you must:

1. Enter your current password to confirm your identity
2. Enter your new password
3. Enter your new password again to confirm
4. Click "Continue"

New passwords must meet the following criteria:

1. Must be between eight (8) and fifteen (15) characters long
2. Must be different from your current password
3. Must not contain your User ID
4. Must contain characters from at least three of the following four categories:
   Uppercase characters (A-Z)
   Lowercase characters (a-z)
   Numeric characters (0-9)
   Special characters (!@#$%^&*(), etc. excluding spaces)

Current Password:

New Password:

Retype New Password:

Continue   Cancel

A **Transaction Confirmation** screen will confirm that the password was successfully changed. Click the **Return** button to navigate to the MSRB Gateway Main Menu.

Transaction Confirmation

You have successfully changed your password.

Return

Part 4: Agent Designation Overview

An organization can designate another organization to act as their agent to make submissions to the EMMA website. Designations are made based on the submission rights of the designating organization. Agent designation allows an organization to control the type of submission(s) they chose to grant to an agent. The agent also has control over the submission types it accepts. Only Master Account Administrators can manage an organization's agent relationships, which are controlled in MSRB Gateway.

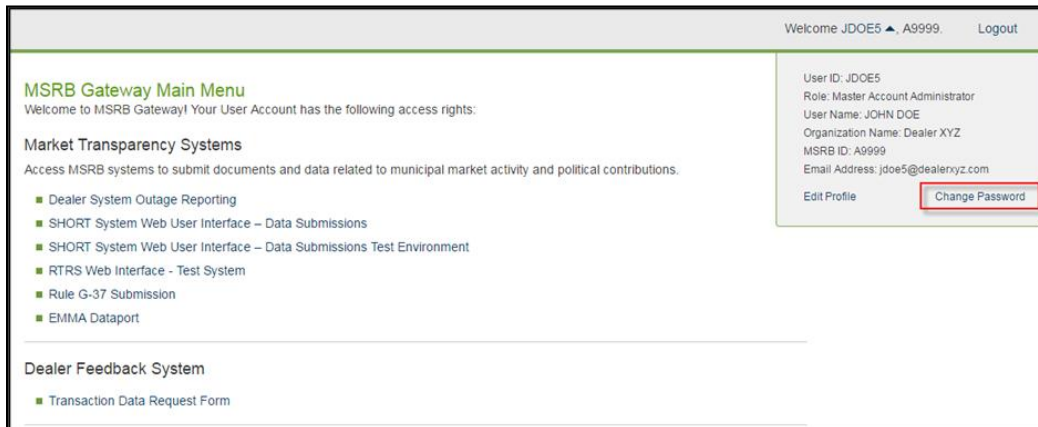An organization can only designate rights that are inherent to its organization type. Submission rights cannot be delegated if the delegating organization cannot make those submissions by itself. For example, a dealer can designate an agent to make primary market submissions on the EMMA website on its behalf.

Agent designation can be reciprocal. An organization can request another organization to make EMMA submissions as its agent; and that same organization can also offer to make submissions as an agent for another organization.

Parties involved in agent designations receive email communication to notify them of designations being made for agent relationships, as well as changes to authorized submission types.

> **ⓘ** Only the EMMA Primary Market Disclosure Service, Short-term Obligation Rate Transparency (SHORT) System, EMMA Continuing Disclosure Service and the EMMA Form G-45 529 College Savings Plan Submission Service allow agent designations which are managed through the MSRB Gateway agent designation. Agents for the purpose of reporting trade data are identified on MSRB Form A-12.

Agent Relationships Overview

This section shows how to access the agent management screen and provides an overview of the agent management functions that can be performed.

