



MSRB

Municipal Securities
Rulemaking Board

EMMA – Electronic Municipal Market Access

The Official Source for Municipal Disclosures and Market Data

EMMA Dataport Manual for 529 College Savings Plan Disclosure Submissions

Version 1.2, August 2015

Revision History

Version	Date	Description of Changes
1.0	June 2010	Initial version.
1.1	May 2011	Updated manual to reflect the voluntary submissions by Issuers of Preliminary Official Statements and Pre-Sale Documents as well as the submission of Issuer Voluntary Official Statements.
1.2	August 2015	Updated the Resources and Support section to reflect the change in hours of operation for Email Support.

Resources and Support

MSRB Website: www.msrb.org

EMMA Website: emma.msrb.org

For assistance, contact MSRB Support at 202-838-1330 or 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

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Introduction

The Municipal Securities Rulemaking Board (MSRB) protects investors, issuers of municipal securities, entities whose credit stands behind municipal securities and public pension plans by promoting a fair and efficient municipal market. The MSRB fulfills this mission by regulating securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB promotes disclosure and market transparency through its Electronic Municipal Market Access (EMMA®) website, provides education and conducts extensive outreach. The MSRB has operated under Congressional mandate with oversight by the Securities and Exchange Commission since 1975.

The EMMA website is a centralized online database operated by the 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, the EMMA website 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.

This EMMA Dataport Manual for 529 College Savings Plan Disclosure Submissions provides instructions for dealers on how to submit Primary Market documents and for issuers on how to submit Continuing Disclosure documents and how to voluntarily submit 529 college savings plan disclosure documents provided under the state's 529 savings plan.

This manual only provides instructions on submissions made via the EMMA website through EMMA Dataport. Submitters seeking to make automated continuous submissions through a computer-to-computer interface should consult the appropriate specifications document.

The EMMA website makes available to the public, at no charge, voluntary submissions of 529 college savings plans by issuers, 529 college savings primary market plan disclosure documents by underwriters, and continuing disclosure plan documents submitted by issuers on 529 college savings plans.

Part 1: Submission Rights and Access to EMMA Dataport

All submitters to the MSRB Primary Market, Continuing Disclosure and Voluntary Issuer Submission Services must be registered in MSRB Gateway, a single, secure access point for making submissions to EMMA. Each user must also accept the terms and conditions for making submissions.

Voluntary submissions of 529 college savings plan disclosure documents can only be made by issuers with an organization account established in MSRB Gateway, or by their designated agents. Individual users must then have the appropriate right assigned to them by their organization's Master Account Administrator in MSRB Gateway. For information on how to establish and maintain an organization account, assign rights and designate agents, see the [MSRB Gateway User Manual for Issuers, Obligated Persons and Agents](#).

Primary market submissions of 529 college savings plan disclosure documents by underwriters under MSRB Rule G-32, and by their designated agents, can only be made by users who have had the primary market submission right assigned to them by their organization's Master Account Administrator within MSRB Gateway. For information on how to establish and maintain the primary market submission right, see the [EMMA Dataport Manual for Primary Market Submissions](#).

Continuing disclosure on 529 college savings plan documents made by issuers and their designated agents can only be made by users who have created a continuing disclosure submission account in MSRB Gateway. For information on how to establish continuing disclosure submission access, see the [EMMA Dataport Manual for Continuing Disclosure Submissions](#).

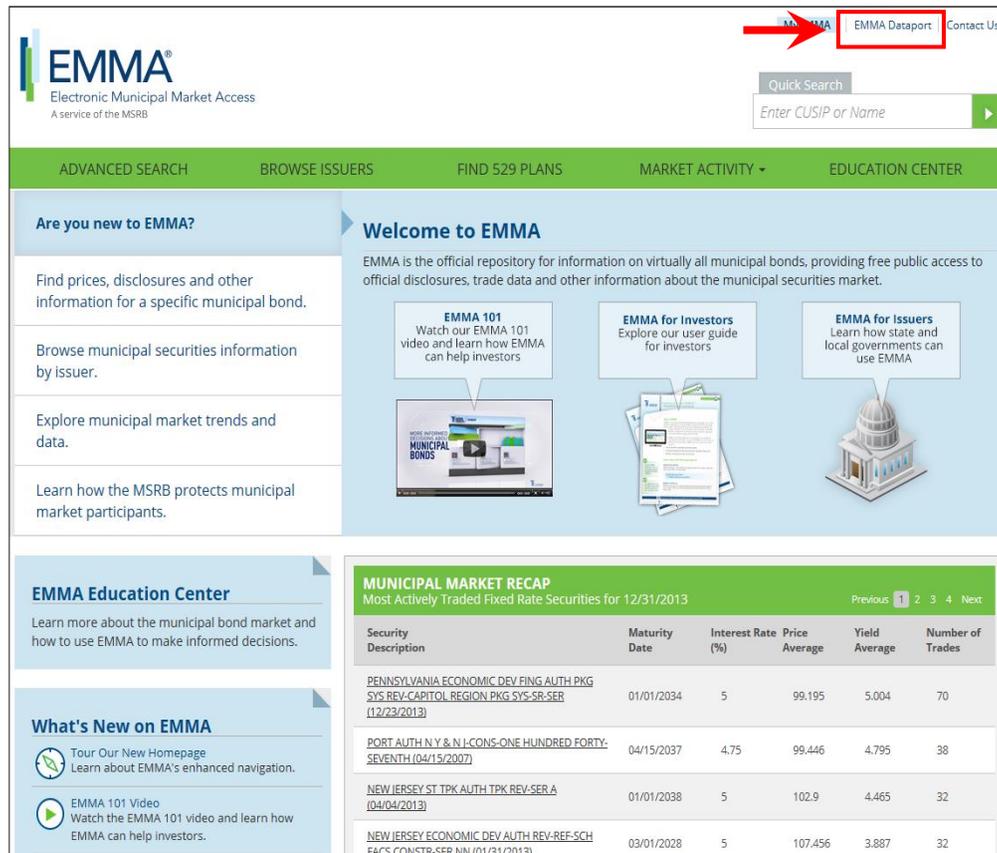


Dealer staff seeking to make continuing disclosure submissions on behalf of an issuer need not establish a new account; they can have the continuing disclosure submission right assigned to them by their organization's Master Account Administrator within MSRB Gateway.

For any submission to the EMMA Dataport, the first step is to log into MSRB Gateway. This can be done on either EMMA or the MSRB homepage.

Log in from the EMMA Home Page

From the EMMA homepage at <http://emma.msrb.org>, click the **EMMA Dataport** link at the top of the page.



