MSRB Gateway User Manual for Issuers, Obligated Persons and Agents

Version 1.2, August 2015

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	Update Gateway Main Menu images.
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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Washington, DC 20005
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Table of Contents

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 manual describes how issuers, obligated persons and agents set up and maintain a Gateway account. The manual also describes how to convert a continuing disclosure account into an organization account and consolidate continuing disclosure accounts into an organization account. Instructions are also given on how to manage agent relationships.

Part 1: Gateway Account Overview

MSRB Gateway is a single secure access point for all MSRB applications. There are two types of Gateway accounts that issuers, obligated persons or agents can create: an organization account or continuing disclosure account. All users must create an MSRB Gateway account to make submissions on the MSRB's Electronic Municipal Market Access (EMMA) system.

Organization Account

An organization account is established in order to enable users to manage all disclosure submission activities made by any user in a single organization. Before the account is activated, the organization must forward required documentation to the MSRB for authorization. This information is detailed in the account set-up section of this manual.

The organization account is managed by the Master Account Administrator (MAA) who is appointed during the account set-up process. The MAA is responsible for the following:

- creating new users
- managing EMMA submission rights
- managing agent relationships
- consolidating other continuing disclosure accounts
- transferring the MAA role to another user at anytime

The following EMMA submissions can be made by users with an organization account:

- Continuing Disclosure Submissions (SEC Rule 15c2-12 disclosures)
- Voluntary Financial Information
- Voluntary Official Statement and Advanced Refunding Documents (OS/ARD) Submissions
- Voluntary Preliminary Official Statement Submissions

Users with an organization account have a shared EMMA dashboard. A shared dashboard displays all submissions made to EMMA under one organization account. These submissions can be accessed and amended by any user in the organization that has the appropriate access rights.

Users with an organization account have access to the EMMA Trade Monitor which provides state and local governments with the capability to analyze data from the EMMA website in support of, among other things, evaluating pricing for new issues.

Users also have access to any CUSIP group created in the organization account, and share in CUSIP group management. Below is a chart that displays the account management functions and roles in an organization account.

User Roles and Functions in an Organization Account			
Gateway Functions	Master Account Administrator	Account Administrator	User
Create User Accounts	✔	✔	
Manage Agent Relationships	✔		
Manage Consolidations	✔		
Manage Organization Details	✔		
Manage User Account Access Rights	✔	✔	
Update User Account Details	✔	✔	✔

Continuing Disclosure Account

A continuing disclosure account is a single user account that can be created quickly and does not have to be approved by the MSRB. Users self-manage their account so there is no need for an administrator.

Continuing disclosure accounts are used solely to make continuing disclosure submissions to EMMA. Because there is no MSRB approval process, the user is able to register and immediately make submissions to EMMA. Users, however, must confirm their accounts to prevent their submissions from being flagged as "unconfirmed" on EMMA. Once an account is confirmed, the unconfirmed flag will drop from all past submissions and will not appear on future submissions. Refer to Part 6 on Confirming Continuing Disclosure Accounts.

Users that have a continuing disclosure account may convert their account to an organization account. Converting to an organization account allows users to have expanded submission rights as well as the ability for multiple staff in that organization to view and manage submissions. Refer to Part 8 for instructions on converting to an organization account. A user may also request to consolidate with another organization account. Refer to Part 9 for instructions on how to consolidate Gateway accounts.

Part 2: Organization Account Set-up for Issuers and Obligated Persons

An organization account can be used to submit all types of continuing disclosure and voluntary primary market filings to EMMA. Shared access by multiple users allows the organization to better manage the disclosure filings. An individual in the organization will serve as the Master Account Administrator and can create additional user accounts, grant or remove user access rights, and manage relationships with designated agents of the organization.

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

Go to www.msrb.org and click **Resources for… Issuers**.

Click **Create an MSRB Gateway Account.**

Select the **Create an organization account to:** option for Issuers and Obligated Persons then click **Next**.

Click **Continue** 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 **Accept**.

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 unable to upload these documents.

Master Account Administrator

When setting up an account, each organization must designate an MSRB Master Account Administrator who will be responsible for the management of the organization's account and the creation and maintenance of the organization's users. This administrator may be changed at any time. If you wish to have additional users making submissions for your organization, it will be the role of the Master Account Administrator to add new users. Click here for further information on agent designation.

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 |

If this is a new organization account, indicate that you do not have an existing user account.

MSRB Organization Account Set-up

Please indicate if you have an existing CD submission user account. If yes, you will be asked to provide your log-in credentials. Your log-in credentials will be validated against information in Gateway.
Providing the identity of your existing CD submission account will allow you to keep your current username and password and to incorporate prior submissions into the new organization account.

○ I have an existing user account that will be used for the new registration
◉ I do not have an existing user account

| Cancel | OK |

Provide or correct organization details on the following screen.

MSRB Organization Account Set-up - Organization Information

Please provide information about your organization. The address and phone numbers provided should be for the organization's main office or headquarters.

Organization Name:* Issuer XYZ

Phone Number:* 111 - 222 - 3333   **Ext.**

Fax Number: - -

Address 1:* 101 Main Street

Address 2:

City:* City

State:* ST

Zip:* 12345

Country:

* required

Cancel   OK

Identify the individual in your organization who will serve as the Master Account Administrator. 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 **Copy** to copy this information from the organization details.

MSRB Organization Account Set-up - Add Master Account Administrator Information

Please provide contact details for the Master Account Administrator. If the address is the same as your organization's information, click 'Copy' to copy from your organization's details.

Copy

Master Account Administrator:

First Name:* Bob

Middle Name:

Last Name:* Doe

Name Suffix:

Email Address:* bdoe@issuerxyz.com

Confirm Email:* bdoe@issuerxyz.com

Phone Number:* 111 - 222 - 3333   **Ext.**

Address1:* 101 Main Street

Address2:

City:* City

State:* ST

Zip:* 12345

Country:

*required

Cancel   Previous   OK

On the next screen, select the organization type that you are registering for on the screen shown below:

- My organization is an issuer
- My organization is an obligor

Also on this screen, provide the Federal Tax Employer Identification Number (EIN or Tax ID) for the organization. The tax ID is a unique identifier for the organization and facilitates verification of your organization's information.

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 they can be faxed or mailed. You can also do a combination of both. Indicate on the screen how you will provide the documents. Click **OK** when done.

MSRB Organization Account Set-up - Required Documentation

In order to process your organization account setup, the MSRB requires a copy of your organization's federal tax EIN on letterhead, along with another form of identification for your organization (e.g., a page from the official statement that identifies you as the obligated person, a federal or state tax document, or a letter from the conduit issuer stating that you are an obligated person). These documents will help to uniquely identify your organization. If you are unable to provide an electronic copy of these documents, you can fax or mail the documents to the MSRB by selecting the fax/mail option below. A cover sheet will be provided to assist with the timely processing of your documents.

○ **I will upload the EIN information provided on letterhead in pdf format**

    Letterhead: [_____] [Browse...]

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

○ **I will upload my secondary form of identification in pdf format**

    Second Form of Identification: [_____] [Browse...]

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

[Cancel] [Previous] [OK]

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

MSRB Organization Account Set-up - Organization Summary

Click on "Edit" to make changes to your information. Once edits are complete, click "OK" to return to this summary page. To accept this information click "Confirm." Your changes will not be accepted if you do not click "Confirm."

Organizational Details: _Edit_

    Organization Name: Issuer XYZ
    MSRB ID: P000258
    Phone Number: 111 - 222 - 3333 **Ext.**
    Fax Number:
    Address 1: 101 Main Street
    Address 2:
    City: City
    State: ST
    Zip: 12345
    Country:

Additional Information: _Edit_

    Organization Type:
    Municipal Security Issuer

    Federal Tax EIN: 43-6767676

Master Account Administrator: _Edit_

    First Name: BOB
    Middle Name:
    Last Name: DOE
    Name Suffix:
    Email Address: bdoe@issuerxyz.com
    Phone Number: 111 - 222 - 3333 **Ext.**
    Address1: 101 MAIN STREET
    Address2:
    City: CITY
    State: ST
    Zip: 12345
    Country:

Required Documentation:

    1. Information on Letterhead - Verified by MSRB
    2. Second Form of Identification - Verified by MSRB

[Cancel] [Confirm]

Identify the person who set up the organization account. Click **Submit** to submit the information to the MSRB.

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

If applicable, click the **Cover Sheet** button on the confirmation screen to print a copy of the cover sheet that will be attached to documentation that is sent via fax or mail to the MSRB. Using the cover sheet enables MSRB to quickly process the account registration.

This button only appears if you opted to mail or fax documentation.

Also on the Confirmation Screen is the Summary button. Click **Summary** to view a summary of the account details and display the date and time that the account was created and submitted to the MSRB.

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

MSRB Organization Account - Printable Summary

| Print | Close |

MSRB records include the following information for your organization as of 7/2/2012 5:01:35 PM EST:

Organizational Details:

Organization Name: Issuer XYZ
MSRB ID: P000258
Phone Number: 111 - 222 - 3333
Fax Number:
Address 1: 101 Main Street
Address 2:
City: City
State: ST
Zip: 12345
Country:

Additional Information:

Organizational Type
Municipal Security Issuer

Federal Tax EIN: 43-6767676

Master Account Administrator:

First Name: Bob
Middle Name:
Last Name: Doe
Name Suffix:
Email Address: bdoe@issuerxyz.com
Phone Number: 111 - 222 - 3333   **Ext.**
Address1: 101 Main Street
Address2:
City: City
State: ST
Zip: 12345
Country:

Required Documentation:

1. Information on Letterhead - Verified by MSRB
2. Second Form of Identification - Verified by MSRB

After the account information is submitted, the MSRB sends an acknowledgement email to the Master Account Administrator at the email address provided. The email should be retained for recordkeeping purposes and will be needed for changes to your registration before approval.

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 acquire or validate information. Once the account has been approved, update the Master Account Administrator Account to suit your organizational needs.