From the **MSRB Gateway Main Menu**, navigate to the **Agent Relationship Management** section and click the **Manage Agent Relationships** link.
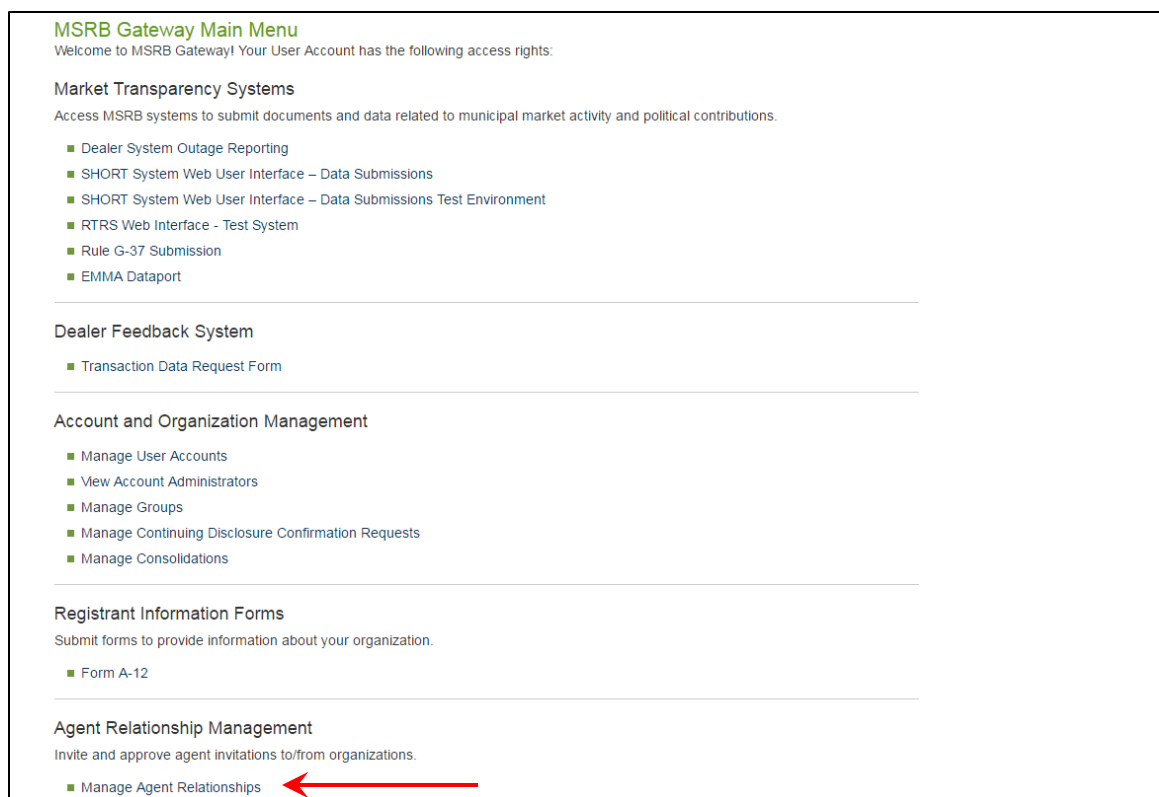
The **Manage Agents Relationships** screen is divided into two sections. The first section shows your relationships with organizations that act as your agent, including:

- Active relationships—active relationships with agents you have approved to submit on your behalf.

- Organizations you have requested to be your agent—view pending designations to organizations that you are waiting to accept/decline your designation request.

- Organizations offering to serve as your agent—view pending designations from organizations that are waiting for you to accept or decline their offer to act as your agent.

- Designate an organization to act as your agent—send a request for an organization to act as your agent.

The second section of the **Manage Agent Relationships** screen shows agent relationships in which your organization assumes the role of an agent, including:

- Active relationships—shows organizations for which you currently act as an agent and shows the types of submissions you can make on that organization's behalf.

- Organizations requesting that you act as their agent—view pending requests from organizations that you act as their agent. You can accept or decline the designation.

- Organizations for which you have offered to act as an agent—view pending requests where you have offered to act as an agent, and you are waiting for the organization to accept or decline your offer.

- Offer to serve as an agent for another organization—extend an offer to act as an agent for another organization

At this time, municipal advisors are only required to make Form G-37 submissions, which do not allow agent submission. Therefore, municipal advisors can only submit on behalf of other organizations (acting as an agent), and only the lower menu section is visible when a municipal advisor logs into MSRB Gateway.