The screenshot shows the EMMA homepage with the following elements:

- Header:** EMMA logo (Electronic Municipal Market Access, A service of the MSRB), a search bar with the placeholder "Enter CUSIP or Name", and navigation links for "EMMA", "EMMA Dataport" (highlighted with a red box and arrow), and "Contact Us".
- Navigation Bar:** ADVANCED SEARCH, BROWSE ISSUERS, FIND 529 PLANS, MARKET ACTIVITY, EDUCATION CENTER.
- Main Content Area:**
 - Welcome to EMMA:** A central section with a welcome message and three featured links: "EMMA 101" (video), "EMMA for Investors" (user guide), and "EMMA for Issuers" (state and local government information).
 - Are you new to EMMA?:** A sidebar with four links: "Find prices, disclosures and other information for a specific municipal bond.", "Browse municipal securities information by issuer.", "Explore municipal market trends and data.", and "Learn how the MSRB protects municipal market participants."
 - EMMA Education Center:** A section with the heading "EMMA Education Center" and the text "Learn more about the municipal bond market and how to use EMMA to make informed decisions."
 - What's New on EMMA:** A section with two links: "Tour Our New Homepage" and "EMMA 101 Video".
 - MUNICIPAL MARKET RECAP:** A table titled "Most Actively Traded Fixed Rate Securities for 12/31/2013" with columns for Security Description, Maturity Date, Interest Rate (%), Price Average, Yield Average, and Number of Trades.

Security Description	Maturity Date	Interest Rate (%)	Price Average	Yield Average	Number of Trades
PENNSYLVANIA ECONOMIC DEV FING AUTH PKG SYS REV-CAPITOL REGION PKG SYS-SR-SER (12/23/2013)	01/01/2034	5	99.195	5.004	70
PORT AUTH N Y & N J CONS-ONE HUNDRED FORTY-SEVENTH (04/15/2007)	04/15/2037	4.75	99.446	4.795	38
NEW JERSEY ST TPK AUTH TPK REV-SER A (04/04/2013)	01/01/2038	5	102.9	4.465	32
NEW JERSEY ECONOMIC DEV AUTH REV-REF-SCH FACS CONSTR-SER NN (01/31/2013)	03/01/2028	5	107.456	3.887	32

Then click the **Login to MSRB Gateway** button.

The screenshot displays the EMMA Dataport website interface. At the top left is the EMMA logo with the tagline 'Electronic Municipal Market Access A service of the MSRB'. To the right are navigation links for 'MyEMMA', 'EMMA Dataport', and 'Contact Us', along with a 'Quick Search' box containing the placeholder text 'Enter CUSIP or Name'. A green navigation bar contains the following menu items: 'ADVANCED SEARCH', 'BROWSE ISSUERS', 'FIND 529 PLANS', 'MARKET ACTIVITY', and 'EDUCATION CENTER'. Below the navigation bar, a text link reads 'for assistance call: 703-797-6668'. The main content area is divided into a left sidebar and a main section. The sidebar, titled 'EMMA Dataport', contains a list of links: 'Overview', 'Submissions by Dealers', 'Submissions by Issuers', 'Submissions by Obligated Persons', 'MSRB Subscription Services', and 'MSRB System Status'. The main section is titled 'Municipal Securities Document Submission' and contains a paragraph explaining that municipal securities dealers, issuers, and obligated persons provide documents to the MSRB through EMMA Dataport. Below this paragraph are three links: 'Submissions by Dealers', 'Submissions by Issuers', and 'Submissions by Obligated Persons'. To the right of the main text is a box titled 'Access EMMA Dataport to Submit Documents' which features a padlock icon and a prominent 'Login to MSRB Gateway' button highlighted with a red border and a red arrow pointing to it. Other links in this box include 'Don't have an account? Register', 'Access Online Training about Submitting to EMMA', and 'MSRB Gateway Manual'. Below this box is a section titled 'EMMA Tools for State and Local Governments' which includes icons and links for 'Schedule Email Reminders for Recurring Financial Disclosures', 'EMMA Trade Monitor', 'Getting to Know EMMA', and 'State and Local Government Toolkit'.

Log in from the MSRB Home Page

From the MSRB homepage at www.msrb.org, click **Login**.

The screenshot shows the MSRB homepage with the following elements:

- Header:** MSRB Municipal Securities Rulemaking Board logo and navigation links: [Login](#), [About MSRB](#), [Publications](#), [Careers](#), [Email Updates](#), [Contact Us](#), [Systems Status](#), [File a Complaint](#). A search bar is also present.
- Navigation Menu:** Municipal Bond Market, Rules, Disclosures and Data, Market Leadership, News, Events and Training, Resources for...
- Main Content:**
 - MSRB 2013 Annual Report:** A green banner with a photo of a classical building.
 - EMMA@:** Electronic Municipal Market Access banner with a photo of a modern building.
 - What's New:** A list of recent news items with dates.
 - Resources for:** A list of categories: Investors, State and Local Governments, Municipal Securities Dealers, Municipal Advisors.
- Login Button:** A green button with a padlock icon and the text "Login to MSRB systems" is highlighted with a red box.

Log into MSRB Gateway

From the MSRB Gateway landing page, enter your User ID and Password, and click **Login**.

The screenshot shows the MSRB Gateway login page with the following elements:

- Header:** MSRB Municipal Securities Rulemaking Board logo and navigation links: [MSRB Home](#), [Contact and Support](#).
- Log into MSRB Gateway:** A section with a padlock icon and a form for:
 - User ID:
 - Password:
 - Forgot password? [Link](#)
 - Login** button (highlighted with a red box)
 - Don't have an account? [Register](#)
 - [MSRB Gateway Manual](#)
- Welcome Message:**

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

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

If you are experiencing log-in or other system related problems, please check the [MSRB Systems Status Page](#) for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at (703) 797-6668.
- Access Online Training:** [Access Online Training about Submitting to EMMA](#)
- Footer:** The MSRB recommends not bookmarking this page.

From the MSRB Gateway Main Menu, expand the **Market Transparency Systems** option and click **EMMA Dataport**. The EMMA Dataport Submission Screen appears.

The screenshot displays the MSRB Gateway Main Menu. The header includes the MSRB logo and navigation links for 'MSRB Home' and 'Contact and Support'. A user is logged in as 'JDOE5 for A7243' with a 'Logout' link. The main menu is titled 'MSRB Gateway Main Menu' and includes a welcome message and a list of expandable sections. The 'Market Transparency Systems' section is highlighted with a red box, and a red arrow points to the 'EMMA Dataport' sub-option. A 'My Profile' sidebar on the right shows user details for 'JDOE5'.

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 approve agent invitations to/from organizations.
 - > **Manage Agent Relationships**
Manage your organization's relationships with other organizations.
- [+] **Registrant Information Forms**
Submit forms to provide information about your organization.
- [-] Market Transparency Systems**
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
 - > **Dealer System Outage Reporting**
 - > **EMMA Dataport**
Submit documents and information to EMMA.

My Profile [Edit](#)

User ID:	JDOE5
Role:	Master Account Administrator
User Name:	JOHN DOE
Organization Name:	Dealer XYZ
MSRB ID:	A7243
Email Address:	jdoe@dealenyz.com
Change Password	

Part 2: Submissions of Primary Market Disclosures

The following screen appears after logging in to EMMA Dataport. To create a new submission for a 529 College Savings Plan, click the **Create/Update** link next to 529 College Savings Plan.

