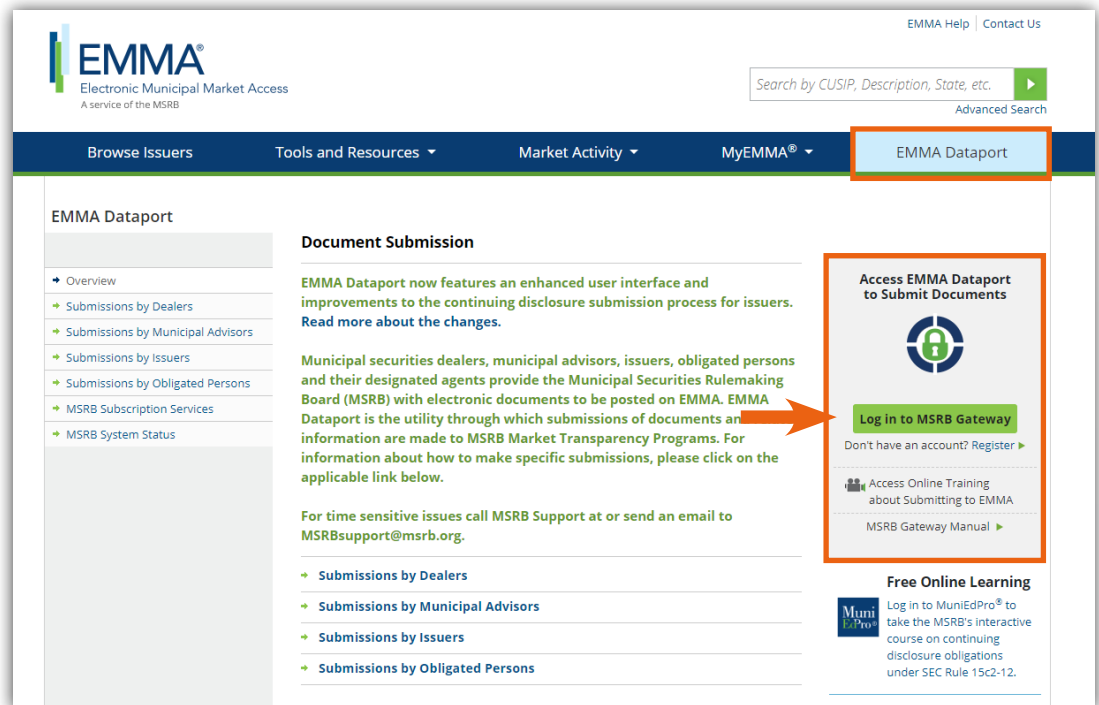




# Posting Preliminary Official Statements on the EMMA® Website

Issuers can use the Municipal Securities Rulemaking Board's [Electronic Municipal Market Access \(EMMA®\) website](#) to provide investors with access to preliminary official statements and other key market information free of charge. By making this information accessible, issuers can expand the universe of investors that have access to this information. The EMMA website makes all documents related to a particular bond issue accessible in one centralized location.

1. To post preliminary official statements on EMMA, issuers must first log in to MSRB Gateway. Log into MSRB Gateway from the EMMA Dataport tab on the EMMA homepage at [emma.msrb.org](http://emma.msrb.org).



The screenshot shows the EMMA website interface. At the top, there is a search bar and navigation links for 'EMMA Help' and 'Contact Us'. Below the search bar is a navigation menu with tabs for 'Browse Issuers', 'Tools and Resources', 'Market Activity', 'MyEMMA', and 'EMMA Dataport'. The 'EMMA Dataport' tab is highlighted with a red box. On the left side, there is a sidebar with a list of links under the heading 'EMMA Dataport', including 'Overview', 'Submissions by Dealers', 'Submissions by Municipal Advisors', 'Submissions by Issuers', 'Submissions by Obligated Persons', 'MSRB Subscription Services', and 'MSRB System Status'. The main content area is titled 'Document Submission' and contains the following text: 'EMMA Dataport now features an enhanced user interface and improvements to the continuing disclosure submission process for issuers. Read more about the changes.' Below this, it states: 'Municipal securities dealers, municipal advisors, issuers, obligated persons and their designated agents provide the Municipal Securities Rulemaking Board (MSRB) with electronic documents to be posted on EMMA. EMMA Dataport is the utility through which submissions of documents are made to MSRB Market Transparency Programs. For information about how to make specific submissions, please click on the applicable link below.' An orange arrow points from the 'Log in to MSRB Gateway' button in the right-hand sidebar to the text 'EMMA Dataport is the utility through which submissions of documents are made to MSRB Market Transparency Programs.' The right-hand sidebar also contains a 'Free Online Learning' section with a 'MuniEdPro' logo and text: 'Log in to MuniEdPro® to take the MSRB's interactive course on continuing disclosure obligations under SEC Rule 15c2-12.'