View Relationships with an Agent Organization

On the **Manage Agent Relationships** screen, click the **Active Relationships** link on the top section to see agents that are designated to submit on your behalf. Click on any organization's name to view more about the relationship.

Active Relationships

Organizations who can act as your agent: (2)

MSRB ID	Organization Name	Submission Type	Relationship Status
G00243	AGENT 1234	SHORT System	Active
G00243	AGENT 1234	EMMA - Primary Market Disclosure	Active

[Return to Agent Menu] [Return to Main Menu]

The **Relationship** screen below lists your relationship with the organization selected. The upper section lists submissions the organization can make on your behalf. The lower section lists submissions that you make for this organization.

Relationship with AGENT 1234:

MSRB ID: G00243
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 500 MAIN STREET
SUITE 600
CITY, ST 12345

You have designated this organization to act as your agent for the following types of submissions:

Submission Type	Relationship Status
EMMA - Primary Market Disclosure	Active
SHORT System	Active

[Update Submission Types]

You act as an agent for this organization for the following types of submissions:

Submission Type	Relationship Status
-- No submission types authorized --	

[Update Submission Types]

[Search] [Return to Agent Menu] [Return to Main Menu]

Send an Agent Designation Request

Below is an overview of the steps involved when sending an agent designation request.

- An organization requests another organization to act as their agent and indicates the type of submission(s) they want the agent to make on their behalf. Gateway will reflect the pending status.

- The Master Account Administrator of the prospective agent organization is notified via email of the designation request. They may accept or decline each submission type requested. The pending status is updated accordingly in Gateway.

- The Master Account Administrator of the requesting organization is notified via email of the actions taken by the prospective agent organization.

- The submission right is reflected as a tab in EMMA Dataport to allow the agent to submit on behalf of the designating organization.

To get started, click on the **Manage Agent Relationships** link under the **Agent Relationship Management** section.

Click the **Designate an organization to act as your agent** link.

Enter search criteria (*e.g.*, organization name or MSRB ID) and then click the **Search** button.

On the search results page, click the organization you wish to designate.

Click the **Update Submission Types** button to see the types of submissions that can be designated to an agent.

Relationship with AGENT 1234:

MSRB ID: G00243
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 500 MAIN STREET
SUITE 600
CITY, ST 12345

You have designated this organization to act as your agent for the following types of submissions:

Submission Type	Relationship Status
-- No submission types authorized --	

[Update Submission Types]

You act as an agent for this organization for the following types of submissions:

Submission Type	Relationship Status
-- No submission types authorized --	

[Update Submission Types]

[Search] [Return to Agent Menu] [Return to Main Menu]

Select the submissions you would like the agent to make and then click the **Add Submission Type** button.

Relationship with AGENT 1234:

MSRB ID: G00243
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 500 MAIN STREET
SUITE 600
CITY, ST 12345

Types of submissions this organization can make on your behalf:

Submission Type	Relationship Status
-- No submission types authorized --	

Types of submissions for which you would like this organization to act as your agent:

☑ **EMMA - Primary Market Disclosure**
☑ **SHORT System**

[Add Submission Type]

[Search] [Return to Agent Menu] [Return to Main Menu]

The submissions selected move to the upper section of the screen as a pending item awaiting approval by the agent organization. The submission types on the lower section of the screen are available for designation. If a submission type is removed from the agent, it will move to the lower section of the screen.

If the agent accepts the designation, the associated access right must be granted to the users in the organization who will make the submission.

Request to Act as an Agent

Just as you can request an organization to act as your agent, you can also request to serve as an agent for an organization by following the steps below.

On the agent relationship page, navigate to the lower section of the screen that lists functions available when you choose to act in the role of an agent. Click the **Offer to serve as an agent for another organization** link.

Enter search criteria and then click the **Search** button.

Click on the desired organization.

Click **Update Submission Types** for the types of submissions this organization can make.