The screenshot shows the EMMA Dataport Submission Portal interface. At the top, it says "EMMA Dataport Submission Portal" and "MSRB GATEWAY". The user is identified as "JOHN DOE, email: jdoe@dealerxyz.com". A green box highlights "Primary Market (Rule G-32)". Below this, there is a "Select Company" dropdown menu set to "Dealer XYZ (A7243)" and a link to "Invite Continuing Disclosure Users". The main section is titled "Make a primary market submission under MSRB Rule G-32". It lists several submission types with "CREATE" and "UPDATE" links: "Underwriting/ Remarketing Submission", "Commercial Paper", "Ineligible for CUSIP Number Assignment", "529 College Savings Plan" (highlighted with a red box), "Other Municipal Fund Security", and "Advance Refunding Document". To the right, there is a "Pending Submissions" section with a list of entries, each with a "update" link.

From the drop-down menu, select the state for which you would like to create a new submission. If a state has not previously submitted a plan disclosure document to EMMA, a message will indicate that no plans were found. To submit a new 529 college savings plan disclosure document for a selected state, click **Add New Plan**.

The screenshot shows the "EMMA Dataport - 529 College Savings Plan" screen. At the top, it says "EMMA Dataport - 529 College Savings Plan" and "MSRB GATEWAY". The user is identified as "You are currently acting on behalf of: Dealer XYZ". Below this, there is a "Select another state" section with a "Select State" dropdown menu. To the right of the dropdown are "Preview" and "Exit" buttons. Below the dropdown, there is a message: "The plans shown as modifiable have been disclosed by a dealer or underwriter and may be modified by the same. Other plans are listed for reference only." Underneath, it says "State of Wyoming (WY)" and "No plans found." A red box highlights the "Add New Plan" button.

On the **Plan** tab, complete the Issue Information and Continuing Disclosure Information sections.

 Since this is a new plan submission, the following notation will appear on your screen: “Submission Status: Not Published,” which indicates that the 529 college savings plan disclosure document has not been published and cannot be viewed on EMMA.

EMMA Dataport - 529 College Savings Plan


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

Plan

Document

Offering

Preview

Exit

[-] Issue Information

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

State: WY

*Full Issuer Name: STATE OF WYOMING

*Plan Description:

*Closing Date: mm/dd/yyyy (*this field required to publish)

[-] Continuing Disclosure Information

*All fields required, if applicable, for a complete submission

* Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12. Yes No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number of (days/ months) after the end of fiscal-year-end on by which the annual financial information is contractually due to be submitted

[Add Obligated Person >](#)

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

- Plan
- Document
- Offering

Issue Information Section:

When adding a new 529 college savings plan, the **Plan Description** and the **Closing Date** are required for a complete submission.

The plan description describes the type of 529 college savings plan. It is important to describe the plan accurately, since this information will appear on the public web portal and will inform investors about the plan.

EMMA Dataport - 529 College Savings Plan MSRB
GATEWAY

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

Plan Document Offering

[-] Issue Information Preview Exit

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

State: WY

*Full Issuer Name: STATE OF WYOMING

*Plan Description: State College Savings Plan

*Closing Date: 09/15/2012 mm/dd/yyyy (*this field required to publish)

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

- ✓ Plan
- Document
- ✓ Offering

Since 529 college savings plans are sold through a continuous offering and do not have a specific closing date as other municipal securities do, the closing date represents the date the 529 college savings plan is first sold to an investor.

Continuing Disclosure Information Section:

Identify whether the issuer has agreed to undertake to provide continuing disclosure information as contemplated by Securities and Exchange Commission (SEC) Rule 15c2-12. If the issuer has agreed to undertake to provide continuing disclosure information and such agreement includes an undertaking to provide annual financial information, also enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer.

[-] Continuing Disclosure Information

*All fields required, if applicable, for a complete submission

* Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12. Yes No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number of (days/ months) after the end of fiscal-year-end on by which the annual financial information is contractually due to be submitted

[Add Obligated Person >](#)

For an issuer, enter such information either as a specific date or as the number of days or months after a specified end date of the issuer's fiscal year.

Modify Existing Submission

To submit a new plan disclosure document or a supplement to an existing plan disclosure document, click the **Create/Update** link next to the 529 College Savings Plan option on the Primary Market Submission screen.

EMMA Dataport Submission Portal

MSRB GATEWAY

JOHN DOE, email: jdoe@dealerxyz.com

Primary Market (Rule G-32)

Select Company: Dealer XYZ (A7243) [Invite Continuing Disclosure Users](#)

Make a primary market submission under MSRB Rule G-32

Underwriting/ Remarketing Submission [CREATE](#) [UPDATE](#)
(Standard EMMA Submission- 9-digit CUSIP number required)

Commercial Paper [CREATE](#) [UPDATE](#)
(6-digit CUSIP number required)

Ineligible for CUSIP Number Assignment [CREATE](#) [UPDATE](#)

529 College Savings Plan [CREATE / UPDATE](#)

Other Municipal Fund Security [CREATE / UPDATE](#)

Advance Refunding Document [CREATE](#) [UPDATE](#)
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

Pending Submissions
Access completed or partial submissions with expected closing dates on or after today's date

- 99999B A42-B41 - ISSUER DESCRIPTION ISSUE NAME (VA) - closing 10/10/2012 [update](#)
- 99999B B58-C57 - ISSUER DESCRIPTION ISSUE NAME (VA) - closing 10/10/2012 [update](#)
- 99999B C65-D64 - ISSUER DESCRIPTION ISSUE NAME (VA) - closing 10/10/2012 [update](#)
- 99999B A42-B41 - ISSUER DESCRIPTION ISSUE NAME (VA) - closing 10/12/2012 [update](#)
- 99999B B58-C57 - ISSUER DESCRIPTION ISSUE NAME (VA) - closing 10/12/2012 [update](#)
- 99999B C65-D64 - ISSUER DESCRIPTION ISSUE NAME (VA) - closing 10/12/2012 [update](#)

From the drop-down menu, select the state that issued the 529 college savings plan then click the arrow button.

EMMA Dataport - 529 College Savings Plan

MSRB GATEWAY

You are currently acting on behalf of:

Select State [Preview](#) [Exit](#)

A list of 529 plan descriptions for the selected state appears. To update an existing 529 plan description, click on the plan description or click **Modify** (if applicable).

EMMA Dataport - 529 College Savings Plan

You are currently acting on behalf of:

Select another state

Select State

The plans shown as modifiable have been disclosed by a dealer or underwriter and may be modified by the same. Other plans are listed for reference only.

Commonwealth of Virginia (VA) [Add New Plan](#)

	529 Plan Description	State
Modify	STATE COLLEGE SAVINGS PLAN	VA
Modify	STATE SAVINGS TRUST FUND	VA

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

Click on the 529 Plan Description to view the Issue Information and Continuing Disclosure Information. The Plan tab is pre-populated with information from prior 529 plan submissions. If the plan description is incorrect, change the plan description information.