Organization Account Set-up for Agents

An agent organization is an organization that intends to make data or disclosure submissions on behalf of a dealer, municipal advisor, issuer or obligated person ("designating organizations") where the agent organization is not itself a dealer, municipal advisor, issuer or obligated person. Agent organizations may initiate the set-up of an organization account, or at the request of the designating organization, the agent may receive an invitation to register. This section will describe both methods for establishing an MSRB Gateway organization account for agents.

For all submission types except SEC Rule 15c2-12 disclosures, the agent organization is not permitted to make submissions without first establishing an agent relationship in the MSRB Gateway system. Making SEC Rule 15c2-12 disclosures on behalf of an issuer only requires the establishment of an agent relationship in MSRB Gateway in cases where the issuer has elected to control its securities. In order for an agent relationship to be established, both the designating organization and the agent organization must have Gateway accounts.

Agent Is Invited To Set Up an Account by the Designating Organization

If you have been designated to act as an agent on behalf of an organization and do not have a Gateway account, you will receive an email invitation requesting you to set up an account.

The email will contain the organization that made the request and the submission types they would like you to make on their behalf. The email will also include a link to register a Gateway account.

From the email, click the registration link as shown below.

Agent Relationship Requested By: Issuer XYZ

Please keep this information confidential to prevent unauthorized use.

Issuer XYZ (P000258) has invited your organization to establish an account in the MSRB Gateway system so that your organization can act as an agent on their behalf to make the following submission types to the Municipal Securities Rulemaking Board (MSRB): EMMA – Continuing Disclosure, EMMA Voluntary Financial Information. Before you can accept the designation(s) you must first establish an MSRB account. Please click on the link below to be directed to the registration landing page to start the registration process:
http://www.msrb.org/msrb1/control/registration/default.asp

Registering and accepting the offer will grant the staff of your organization permission to take actions on behalf of Issuer XYZ in connection with the submission, modification, or cancellation of municipal securities disclosures which Issuer XYZ may have an obligation to or may voluntarily submit to an information system operated by the MSRB. The MSRB Gateway system will allow you to revoke the agent relationship at any time.

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

You may also obtain more information about MSRB Registration at
http://www.msrb.org/Rules-and-Interpretations/MSRB-Registration.aspx

This is a system-generated email. PLEASE DO NOT REPLY, REPLIES ARE NOT MONITORED.
GW#003

From the Registration page, select the option to register as an agent.

Welcome to MSRB Online Registration and Organization Account Set-up

If you already have an MSRB account click here to log in.

If you need to establish an MSRB account, please select the applicable option from the list below.

Issuers and Obligated Persons

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 can later be upgraded to an organization account.

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, continuing disclosure agent, dealer or municipal advisor.

[Exit] [Next]

Follow the steps to set up an organization account for issuers and obligated persons.

Agent organization account set-up differs from issuer and obligated person account set-up in the following respects:

- The organization account set-up guidelines have content specific to agents
- You are not asked if you have an existing user account
- The documents required to upload are specific to agents

Upon verification of your account set-up documents and information, MSRB staff will establish your Gateway organization account.

This completes the account set-up process; your account will be pending until the MSRB verifies the information provided.

After the Gateway account is established, the agent must log into their account and accept or decline the agent designation request(s).

Log into your Gateway account and click **Manage Agent Relationship**.

Click **Organizations requesting that you act as their agent**.

All pending request(s) appear on the screen; click on the applicable request.

Pending Agent Requests

Organizations requesting that you act as their agent: (2)

MSRB ID	Organization Name	Submission Type	Relationship Status
P000259	Organization XYZ	EMMA - Continuing Disclosure	Pending
P000259	Organization XYZ	EMMA Voluntary Financial Information	Pending

Return to Agent Menu   Return to Main Menu

Click on the submission type and click **Remove Relationship** or **Approve Relationship**. An email will be forwarded to the designating agent informing them of your actions.

Relationship with Organization XYZ:

MSRB ID: P000258
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 101 Main Street
City, ST 12345

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

Submission Type	Relationship Status
☑ EMMA - Continuing Disclosure	Waiting for your approval
☑ EMMA Voluntary Financial Information	Waiting for your approval

Remove Relationship   Approve Relationship

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

☐ EMMA Voluntary OS/ARD Submission
☐ EMMA Voluntary Preliminary OS Submission

Add Submission Type

Search   Return to Agent Menu   Return to Main Menu

When the agent relationship is established in Gateway, your agent relationship pages will be updated accordingly as shown below.

Manage Agent Relationships

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: (2)
Organizations requesting that you act as their agent: (0)
Organizations for which you have offered to act as an agent: (0)
Offer to serve as an agent for another organization

Return to Main Menu

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

Organizations For Whom You Are An Agent

Organizations for whom you act as an agent: (2)

MSRB ID	Organization Name	Submission Type	Relationship Status
P000259	Organization XYZ	EMMA - Continuing Disclosure	Active
P000259	Organization XYZ	EMMA Voluntary Financial Information	Active

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

Agent Initiates Steps to Establish a Gateway Account

If the agent organization has not received an email invitation but would like to establish an organization account, they may do so using the following steps.

Go to www.msrb.org and click **MSRB for… Issuers** or **Dealers**.
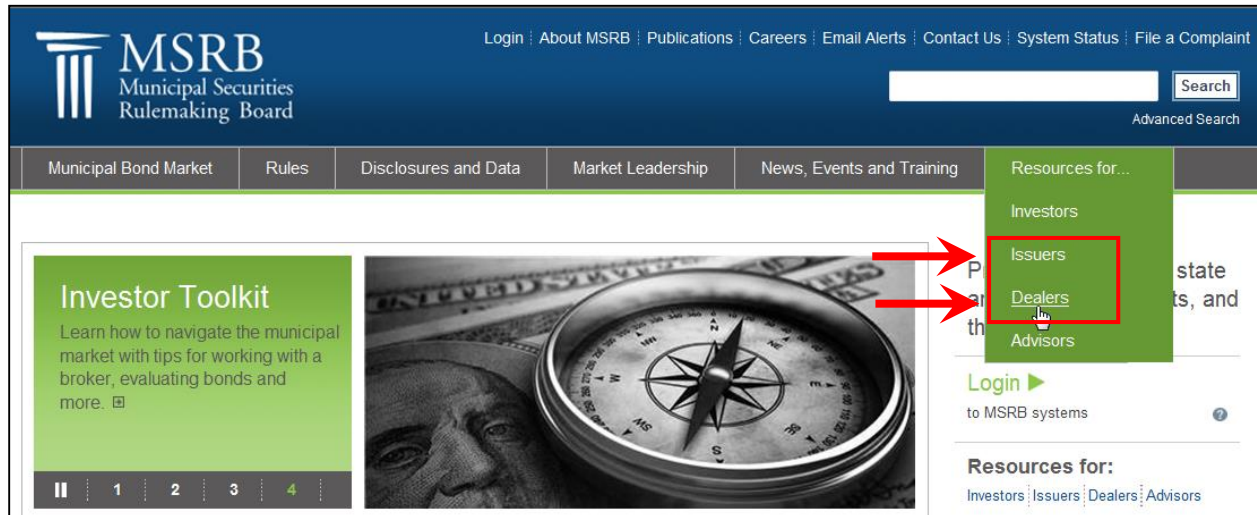
Click the **Agent Submissions** link.
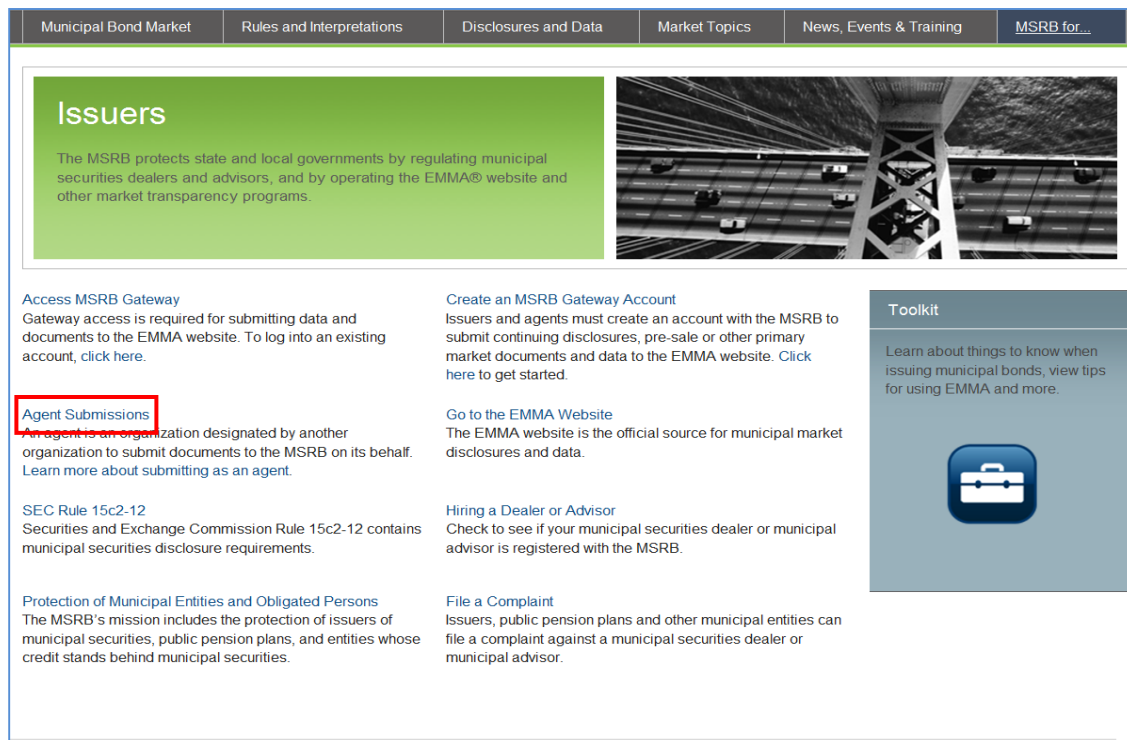
You will be directed to the Agents page. Read information about acting as an agent. To start the registration process, click **If you would like to create an agent account, click here**. You will be directed to the Gateway registration landing page. Proceed with registration steps.