Relationship with Dealer XYZ:

MSRB ID: A7243
Phone Number: 111-222-3333
Fax Number:
Address: 101 Main Street
New York City, NY 12345

Types of submissions for which you are currently an agent for this organization:

Submission Type	Relationship Status
-- No current agent relationship with this organization --	

Types of submissions for which you would like to act as this organization's agent:

☐ **EMMA – Primary Market Disclosure**
☐ **SHORT System**

[Add Submission Type]

[Search] [Return to Agent Menu] [Return to Main Menu]

Select the submission(s) you would like to make and then click the **Add Submission Type** button.

Relationship with Dealer XYZ:

MSRB ID: A7243
Phone Number: 111-222-3333
Fax Number:
Address: 101 Main Street
New York City, NY 12345

Types of submissions for which you are currently an agent for this organization:

Submission Type	Relationship Status
-- No current agent relationship with this organization --	

Types of submissions for which you would like to act as this organization's agent:

☑ **EMMA – Primary Market Disclosure**
☑ **SHORT System**

[Add Submission Type]

Your request is placed in pending status, pending approval or denial of the submission type from the other organization. You will receive an email notification stating the actions taken.

Relationship with Dealer XYZ:

    MSRB ID: A7243
Phone Number: 111-222-3333
    Fax Number:
       Address: 101 Main Street
            New York City, NY 12345

Modifications successfully processed

Types of submissions for which you are currently an agent for this organization:

Submission Type	Relationship Status
☐ EMMA – Primary Market Disclosure	Waiting for their approval
☐ SHORT System	Waiting for their approval

Remove Relationship

Types of submissions for which you would like to act as this organization's agent:

-- No additional submission types available --

Search   **Return to Agent Menu**   **Return to Main Menu**

If the submission type is approved, the associated access rights must be granted to the users in the organization who will make the submissions.

Accept or Decline an Agent Designation Request

To accept or decline an agent designation request, follow the steps below.

From the **Manage Organization Relationships** screen, click the **Organizations you have requested to act as your agent** link or **Organizations requesting that you act as their agent** link.

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: (2)
    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: (2)
    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

Pending requests are displayed. Click on the submission type to accept or decline the request.

Pending Agent Designations

Organizations you have requested to act as your agent: (1)

MSRB ID	Organization Name	Submission Type	Relationship Status
G00243	AGENT 1234	EMMA - Primary Market Disclosure	Pending

Return to Agent Menu | Return to Main Menu

To accept the designation, click on the box for each submission type you choose to accept and then click the **Approve Relationship** button.

Relationship with Dealer ABC:

MSRB ID: A7258
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 2000 Main Street
City, ST 12345

Types of submissions for which you are currently an agent for this organization:

Submission Type	Relationship Status
☐ EMMA – Primary Market Disclosure	Waiting for your approval

Remove Relationship | Approve Relationship

Types of submissions for which you would like to act as this organization's agent:

☐ SHORT System

Add Submission Type

Search | Return to Agent Menu | Return to Main Menu

The approved submission type status will show as **Active**.

Relationship with Dealer ABC:

MSRB ID: A7258
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 2000 Main Street
City, ST 12345

Modifications successfully processed

Types of submissions for which you are currently an agent for this organization:

Submission Type	Relationship Status
☐ EMMA - Primary Market Disclosure	Active

Remove Relationship

Types of submissions for which you would like to act as this organization's agent:

☐ SHORT System

Add Submission Type

Search | Return to Agent Menu | Return to Main Menu

To decline the designation, click the box to uncheck each submission type that you do not choose to accept and then click the **Remove Relationship** button.

Click the **Confirm** button to remove the agent relationship(s).

The submission type appears in the lower section of the screen and is available for future designation.

Manage Agent Designation Rights

An agent relationship can be amended by both the agent and the designating organization at any time. Either party can request additional submission types or remove an existing submission type.

To amend designations, click the **Active Relationships** link.

All Active agent relationships will appear. Click on the organization you wish to update.

Submissions this organization makes on your behalf will be displayed on the upper section of the screen. Submissions you make on behalf of this organization will be displayed in the lower section of the screen. Click the **Update Submission Types** button to add or remove a submissions type.

The first part of the screen below lists active submission rights. Click the **Remove Relationship** button to remove this right.