EMMA Dataport - 529 College Savings Plan

You are currently acting on behalf of: Dealer XYZ

Submission Status: Published

Plan Document Offering

[\[-\] Issue Information](#)

Please provide the following details

*All fields required, if applicable, for a complete submission

State: VA

*Full Issuer Name: COMMONWEALTH OF VIRGINIA

*Plan Description: STATE COLLEGE SAVINGS PLAN

*Closing Date: 08/31/2012 mmm/dd/yyyy

[CHECK LIST](#)

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

- Plan
- Document
- Offering

[\[-\] Continuing Disclosure Information](#)

*All fields required, if applicable, for a complete submission

* Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12. Yes No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number of (days/ months) after the end of fiscal-year-end on by which the annual financial information is contractually due to be submitted

[Add Obligated Person >](#)

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

Since 529 college savings plans are sold through a continuous offering and do not have a specific closing date as do other municipal securities, the closing date represents the date the 529 college savings plan is first sold to an investor.

If no other modifications are needed, click on the **Document** tab to upload the primary market disclosure documents.

EMMA Dataport - 529 College Savings Plan MSRB
GATEWAY

Submission Status: Published You are currently acting on behalf of: Dealer XYZ

Plan **Document** Offering

DISCLOSURE DOCUMENTS
Currently no documents exist

UPLOAD DOCUMENT

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

Select Document Type

Document Description (75 max):

Date Received from Issuer:

Document Effective Date:

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](#)

Preview **Exit**

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

- Plan
- Document
- Offering

Uploading a Document

Select the Document tab to add a 529 college savings plan disclosure document or a 529 college savings plan disclosure document supplement. Documents on this screen are displayed with the most recently submitted at the top.

Select document type as a MFS (Municipal Fund Security) Disclosure Document or a MFS (Municipal Fund Security) Disclosure Document Supplement. Enter the Document Effective Date. The Effective Date is the date on which the 529 college savings plan disclosure document or supplement takes effect or the effective date of the document being filed.

Plan **Document** Offering

DISCLOSURE DOCUMENTS
Currently no documents exist

UPLOAD DOCUMENT

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

MFS Disclosure Document

Document Description (75 max):
529 Plan Disclosure Document

Date Received from Issuer: 9/28/2012

Document Effective Date: 9/28/2012

No file chosen

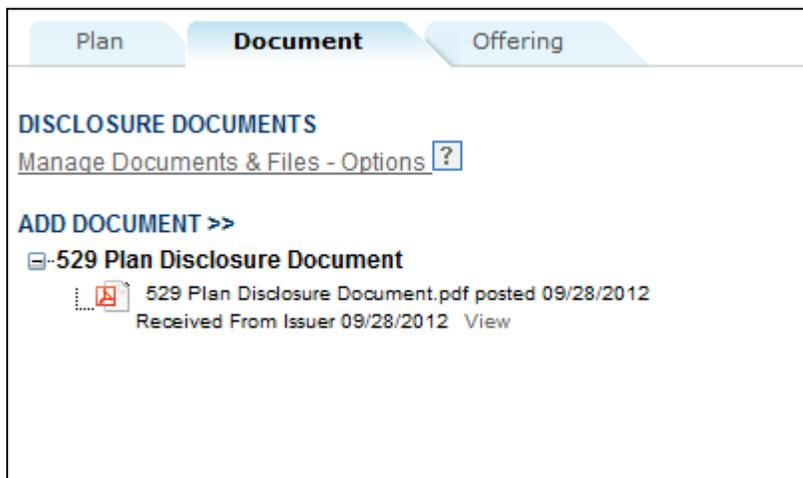
NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that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

[+Upload Multiple Files](#)

There are certain constraints on documents that can be uploaded into EMMA. Each plan disclosure document must be a portable document format (PDF) file configured to be saved, viewed, printed and retransmitted by electronic means. The document must also be word-searchable, that is, allowing the user to search for specific terms used within the document through a search or find function available in most standard software packages.

Diagrams, images and other non-textual elements are not required to be word-searchable. If the submitted file is a reproduction of the original document, the submitted file must maintain the graphical and textual integrity of the original document.

Click **Choose File** to select the file on your computer. Click **Open**, then click **Upload** to transfer the file to EMMA. It is important that prior to and subsequent to submission, the submitter review each page of the PDF to ensure that it is clear, readable and word-searchable. Then click **Publish**. EMMA shows that the document has been uploaded by displaying the document name on the left side of the screen.



Publishing a Submission

The uploaded document is not yet available to the public. The submission indicator located in the upper left corner of the page indicates whether the submission has been previously published.

You must click **Preview** to disclose the document. This is a two-step process. Click the red **Preview** button. The following screen appears, which allows you to preview all the information you are about to publish.

EMMA Dataport - 529 College Savings Plan MSRB
GATEWAY

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

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

PREVIEW

<p>PLAN</p> <p>State: WY</p> <p>Full Issuer Name: STATE OF WYOMING</p> <p>Plan Description: STATE COLLEGE SAVINGS PLAN</p> <p>Closing Date: 09/15/2012</p>	<p>DOCUMENTS</p> <p>529 Plan Disclosure Document</p> <p>529 Plan Disclosure Document.pdf posted 09/28/2012 Received From Issuer 09/28/2012</p> <p>View</p>
---	---

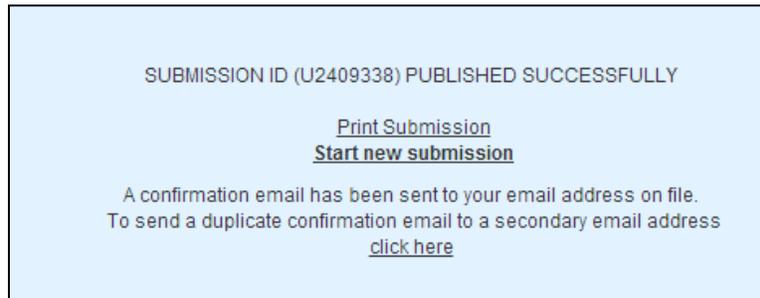
If any information on the Preview screen needs to be changed, click the **Edit** button. Once all information is correct and the review is satisfactory, click the **Publish** button. The following screen appears.

Are you sure you want to publish?

[YES: Publish](#)

[NO: Edit Submission](#)

Click **Yes: Publish** and the following confirmation screen appears.



The confirmation screen contains the following:

- A submission ID, which is your unique identifier and helpful for any future updates.
- A link to print your submission confirmation.
- A link to “start new submission” or to modify your existing submission.
- A link to send your submission confirmation to a secondary email address.
- A link to create an email reminder for a recurring financial or operating disclosure submission in advance of the next filing deadline.

Print/Preview

This screen provides a complete listing of information about the 529 college savings plan provided on the EMMA website, the Submission ID, and the date and time of submission for recordkeeping purposes. Submitters are advised to print and save a copy of this screen.

