



Financial Disclosure: Preparing to Submit

Municipal securities issuers, obligated persons and agents acting on their behalf provide financial and other information under continuing disclosure agreements for most new offerings of municipal securities to the MSRB for posting on the Electronic Municipal Market Access (EMMA®) website. This document outlines the information required to successfully complete a financial disclosure submission to the EMMA website. When preparing to start a submission, gather the information listed below.

Use this checklist to gather the information required to successfully complete a financial disclosure submission to the EMMA website.

MSRB Gateway Account Information

An MSRB Gateway user name and password is required to submit financial disclosures to the EMMA website. [Learn more about getting started with MSRB Gateway.](#)

Indexing Information

Disclosures are indexed on EMMA by category of disclosure. Categories of financial and operational documents are identified in [SEC Rule 15c2-12](#).

Document Dates

Identify the date of the financial disclosure document and the period covered by the document(s).

Description of the Disclosure(s)

An explanation of the contents of each disclosure document provides a brief summary for EMMA website users.

CUSIP Numbers for All Applicable Securities

Up to 15,000 CUSIPs are allowed for each submission. [Watch a tutorial about creating and storing groups of multiple CUSIPs for reuse with future submissions.](#)

Contact Information

Contact information for an issuer official and/or obligated person is displayed on EMMA to assist the public with questions about the disclosures. The submitter's contact information will be displayed if no other contact is provided.

Financial Disclosure Documents and Files

All documents must be word-searchable PDFs, configured to be saved, viewed, printed and re-transmitted by electronic means.

Email Addresses and Dates for Automated Reminders of Recurring Financial Disclosures

Schedule email reminders for multiple recipients to keep track of due dates for recurring financial disclosures.

With this information in hand, issuers and other submitters of financial disclosures can begin the submission process. [Watch a tutorial](#) about submitting financial disclosures to the EMMA system.



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