The second section on this screen lists submission rights that have not been designated. Click the **Add Submission Type** button to request a submission type. An email is forwarded to the organization, and they must accept or decline the designation request.

Deactivation of an Agent Relationship

An organization can remove a submission type in an agent relationship at any time. It is important to note that removing a submission right will disable a user's account if the submission type that is removed is the only MSRB Gateway account access right that has been granted to the user. The Master Account Administrators of the impacted organization will be alerted of its affected users.

If an agent no longer wishes to make a submission on behalf of another organization, and removes the submission type from the agent relationship, the MSRB Gateway User Account is disabled as a result of this action once the action is confirmed.

If a submission type is removed and results in the disablement of a user's account in MSRB Gateway, the Master Account Administrator of the impacted organization receives the following email, which lists MSRB Gateway User Accounts that were deactivated as a result of the action. The text of the email changes slightly if an agent requests to remove a submission right.

Be advised that the Master Account Administrator for Organization XYZ has modified its relationship with your organization. Organization XYZ requests that your organization make the following submission(s) to EMMA on their behalf:

EMMA Voluntary OS/ARD Submission

The following users have had rights removed since those rights were dependent on this agent relationship:

USERID: JDOE
User Name: JOHN DOE
Email Address: jdoe@dealerxyz.com
Right Removed: EMMA Voluntary OS/ARD Submission

Please contact Jane Thomas Ms., Master Account Administrator for Organization XYZ, at 111-222-3333 if you have questions regarding this modification.

If you need assistance please contact MSRB's support line at 202-838-1330.

This is a system-generated email. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED.

If a user's account is deactivated, the user cannot log in to Gateway. To reactivate a disabled account, the Master Account Administrator must grant the user at least one MSRB Gateway account access right.

Part 5: Groups

The Groups feature gives the Master Account Administrator the option of forming smaller subgroups in MSRB Gateway. MSRB highly recommends that only large organizations utilize the Groups feature. This will facilitate easier account management for large organizations that must manage a large number of MSRB Gateway User Accounts. MSRB Gateway User Accounts can be placed in groups and the groups can, at the discretion of the Master Account Administrator, be designated based on geographical location, department sector and job title, among others.

Group Roles and Responsibilities

User roles and responsibilities for Groups are described below.

Master Account Administrator

The Master Account Administrator can perform the following functions:

- Create, edit and delete a Group.

- Add users to a Group.

- Remove users from a Group.

- Add themself to a Group (Master Account Administrator privileges will not be affected).

- Appoint Group Account Administrators.

- Remove a user's Group Account Administrator role by:

    o Removing the user from the Group(s) that they manage. If removed from all groups, the user will become a Global Account Administrator.

    o Remove the user's Account Administrator access right. The user will remain in the group that he/she previously managed but will no longer have administrative rights.

- Appoint Global Account Administrators by granting the MSRB Gateway User Account Administrator account access rights but not appointing the user to a group.

- Remove a user's Global Account Administrator role by removing the user's Account Administrator account access rights. The user will no longer have administrative rights and the user's account will be disabled if no other MSRB Gateway User Account access rights are granted.

Global Account Administrator

Global Account Administrators can perform the following functions for all users except the Master Account Administrator:

- Add users to a group (with the exception of Global Account Administrators)

- Edit all group accounts

- Move users from one group to another group (except for Global Account Administrators who do not belong to a group)

- Move Group Account Administrators from one group to another

The Global Account Administrator cannot perform the following functions:

- Add, edit or delete a group.

- Grant Account Administrator account access rights (therefore cannot create Global Account Administrators or Group Account Administrators).

- Remove Account Administrator account access rights (therefore cannot remove Global Account Administrator or Group Account Administrator roles).

Group Account Administrator

Group Account Administrators have administrative rights that are limited to users within that group.

A Group Account Administrator can perform the following functions:

- Manage MSRB Gateway User Accounts within their designated group(s).

- Create new users. The new user will be added to a group that the Group Account Administrator manages.

- While a group can be administered by only one Group Account Administrator, a Group Account Administrator can administer multiple groups.

