



# Using MyEMMA<sup>®</sup>: Customized Access to EMMA<sup>®</sup>

MyEMMA provides customized access to municipal disclosures and trade data on the [Electronic Municipal Market Access \(EMMA<sup>®</sup>\) website](#). Creating a MyEMMA profile unlocks two custom tools that enhance the capabilities of the EMMA website — alerts and customized searches.



Monitor

Sign up for MyEMMA

## About EMMA<sup>®</sup>

The EMMA website is funded and operated by the Municipal Securities Rulemaking Board (MSRB), the self-regulatory organization charged by Congress with promoting a fair and efficient municipal securities market. EMMA is designated by the U. S. Securities and Exchange Commission as the official source for municipal securities data and disclosure documents. The website provides free public access to objective municipal market information and interactive tools for investors, municipal entities and others. EMMA supports municipal market transparency but is not a platform for buying or selling bonds.

## MyEMMA Alerts



MyEMMA Alerts provide an easy way to learn when trade activity occurs or new disclosure documents become available on EMMA about individual securities, a portfolio of securities and 529 savings plans. Use the MyEMMA Dashboard to create new alerts, manage alert preferences and view your alerts.

## Searching with MyEMMA



MyEMMA enables EMMA users to tailor and save their advanced search criteria. Use the MyEMMA Dashboard to create groups of securities to narrow your searches and more quickly find information related to particular securities. MyEMMA also allows users to save frequently used sets of search criteria.

## How to Use MyEMMA

### 1. Sign Up for MyEMMA

To create a MyEMMA profile, click the “Monitor” button from EMMA’s homepage and fill in the required information. You can also click the MyEMMA tab.

### 2. Sign In to MyEMMA

Once you have created a MyEMMA profile, you can sign in using the MyEMMA tab to access the alerts dashboard. You will be automatically signed out after 20 minutes of no activity.

### 3. Setting Up Alerts for Individual Securities

Enter the CUSIP number of the security you would like to track with MyEMMA alerts in the “quick search” box in EMMA’s header. Click the arrow to navigate to the Security Details page for that specific security.

Click on the green “Create MyEMMA Alert” button.

You are automatically subscribed to receive email notifications when trade activity occurs, or when primary market documents, continuing disclosure documents and variable rate security documents are posted to the EMMA website. You can manage these preferences from your custom MyEMMA alerts dashboard.



Subscribe to EMMA email updates from the MSRB. [Read about EMMA enhancements.](#)

#### 4. Manage Alerts Preferences and Add Groups

Access your custom MyEMMA Alerts Dashboard by clicking on the MyEMMA tab. Here you can view recent and previous alerts or click "Manage Preferences" to change your alert preferences.

You are automatically set up to receive email notifications about your alerts, but you can opt to view them online only by clicking the "Stop receiving all alerts by email" link on your custom Alerts Dashboard.

You can choose what types of information you would like to receive for a specific security.

- Click the "Edit" link for that security. Then select or deselect the check boxes for the events that trigger an alert, including the posting of certain disclosure documents to EMMA or the trading of that security.

- To stop receiving alerts for a specific security, click delete.
- To add a new alert, click "Add New Security," enter the CUSIP and select which events you would like to trigger an alert for that security.
- To subscribe to alerts for a portfolio of securities, click "Create New Group" and enter or paste a list of CUSIP numbers. Name the group and select which events you would like to trigger an alert for securities within that group.

#### Learn More

[Read answers to frequently asked questions about using MyEMMA alerts.](#) Go to [EMMA Help](#) to learn more about signing up for and using MyEMMA, managing alerts and searching for municipal securities information.

► **Don't Know your CUSIP?** A CUSIP is the unique nine-digit combination of numbers and letters used to identify an individual municipal security. If you don't know your CUSIP, click on the Advanced Search link to use descriptive characteristics about the security to locate its Security Details page on EMMA.

*This information is for educational purposes only and provides a general overview of the subject matter and does not constitute investment, tax, business, legal or other advice.*

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