Agent organization account set-up differs from issuer and obligated person account set-up in the following respects:

- The organization account set-up guidelines have content specific to agents
- You are not asked if you have an existing user account
- The documents you are required to upload are specific to agents

Upon verification of your account set-up documents and information, MSRB staff will establish your Gateway organization account.

After establishing your Gateway account, log in and click **Manage Agent Relationships**.

Click the link **Offer to serve as an agent for another organization**.

Enter search criteria for the organization you wish to serve and click **Search**. Follow steps to request to act as an agent.

Part 3: Duplicate Tax ID

Rarely, on behalf of the registering organization a user enters a Tax ID that is already associated with another organization's account. If this occurs, the registration process cannot be completed. First, verify that the Tax ID is accurate. If the Tax ID is correct, the user may be trying to create an account for an organization with an existing account. To resolve the situation, click the **Contact** button to automatically send an email to the account administrator of the registered organization to add an individual user account**.**

MSRB Organization Account - Federal Tax EIN

The federal tax employer identification number (tax EIN) you supplied has already been provided to the MSRB by another organization. Duplication of a tax EIN may occur if more than one person affiliated with the same organization attempts to establish an organization account using its tax EIN. Duplication may also occur if you have mistyped your number or if a prior organization account was set up with an incorrect tax EIN.

Please confirm that the tax EIN you entered is correct. You may click "Previous" to view and edit the tax EIN for this account. If it is incorrect, please update your EIN.

If your EIN is correct, someone affiliated with your organization has already established an account for your organization. You can use the "Contact" button below to send a message to the Master Account Administrator for the organization currently using this tax EIN. The message transmitted will request the contact person to verify the accuracy of the tax EIN used and add an individual user account to their existing organization for the individual you identified as your Master Account Administrator .

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

| Cancel | Previous | Contact |

After clicking **Contact**, a confirmation screen appears stating that an email was sent to the Master Account Administrator of the registered organization.

MSRB Registration - Contact Existing Registrant

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

| Exit |

The Master Account Administrator of the registered organization will receive the following email and can take appropriate action.

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

USER NAME: Bob Doe
EMAIL ADDRESS: bdoe@agentxyz.com
PHONE: (111) 222-3333
ADDRESS: 101 Main Street
            City, ST 12345

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

If issues arise among organizations regarding a duplicate Tax ID, contact MSRB Support at 202-838-1330.

Part 4: Amend a Pending Account

The MSRB's goal is to process pending accounts within five business days of receipt, if there are no discrepancies. If you need to update some of the information prior to MSRB's approval, follow the instructions below:

- Retrieve the acknowledgement email received after the account was submitted.
- Locate the following: MSRB ID, temporary key and registration link.
- Click the URL next to **Registration Link**.

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

MSRB NUMBER (MSRB ID): G00247
ORGANIZATION NAME: AGENT XYZ

Master Account Administrator: TOM DOE
Federal Tax EIN: 88-999999999

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 the temporary key below:

Temporary Key: FLAGRVMUKX
Temporary Key Expiration Date: 8/6/2012 4:17:44 PM Eastern
Registration Link: http://www.msrb.org/msrb1/control/registration:/FormalOAkey.asp

Please keep this temporary key confidential to prevent unauthorized modification of your organization's information. This temporary key is valid for 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.
gw#012

The following screen appears. Enter the **MSRB ID** and the **Temporary Key** from the email.

The **Organization Summary** screen appears. Click **Edit** in the applicable box. Amendments cannot be made to the Tax ID, Organization Type, documentation or the option to provide documentation. Nor can an organization amend these items after the account is authorized. The MSRB must be contacted to make these changes.

MSRB Organization Account Setup — Organization Summary

Click on "Edit" to make changes to your information. Once edits are complete, click "OK" to return to this summary page. To accept this information click "Confirm." Your changes will not be accepted if you do not click "Confirm."

Organization Details   Edit

    Organization Name: AGENT XYZ
    Phone Number: (111) 222-3333
    Fax Number:
    Address 1: 101 MAIN STREET
    Address 2:
    City: CITY
    State: ST
    Zip: 12345
    Country:

Additional Information   Edit

    Organization Type: AGENT
    Federal Tax EIN: 88-9999999

Master Account Administrator   Edit

    First Name: TOM
    Middle Name:
    Last Name: DOE
    Name Suffix:
    Email Address: tdoe@agentxyz.com
    Phone Number: (111) 222-3333
    Address 1: 101 MAIN STREET
    Address 2:
    City: CITY
    State: ST
    Zip: 12345
    Country:

Required Documentation   Edit

1. Information on Letterhead delivered as Information on Letterhead.pdf
2. Second Form of Identification delivered as Second Form of Identification.pdf

[Cancel Account Setup]   [Confirm]

After clicking **Edit** for the information you wish to change, update the information and then click **OK**. In the example below, the user is making updates to the Organization Details information.

MSRB Organization Account Setup — Add Organization Details

Please provide information about your organization. The address and phone number provided should be for the organization's main office or headquarters.

Organization Name:* AGENT XYZ
Phone Number:* 111 - 222 - 3333 Ext.
Fax Number: - -
Address1:* 101 MAIN STREET
Address2:
City:* CITY
State:* ST
Zip:* 12345
Country:

*required

[Cancel]   [OK]

On the **Organization Summary** screen, click **Confirm** to save the changes.

MSRB Organization Account Setup — Organization Summary

Click on "Edit" to make changes to your information. Once edits are complete, click "OK" to return to this summary page. To accept this information click "Confirm." Your changes will not be accepted if you do not click "Confirm."

Organization Details   Edit

   Organization Name: AGENT XYZ
   Phone Number: (111) 222-3333
   Fax Number:
   Address 1: 101 MAIN STREET
   Address 2:
   City: CITY
   State: ST
   Zip: 12345
   Country:

Additional Information   Edit

   Organization Type: AGENT
   Federal Tax EIN: 88-9999999

Master Account Administrator   Edit

   First Name: TOM
   Middle Name:
   Last Name: DOE
   Name Suffix:
   Email Address: tdoe@agentxyz.com
   Phone Number: (111) 222-3333
   Address 1: 101 MAIN STREET
   Address 2:
   City: CITY
   State: ST
   Zip: 12345
   Country:

Required Documentation   Edit

1. Information on Letterhead delivered as Information on Letterhead.pdf
2. Second Form of Identification delivered as Second Form of Identification.pdf

Cancel Account Setup   **Confirm**

Enter the required information for the person making the amendment and click **Submit**.

MSRB Organization Account Set-up - Account Information Provider

Please provide the name, title and telephone number of the person who completed the information for this organization account.

First Name: *	Jane
Middle Name:	
Last Name: *	Doe
Name Suffix:	
Title: *	Director
Phone Number: *	(111) 222 – 3333
Phone Extension:	

***required**

| Cancel | Previous | Submit |

A confirmation screen then states that the account was successfully updated.

Congratulations, you have successfully updated your account information with the MSRB. Your MSRB Number (MSRB ID) is P000260.

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

Summary

Exit

Part 5: Master Account Administrator (MAA) Account Set-up

After the MSRB authorizes the account, the following actions must be taken by the Master Account Administrator to complete the account set-up process.

Create a Password to Access Your Gateway Account

The Master Account Administrator will receive an email with a User ID and a link to create a password in order to access the new Gateway account.

Click the **Password Retrieval Link.**

Your MSRB Gateway account is now authorized. An organization account has been created for your organization and a user account has been created for you. As the Master Account Administrator for your organization, you may use your account to create and manage the user accounts of other staff working for your organization, update organization information on file with the MSRB, and request and accept agent designations related to data and disclosure submissions. You will also receive emails from time to time advising you of important changes or events occurring in MSRB system that may affect your organization.

To access your Gateway account you will first need to create a password. Please click on the link below and enter the user ID provided.

USER ID: JDOE17
PASSWORD RETRIEVAL LINK: https://www.msrb.org/msrb1/control/forgotpassword.asp

Please keep this information confidential to prevent unauthorized use of your account.
The registered information for this account is:

MSRB ORGANIZATION NUMBER (MSRB ID): G00243
ORGANIZATION NAME: AGENT 1234
ORGANIZATION TYPE: Agent

MASTER ACCOUNT ADMINISTRATOR: TOM DOE
EMAIL ADDRESS: tdoe2@agentxyz.com
PHONE: (111) 222-3333

You can log in to the authenticated access area of the MSRB website through https://www.msrb.org/msrb1/control/default.asp

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

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

Enter the **User ID** and click **Submit**.

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: TDOE2

[Submit] [Cancel]

An email containing the password reset link is sent. This process ensures that the MSRB has the correct email address in the system. Click the link in the email to continue with the password creation process.

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/forgotpassword.asp?key=qTPdG9V9gNaZRNNANfvvFt1ryOnDac

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 email. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED.

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

The Reset Password screen appears. Enter the **User ID** and click **Submit**.

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: TDOE2

Submit   Cancel

On the Change Password screen, create a password based on the password criteria listed on the screen. Click **Continue** when done.

The next screen states that the password was successfully created and you can log into Gateway with your User ID and password that you just created.

Click the **Return** button to be directed to the MSRB Gateway Main Menu for your account.

Establish User Rights

After accessing your Gateway account you must grant yourself user account access rights for the document submissions you wish to make to EMMA.

To grant account access rights, click **Edit** in the **My Profile** box on the Gateway Main Menu page.

On the next screen, click **Edit User Account**.

Grant the account access rights by clicking the appropriate boxes on the right, then click **Continue**.

Edit User Account

Account Details

User ID:	BDOE
MSRB ID:	P000258
First Name:*	Bob
Middle Name:	
Last Name:*	Doe
Email Address:*	bdoe@issuerxyz.com
Confirm Email:*	bdoe@issuerxyz.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 your User Account.