Create a New Group

To use the Groups feature, the Master Account Administrator must first create a group using the following steps:

From the MSRB Gateway Main Menu, Click the **Manage Groups** link under the **Account and Company Management** section.

A list of groups within the organization appears. Click the **Add New Group** button.

Enter the **Group Name** and then select a **Group Account Administrator** from the drop-down menu option, which provides a list of all Account Administrators within the organization.

A Group Account Administrator can be added at a later point if a group administrator has not been appointed yet, or if the desired administrator type is not an option in the drop-down menu.

Next, enter a brief description of the group (optional) and then click the **Save** button to create the group.

Groups

Complete the required information below to create a new Group. You can appoint a Group Account Administrator at this time or later by editing this Group or the Account Administrator's Account.

Group Name:* Group 3

Group Administrator (optional): No Group Admin Assignment ▼ [?]

Group Description (optional):

Save

Return to Groups   Return to Menu

A confirmation screen will appear confirming the addition of a new group. Click on the **Accounts List** button to view a listing of all users in the organization.

Add User to a Group

This function can only be performed by an Account Administrator.

Navigate to the **MSRB Gateway Main Menu**, go to the **Account and Organization Management** section, and click **Manage User Accounts** to view a listing of all users in the organization.

On the **User Accounts** page, select the user you would like to add to a group.

If the user is not listed on the **User Accounts** page, add the new user by clicking the **Add New Account** button and then create an account for the user.

Add the user to a group by clicking on the Group button or link?. A user can be placed in several groups by holding down the control key while selecting the groups.

Click **Continue** to make additional updates.

Edit User Account

Account Details

User ID:	CDOE
MSRB ID:	A7260
Group(s):	Group 1 [?]
	Group 2
	Group 3

For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.

First Name:*	CHRIS
Middle Name:	
Last Name:*	DOE
Email Address:*	cdoe@dealerxyz.com
Confirm Email:*	cdoe@dealerxyz.com
Title:	
Department:	
Phone Number:*	111 – 222 – 3333 Ext.
Fax Number:	– –
Address1:*	101 MAIN STREET
Address2:	
City:*	CITY
State:*	ST
Zip:*	12345
Country:	

*required

Account Access Rights

Select the Access Rights to assign to this User Account.

This user will have the following Access Rights in MSRB Gateway:

Account Administrator	☐	[?]
Agent Designation	☐	[?]
Dealer System Outage Report User	☐	[?]
EMMA Continuing Disclosure Submissions	☐	[?]
EMMA Primary Market Submissions	☑	[?]
Electronic G-37	☐	[?]
SHORT System	☑	[?]

☐ **Force password change on next login.**
☐ **Disable the user account.**

Continue	Return to Account Profile
Return to Accounts	**Return to Main Menu**

The confirmation screen notes updates to the user's account. The user will receive an email detailing the changes to their account. Click the **Confirm User Account** button to confirm the updates.

Delete a User from a Group

Use the following steps to delete a user from a group:

Navigate to the user's Account Details page and then click the **Edit User Account** button.

On the user's account detail screen, the group(s) that the user belongs to will be highlighted. To remove the user from a group, press the Ctrl key and click on the highlighted group to deselect the group.

If the user has **Account Administrator** account access rights and is removed from all groups, the user will become a Global Account Administrator.

Edit User Account

Account Details

User ID:	CDOE
MSRB ID:	A7260
Group(s):	Group 1 [?] Group 2 Group 3

For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.

First Name:*	CHRIS
Middle Name:	
Last Name:*	DOE
Email Address:*	cdoe@dealerxyz.com
Confirm Email:*	cdoe@dealerxyz.com
Title:	
Department:	
Phone Number:*	111 – 222 – 3333 Ext.
Fax Number:	– –
Address1:*	101 MAIN STREET
Address2:	
City:*	CITY
State:*	ST
Zip:*	12345
Country:	

*required

Account Access Rights

Select the Access Rights to assign to this User Account.

This user will have the following Access Rights in MSRB Gateway:

Account Administrator	☐	[?]
Agent Designation	☐	[?]
Dealer System Outage Report User	☐	[?]
EMMA Continuing Disclosure Submissions	☐	[?]
EMMA Primary Market Submissions	☑	[?]
Electronic G-37	☐	[?]
SHORT System	☑	[?]