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

2. After logging in to EMMA Dataport, click on the "Preliminary Official Statement and Pre-Sale Documents" option.

Browse Issuers Tools and Resources Market Activity MyEMMA EMMA Dataport

You are acting on behalf of: MSRB (P000613)

EMMA Dataport

What would you like to do today?

Continuing Disclosure (Rule based & Voluntary)

Issuer Homepage

Issuer Voluntary Official Statements

Additional Options

**Preliminary Official Statement and Pre-Sale Documents**  
Submit POS and related pre-sale documents.

Voluntary Financial Information: Timing, GAAP Undertaking & URL  
Indicate the timing, accounting standard and URL for additional financial information.

3. Select "Create" next to the type of security associated with the pre-sale document being uploaded.

Browse Issuers Tools and Resources Market Activity MyEMMA EMMA Dataport

You are acting on behalf of: MSRB (P000613)

Preliminary Official Statement and Pre-Sale Documents [Resources](#)

Submit preliminary official statements and related pre-sale documents such as notices of sale, advertisements or other related documents.

**i** What information do I need to complete a submission?

- **Bond, Note, Variable Rate**  
(Standard EMMA submission: 9-digit CUSIP number available or expected) [Create](#) [Update](#)
- **Commercial Paper**  
(6-digit CUSIP number available or expected) [Create](#) [Update](#)
- **Ineligible for CUSIP Number Assignment** [Create](#) [Update](#)

Manage Groups of Securities and Disclosure Permissions

Manage Financial Disclosure Email Reminders

Export Secondary Market Trade Data

Access New Issue Calendar and Other Market Tools



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- Provide details for the bond, note or variable rate security related to the pre-sale document submission, as well as contact information for the issuer. Required information is denoted by an asterisk (\*). There is also an optional "Security Information" section in which the submitter can enter all the CUSIP numbers related to the pre-sale document being submitted. Once this section has been completed, click "Next" in the lower right-hand corner.

EMMA Dataport - Preliminary Official Statement Submission

Submission Status: Not Published You are acting on behalf of: MSRB (P000613)

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**Bond, Note or Variable Rate** ←

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

Issuer CUSIP-6:  (optional) \*POS Date:  mm/dd/yyyy  
 \*Full Issuer Name as Shown on POS:  Dated Date:  mm/dd/yyyy  
 \*Full Issue Description as Shown on POS:  Closing Date:  mm/dd/yyyy  
 Total Par Value on Issue:   
 \*State:

---

**Contact regarding this Preliminary Official Statement at the Issuer** ←

\* denotes required fields. † one of these fields is required

Organization:  †Phone Number:  Extension:   
 \*First Name:  †Email:   
 \*Last Name:   
 Address:   
 City:   
 State:   
 Zip Code:

---

**SECURITY INFORMATION** (Optional) ← ➤ Add Security to Issue

Please enter CUSIP-9s and related information if available

CUSIP	Maturity Date	Interest Rate (%)	Maturity Principal Amount(\$)	
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
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<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="text"/> Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear

➤ Add Security to Issue

➤ Next



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- Click on "Add Preliminary Official Statement," provide a description of the document being uploaded and select the document to be uploaded by clicking on the "Browse" button. Pre-sale documents must be in PDF format to be uploaded to the EMMA website. Click "Upload."

EMMA Dataport - Preliminary Official Statement Submission

Submission Status: Not Published

**Bond, Note, Variable Rate**

**PRELIMINARY OFFICIAL STATEMENT & RELATED DOCUMENTS**

[Add Preliminary Official Statement >>](#)

**UPLOAD DOCUMENTS**

Only PDFs accepted. [\[i\]](#)

Effective 1/1/2010 all PDF's need to be word searchable.

Preliminary Official Statement

Document Description:  (200 max)

No file chosen

[+Upload Multiple Files](#)

- Once the document has been uploaded, click on the "Preview" button and review all information submitted.

EMMA Dataport - Preliminary Official Statement Submission

Submission Status: Not Published

**Bond, Note, Variable Rate**

**PRELIMINARY OFFICIAL STATEMENT & RELATED DOCUMENTS**

[Add more documents >>](#)

**Preliminary Official Statement** [Options](#)

[\[i\]](#) Preliminary Official Statement posted 07/16/2019 [View](#) [Options](#)

- To complete the entry, click "Publish" in the lower right-hand corner.

*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.*

*"CUSIP" is a registered trademark of the American Bankers Association.*



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