 <p>MSRB Municipal Securities Rulemaking Board</p>	Print Close
<p>Submission ID:U2409338 10/05/2012 14:10:50</p>	
<p>PLAN State: UT Full Issuer Name: STATE OF UTAH Plan Description: STATE COLLEGE SAVINGS PLAN Closing Date: 09/15/2012</p>	
<p>CONTINUING DISCLOSURE INFORMATION Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12</p>	
<p>DOCUMENTS</p> <ul style="list-style-type: none"> 📎 529 Plan Disclosure Document Supplement ↳ 529 Plan Disclosure Document Supplement.pdf posted 09/12/2012 Received From Issuer 09/12/2012 📎 529 Plan Disclosure Document ↳ 529 Plan Disclosure Document.pdf posted 09/12/2012 Received From Issuer 09/12/2012 	

The MSRB will send an electronic receipt to your email address. The receipt contains a complete listing of the submission and a link to view the submission on the EMMA website.

Part 3: Submissions of Continuing Disclosures

As with primary market submissions, a submitter must register through Gateway in order to make continuing disclosure submissions. The Continuing Disclosure Submission screen shown below appears immediately after you log in. Click **Create** to start a submission.

EMMA Dataport Submission Portal

MSRB GATEWAY

BOB DOE, email: bdoe@issueryz.com

Continuing Disclosure (Rule 15c2-12 & voluntary) | Voluntary Financial Information: Timing, GAAP Undertaking & URL | Preliminary Official Statement and Pre-Sale Documents | Issuer Voluntary Official Statement | EMMA® Trade Monitor

Continuing Disclosure Submission **CREATE** UPDATE

SUBMISSION CONTROL DASHBOARD

Organize Your Issues/Securities/Groupings
To organize your issues and securities into groupings to simplify future submissions of continuing disclosure documents, [click here](#).

Most Recent Submissions

Submission Date	Disclosure Type	Submission ID	User ID
09/18/2012	Annual Financial Information and Operating Data	U2409322	BDOE
08/20/2012	Annual Financial Information and Operating Data	U2409305	BDOE

Begin by selecting the type of continuing disclosure you will submit – either a Financial/Operating Filing or an Event Filing (this manual assumes you are submitting a Financial/Operating Filing; an Event Filing is very similar). Click **Next** to proceed.

EMMA Dataport - Continuing Disclosure Submission

MSRB GATEWAY

Submission Status: Not Published

You are currently acting on behalf of: Issuer XYZ

Next **Save** **Exit**

Select Type of Continuing Disclosure Submission

FINANCIAL/OPERATING FILING
Submit annual financial information under SEC Rule 15c2-12(b)(5)(i)(A) and (d)(2)(i)(A), audited financial statements under Rule 15c2-12(b)(5)(i)(B), notice of failure to provide annual financial information under Rule 15c2-12(b)(5)(i)(D), and other financial or operating information.

EVENT FILING
Submit notice of an event specified under SEC Rule 15c2-12(b)(5)(C) and (d)(2)(i)(B), and any other voluntary notice or disclosure with respect to municipal securities.

Submitting an Annual or Periodic Filing

To submit an annual or periodic filing, select the disclosure type, as shown below. You may select multiple types of disclosure. An annual or periodic filing may be made pursuant to SEC Rule 15c2-12, or may be made voluntarily.

EMMA Dataport - Continuing Disclosure Submission MSRB
GATEWAY

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

[Back](#) [Next](#) [Save](#) [Exit](#)

Select Type of Continuing Disclosure Submission

FINANCIAL/OPERATING DATA DISCLOSURES * indicates required fields
Expected date format for all date fields (including year ended): mm/dd/yyyy

RULE 15C2-12 DISCLOSURE

Annual Financial Information and Operating Data (Rule 15c2-12)

Audited Financial Statements or CAFR (Rule 15c2-12)

Failure to Provide Annual Financial Information as Required

ADDITIONAL / VOLUNTARY DISCLOSURE

Quarterly / Monthly Financial Information

Change in Fiscal Year / Timing of Annual Disclosure

Change in Accounting Standard

Interim / Additional Financial Information / Operating Data

Budget

Investment / Debt / Financial Policy

Information Provided to Rating Agency, Credit / Liquidity Provider or Other Third Party

Consultant Reports

Other Financial / Operating Data

Enter the document title or other descriptive information in the free-text box labeled **Description** to provide additional details about the contents of the disclosure. Below the free-text box, enter the period covered by the disclosure. All dates, including the year ended, must be in the format mm/dd/yyyy. You may type the date or select a date from the calendar next to the date field. Both the text and date fields will appear in the EMMA public website in connection with the uploaded document.

EMMA Dataport - Continuing Disclosure Submission MSRB
GATEWAY

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

[Back](#) [Next](#) [Save](#) [Exit](#)

Select Type of Continuing Disclosure Submission

FINANCIAL/OPERATING DATA DISCLOSURES * indicates required fields
Expected date format for all date fields (including year ended): mm/dd/yyyy

RULE 15C2-12 DISCLOSURE

Annual Financial Information and Operating Data (Rule 15c2-12)

Consisting of:

Year Ended *

Audited Financial Statements or CAFR (Rule 15c2-12)

Failure to Provide Annual Financial Information as Required

Associating Issues or Securities to the Disclosure

Next you need to associate issues or securities to the disclosure. Select 529 college savings plan.

EMMA Dataport - Continuing Disclosure Submission

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

Back
Next
Save
Exit

Associate Issues/Securities to the Disclosure

Disclosure Type: Annual Financial Information and Operating Data (Rule 15c2-12) for the year ended 09/30/2012

SELECT ONE OF THE OPTIONS FOR ASSOCIATING ISSUES/SECURITIES

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

I know my CUSIP-9s: Select to input individual CUSIP-9s or use existing Group(s)

I don't know my CUSIP-9s: Select to search for CUSIP-9s or to input a CUSIP-6

Non-CUSIP-9 Based

Commercial Paper (CUSIP-6 Based)

Ineligible for CUSIP Number Assignment

529 College Savings Plan

Other Municipal Fund Security

Click **Next** to search for the state that you are associating to the submission, and then select the plan description(s) that you are associating to the submission.

EMMA Dataport - Continuing Disclosure Submission

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

Back
Next
Save
Exit

Associate Issues/Securities to the Disclosure

Disclosure Type: Annual Financial Information and Operating Data (Rule 15c2-12) for the year ended 09/30/2012

NON-CUSIP-9 BASED

529 COLLEGE SAVINGS PLANS

State of Utah

Select Issue(s)	Issuer Name	Plan Description
<input type="checkbox"/>	STATE OF UTAH	STATE COLLEGE SAVINGS PLAN

Associating Contacts to the Disclosure

A submitter may provide contact information of persons whom the public can ask for further information. After the issues or securities are selected, the following screen appears:

Click the **Enter New Contact** link to add the issuer's contact information. The obligor may not be applicable to issuers of 529 college savings plans.