☐ **Force password change on next login.**
☐ **Disable the user account.**

[Continue] [Return to Account Profile]

[Return to Accounts] [Return to Main Menu]

Create a Global Account Administrator

Only the Master Account Administrator can create a Global Account Administrator. The Master Account Administrator must grant **Account Administrator** rights to an existing user or create a new user and grant them this right. The Global Account Administrator will not be assigned to any group. Use the following steps to create a Global Account Administrator.

Grant the user the **Account Administrator** right, then click **Continue.**

Remove a Global Account Administrator

Only the Master Account Administrator can remove the Global Account Administrator role from a user. Once this role is removed, the individual is a User in MSRB Gateway who is not assigned to any Group. It is important that the user is granted at least one account access right, otherwise the account will be disabled.

Follow the steps below to remove the Global Account Administrator role from a user.

The Master Account Administrator must edit the Global Account Administrator's user profile and remove the **Account Administrator** account access right by deselecting it and then click the **Continue** button.

Ensure that the user is granted at least one account access right. Otherwise, the user's account will be automatically disabled.

Edit User Account

Account Details

User ID:	CDOE
MSRB ID:	A7260
Group(s):	Group 1 **[?]**
	Group 2
	Group 3

For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.

First Name:*	CHRIS
Middle Name:	
Last Name:*	DOE
Email Address:*	cdoe@dealerxyz.com
Confirm Email:*	cdoe@dealerxyz.com
Title:	
Department:	
Phone Number:*	111 – 222 – 3333 **Ext.**
Fax Number:	– –
Address1:*	101 MAIN STREET
Address2:	
City:*	CITY
State:*	ST
Zip:*	12345
Country:	

*required

Account Access Rights

Select the Access Rights to assign to this User Account.

This user will have the following Access Rights in MSRB Gateway:

Account Administrator	☐	**[?]**
Agent Designation	☐	**[?]**
Dealer System Outage Report User	☐	**[?]**
EMMA Continuing Disclosure Submissions	☐	**[?]**
EMMA Primary Market Submissions	☑	**[?]**
Electronic G-37	☐	**[?]**
SHORT System	☑	**[?]**

☐ **Force password change on next login.**
☐ **Disable the user account.**

Continue	Return to Account Profile
Return to Accounts	Return to Main Menu

Create a Group Account Administrator

To create a Group Account Administrator the Master Account Administrator must grant Account Administrator access rights to a new or existing user and assign the user to one or more groups.

A Group Account Administrator can be created by:

- Adding a Global Account Administrator to a Group;
- Creating a new user with Account Administrator access rights and then adding the user to a group; or
- Granting an existing User Account Administrator access rights and then adding the user to a group.

If transferring this right to a new or existing user, Account Administrator access rights must be granted to the user.

The Master Account Administrator can appoint a Group Account Administrator from the **User Accounts** screen or use the Manage Groups function. Steps for both methods are described below.

On the **User Accounts** Screen select an existing user with Account Administrator access rights and edit the user's account.

Under Account Details, a list of all available groups will be displayed. Select the group(s) you wish to assign to the new Group Account Administrator by clicking on the group(s). To select multiple groups, hold down the Ctrl key and then select the Groups. (If the group you select has an existing Group Account Administrator, the new group Account Administrator will replace the existing Group Account Administrator.)

Click **Continue**.

After selecting the group(s), a message will appear confirming the user is the Group Account Administrator for the selected group(s).

If the user is replacing an existing Group Account Administrator, a message will be displayed noting this change.

Click the **Confirm User Account** button.

Confirm User Account

Account Details

User ID:	CDOE
User Name:	CHRIS DOE
MSRB ID:	A7260
Group(s):	Group 3
Email Address:	cdoe@dealerxyz.com
Title:	
Department:	
Address:	101 MAIN STREET
	CITY, ST 12345
Phone Number:	111-222-3333
Fax Number:	

Account Access Rights:

This user will be a Group Administrator for the following Group(s): Group 3, and will be unable to administer User Accounts outside of this Group(s). If you wish for this user to administer all of your company's User Accounts, click on "Edit User Account", deselect the Group(s) and click on "Continue" at the bottom of the page.