You will have the following Access Rights in MSRB Gateway:

EMMA Continuing Disclosure Submissions	☑	[?]
EMMA Voluntary Financial Information	☑	[?]
EMMA Voluntary OS/ARD Submission	☑	[?]
EMMA Voluntary Preliminary OS Submission	☑	[?]
Master Account Administrator	☑	[?]

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

Click **Confirm User Account**.

Confirm User Account

Account Details

User ID:	BDOE
User Name:	Bob Doe
MSRB ID:	P000258
Group(s):	
Email Address:	bdoe@issuerxyz.com
Title:	
Department:	
Address:	101 Main Street
	City, ST 12345
Phone Number:	111-222-3333
Fax Number:	

Account Access Rights:

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

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

The User Account Update Results screen appears confirming your user account was successfully updated. Click **Return to Main Menu**.

Access EMMA Dataport

After granting your EMMA submission rights, expand the **Market Transparency Systems** link and click **EMMA Dataport**.

The EMMA Dataport Submission Portal appears. This is used to make submissions to EMMA. The tabs displayed correspond to the rights granted to your account.

Part 6: Create Continuing Disclosure Gateway Account for Issuers, Obligated Persons and Secondary Market Agents

Continuing Disclosure accounts are used solely to make SEC Rule 15c2-12 financial-based and event-based disclosures to EMMA as part of the MSRB Continuing Disclosure program. This account does not go through an MSRB approval process; therefore users are able to make submissions to EMMA immediately. Users must confirm their accounts to prevent their submissions from being flagged as unconfirmed on EMMA. Once an organization becomes confirmed, the unconfirmed flag will drop from all past submissions and will not appear on any future submissions.

Users that have continuing disclosure accounts have the option to upgrade to an organization account and consolidate other continuing disclosure accounts into their organization account.

Go to www.msrb.org and click **Resources for… Issuers**.
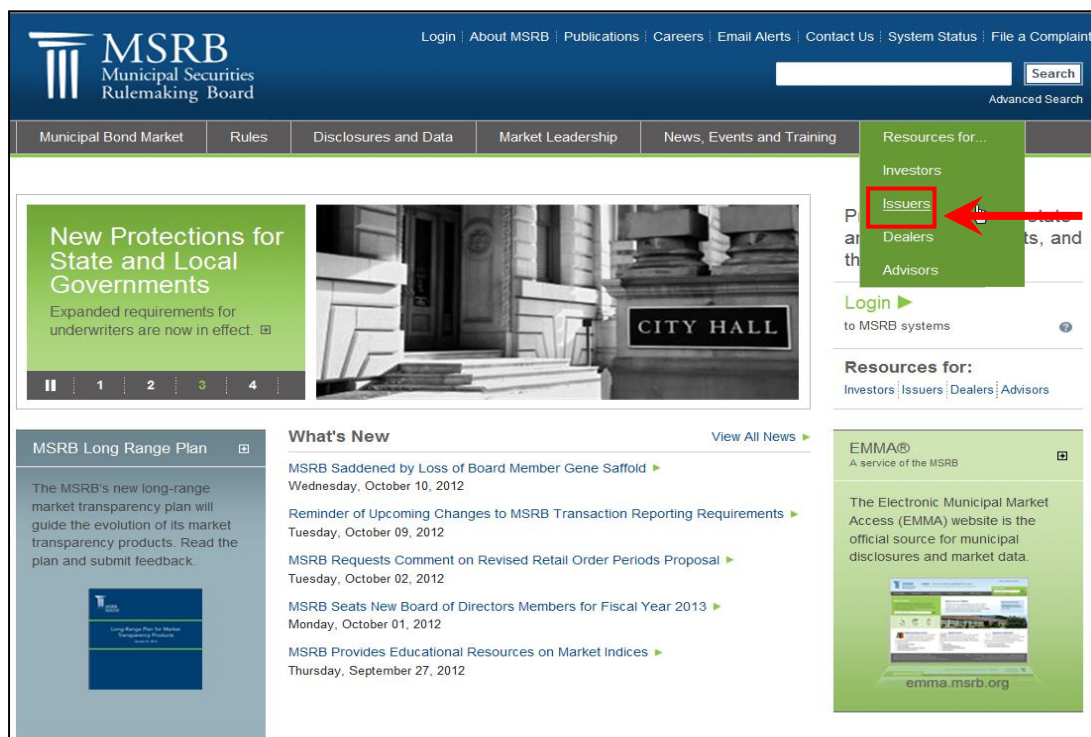
On the resulting **Issuers** screen, click **Create an MSRB Gateway Account**.

Click the **Create an individual user account** option then click **Next**.

The MSRB Gateway Continuing Disclosure Registration page appears. For new users, enter your email address and click **Next**.

Registration is not allowed with existing email address associated with another MSRB Gateway account.

The registration application form appears. Complete the user information and click
Next.

The organization information screen appears. Complete the organization-level information. To reduce the amount of re-keying of identical data, click the **Copy values from user details** button to populate the fields with the user information from the previous screen. A dialogue box appears to confirm this action.

Select the appropriate continuing disclosure role(s) then click the **Next** button.

Confirm Registration for Continuing Disclosure Account

Users are able to submit continuing disclosures without completing the confirmation process. However, any submissions made while in an unconfirmed status will be flagged on EMMA as an "unconfirmed" submission.

There are two ways to become confirmed: manual confirmation processed by the MSRB or electronic confirmation by another confirmed user. Since the manual process requires physically mailing or faxing a document to the MSRB, one advantage to using the electronic process is that the user may become confirmed in a shorter amount of time. To get confirmed electronically, users must request a user with a Gateway account to perform the confirmation. If such a confirmed user is not known, the manual confirmation process must be followed.

Manual/Electronic Confirmation Process

Enter a confirmed user's email address then click **Next**.

Continuing Disclosure Registration - Step 5 - Confirmation (Electronic)

Please enter the e-mail address of the person confirming you. This person should be a confirmed user in MSRB Gateway acting as an issuer, obligor, secondary market agent or dealer (underwriter).

If you do not have the e-mail address of a confirmed user, just leave the box below blank and click Next to proceed to an alternative confirmation method.

Confirmer's Email Address: ndoe@issuerxyz.com

Previous   Next

To be confirmed manually, leave the **Confirmer's email address** field blank then click **Next**.

Continuing Disclosure Registration - Step 5 - Confirmation (Electronic)

Please enter the e-mail address of the person confirming you. This person should be a confirmed user in MSRB Gateway acting as an issuer, obligor, secondary market agent or dealer (underwriter).

If you do not have the e-mail address of a confirmed user, just leave the box below blank and click Next to proceed to an alternative confirmation method.

Confirmer's Email Address:

Previous   Next

A confirmation screen appears displaying your user-level and organization-level information.

If either of the following conditions exists, an error message appears and the confirmation process will not proceed: (a) the email address entered for the confirmed user is not known to MSRB Gateway; or (b) the email address entered is known to Gateway but the user is not confirmed.

Review the information on the confirmation screen to ensure that the information is correct then click **Submit**. Click **Edit User Details** to make any changes to the information displayed.

For manual confirmations, the following screen appears. The user will not be confirmed until the MSRB has received the information requested in the manual confirmation document.

Continuing Disclosure Registration - Manual Confirmation Document

You will need this document, which includes your confirmation number, to complete the manual confirmation process. Please print this page and send it to the MSRB along with the documentation identified in one of the options below.

MSRB ID: D009I2
Confirmation Number: 0000-APJT
Role(s): Issuer, Obligor

For issuers and obligated persons:

Send this document along with a letter requesting confirmation, on your organization's letterhead, signed by your organization's chief financial officer (or the person responsible for financial matters), to the address below.

or

Send this document along with a letter requesting confirmation and your organization's IRS Form 8038 to the address below. This option is not available to agents.

For users submitting disclosure documents as an agent on behalf of issuers or obligated persons:

Send this document along with a letter requesting confirmation AND a document signed by an issuer or obligated person designating you as an agent (e.g. continuing disclosure agreement) to the MSRB at the address below.

All correspondence should be addressed to:

MSRB
Attention: Market Information Department
1900 Duke Street
Alexandria, VA 22314

`Print`

For electronic confirmations, the following screen appears. A user will not be confirmed using the electronic confirmation process until the confirming party takes action.

Continuing Disclosure Registration - Account Created

The following user account has been successfully created. A confirmation e-mail with your MSRB Gateway log-in information has been sent to the address below. You will need your log-in information to submit continuing disclosure documents to EMMA.

User ID: NDOE1
MSRB ID: D009I2
Name: Nancy Doe
E-mail Address: ndoe@issuerxyz.com
Confirmation process: Paper
Confirmation Number: 0000-APJT `Print`

`Exit`

You will receive an email stating that a user account is registered in MSRB Gateway for making continuing disclosure submissions. The email contains a User ID# and a hyperlink to retrieve your password. You must follow the hyperlink to complete the registration process.

Retain the printed document and follow the instructions on the document to complete the confirmation process.

Part 7: Invite Organizations to Register for a Continuing Disclosure Account

A user that is registered to make continuing disclosure submissions can send an email invitation to an issuer, obligated person or secondary market agent to register to make continuing disclosure submissions. The purpose of the email invitation function is to alert other potential users of the continuing disclosure submission service of EMMA. The email invitation function also allows a user that is confirmed to easily confirm other users. Invitations may only be sent to invitees that are not registered. An invitee that accepts an invitation from a confirmed inviter will be automatically confirmed and will not have to go through the confirmation process when they register their continuing disclosure account.

To initiate the invitation and confirmation process, log in to MSRB Gateway. From the MSRB Gateway main menu, expand the **Account and Organization Management** option and click **Manage Continuing Disclosure Confirmation Requests**.

After selecting this option, enter the email address of the issuer, obligated person or secondary market agent to whom you would like to send an invitation. Click **Invite for Continuing Disclosure**.

Continuing Disclosure Confirmation/Invitation

Pending continuing disclosure confirmations
These are requests from MSRB-registered users to be confirmed by you to submit continuing disclosures.

There are currently no pending confirmations to process.