You must enter the contact's name and either the phone number or email address. The drop-down menus also enable you to select among contacts you have previously associated with any one of the 529 college savings plans in the current submission. If you do not enter an issuer's contact information, then EMMA will display the submitter's information.

 The contacts you enter will not be visible to other submitters. Each submitter

must enter its own contact information.

Uploading a Document

When your security and issue selections have been made, click **Next**. The document upload screen appears.

There are certain constraints on documents that can be uploaded into EMMA. Each continuing disclosure document must be a portable document format (PDF) file configured to be saved, viewed, printed and retransmitted by electronic means. The document must also be word-searchable, that is, allowing the user to search for specific terms used within the document through a search or find function available in most standard software packages.

Diagrams, images and other non-textual elements are not required to be word-searchable. If the submitted file is a reproduction of the original document, the submitted file must maintain the graphical and textual integrity of the original document.

Use **Choose File** to select the file on your computer. Click **Open**, then click **Upload** to transfer the file to EMMA. It is important that prior to and subsequent to submission, the submitter review each page of the PDF to ensure that it is clear, readable and word-searchable.

EMMA shows that the document has been uploaded by displaying the document name on the left side of the screen.

EMMA Dataport - Continuing Disclosure Submission MSRB
GATEWAY

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

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

Upload Disclosure Document
Disclosure Type: Annual Financial Information and Operating Data (Rule 15c2-12) for the year ended 12/31/2011

CONTINUING DISCLOSURE DOCUMENT
[Manage Documents & Files - Options](#) ?

Financial Operating Filing 

 529 Plan Disclosure Document.pdf posted 10/05/2012 [View](#)

Publishing a Submission

The uploaded document is not yet disclosed to the public. You must click **Preview** to disclose the document. This is a two-step process. Click the red **Preview** button. The following screen appears, which allows you to preview all the information you are about to publish.

Continuing Disclosure Preview MSRB
GATEWAY

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

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

PREVIEW

FINANCIAL/OPERATING FILING (529 PLAN)
Rule 15c2-12 Disclosure
Annual Financial Information and Operating Data: Annual Financial Information and Operating Data, for the year ended 12/31/2011

VIEW DOCUMENTS

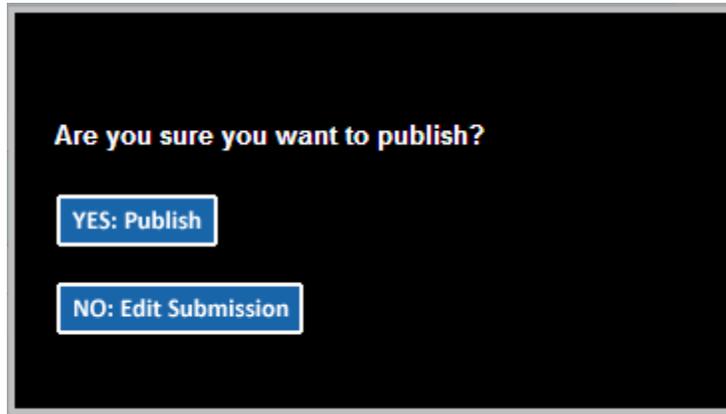
Financial Operating Filing
 (Unconfirmed) 529 Plan Disclosure Document.pdf posted 10/05/2012 [View](#)

Issuer Name	Plan Description	State
STATE OF UTAH	STATE COLLEGE SAVINGS PLAN	UT

SUBMITTER'S CONTACT INFORMATION

Company: Issuer XYZ
Name: BOB DOE
Address: 101 MAIN STREET
City, State Zip: CITY, ST 12345
Phone Number: 111-222-3333
Email: bdoe@issueryz.com

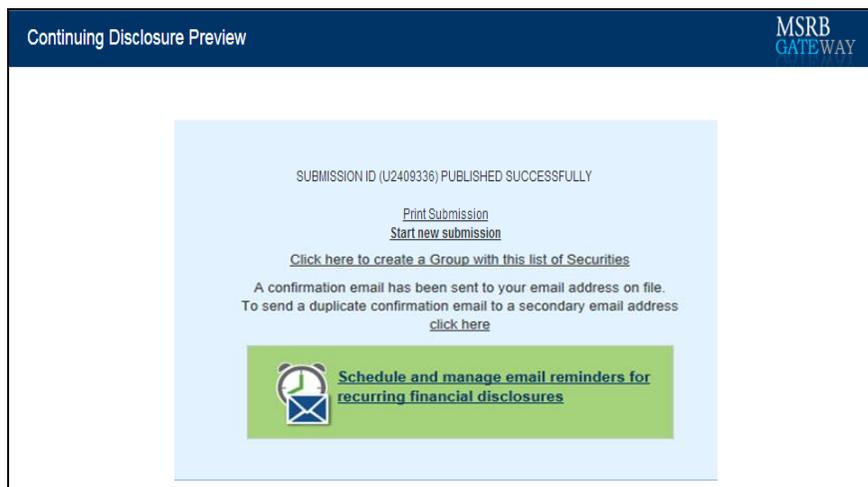
If any information on the Preview screen needs to be changed, click **Back** until you reach the screen where the data was input. Once all information is correct, click **Publish** a second time. The following screen appears.



You may resume editing the document by clicking **NO: Edit Submission** or publish it by clicking **YES: Publish**. When you publish a submission, a confirmation email will be sent to the submitter.

The confirmation screen gives the submitter a submission ID, as well as a chance to send a duplicate confirmation email by selecting the link and entering a separate email address.

This screen also gives the submitter a print/preview screen to allow the submitter to view their published submission. The submitter should select the print/preview tab to retain a hard-copy record of the submission.



Part 4: Submissions by Issuers on a Voluntary Basis

EMMA Dataport provides the capability for issuers of municipal securities to submit primary market documents and related information on a voluntary basis. Such documents include 529 college savings plan disclosure documents voluntarily submitted by issuers of state 529 plans.

These 529 College Savings Plans may be submitted to EMMA so that a state issuer can disclose 529 College Savings Plan sold directly to investors without the assistance of a dealer. Voluntary submissions made by issuers of 529 College Savings Plan disclosure documents do not relieve underwriters of their submission obligations related to plan disclosure documents under MSRB Rule G-32, to the extent applicable.

To submit a 529 college savings plan disclosure document go to EMMA Dataport and click the tab labeled **Issuer Voluntary Official Statement**. Next, select the organization (your State 529 Plan name as it appears in your Gateway account) for which you will be submitting from the drop menu.