Click on "Confirm User Account" to complete the process.

Confirm User Account	Edit User Account
Return to Accounts	Return to Main Menu

A confirmation screen will appear.

User Account Update Results

The following User Account was successfully updated. An email confirmation was sent to the user.

User ID:	CDOE
MSRB ID:	A7260
Name:	CHRIS DOE
Email Address:	cdoe@dealerxyz.com

Return to Accounts	Return to Main Menu

The user will receive a confirmation email stating they are now a Group Account Administrator for the selected group(s).

If the new Group Account Administrator replaces an existing Group Account Administrator, the Group Account Administrator being replaced receives an email that states they are no longer the administrator of the group(s).

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

The MSRB account registered for this email address: CDOE14 has been updated by James Doe (JDOE14)

You are now appointed as Account Administrator of the following Group(s):
Group 3

You may login and check your account details and update history by going to: http://www.msrb.org/msrb1/control/default.asp

This is a system-generated e-mail PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account, please contact an account manager at your organization. You may also obtain more information about MSRB Gateway at:
https://www.msrb.org/msrb1/control/default.asp.

Remove a Group Account Administrator from a Group

Only the Master Account Administrator can remove the Group Account Administrator from a group. Once this role is removed, the individual is a Gateway user who is not assigned to any group. It is important that the user is granted at least one account access right—otherwise, the account will be disabled.

- If the Group Account Administrator is removed from all groups, but still has Account Administrator rights, the individual will become a Global Account Administrator.

- If the Group Account Administrator is removed from all Groups and Account Administrator rights are removed, the individual will become a Gateway User who does not belong to any group.

- It is important that the user is granted at least one account access right—otherwise, the user's account will be automatically disabled.

To remove the user's Group Account Administrator role, navigate to the **User Account** screen and update the desired user's account. The group(s) managed by the user will be highlighted in blue.

Edit User Account

Account Details

User ID:	CDOE
MSRB ID:	A7260
Group(s):	Group 1
	Group 2
	Group 3 (Admin: CDOE)

[?]

For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.

First Name: *	CHRIS
Middle Name:	
Last Name: *	DOE
Email Address: *	cdoe@dealerxyz.com
Confirm Email: *	cdoe@dealerxyz.com
Title:	
Department:	
Phone Number: *	111 – 222 – 3333 Ext.
Fax Number:	– –
Address1: *	101 MAIN STREET
Address2:	
City: *	CITY
State: *	ST
Zip: *	12345
Country:	

*required

Account Access Rights

Select the Access Rights to assign to this User Account.

This user will have the following Access Rights in MSRB Gateway:

Account Administrator	☑	[?]
Agent Designation	☐	[?]
Dealer System Outage Report User	☐	[?]
EMMA Continuing Disclosure Submissions	☐	[?]
EMMA Primary Market Submissions	☑	[?]
Electronic G-37	☐	[?]
SHORT System	☑	[?]

☐ **Force password change on next login.**
☐ **Disable the user account.**

Continue	Return to Account Profile
Return to Accounts	Return to Main Menu

To deselect a group, press the Ctrl key and click on that group. To deselect several groups, hold down the Ctrl key and then click on the groups you would like to deselect.

Click the **Continue** button.

A confirmation screen will confirm updates made to the account.

Delete a Group

Only the Master Account Administrator can delete a group(s). When the Master Account Administrator deletes a group(s), the User Accounts are not deleted but instead are disassociated from that group(s). Follow the steps below to delete a group from Gateway.

From **Account and Company Management** on the **MSRB Gateway Main Menu**, select **Manage Groups**. Locate the Group(s) you would like to delete and then click the **Delete** button next to the group name.

A dialogue box will appear that states the group cannot be reinstated once it has been deleted and that users belonging to that group will be disassociated. Click the **OK** button on the popup message screen to confirm the deletion.

A confirmation screen will appear.