Invite user for continuing disclosure submissions
Send an invitation to a user to submit continuing disclosures by providing the user's email address. On the next screen you will be asked to select a specific role for the user.

Email: tdoe@issuerxyz.com   [Invite for Continuing Disclosure]

[Return Main Menu]

On the following screen, enter the company name and role(s) that the invitee will assume and click **Send Invitation**.

Continuing Disclosure Invitation

Select a role to assign to the invitee. You may also enter the name of the user's organization.

Email of invitee: tdoe@issuerxyz.com
Organization Name: ISSUER XYZ
Role:* Agent

Agent
Obligor
Issuer

*required

[Send Invitation]   [Previous Page]   [Return Main Menu]

The Continuing Disclosure Invitation screen appears. If the invited user already has an MSRB Gateway account, an invitation cannot be sent.

Continuing Disclosure Invitation

Your invitation has been sent. The invitee will receive an e-mail that will guide the user through a registration process.

Email of invitee: tdoe@issuerxyz.com
Organization Name: ISSUER XYZ
Role:* Secondary Market Agent

[Back to CD Management]   [Return Main Menu]

Part 8: Convert to an Organization Account

Organizations registered with a continuing disclosure account can convert to an organization account in order to take advantage of more management features and additional submission rights available with an organization account. A user may also request to consolidate with another user in their organization who has converted their continuing disclosure account to an organization account.

The account conversion process is only available to issuers and obligated persons. To convert a continuing disclosure account to an organization account, navigate to the Registration and Organization Account Set-up screen and select the option to **Create an organization account** as shown below:

Click **Accept** to accept the registration guidelines.

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 unable to upload these documents.

Master Account Administrator

When setting up an account, each organization must designate an MSRB Master Account Administrator who will be responsible for the management of the organization's account and the creation and maintenance of the organization's users. This administrator may be changed at any time. If you wish to have additional users making submissions for your organization, it will be the role of the Master Account Administrator to add new users. Click here for further information on agent designation.

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]

Select the option that indicates you have an existing Gateway account. Enter your user ID and Password.

By providing the user name and password of an existing continuing disclosure account, you will cause that account to be converted to an organization account. The MSRB recommends converting or consolidating to organization accounts.

MSRB Organization Account Set-up

Please indicate if you have an existing CD submission user account. If yes, you will be asked to provide your log-in credentials. Your log-in credentials will be validated against information in Gateway.
Providing the identity of your existing CD submission account will allow you to keep your current username and password and to incorporate prior submissions into the new organization account.

◉ I have an existing user account that will be used for the new registration
○ I do not have an existing user account

Enter your User ID and Password

(If you do not remember your password, go to the Gateway log-in page and click "forgot password". If you do not know your user id, contact the MSRB's support line at (703) 797-6668.)

User ID: bdoe
Password: ••••••••

[Cancel] [OK]

The account information for your organization displays on the screen and may be updated as needed. Click **OK** to proceed.

Organization Information

Please review information about your organization and update accordingly. The address and phone numbers provided should be for the organization's main office or headquarters.

Organization Name:* `Issuer XYZ`

Phone Number:* `111` – `222` – `3333`   **Ext.** [　　]

Fax Number: [　　] – [　　] – [　　]

Address 1:* `101 Main Street`

Address 2: [　　]

City:* `City`

State:* `ST`

Zip:* `12345`

Country: `US`

* required

[Cancel]   [OK]

Indicate your organization type and provide your Federal Tax EIN number. Click **OK**.

MSRB Organization Account Set-up - Organization Type and Employer Identification Number

Please indicate your organization type. Choose the type which best identifies the role your organization serves in the municipal market.

Please note that you are responsible for ensuring that the organization type(s) selected accurately reflect your organization's activities.

My organization type is identified below:

◉ **My organization is an issuer**

ISSUER - A state, political subdivision, municipality, or governmental agency or authority that raises funds through the sale of municipal securities.

○ **My organization is an obligor**

OBLIGOR - The party having an obligation with respect to the payment of debt service on bonds, typically but not always the borrower (such as a conduit borrower) of bond proceeds.

Please provide your organization's federal tax employer identification number (EIN). For issuers, this number can be found in Part I of IRS Form 8038.

The organization's EIN will help MSRB uniquely identify your organization and facilitate verification of your organization's information.

Federal Tax EIN (XX-XXXXXXX): 56 - 6556655

| Cancel | Previous | OK |

Indicate how the documents will be forwarded to the MSRB. Select the option to upload the required documents in portable document format (PDF) and/or via mail or fax. Click **OK** when done.

MSRB Organization Account Set-up - Required Documentation

In order to process your organization account setup, the MSRB requires a copy of your organization's federal tax EIN on letterhead, along with another form of identification for your organization (e.g., a page from the official statement that identifies you as the obligated person, a federal or state tax document, or a letter from the conduit issuer stating that you are an obligated person). These documents will help to uniquely identify your organization. If you are unable to provide an electronic copy of these documents, you can fax or mail the documents to the MSRB by selecting the fax/mail option below. A cover sheet will be provided to assist with the timely processing of your documents.

◉ **I will upload the EIN information provided on letterhead in pdf format**

Letterhead: [＿＿＿＿＿＿＿＿] Browse...

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

◉ **I will upload my secondary form of identification in pdf format**

Second Form of Identification: [＿＿＿＿＿＿＿＿] Browse...

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

| Cancel | Previous | OK |

Review the **Organization Summary** screen and make edits if necessary then click **Confirm**.

The person submitting the form must identify themselves before submitting account information to the MSRB.

After the account information is submitted to the MSRB, a screen appears confirming receipt of the request to convert your continuing disclosure account. The new account will remain in pending status until approved. While in pending status, access to the upgraded organization account is prohibited, but the existing continuing disclosure account is still accessible. Any prior submissions made to EMMA will be reflected under your existing MSRB Gateway Account during this period. Once the upgraded account is active, new document submissions will reflect the upgraded MSRB ID.

Congratulations, you have successfully completed the first step toward establishing an organization account with the MSRB. If you elected to upload documents electronically, your information and supporting documentation will be reviewed and you will be notified when the account is activated or if additional information is needed. If you have elected to fax or mail your documents, along with the cover sheet provided below, your information and documents will be reviewed upon receipt. Your MSRB Number (MSRB ID) is P000258.

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

You will also receive an email regarding receipt of your upgrade request.

We have received your request to upgrade your existing "CD Submission Account to an Organization Account". Your submission will be placed in "pending" status until the MSRB verifies the documentation you submitted. Once the documentation is verified the account will become active and the old registration will be automatically withdrawn.

After the new account is active the following will occur:

1. You will be designated as the Master Account Administrator. As the Master Account Administrator you will manage the organization account and user accounts.
2. Users may be granted permission to make the following type of submissions to EMMA.
     - preliminary official statements (and other presale documents)
     - voluntary primary market information (including official statements, advance refunding documents or 529 college savings plan disclosure documents)
     - information about the timing and accounting standard used in annual financial filings
     - continuing disclosure event and financial filings
3. All users in the organization will share the same EMMA submission dashboard and controlled groups.
4. EMMA submissions made under the old MSRB account will be associated with the new MSRB account.

The submission information for this account is:

MSRB ORGANIZATION NUMBER (MSRB ID): P00258
ORGANIZATION NAME: ISSUER XYZ

To change the submission information for the organization details prior to MSRB verification, please click the registration link below and authenticate using the MSRB Registration Number in this email (MSRB ID), and the temporary key below:

Temporary Key: ZY2F6C8R4X
Temporary Key Expiration Date: 06/30/201212:32:00 PM Eastern
Registration Link: http://www.msrb.org/msrb1/control/registration:/FormalOAkey.asp

Please keep this temporary key confidential to prevent unauthorized modification of your organization's information. This temporary key is valid for 45 days or until your first successful submission using it.

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.
gw#012

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.

Part 9: Consolidate Gateway Accounts

Consolidating Gateway accounts allows users to operate as one organization rather than several organizations consisting of single user accounts. Once an organization account is established, both the Master Account Administrator of the organization account and the single user of the continuing disclosure account must take action to effect the consolidation. Either party can initiate the request and acceptance process to consolidate accounts.

Consolidation of MSRB Gateway accounts should only be executed between staff of the same organization. Where one organization is making data and document submissions on behalf of another organization, the two organizations should establish an agent relationship.

Once accounts have been consolidated, the consolidation cannot be undone.

The steps below describe how to invite others to consolidate into one organization account, and how to request to be consolidated into an organization account.

Invite Others to Consolidate Into Your Organization Account

This function is only available to the Master Account Administrator of the organization account.

From the Gateway Main Menu, expand the **Account and Organization Management** link. Click **Manage Consolidations.**

Enter search criteria to find the account that you wish to consolidate into your organization. From the search results, select the name of the organization that you wish to consolidate with and click **Invite**.

The following message appears which explains the impacts of consolidating. Click **OK** to proceed.

Your pending request appears under the View tab. Prior to the acceptance of the request, if you decide that the request was sent in error, it can be removed or cancelled by clicking **Remove**.

The organization invited will receive an email stating your wish to consolidate them into your organization account.

The following user requests to have their MSRB Gateway user account into your MSRB organization account:

MSRB ID: D009I2
Issuer XYZ
101 Main Street
City, ST 12345

Agreeing to consolidate organization accounts will permit the MSRB to more effectively structure your user accounts in MSRB Gateway and allow for greater shared functionality in MSRB Market Transparency programs.

By accepting this invitation to consolidate your account, you are acknowledging that BOB DOE is an employee, consultant or temporary staff employed by the same organization as the requestor. You further acknowledge that the person making this request is authorized to make data and document submissions to MSRB information systems on behalf of your organization. If the invited person ceases to be employed our organization, it will become the responsibility of you or your account manager to disable that person's MSRB Gateway user account.

