



# Scheduling and Managing Email Reminders for Recurring Financial Disclosures

Scheduling email reminders on the Electronic Municipal Market Access (EMMA<sup>®</sup>) 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<sup>®</sup>

The Electronic Municipal Market Access system, or EMMA<sup>®</sup>, 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](http://msrb.org).

## Schedule Email Reminders

1. The default email address is the one associated with the user logged into EMMA Dataport.
2. Additional recipient email addresses. Consider including anyone with a role in preparing and filing financial disclosures, including internal staff, the financial advisor and bond counsel.
3. Select the type of financial disclosure for which you wish to receive an email reminder. If you select "Other," you can provide notes about the type of disclosure in the Description section at the end of the form.
4. Specify the due date of the filing.
5. Indicate when you wish to receive the email reminder by entering the number of days prior to the due date of the filing. Email recipients will receive an additional reminder one calendar day before the filing due date.
6. Select the frequency for a recurring submission from the Repeat options.
7. In the Description section, provide details about the filing or other relevant information that you would like to be included in the email reminder to assist with making the submission. For example, enter the issue description or the document name.
8. Once you have completed all of the fields, click the "Create Reminder" button. The reminder you just created will appear on the Financial Disclosure Email Reminder screen. You and any other designated email recipients will receive emails on the specified date and one day prior to the filing due date.

## Manage Email Reminders

1. To make any changes to a scheduled reminder, click the "Edit" link to view and update the scheduling form.
2. Make the necessary changes and click the "Update Reminder" button. Changes are effective immediately.
3. To delete the reminder, click the "Delete" option on the right side of the reminder and click "Yes" when the confirmation screen appears.

## ► MSRB Support

**Phone:** 202-838-1330

**Hours:** 7:30 a.m. - 6:30 p.m. ET

**Email:** [MSRBsupport@msrb.org](mailto:MSRBsupport@msrb.org)

**Hours:** 7:00 a.m. - 7:00 p.m. ET



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