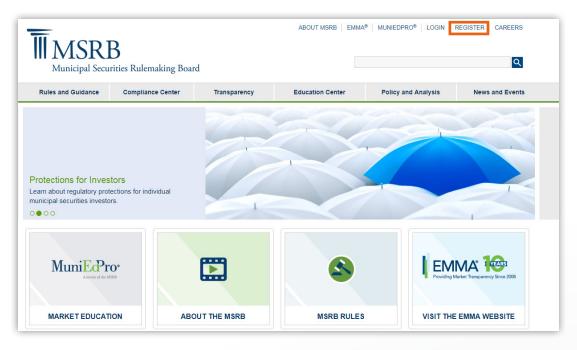
MSRB

How to Set Up an Organization Account

Getting Started with Organization Accounts

Complete the following steps to establish an organization account as an issuer or obligated person.

1. Go to <u>www.msrb.org</u> and click the "Register" link.



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2. Select the organization account option for issuers and obligated persons then click the "Next" button.

Ify	ou already have an MSRB account click here to log in.
Ify	rou need to establish an MSRB account, please select the applicable option from the list below.
1	Issuers and Obligated Persons
0	Create an organization account to:
•	Submit all type of continuing disclosure and primary market filings to EMMA. Shared access by multiple users allows the organization to better manage the disclosure filings.
(Create an individual user account to:
	Immediately make continuing disclosure filings to EMMA. No other EMMA filings can be made with an individual user account, but the account c later be upgraded to an organization account.
1	Dealers and Municipal Advisors
	Register as a broker, dealer, municipal securities dealer or municipal advisor. Your organization must already be registered with the SEC and the appropriate enforcement agency (e.g., FINRA or a bank regulatory agency).
	Agents
	Create an account to make submissions on behalf of designating organizations. Create this account if you are not an issuer, obligated person, de or municipal advisor.

3. Click the "Continue" button to read the registration guidelines. The guidelines describe required documentation that must be provided to the MSRB and explain other important aspects of setting up an account. When you have read the guidelines, click the "Accept" button.

MSRB Organization Account Setup
Organization Account Set-up Guidelines
Welcome to MSRB's organization account setup for issuers and obligated persons.
To set up an organization account, please read the guidelines below and have the necessary information available, including your federal tax employer identification number and another form of identification (e.g., an official statement). You will be required to acknowledge that you have read and understand the account setup guidelines before you can proceed.
Required Documents
To help the MSRB identify your organization, you will be required to provide your federal tax Employer Identification Number (EIN) on your organization's letterhead, along with another form of identification for your organization (e.g., a page from the official statement that identifies you as the obligated person, a federal or state tax document, or a letter from the conduit issuer stating that you are an obligated person). The MSRB 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 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

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4. Indicate whether you have an existing user account. If you do have an existing account, you will be prompted to enter your user ID and password. If you do not have an existing account, click OK to proceed to the next step.

validated against Providing the ide	you have an existing CD submission user account. If yes, you will be asked to provide your log-in credentials. Your log-in credentials w information in Gateway. ntity of your existing CD submission account will allow you to keep your current username and password and to incorporate prior the new organization account.
	sting user account that will be used for the new registration an existing user account

5. Provide or correct your organization's information.

MSRB Organization	Account Set-up - Organization Information
Please provide informati	ion about your organization. The address and phone numbers provided should be for the organization's main office or headquarters.
Organization Name:*	
Phone Number:*	Ext.
Fax Number:	
Address 1:*	
Address 2:	
City:*	
State:*	
Zip:*	
Country:	
* required	
Cancel OK	



6. Identify the individual in your organization who will serve as the Master Account Administrator. This individual will manage staff permissions in MSRB Gateway. Complete the contact information for the Master Account Administrator. If the contact phone number and address are the same as that of the organization, click the "Copy" button to copy this information from the organization details. Note: If you are upgrading an existing user account, you will skip this step.

our organization's	ict details for the Master Account Administrator. If the address is the same as your organization's information, dick 'Copy' to copy fron details.
Сору	
aster Account A	dministrator:
First Name:*	
Middle Name:	
Last Name:*	
Name Suffix:	
mail Address:*	
onfirm Email:*	
one Number:*	Ext.
Address1:*	
Address2:	
City:*	
State:*	
Zip:*	
Country:	
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7. Select whether your organization is an issuer or obligor and provide the Federal Tax Employer Identification Number ("EIN" or "tax ID") for the organization.