The screenshot shows the EMMA Dataport Submission Portal interface. At the top right, it says "MSRB GATEWAY" and "BOB DOE, email: bdoe@issueryz.com". Below this is a navigation bar with several tabs: "Continuing Disclosure (Rule 15c2-12 & voluntary)", "Voluntary Financial Information: Timing, GAAP Undertaking & URL", "Preliminary Official Statement and Pre-Sale Documents", "Issuer Voluntary Official Statement" (highlighted with a red box), and "EMMA® Trade Monitor". Below the navigation bar is a "Select Organization" dropdown menu with "-select one-" and a red arrow pointing to it. The main content area is divided into two columns. The left column lists submission types with "CREATE" and "UPDATE" links: "Bond/ Note/ Variable Rate (Standard EMMA Submission- 9-digit CUSIP number required)", "Commercial Paper (8-digit CUSIP number required)", "Ineligible for CUSIP Number Assignment", "529 College Savings Plan", "Other Municipal Fund Security", and "Advance Refunding Document (Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)". The right column contains text explaining that issuers may submit primary market documents on a voluntary basis, including official statements and advance refunding documents, and that submissions do not relieve underwriters of their obligations under MSRB Rule G-32.

Click **Create/Update** next to 529 College Savings Plan. When making a submission of a 529 college savings plan disclosure document, you use the same link for creating and updating a submission.

The screenshot shows the EMMA Dataport Submission Portal interface. At the top, it says "EMMA Dataport Submission Portal" and "MSRB GATEWAY". The user is identified as "BOB DOE, email: bdoe@issuerxyz.com". There are several navigation tabs: "Continuing Disclosure (Rule 15c2-12 & voluntary)", "Voluntary Financial Information: Timing, GAAP Undertaking & URL", "Preliminary Official Statement and Pre-Sale Documents", "Issuer Voluntary Official Statement" (which is highlighted in green), and "EMMA® Trade Monitor". Below the tabs, there is a "Select Organization" dropdown menu set to "Issuer XYZ (P000258)". The main content area is titled "Submit official statement or related information to make a voluntary primary market submission". It lists several categories with "CREATE" and "UPDATE" links: "Bond/ Note/ Variable Rate", "Commercial Paper", "Ineligible for CUSIP Number Assignment", "529 College Savings Plan" (where the "CREATE / UPDATE" link is highlighted with a red box), "Other Municipal Fund Security", and "Advance Refunding Document". To the right of this list, there is explanatory text about voluntary submissions and a note that submissions do not relieve underwriters of their obligations.

Select the state for which you are making the 529 college plan disclosure and then click the arrow button.

The screenshot shows the "EMMA Dataport - 529 College Savings Plan (Voluntary Official Statement)" page. At the top, it says "MSRB GATEWAY" and "You are currently acting on behalf of:". Below this, there is a "Preview" button and a red "Exit" button. The main content area features a "Select State" dropdown menu with a blue arrow button next to it.

If information about a 529 college savings plan in this state has previously been submitted by an underwriter, issuer or their designated agent, the plan name will be displayed. 529 College Savings Plans that are not listed as modifiable are listed for reference only and cannot be modified by an issuer.

To modify an existing plan, click **Modify**. Issuers can only modify plans submitted by issuers.

Adding a New 529 College Savings Plan

To create a new plan disclosure document, click **Add New Plan** from the list of 529 plan descriptions. You will be directed to the **Plan** tab.

EMMA Dataport - 529 College Savings Plan (Voluntary Official Statement) MSRB GATEWAY

You are currently acting on behalf of:

Select another state

The plans shown as modifiable have been disclosed by an issuer and may be modified by the same. Other plans are listed for reference only.

State of Utah (UT) **Add New Plan**

529 Plan Description	State
STATE COLLEGE SAVINGS PLAN	UT

View the issue information on the **Plan** tab. The state and the full issuer name fields will be pre-populated.

EMMA Dataport - 529 College Savings Plan (Voluntary Official Statement) MSRB GATEWAY

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

Plan | Document | Offering

[-] Issue Information

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

State: UT
 *Full Issuer Name: STATE OF UTAH
 *Plan Description:
 Closing Date: mm/dd/yyyy

[-] Continuing Disclosure Information

*All fields required, if applicable, for a complete submission

* Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12. Yes No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number of (days/ months) after the end of fiscal-year-end on by which the annual financial information is contractually due to be submitted

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

- Plan
- Document
- Offering

Enter the plan description information and the plan disclosure closing date. The plan description describes the type of 529 college savings plan. It is important to describe the plan accurately, since this information appears on the public website and informs investors about the plan. Since 529 college savings plans are sold

through a continuous offering and do not have a specific closing date as other municipal securities do, the closing date represents the date the 529 college savings plan is first sold to an investor.

EMMA Dataport - 529 College Savings Plan (Voluntary Official Statement)

Submission Status: Not Published

Plan Document Offering

[-] Issue Information

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

State: UT
*Full Issuer Name: STATE OF UTAH
*Plan Description:
Closing Date: mm/dd/yyyy 

In the Continuing Disclosure Information section, click the **No** button. 529 plan disclosure documents that are voluntarily submitted by issuers are not subject to SEC Rule 15c2-12, and therefore the **Yes** option does not apply.

If the issuer has agreed to undertake to provide continuing disclosure information as contemplated by SEC Rule 15c2-12, then the submission is not voluntary and the Continuing Disclosure information must be submitted using the Primary Market tab. Refer to the Making a Primary Market Submission section.

[-] Continuing Disclosure Information

*All fields required, if applicable, for a complete submission

* Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12. Yes No 

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date Month Day by which annual financial information is contractually due to be submitted each calendar year

Number of (days/ months) Select after the end of fiscal-year-end on Month Day by which the annual financial information is contractually due to be submitted

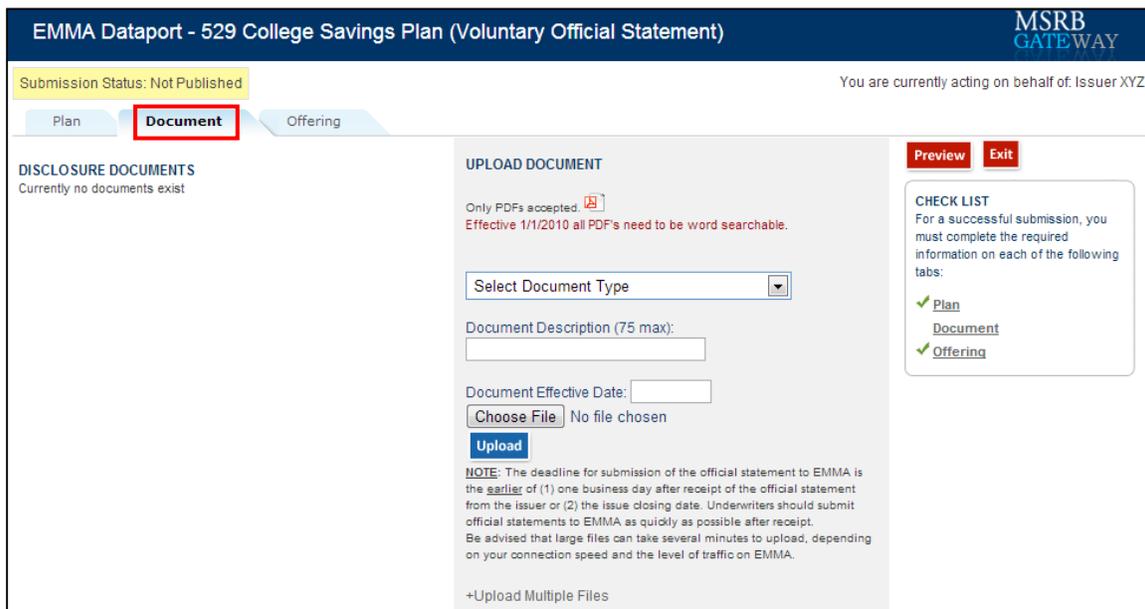
[Add Obligated Person >](#)

Uploading a Document

Click on the **Document** tab. From the drop-down menu in the Upload Document box, select the document type: **MFS Disclosure Document**.