After your account is consolidate the following occur:

1. You can continue to use the same username and password. Users will also continue to have any submission groups you may have established in the EMMA Dataport.
2. Your account is now one of several accounts associated with the same organization and certain functions on EMMA will become a shared resource of the organization:
      - Other users within your organization will be able to access and modify any groups you have create, and you will be able to access and modify any groups other users in your organization created.
      - Other users will be able to update disclosure submissions you have made, and vice versa.
3. The Master Account Administrator may grant you permission to make the following types of submission to EMMA (if applicable):
      - preliminary official statements (and other presale documents)
      - Voluntary primary market information (including official statements, advance refunding documents or 529 college savings plan disclosure documents)
      - Information about the timing and accounting standard used in annual financial filings
      - Continuing disclosure event and financial filings
4. Upon acceptance, YOU WILL NOT BE ABLE TO UNDO THE ACCOUNT CONSOLIDATION.

If you have any questions regarding the account consolidation request please contact BOB DOE at (111) 222-3333.

For further information about this and other MSRB Gateway functions, go here: http://www.msrb.org/Market-Disclosures-and-Data/MSRB-Gateway.aspx

If you need further 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.

The pending request will display under the invited user's **View** tab.
(This user cannot receive nor make consolidation requests while a request is pending).

Request to Be Consolidated Into an Organization Account

From the Gateway Main Menu, expand the **Account and Organization Management** link then click **Request Consolidation**.

Enter search criteria to find the organization with which you wish to consolidate. From the search results, select the organization and click **Send Request**.

The following message appears explaining the impacts of consolidating. Click **OK** to proceed.

Your pending request appears under the View tab. Prior to having the request accepted, if you decide that your request was sent in error, you can remove the request by clicking **Remove**.

While in pending status, additional requests to be consolidated cannot be sent. Nor will other organizations have the ability to send a consolidation request. If they attempt to do so, the message below appears.

The organization that you requested to consolidate with will receive the consolidation email request.

The following user requests to have their MSRB Gateway user account into your MSRB organization account:

MSRB ID: D009I2
Issuer XYZ
101 Main Street
City, ST 12345

Agreeing to consolidate organization accounts will permit the MSRB to more effectively structure your user accounts in MSRB Gateway and allow for greater shared functionality in MSRB Market Transparency programs.

By accepting this invitation to consolidate your account, you are acknowledging that MIKE DOE is an employee, consultant or temporary staff employed by the same organization as the requestor. You further acknowledge that the person making this request is authorized to make data and document submissions to MSRB information systems on behalf of your organization. If the invited person ceases to be employed our organization, it will become the responsibility of you or your account manager to disable that person's MSRB Gateway user account.

After your account is consolidate the following occur:

1. You can continue to use the same username and password. Users will also continue to have any submission groups you may have established in the EMMA Dataport.
2. Your account is now one of several accounts associated with the same organization and certain functions on EMMA will become a shared resource of the organization:
            - Other users within your organization will be able to access and modify any groups you have create, and you will be able to access and modify any groups other users in your organization created.
            - Other users will be able to update disclosure submissions you have made, and vice versa.
3. The Master Account Administrator may grant you permission to make the following types of submission to EMMA (if applicable):
            - preliminary official statements (and other presale documents)
            - Voluntary primary market information (including official statements, advance refunding documents or 529 college savings plan disclosure documents)
            - Information about the timing and accounting standard used in annual financial filings
            - Continuing disclosure event and financial filings
4. Upon acceptance, YOU WILL NOT BE ABLE TO UNDO THE ACCOUNT CONSOLIDATION.

If you have any questions regarding the account consolidation request please contact MIKE DOE at (111) 222-3333.

For further information about this and other MSRB Gateway functions, go here: http://www.msrb.org/Market-Disclosures-and-Data/MSRB-Gateway.aspx

If you need further 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.

Approve or Decline Consolidation Requests

A consolidation request must be accepted before consolidation can occur. Alternatively, the consolidation request can be declined. When a consolidation request is made, the party that must accept or decline the request will receive an email notification.

To accept or decline the consolidation request, log into your MSRB Gateway account. Click the **Manage Consolidations** link**.**

Click the **View** tab to display requests received, as well as requests made. For requests that you have received, two options are available, Accept or Decline. Click **Accept** to accept a consolidation request. Click **Decline** to decline the consolidation request. For requests that you initiated, the option to remove can be executed by clicking **Remove**.

The impacted organization will be notified via email of the actions that were taken.

Impacts on Your User Account Post-Consolidation

After an account is consolidated, the user that was consolidated will receive the email below. The email contains details about the new organization account and how the consolidation will impact their user account. Their old MSRB registration will be automatically withdrawn. The user will now assume the MSRB ID of the organization account into which they were consolidated. Any account access rights that were previously granted to the user will transfer to the new organization account. The user will maintain their user ID and password, which they can use to log into the new account. The user will share the EMMA dashboard with other users in the organization. They will also have access to modify EMMA submissions made by other users in the organization and can access all CUSIP groups.

This email is for your information only. No action is required.

BOB DOE has accepted your request to consolidate MSRB Gateway accounts. As a result, the organization information associated with your user account has changed to the following:

- MSRB ID: P00248
- Name: Bob Doe

Please be advised of the following:

1. You can continue to use the same username and password. You will also continue to have access to any submission groups you may have established in the EMMA Dataport.
2. Your account is now one of several accounts associated with the same organization and certain functions on EMMA will become a shared resource of the organization:
    - Other users within your organization will be able to access and modify any groups you have create, and you will be able to access and modify any groups other users in your organization created.
    - Other users will be able to update disclosure submissions you have made, and vice versa.
3. The Master Account Administrator may grant you permission to make the following types of submission to EMMA (if applicable):
    - preliminary official statements (and other presale documents)
    - Voluntary primary market information (including official statements, advance refunding documents or 529 college savings plan disclosure documents)
    - Information about the timing and accounting standard used in annual financial filings
    - Continuing disclosure event and financial filings
4. You cannot undo the account consolidation.

For further information about this and other MSRB Gateway functions, go here: http://www.msrb.org/Market-Disclosures-and-Data/MSRB-Gateway.aspx

If you need further 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.

Impacts on Agent Relationships Post-Consolidation

All agent relationships will be transferred to the new organization account after the consolidation occurs. The agent relationships will be managed by the MAA of the organization account. If a designating organization consolidates, the agent(s) will be notified of the change via email. If the agent consolidates, the designating organization will be notified.

Submission rights associated with the continuing disclosure account as a result of being designated as an agent will also transfer with the user and become available as right(s) that the MAA can grant to users in the organization account.

The impacted agents described above will be notified of the amendments to the change via the email below.

This email is for your information only. No action is required.

BOB DOE has accepted your request to consolidate MSRB Gateway accounts. As a result, the organization information associated with your user account has changed to the following:

- MSRB ID: P00258
- Name: Nancy Doe

Please be advised of the following:

1. You can continue to use the same username and password. You will also continue to have access to any submission groups you may have established in the EMMA Dataport.
2. Your account is now one of several accounts associated with the same organization and certain functions on EMMA will become a shared resource of the organization:
    - Other users within your organization will be able to access and modify any groups you have create, and you will be able to access and modify any groups other users in your organization created.
    - Other users will be able to update disclosure submissions you have made, and vice versa.
3. The Master Account Administrator may grant you permission to make the following types of submission to EMMA (if applicable):
    - preliminary official statements (and other presale documents)
    - Voluntary primary market information (including official statements, advance refunding documents or 529 college savings plan disclosure documents)
    - Information about the timing and accounting standard used in annual financial filings
    - Continuing disclosure event and financial filings
4. You cannot undo the account consolidation.

For further information about this and other MSRB Gateway functions, go here: http://www.msrb.org/Market-Disclosures-and-Data/Submit-Data/Gateway.aspx

If you need further 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.

Part 10: Agent Designation Overview

An issuer can designate an agent to make submissions to EMMA. Designations are made based on submission rights. Organizations can control the types of submissions an agent can make on its behalf. The agent also has control over the submission types it accepts.

An organization can only delegate rights that are inherent to its organization type as shown below.

Organization Roles and Their Inherent Submission Rights				
Organization Roles	**EMMA Continuing Disclosure Submissions**	**EMMA Voluntary Financial Information**	**EMMA Voluntary OS/ARD Submission**	**EMMA Voluntary Preliminary OS Submission**
Agent with Organization Account	✓			
Issuer with Continuing Disclosure Account	✓			
Issuer with Organization Account	✓	✓	✓	✓
Obligated Person with Continuing Disclosure Account	✓			
Obligated Person with Organization Account	✓			✓
Secondary Market Agent with Continuing Disclosure Account	✓			

Submission rights cannot be delegated to an agent if the delegating organization cannot make the submissions itself. For example, an issuer can designate an agent to make EMMA voluntary primary market submissions on its behalf. An obligated person generally cannot make EMMA primary market submissions and therefore cannot designate an agent for that purpose. An obligated person can make primary market submissions only if an issuer has designated the obligated person to do so.

Only issuers may designate agents to make continuing disclosure submissions on their behalf, because only issuers can control CUSIPs. For more information about CUSIP control, refer to the EMMA Dataport Manual for Continuing Disclosure Submissions.
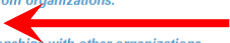
Agent designation can be reciprocal. An organization can request another organization to make EMMA submissions as its agent; an organization can also offer to make submissions as agent for another organization.

Parties involved in agent designations receive Gateway emails to notify them of actions taken by other parties. These actions include requests to become an agent and responses to requests and updates to submission rights.

Only Master Account Administrators can manage an organization's agent relationships.

Agent Relationships Overview

To view the agent relationships with other organizations, go to the Gateway Main Menu and expand **Agent Relationship Management**. Click **Manage Agent Relationships**.

The **Manage Agents Relationships** screen appears. It is divided into two sections.

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: (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

The first section shows your relationships with organizations that act as your agent:

Menu option	Definition
Active relationships	View 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 where your organization plays the role of an agent:

Menu option	Definition
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	Request to act as an agent for another organization

View Agents Relationships

Click the **Active Relationships** link on the top section of the Manage Agent Relationships screen to view agents you have designated to submit on your behalf. Click on any organization's name to see more about the relationship.