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-XXXXXX):
Cancel Previous OK

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- 8. Provide the following required documentation:
 - The tax EIN number on your organization's letterhead
 - 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).

Upload the electronic versions of the documents in a portable document format (PDF) or send them via fax or mail. Indicate on the screen how you will provide the documents. Click the "OK" button when done.

ISRB	Organization Account Set-up - Required Documentation
form docu you a	der to process your organization account setup, the MSRB requires a copy of your organization's federal tax EIN on letterhead, along with another 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 ment, or a letter from the conduit issuer stating that you are an obligated person). These documents will help to uniquely identify your organization. are unable to provide an electronic copy of these documents, you can fax or mail the documents to the MSRB by selecting the fax/mail option below. r sheet will be provided to assist with the timely processing of your documents.
۲	I will upload the EIN information provided on letterhead in pdf format
	Letterhead: Choose File No file chosen
\bigcirc	I will fax or mail the EIN information provided on letterhead along with the cover sheet
۲	I will upload my secondary form of identification in pdf format
	Second Form of Identification: Choose File No file chosen



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9. Review the Organization Summary screen for accuracy. If necessary, update the information by clicking the "Edit" link in the applicable section. To change the organization type, tax ID or documentation method, you must contact the MSRB. Click "Confirm" to proceed.

formation click "Confirm." Your changes will not be accepte		complete, click "OK" to return to this summary page. To accep I do not click "Confirm."	t this
rganizational Details:	<u>Edit</u>	Additional Information:	Ed
Organization Name: Issuer XYZ		Organization Type:	
Phone Number: 202 - 838 - 1500 Ext.		Municipal Security Issuer	
Fax Number:		· · · · · · · · · · · · · · · · · · ·	
Address 1: 101 Main Street			
Address 2:		Federal Tax EIN: 43-6767676	
City: City			
State: ST			
Zip: 12345			
Country:			
aster Account Administrator:	<u>Edit</u>	Required Documentation:	E
First Name: Bob		1. Information on Letterhead - to be faxed or mailed	
Middle Name:		 Information on Letternead - to be faxed or mailed Second Form of Identification - to be faxed or mailed 	
Last Name: Doe			
Name Suffix:			
Email Address: msrbcommunications@msrb	o.org		
Phone Number: 202 - 838 - 1500 Ext. Address1: 101 Main Street			
Address1: 101 Main Street			
City: City			
State: ST			
Zip: 12345			
Country:			

10. Identify the person who set up the organization account. Click the "Submit" button to submit the information to the MSRB. Note: If you are upgrading an existing user account, you will skip this step.

MSRB Organization Account Set-up - Account Information Provider			
Please provide the name	e, title and telephone number of the person who completed the information for this organization account.		
First Name:*			
Middle Name:			
Last Name:*			
Name Suffix:			
Title:*			
Phone Number:*			
Phone Extension:			
*required			
Cancel Previous Submit			

Subscribe to issuer education and EMMA email updates from the MSRB.

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11. After information is submitted to the MSRB, a confirmation screen will state that the MSRB has received your account information and will include your pending MSRB ID.

M re el	ongratulations, you have successfully completed the first step toward establishing an organization account with the SRB. If you elected to upload documents electronically, your information and supporting documentation will be viewed and you will be notified when the account is activated or if additional information is needed. If you have ected to fax or mail your documents, along with the cover sheet provided below, your information and documents will e reviewed upon receipt. Your MSRB Number (MSRB ID) is <u>P002139</u> .
	Cover Sheet For organizations that intend to fax or mail the requested documentation, please print this document submission cover sheet and fax or mail the cover sheet together with the document(s) to the MSRB.
	Cover Sheet
	Account Summary Please print a copy of the account summary for your records: Summary
	You will receive an email acknowledging receipt of your account documentation.
	Exit

If applicable, on the Confirmation Screen click the "Cover Sheet" button to print a copy of the cover sheet that will be attached to documentation via fax or mail to the MSRB. Using the cover sheet will enable MSRB to quickly process the account approval. Note: This button will only appear if you opted to mail or fax documentation.

Click the "Summary" button to view a summary of the account details and display the date and time that the account was created and submitted to the MSRB.



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12. Print a copy of the organization account summary for recordkeeping purposes.

