



Email Reminders for Recurring Financial Disclosures

Scheduling email reminders on the [Electronic Municipal Market Access \(EMMA®\) website](#) can help ensure timely filing of annual and quarterly financial disclosures, including annual financial information, audited financial statements, annual budgets and quarterly financial statements.

About EMMA®

The Electronic Municipal Market Access system, or EMMA®, is the official repository for information on virtually all municipal securities. EMMA provides free public access to official disclosures, trade data, credit ratings, educational materials and other information about the municipal securities market. EMMA is an award-winning website, recognized by the National Federation of Municipal Analysts and the National Association of State Treasurers' State Debt Management Network. The Municipal Securities Rulemaking Board (MSRB) operates the EMMA website under authority granted by the U.S. Securities and Exchange Commission (SEC). Learn more about the MSRB at msrb.org.

This feature is available to municipal securities issuers, obligated persons and other continuing disclosure submitters that have an MSRB Gateway account and use this account to log in to EMMA Dataport. Additional email recipients can be added to a scheduled reminder. This helps ensure anyone with a role in preparing and filing financial disclosures is advised of upcoming filing deadlines. For example, issuers may wish to send email reminders to appropriate internal staff, their financial advisor or bond counsel.

Access Email Reminders

- Log in to the EMMA website at emma.msrb.org and click the "EMMA Dataport" link.
- Click on the "Login" button. Enter your MSRB account user ID and password and click "Login." You will be directed to the EMMA Dataport Submission Portal.
- From the Continuing Disclosure tab, click on "Schedule and manage email reminders for recurring financial disclosures." This can also be accessed from the continuing disclosure submission confirmation screen.
- Click the "Create Reminder" link to access the scheduling form.

MSRB Support

Phone:

202-838-1330

Hours:

7:30 a.m. – 6:30 p.m. ET

Email:

MSRBsupport@msrb.org

Hours:

7:00 a.m. – 7:00 p.m. ET



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