

Form RTRS Instructions Version 1 June 24, 2004

Instructions for Accessing and Completing Form RTRS

Accessing the Form

The form is available to individuals who have registered with the MSRB as a Primary Electronic Mail Contact pursuant to Rule G-40 ("G-40 Contact"). To facilitate the electronic updating of contact information, all G-40 Contacts have been provided with a username and password, which grants the user access to a secure system ("G-40 system"), via the Internet. The registered municipal principal or executive officer completing the form will need to know the G-40 system username and password in order to access and complete the form.

Instructions:

1. Go to the home page of the MSRB web site and choose the "Log-in" option.
2. After logging in, select "Complete Form RTRS"
3. Follow the instructions on the form.

If, when attempting to log in, you find you know your username but have forgotten your password, you can select "Forgot your password?" If you have forgotten your username, or you know your username but have changed your email address, you can get help by sending an email describing your situation to G40@msrb.org. Alternatively you may call (703) 797-6600 and advise the receptionist that you are unable to access the G-40 system.

Completing the Form

Form RTRS is comprised of several screens. Most information will already be filled in based on information that the MSRB currently has on file. You will need to review the information supplied on the form for accuracy and completeness.

Once you are satisfied with the accuracy and completeness of the form, you should select "Submit" on the last page of the form. This will forward your completed form to the Board's transaction reporting department. At that time you will also be provided with a printer-friendly copy of the form to print out for your records.

If, after submitting, you find that you have submitted inaccurate or incomplete information, you should contact a Transaction Reporting Assistant at (703) 797-6600. The Transaction Reporting Assistant may be able to correct the information on your behalf. Or you may be asked to submit a new form, following the same procedures used to submit the first form, or to submit information in writing.

Effect on the Current Batch System

Please be advised that data submitted on Form RTRS will be applied immediately to the current Transaction Reporting System. Your form information, especially dealer identifiers, will not change solely because transaction reporting is moving to a real-time

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system. However, data on file with the MSRB may not be current and may require updating. To avoid possible difficulties, MSRB staff will review the information submitted prior to adopting it for system use. (See below.)

MSRB Review

A Transaction Reporting Assistant will review each submitted form. If the Transaction Reporting Assistant has questions about the data provided, he or she may contact you. If the Transaction Reporting Assistant cannot resolve the issue over the phone, you may be asked to submit a new form, or to submit information in writing.

If you have questions regarding Form RTRS, or the process of completing it, please call (703) 797-6600 and ask to speak with a Transaction Reporting Assistant.