Print Close	
MSRB records include the following information for your o	rganization as of 2/16/2016 2:48:08 PM EST:
Organizational Details:	Additional Information:
Organization Name: Issuer XYZ	Organizational Type
MSRB ID: P002139	Municipal Security Issuer
Phone Number: 202 - 838 - 1500	
Fax Number:	
Address 1: 101 Main Street	Federal Tax EIN: 43-6767676
Address 2:	
City: City	
State: ST	
Zip: 12345	
Country:	
Master Account Administrator:	Required Documentation:
First Name: Bob	1. Information on Letterhead - To be faxed or mailed
Hirst Name: Bod Middle Name:	2. Second Form of Identification - To be faxed or mailed
l ast Name: Doe	
Name Suffix:	
Email Address: msrbcommunications@msrb.org	
Phone Number: 202 - 838 - 1500 Ext.	
Address1: 101 Main Street	
Address2:	
City: City	
State: ST	
Zip: 12345	
Country:	

13. After the account information is submitted, the MSRB will send an acknowledgement email to the Master Account Administrator at the email address provided. The email should be retained for record-keeping purposes and will be needed for changes to your pending registration.

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): P002139 ORGANIZATION NAME: Issuer XYZ
Master Account Administrator: Bob Doe Federal Tax EIN: 43-6767676
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: DHLPUZWARF
Temporary Key Expiration Date: 4/1/2016 2:46:39 PM Eastern
Registration Link: https://gw.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 of the date of this email.
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.

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14. You may now designate agents to customize homepages on your behalf. On MSRB Gateway, click "Manage Agent Relationships." On the following page, select "Designate an organization to act as your agent."

Municipal Securities Rulemaking Board	MSRB Home Contact and Support
	Logged in as JDOE6 for P002910 Logout
Manage Agent Relationships	
Use the following menu options to designate agents to make submis others to act as your agent.	sions on your behalf and approve requests from
Active relationships: (0)	
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 beha from others to make submissions on their behalf.	alf of another organization and approve requests
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 Mas relationships with you.	ter Account Administrators of organizations involved in agent

On the "Relationship with MSRB" page, select "Update Submission Types" to proceed with granting issuer homepage access to your agent.

	Logged in as JDOE6 for P002910 Log
elationship with MSRB:	
MSRB ID: P000613	
hone Number: 703-797-6642	
Fax Number:	
Address: 1900 Duke Street suite 600 Alexandria, VA 22314	
You have designated this organization to act as your ag	ent 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 followir	ng types of submissions:
Submission Type	Relationship Status
No submission types authorized	
Update Submission Types	

Subscribe to issuer education and EMMA email updates from the MSRB.

Check the second box, "EMMA - Customize Issuer Homepage," and then click "Add Submission Type."

elationship Status
gent:

Subscribe to issuer education and EMMA email updates from the MSRB.

After the submission type has been checked and entered, the page will update its status to "Waiting for agent's approval." Your agent can now accept and confirm issuer homepage submission rights in their MSRB Gateway account.

M SRB	MSRB Home 🕴 Contact and Support
Municipal Securities Rulemaking Board	
	Logged in as JDOE6 for P002910 Logo
Relationship with MSRB:	
MSRB ID: P000613	
Phone Number: 703-797-6642	
Fax Number:	
Address: 1900 Duke Street suite 600 Alexandria, VA 22314	
Modifications successfully processed	
Types of submissions this organization can make on your be	shalf:
Submission Type	Relationship Status
EMMA - Continuing Disclosure	Waiting for agent's approval
EMMA - Customize Issuer Homepage	Waiting for agent's approval
Remove Relationship	
Types of submissions for which you would like this organizat	tion to act as your agent:
EMMA Voluntary Financial Information	
EMMA Voluntary OS/ARD Submission	
EMMA Voluntary Preliminary OS Submission	
Add Submission Type	
Search Return to Agent Menu Return to Main Menu	



This completes the account set-up process. The account will be "pending" until the MSRB verifies the information provided. The MSRB may contact the Master Account Administrator to request additional information.

Note: If you are upgrading an existing user account, you will receive a different acknowledgement email stating that the MSRB has received your request to upgrade your existing "CD Submission Account to an Organization Account." After the MSRB approves the conversion, your existing MSRB ID will be automatically withdrawn. A new MSRB ID will be generated to identify the account as an organization account. Your user ID and password will remain the same.

For more information for Master Account Administrators on completing the organization account set-up, consolidating additional user accounts into your organization account and managing access, see the MSRB Gateway User Manual

for Issuers, Obligated Persons and Agents.

MSRB Support

Phone: 202-838-1330 Hours: 7:30 a.m. – 6:30 p.m. ET

Email: MSRBSupport@msrb.org Hours: 7:00 a.m. – 7:00 p.m. ET

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