Active Relationships			
Organizations who can act as your agent: (2)			
MSRB ID	**Organization Name**	**Submission Type**	**Relationship Status**
G00244	AGENT 1234	EMMA Voluntary Financial Information	Active
G00244	AGENT 1234	EMMA - Continuing Disclosure	Active

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

The upper section of the relationships screen below provides agent information and submissions the agent can make on behalf of your organization.

The lower section lists the submissions that you can make on behalf of other organizations as their agent, if any.

Relationship with AGENT 1234:

    MSRB ID: G00244
Phone Number: 111-222-3333
    Fax Number: 999-999-9999
       Address: 101 MAIN STREET
               CITY, ST 12345

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

Submission Type	**Relationship Status**
EMMA - Continuing Disclosure	Active
EMMA Voluntary Financial Information	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]

Manage Agent Submissions Rights

The upper section of this screen displays the submission types the agent makes for your organization. You may add or remove submission rights from the agent at any time.

To remove submission rights from an agent, select the submission type to be removed, and then click **Remove Relationship.**

Relationship with AGENT 1234:

MSRB ID: G00244
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 101 MAIN STREET
CITY, ST 12345

Types of submissions this organization can make on your behalf:

Submission Type	Relationship Status
☐ EMMA - Continuing Disclosure	Active
☐ EMMA Voluntary Financial Information	Active

Remove Relationship

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

☐ EMMA Voluntary OS/ARD Submission
☐ EMMA Voluntary Preliminary OS Submission

Add Submission Type

Search	Return to Agent Menu	Return to Main Menu

The submission type drops to the lower section of the screen, as it is now available for delegation.

Relationship with AGENT 1234:

MSRB ID: G00244
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 101 MAIN STREET
CITY, ST 12345

Modifications successfully processed

Types of submissions this organization can make on your behalf:

Submission Type	Relationship Status
☐ EMMA Voluntary Financial Information	Active

[Remove Relationship]

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

☐ EMMA - Continuing Disclosure
☐ EMMA Voluntary OS/ARD Submission
☐ EMMA Voluntary Preliminary OS Submission

[Add Submission Type]

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

To delegate additional submission rights to an agent, select from the submission rights listed in the lower section then click **Add Submission Type**.

Relationship with AGENT 1234:

MSRB ID: G00244
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 101 MAIN STREET
CITY, ST 12345

Modifications successfully processed

Types of submissions this organization can make on your behalf:

Submission Type	Relationship Status
☐ EMMA Voluntary Financial Information	Active

[Remove Relationship]

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

☐ EMMA - Continuing Disclosure
☐ EMMA Voluntary OS/ARD Submission
☐ EMMA Voluntary Preliminary OS Submission

[Add Submission Type]

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

The selected submission moves to the upper section under Types of submissions this organization can make on your behalf. The relationship status is "Waiting for agent's approval."

Relationship with AGENT 1234:

MSRB ID: G00244
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 101 MAIN STREET
CITY, ST 12345

Modifications successfully processed

Types of submissions this organization can make on your behalf:

Submission Type	Relationship Status
☐ EMMA - Continuing Disclosure	Waiting for agent's approval
☐ EMMA Voluntary Financial Information	Active
☐ EMMA Voluntary OS/ARD Submission	Waiting for agent's approval

[Remove Relationship]

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

☐ EMMA Voluntary Preliminary OS Submission

[Add Submission Type]

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

Request Agent Designation Rights

An agent has the ability to request additional submission rights for another organization.

Use the lower section of the screen to manage the delegated rights. To request the right to make a new type of submission, click **Update Submission Type**.

The lower section lists the organization's inherent submission types that you can request to submit on their behalf. Select one or more of the types of submissions then click the **Add Submission Type** button.

The submission status changes to "Waiting for their approval." (In the example below, you are waiting for approval to make Continuing Disclosure and Voluntary Preliminary OS submissions.)

Relationship with Organization XYZ:

       MSRB ID: P000259
Phone Number: 111-222-3333
   Fax Number: 999-999-9999
      Address: 101 Main Street
              City, ST 12345

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

Submission Type	Relationship Status
☐ EMMA - Continuing Disclosure	Waiting for their approval
☐ EMMA Voluntary Preliminary OS Submission	Waiting for their approval

[Remove Relationship]

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

☐ EMMA Voluntary Financial Information
☐ EMMA Voluntary OS/ARD Submission

[Add Submission Type]

If the request is approved, the submission type status changes to "Active."

Relationship with Organization XYZ:

       MSRB ID: P000259
Phone Number: 111-222-3333
   Fax Number: 999-999-9999
      Address: 101 Main Street
              City, ST 12345

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

Submission Type	Relationship Status
EMMA - Continuing Disclosure	Active
EMMA Voluntary Financial Information	Active
EMMA Voluntary OS/ARD Submission	Active

[Update Submission Types]

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

If the request is declined, the submission type moves to the lower section of the screen.

Relationship with Organization XYZ:

MSRB ID: P000259
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 101 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 - Continuing Disclosure	Active

Remove Relationship

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

☐ EMMA Voluntary Financial Information
☐ EMMA Voluntary OS/ARD Submission
☐ EMMA Voluntary Preliminary OS Submission

Add Submission Type

Accept or Decline Agent Designation Rights

From the Manage Organization Relationships screen, select an organization for which you act as agent.

Organizations For Whom You Are An Agent

Organizations for whom you act as an agent: (4)

MSRB ID	Organization Name	Submission Type	Relationship Status
P000259	Organization XYZ	EMMA - Continuing Disclosure	Active
P000259	Organization XYZ	EMMA Voluntary Financial Information	Active
P000259	Organization XYZ	EMMA Voluntary OS/ARD Submission	Active
P000259	Organization XYZ	EMMA Voluntary Preliminary OS Submission	Active

Return to Agent Menu   Return to Main Menu

Click **Update Submission Types**.

Relationship with Organization XYZ:

MSRB ID: P000259
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 101 Main Street
City, ST 12345

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

Submission Type	Relationship Status
EMMA - Continuing Disclosure	Active
EMMA Voluntary Financial Information	Active
EMMA Voluntary OS/ARD Submission	Active
EMMA Voluntary Preliminary OS Submission	Active

Update Submission Types

Search   Return to Agent Menu   Return to Main Menu

Requests from organizations that are waiting for your approval are shown in the upper section of your Relationships screen. Click either **Remove Relationship** to decline the request or **Approve Relationship** to accept the request.

After you accept a delegated right, you may reverse the decision and remove the right.

The Master Account Administrator of an agent organization will be warned of the implications for their users and will be asked to confirm this action should they remove an agent relationship. This will remove all related submission rights from users within the organization. If the rights removed are the only rights for an individual account, the account becomes disabled and the user will no longer be able to log into Gateway.

> The user account remains enabled if it has inherent rights in your organization or rights delegated from someone else.

Edit Agent Relationship with Issuer XYZ:

MSRB ID: P000258
Phone Number: 111-222-3333
Fax Number:
Address: 101 Main Street
City, ST 12345

You have chosen to remove the following agent relationships with this organization:

Submission Type	Relationship Status
EMMA Voluntary Preliminary OS Submission	Active

Confirm   Cancel

Previous Page   Search   Return to Agent Menu   Return to Main Menu

The affected users will receive an email advising them of the change to their rights.

Your organization is no longer authorized to submit certain submission types as an agent for Issuer XYZ (P00247). As a result, your MSRB Gateway account (userid: BDOE) has been modified to remove the following rights:

EMMA Voluntary Annual filing and GAAP Undertaking

If you need further 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.

> A deactivated account can be re-enabled by the Master Account Administrator.

Part 11: Master Account Administrator: Update Organization Account

An organization can have only one Master Account Administrator at a time. Only a Master Account Administrator can update the organization account details. The Master Account Administrator can transfer the Master Account Administrator role to another user.

From the Gateway Main Menu, click **Edit or Affirm Your Organization's Information and Master Account Administrator Designation**.

To update organization details, click **Edit** in the Organization Details box. Make appropriate updates to the organization details then click **OK** to confirm the changes.

Transfer Master Account Administrator's Rights

To transfer Master Account Administrator rights to another user, click **Edit** in the Master Account Administrator's box. Make the appropriate updates, then click **OK** to confirm the changes.

MSRB Organization Account Set-up - Organization Summary

Click on "Edit" to make changes to your information. Once edits are complete, click "OK" to return to this summary page. To accept this information click "Confirm." Your changes will not be accepted if you do not click "Confirm."

Organizational Details: Edit

     Organization Name: Issuer XYZ
     MSRB ID: P000258
     Phone Number: 111 - 222 - 3333   **Ext.**
     Fax Number:
     Address 1: 101 Main Street
     Address 2:
     City: City
     State: ST
     Zip: 12345
     Country:

Additional Information: Edit

Organization Type:
Municipal Security Issuer

Federal Tax EIN: 43-6767676

Master Account Administrator: Edit

     First Name: BOB
     Middle Name:
     Last Name: DOE
     Name Suffix:
     Email Address: bdoe@issuerxyz.com
     Phone Number: 111 - 222 - 3333   **Ext.**
     Address1: 101 MAIN STREET
     Address2:
     City: CITY
     State: ST
     Zip: 12345
     Country:

Required Documentation:

1. Information on Letterhead - Verified by MSRB
2. Second Form of Identification - Verified by MSRB

Cancel   **Confirm**

Click **Replace Contact**.

Choose an existing user in the organization or create a new user account.

The user's details appear in the Master Account Administrator contact screen. If needed, amend the details. Enter the email address again as confirmation. When complete, click **OK**.

MSRB Organization Account Set-up - Add Master Account Administrator Information

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

Copy

Master Account Administrator:

First Name:*	NANCY
Middle Name:	
Last Name:*	DOE
Name Suffix:	
Email Address:*	ndoe@issuerxyz.com
Confirm Email:*	ndoe@issuerxyz.com
Phone Number:*	111 – 222 – 3333 Ext.
Address1:*	101 MAIN STREET
Address2:	
City:*	CITY
State:*	ST
Zip:*	12345
Country:	

*required

Previous   OK   Replace Contact

The new Master Account Administrator will be reflected on the Organization Summary. Click **Confirm** to save the changes.