You may optionally enter a document description (the current version of EMMA will not display the description). Next, enter the Document Effective Date and click **Choose File** to navigate to the location of the file on your computer.

 The file must be in word-searchable PDF format.



EMMA Dataport - 529 College Savings Plan (Voluntary Official Statement) MSRB GATEWAY

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

Plan **Document** Offering

DISCLOSURE DOCUMENTS
Currently no 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):

Document Effective Date:

No file chosen

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.

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

- Plan
- Document
- Offering

+Upload Multiple Files

It is recommended that the plan disclosure document comprise a single file. If it is necessary to upload multiple files to provide the complete plan document, click the **Upload Multiple Files** link.

After you upload the 529 college savings plan document, the following screen will show the file(s). Click the document name to display the options to add a file, edit file information (such as the description), replace one file with another or remove a file.



Next, click on the **Offering** tab. The Offering tab displays your 529 College Savings Plan summary information.



Publishing a Submission

Information is not disclosed to the public until you publish your submission. The **Preview** screen will display all the information you have entered for review before you **Publish**. You may update the information entered by clicking the **Edit** button before you publish.

The screenshot shows the 'Preview' screen for a submission titled '529 COLLEGE SAVINGS PLAN'. The submission status is 'Not Published'. The user is acting on behalf of 'Issuer XYZ'. The screen features a 'PREVIEW' header, a 'DOCUMENTS' section with a PDF file 'MFS Disclosure Document' posted on 10/05/2012, and a 'CONTINUING DISCLOSURE INFORMATION' section with a disclaimer. At the top right, there are 'Publish', 'Edit', and 'Exit' buttons.

EMMA Dataport - 529 College Savings Plan (Voluntary Official Statement) MSRB GATEWAY

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

Publish **Edit** **Exit**

PREVIEW

529 COLLEGE SAVINGS PLAN
 State: UT
 Full Issuer Name: STATE OF UTAH
 Plan Description: STATE COLLEGE SAVINGS PLAN
 Closing Date:

DOCUMENTS
 MFS Disclosure Document
 MFS Disclosure Document.pdf posted 10/05/2012
 View

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

When the data files are satisfactory, click **Publish**, and then click **YES: Publish**.

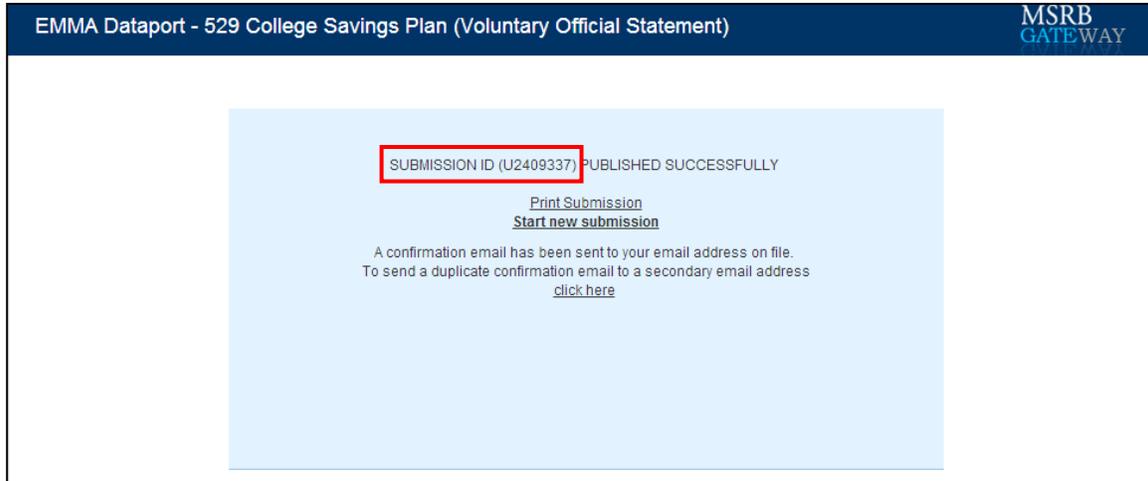
The dialog box has a black background with white text. It asks 'Are you sure you want to publish?' and provides two options: 'YES: Publish' and 'NO: Edit Submission'.

Are you sure you want to publish?

YES: Publish

NO: Edit Submission

EMMA displays the following screen, which includes the Submission ID. You will need this ID to make updates later. Save the email confirmation from EMMA, which contains the submission ID, or save the submission ID separately.



Updating or Canceling a Voluntary Submission

To modify a voluntary submission, click the **529 College Savings Plan** tab, then click **Update**.

Select the state and find the 529 College Savings Plan disclosure document you wish to modify.

EMMA Dataport - 529 College Savings Plan (Voluntary Official Statement) MSRB GATEWAY

You are currently acting on behalf of:

Select another state
 +

The plans shown as modifiable have been disclosed by an issuer and may be modified by the same. Other plans are listed for reference only.

State of Utah (UT) Add New Plan

	529 Plan Description	State
	STATE COLLEGE SAVINGS PLAN	UT
Modify	STATE COLLEGE SAVINGS PLAN	UT

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

During the update process, you may change anything you or your organization previously submitted. You can add, replace or delete documents. Your designated agent can make the same changes on your behalf. Be sure to **Publish** the updated submission to disseminate the results.

The update process also enables you to cancel a 529 College Savings Plan document that your organization has submitted. To do so, click on the **Offering** tab and select **Cancel Offering** at the bottom of the screen. Canceling your submission will remove it from public view.

EMMA Dataport - 529 College Savings Plan (Voluntary Official Statement) MSRB GATEWAY

Submission Status: Published You are currently acting on behalf of: Issuer XYZ

[Plan](#) [Document](#) [Offering](#)

PLAN SUMMARY

PLAN
 State: UT
 Full Issuer Name: STATE OF UTAH
 Plan Description: STATE COLLEGE SAVINGS PLAN
 Closing Date:

[\[-\] Notice of Cancellation](#)

[Cancel Offering](#)

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

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

- ✓ [Plan](#)
- ✓ [Document](#)
- ✓ [Offering](#)