



Using an Organization Account on EMMA[®] to Submit Disclosures

WHAT IS AN ORGANIZATION ACCOUNT?

To help ensure that issuers can efficiently, independently and securely fulfill their obligation to submit disclosures to the MSRB's [Electronic Municipal Market Access \(EMMA[®]\) website](#), the MSRB offers organization accounts. By creating an organizational account, issuers can:

- Create one consolidated account for the disclosure submission activities of multiple staff in the organization;
- Access new EMMA tools for issuers; and
- Independently manage staff permissions to submit disclosures.

ONE CONSOLIDATED ACCOUNT

Having a single account for the entire organization integrates the submission activities of all relevant staff. Any staff member or designated agent with the appropriate permissions can file disclosures on behalf of the organization and manage past submissions.

ACCESS ISSUER TOOLS

Issuers with organization accounts have exclusive access to certain EMMA features, issuer home pages and the EMMA Trade Monitor.



Export Secondary Market Trade Data: The free EMMA Trade Monitor tool enables issuers to export data from the EMMA website including the price, yield and amount of secondary market trade activity of municipal bonds. Issuers with organization accounts have the flexibility to analyze data downloaded from the EMMA Trade Monitor in support of, among other things, evaluating pricing for new issues.



Issuer Homepages: Free customizable issuer homepages on EMMA display all information about the bond issues of an issuer in a single location. Issuers can customize and consolidate their information to conveniently view and monitor all outstanding issues, more easily comply with disclosure obligations and help investors find information on EMMA.

MANAGE PERMISSIONS

Each organization account is administered by a master account administrator who can securely and independently manage permissions for other staff and designated agents. The master account administrator can grant access rights to new staff and immediately revoke permissions for staff members who are no longer responsible for disclosure submission or may be leaving the organization.

SET UP AN ORGANIZATION ACCOUNT



MSRB Gateway is the single, secure access point for all MSRB market transparency systems, including the EMMA Dataport for disclosure submissions. At least one user in the organization must first create or convert to an organization account by logging in to [MSRB Gateway](#) and selecting “Create an organization account.” For more help with creating a new organization account [click here](#).

If you have questions, please contact MSRB support at 202-838-1330.

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

About the MSRB

The Municipal Securities Rulemaking Board (MSRB) protects and strengthens the municipal bond market, enabling access to capital, economic growth, and societal progress in tens of thousands of communities across the country. The MSRB fulfills this mission by creating trust in our market through informed regulation of dealers and municipal advisors that protects investors, issuers and the public interest; building technology systems that power our market and provide transparency for issuers, institutions, and the investing public; and serving as the steward of market data that empowers better decisions and fuels innovation for the future. The MSRB is a self-regulatory organization governed by a board of directors that has a majority of public members, in addition to representatives of regulated entities. The MSRB is overseen by the Securities and Exchange Commission and Congress.

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.