MSRB Organization Account Set-up - Organization Summary

Click on "Edit" to make changes to your information. Once edits are complete, click "OK" to return to this summary page. To accept this information click "Confirm." Your changes will not be accepted if you do not click "Confirm."

Organizational Details:	Edit	**Additional Information:**	Edit
Organization Name: Issuer XYZ		**Organization Type:**	
MSRB ID: P000258		Municipal Security Issuer	
Phone Number: 111 - 222 - 3333 Ext.			
Fax Number:		**Federal Tax EIN:** 43-6767676	
Address 1: 101 Main Street			
Address 2:			
City: City			
State: ST			
Zip: 12345			
Country:			

Master Account Administrator:	Edit	**Required Documentation:**
First Name: NANCY		1. Information on Letterhead - Verified by MSRB
Middle Name:		2. Second Form of Identification - Verified by MSRB
Last Name: DOE		
Name Suffix:		
Email Address: ndoe@issuerxyz.com		
Phone Number: 111 - 222 - 3333 Ext.		
Address1: 101 MAIN STREET		
Address2:		
City: CITY		
State: ST		
Zip: 12345		
Country:		

Cancel   Confirm

The confirmation screen states the update is successful.

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

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

Summary

Return to Gateway

The user's profile will reflect that they are the Master Account Administrator in their My Profile box.

The former Master Account Administrator's profile reflects they are a user.

Create New Accounts

Only an Account Administrator can create a new account. To create a new user account, complete the following steps.

From the Gateway Main Menu, expand **Account and Organization Management**. Click **Manage User Accounts**.

Click **Add New Account**.

Enter user details and check the box next to one or more of the access rights to assign to the user. A user can be granted some or all rights. A user can also be granted rights as an Account Administrator and will be able to assist the Master Account Administration in managing other user accounts. Click **Continue**.

You must grant at least one account access right to the new user. If no rights are granted, a message will display that the account will be disabled because no rights have been assigned.

Click **Edit User Account** to add account access rights. Click **Continue**.

Click **Confirm User Account**.

The results screen will confirm that the user account was successfully created.

The new user will receive an email stating that the account has been created. The email will contain the User ID, a link to create the password and a list of the account access rights.

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

The MSRB account registered for this email address: jndoe@issuerxyz.com has been updated by Bob Doe (BDOE)

Your account currently has no rights assigned. You will not be able to access your account until at least one right is granted.

Your new user ID is: JDOE25

You may retrieve your password by going to: http://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.

After the new user creates a password and logs into Gateway, the MSRB Gateway Main Menu appears.

In the example, the user is an Account Administrator. As such, the **Manage User Accounts** link is used to manage other user accounts. This user can also use the EMMA Dataport link located under **Market Transparency Systems** to make EMMA Voluntary Submissions.

In the example below, the account was created for an ordinary user and has fewer rights than an administrator. Under **Account and Organization Management**, this user can view the names and contact information of the organization's Account Administrator and can access EMMA Dataport.

Instructions for maintaining individual user accounts are at the end of this section. Users can maintain their own account details, except for managing their access rights. Alternatively, an Account Administrator can maintain other users' account details.

Add or Remove Account Access Rights

From the Gateway Main Menu, expand the menu option **Account and Organization Management**. Click **Manage User Accounts**.

Click the user account you wish to update.

Click **Edit User Account**.

Add or remove rights as appropriate. At least one account access right must be granted to the user to keep the account active. Click **Continue** and confirm the update. You may also update the user details as necessary.

Edit User Account

Account Details

User ID:	NDOE
MSRB ID:	P000258
Group(s):	No groups set up.
First Name:*	NANCY
Middle Name:	
Last Name:*	DOE
Email Address:*	ndoe@issuerxyz.com
Confirm Email:*	ndoe@issuerxyz.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	☐ [?]
EMMA Continuing Disclosure Submissions	☐ [?]
EMMA Voluntary Financial Information	☑ [?]
EMMA Voluntary OS/ARD Submission	☑ [?]
EMMA Voluntary Preliminary OS Submission	☑ [?]

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

[Continue]   [Return to Account Profile]

Disable User Account

A user account can never be deleted from Gateway, but the account can be disabled and hidden from view on the User Account Profile page. An account can be disabled by an Account Administrator, or will automatically be disabled if all access rights are removed from the user account.

To disable a user account, click **Edit User Account**.

User Account Profile and Access Rights

Account Details

User ID:	NDOE
User Name:	NANCY DOE
MSRB ID:	P000258
Email Address:	ndoe@issuerxyz.com [Email User ID]
Title:	
Department:	
Address:	101 MAIN STREET
	CITY, ST 12345
Phone Number:	111-222-3333
Fax Number:	
Last Updated by:	BDOE **On:** 6/28/2012 10:26:15 AM

Account Access Rights

This user has the following Access Rights in MSRB Gateway:

Account Administrator	☐ [?]
EMMA Continuing Disclosure Submissions	☐ [?]
EMMA Voluntary Financial Information	☑ [?]
EMMA Voluntary OS/ARD Submission	☑ [?]
EMMA Voluntary Preliminary OS Submission	☑ [?]

[View Profile History]   [View Rights History]   [Edit User Account]

[Return to Accounts]   [Manage Groups]   [Manage Groups by User]   [Return to Main Menu]

Click the box **Disable the user account**. Click **Continue**.

Click **Confirm User Account** to confirm the change.

A confirmation screen will confirm that the account was disabled.

User Account Update Results

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

User ID:	NDOE
MSRB ID:	P000258
Name:	NANCY DOE
Email Address:	ndoe@issuerxyz.com

Return to Accounts | **Return to Main Menu**

The user of the disabled account will receive an email stating that the account was disabled. The user will no longer be able to log into Gateway.

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

The MSRB Gateway Account registered for this email address: jndoe@issuerxyz.com has been updated by Bob Doe (BDOE)

Your account has been disabled.

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. or You may also obtain more information about MSRB Gateway at: https://www.msrb.org/msrb1/control/default.asp.

The user will no longer appear on the User Accounts page.

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 - 4) of 4

User Name	Last Updated By	Last Updated On
BOB DOE	BDOE	6/28/2012 9:31:33 AM
JANE DOE	BDOE	6/28/2012 10:18:44 AM
LISA DOE	LDOE2	6/28/2012 9:33:47 AM
TOM DOE	TDOE1	6/28/2012 9:32:29 AM

Return to Main Menu | **Edit Groups**

Re-enable User Account

To re-enable the user account (for example, if the user has returned from a long absence), click the box **Show disabled User Accounts**. Click **Search**.

The disabled user's name appears grayed out. Click on the user to edit the account.

Uncheck the **Disable the user account** option then click **Continue**.

Click **Confirm User Account** to complete the process.

Part 12: Update User Account

A user can perform some account management functions for their user account without the assistance of the Master Account Administrator. Users can update the following user account details in their Organization Account:

- Email address
- Phone number(s)
- Address

On the Gateway Main Menu, go to the My Profile box in the upper right and click **Edit**.

Click **Edit User Account**

Updates to email address, phone number or address can be made. After the updates are made, click **Continue**.

Click **Confirm User Account** to complete the process.

View Account Administrators

Users can view Account Administrators within their organization if there are questions about the user account or if they need EMMA submission rights. Go to the MSRB Gateway Main Menu and expand **Account and Company Management**, then select **View Account Administrators**. The following screen appears.

From the Gateway Main Menu expand the link **Account and Organization Management** and click **View Account Administrators**.

The Account Administrators will be listed with relevant contact information.

View Account Profile History and Rights History

Users can view a history of changes that were made to their account profile or to their account access rights. On the Gateway Main Menu, go to the My Profile box in the upper right and click **Edit**. On the User Account Profile screen, click **View Profile History** the dates that the user account was amended; and **View Rights History** for a history of when access rights were granted or removed.

View Confirmation Status (Continuing Disclosure Accounts Only)

To verify the confirmation status of your user account, log into your Gateway account and follow the steps below.

From the Gateway Main Menu, expand the **Account and Organization Management** link and click **Add/Remove Roles for Continuing Disclosure Service**.

If the account is confirmed, the confirmation status reads **Confirmed**. If unconfirmed or if confirmation is pending, it will state **Declined**.

Initiate/Reinitiate Confirmation (Continuing Disclosure Accounts Only)

Users who did not confirm their account during registration can get confirmed at anytime by using the reinitiating confirmation process in Gateway. Users can also use this process if their confirmation is in pending status awaiting confirmation. Use the following steps to reinitiate confirmation.

On the Gateway main menu, click **Add/Remove Roles for Continuing Disclosure Service**.

The screen will show that your confirmation status is declined. Click **Restart confirmation process** to start the process. Choose to confirm using the electronic or manual process. Refer to Part 6 for instructions on completing the confirmation process.

Manage Requests for Confirmation

An unconfirmed issuer may request electronic confirmation from a user. To manage these kind of requests, follow the steps below.

On the Gateway Main Menu expand the link **Account and Organization Management**. Click **Manage Continuing Disclosure Confirmation Requests**.

The upper section of the screen will display pending confirmation requests. Locate the organization and click **View and Confirm**.

Click **Accept Confirmation** or **Reject Confirmation**. The impacted organization will receive an email that states the actions taken.

Reset Password

Users can reset their password if they feel their password has been compromised or if they wish to change it to a new password.

Locate the My Profile box on the Gateway Main Menu. Click **Change Password**.

Enter your current password, your new password, and then click **Continue**.

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

Forgot User ID or Password

If you forget your password, reset the password by clicking **Forgot your password** on the Gateway log-in page. Follow on-screen instructions to create a new password.

If you forget your User ID, contact the MSRB at 703-797-6668.

User ID

Password

Login

Forgot your password?

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 System Status Page for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at (703) 797–6668.

The MSRB recommends not bookmarking this page.