



The Official Source for Municipal Disclosures and Market Data

EMMA Dataport Manual for Voluntary Submissions by Issuers and Obligated Persons

Version 4.0, August 2021

Revision History

Version	Date	Description of Changes
1.0	May 2011	Initial version.
2.0	April 2012	Extracted Gateway account management and functionality.
2.3	August 2015	Updated the Resources and Support section to reflect the change in hours of operation for Email Support.
2.4	June 2016	Updated to reflect the user navigation changes to the MSRB.org homepage, MSRB Gateway Login and Main Menu pages.
2.5	June 2018	Updated to reflect the addition of ABLE program submissions and removed the word “College” from 529 Savings Plans to reflect the Tax Cuts and Jobs Act of 2017.
2.6	August 2019	Updated to reflect EMMA Dataport user interface changes.
3.0	August 2020	Updated to reflect URL changes due to the MSRB’s cloud migration and reorganize and consolidate information on related rules and resources.
4.0	August 2021	Update to provide additional links to resources and tools and to reflect changes to the Voluntary Submission process.

Resources and Support

Contact the MSRB

MSRB Support

Phone: 202-838-1330

Email: MSRBsupport@msrb.org.

Live support: 7:30 a.m. – 6:30 p.m. ET.

E-mail support: 7:00 a.m. – 7:00 p.m. ET.

MSRB Corporate Office

Municipal Securities Rulemaking Board

1300 I Street NW, Suite 1000

Washington, DC 20005

Phone: 202-838-1500

MSRB Website: www.msrb.org

EMMA Website: emma.msrb.org

Core Operational Hours

7:00 a.m. to 7:00 p.m. ET on business days*

**Excludes weekends and holidays identified on the [MSRB System Holiday Schedule](#) and planned or unplanned outages as communicated on the [MSRB Systems Status](#) webpage.*

Related MSRB Rules and Resources

- [MSRB Rule G-32:](#)
- [Posting Preliminary Official Statements on the EMMA Website](#)
- [Setting Up an Organization Account](#)
- [Submitting Voluntary Official Statements for 529 Plans](#)

Overview

About the MSRB

The MSRB protects investors, state and local governments and other municipal entities, and the public interest by promoting a fair and efficient municipal securities market. The MSRB fulfills this mission by regulating the municipal securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB provides market transparency through its Electronic Municipal Market Access (EMMA®) website, the free, official repository for information on all municipal bonds. The MSRB also serves as an objective resource on the municipal market and provides extensive education and outreach to market stakeholders. 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.

About this Manual

This manual describes three types of voluntary submissions made by issuers and other obligated persons: voluntary official statements, preliminary official statements and voluntary financial reporting information.



This symbol appears within this manual to call out important information or directions.



In the remainder of this document, references to an issuer will also denote other obligated persons and an agent specifically designated by an issuer or obligated person to submit information on its behalf unless otherwise noted

This resource is for informational purposes only. Any references to MSRB rules should be considered in conjunction with the applicable rule text and any related interpretations. The complete text of all MSRB rules and interpretations is available at <http://www.msrb.org/Rules-and-Interpretations/MSRB-Rules.aspx>.

“CUSIP” is a registered trademark of ABA.

All products or brand names mentioned in this manual are trademarks or registered marks of their respective holders.

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Part 1: Access EMMA Dataport

Access EMMA Dataport

Submitters can access the Voluntary Official Statement submission path by logging into EMMA Dataport from the [EMMA homepage](#) as described in this manual. Alternatively, submitters can start from the [MSRB homepage](#) and click “Login.”

1. From the [EMMA homepage](#), click the **EMMA Dataport** tab.

EMMA Help | Contact Us

EMMA[®]
Electronic Municipal Market Access
A service of the MSRB

Search by CUSIP, Description, State, etc.
Advanced Search

Browse Issuers Tools and Resources Market Activity MyEMMA[®] **EMMA Dataport** A- 100% A+

The official source for municipal securities data and documents

Provided by the Municipal Securities Rulemaking Board.

Click on a state to start your search

WA OR ID WY UT CO AZ NM TX AK HI

MT ND MN WI MI NY ME

CA NV UT CO KS MO IL IN OH PA VA WV KY TN SC NC

IA NE IA IL IN OH PA VA WV KY TN SC NC

AR MS AL GA FL

NH VT MA RI CT NJ DE MD DC


Territories: GU MP PR VI

Learn
New to EMMA? Find out more.

Evaluate
Access New Issue Calendar and other market tools.

Monitor
[Sign up for MyEMMA](#)

2. Click the **Log in to MSRB Gateway** button.



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Electronic Municipal Market Access
A service of the MSRB

[EMMA Help](#) | [Contact Us](#)

▶
Advanced Search

Browse Issuers
Tools and Resources ▾
Market Activity ▾
MyEMMA[®] ▾
EMMA Dataport

EMMA Dataport

- ➔ Overview
- ➔ Submissions by Dealers
- ➔ Submissions by Municipal Advisors
- ➔ Submissions by Issuers
- ➔ Submissions by Obligated Persons
- ➔ MSRB Subscription Services
- ➔ MSRB System Status

Document Submission


EMMA Dataport now features an enhanced user interface and improvements to the continuing disclosure submission process for issuers. [Read more about the changes.](#)

Municipal securities dealers, municipal advisors, issuers, obligated persons and their designated agents provide the Municipal Securities Rulemaking Board (MSRB) with electronic documents to be posted on EMMA. EMMA Dataport is the utility through which submissions of documents and related information are made to MSRB Market Transparency Programs. For information about how to make specific submissions, please click on the applicable link below.

For time sensitive issues call MSRB Support at or send an email to MSRBsupport@msrb.org.


- ➔ [Submissions by Dealers](#)
- ➔ [Submissions by Municipal Advisors](#)
- ➔ [Submissions by Issuers](#)
- ➔ [Submissions by Obligated Persons](#)

Access EMMA Dataport to Submit Documents




Log in to MSRB Gateway

Don't have an account? [Register](#) ▶


 [Access Online Training about Submitting to EMMA](#)

[MSRB Gateway Manual](#) ▶

Free Online Learning

 Log in to MuniEdPro[®] to take the MSRB's interactive course on continuing disclosure obligations under SEC Rule 15c2-12.

EMMA for Issuers

 Watch government finance professionals explain how they use EMMA.

3. From the MSRB Gateway landing page, enter your User ID and Password, and click **Login**.

Part 2: Submit Voluntary Financial Reporting Information

Upon logging into MSRB Gateway, the Issuer or Obligated Person may choose to create or update voluntary disclosure information regarding issues and/or securities in EMMA Dataport. The voluntarily financial information will be disclosed on the EMMA website when published.

Begin a New Submission

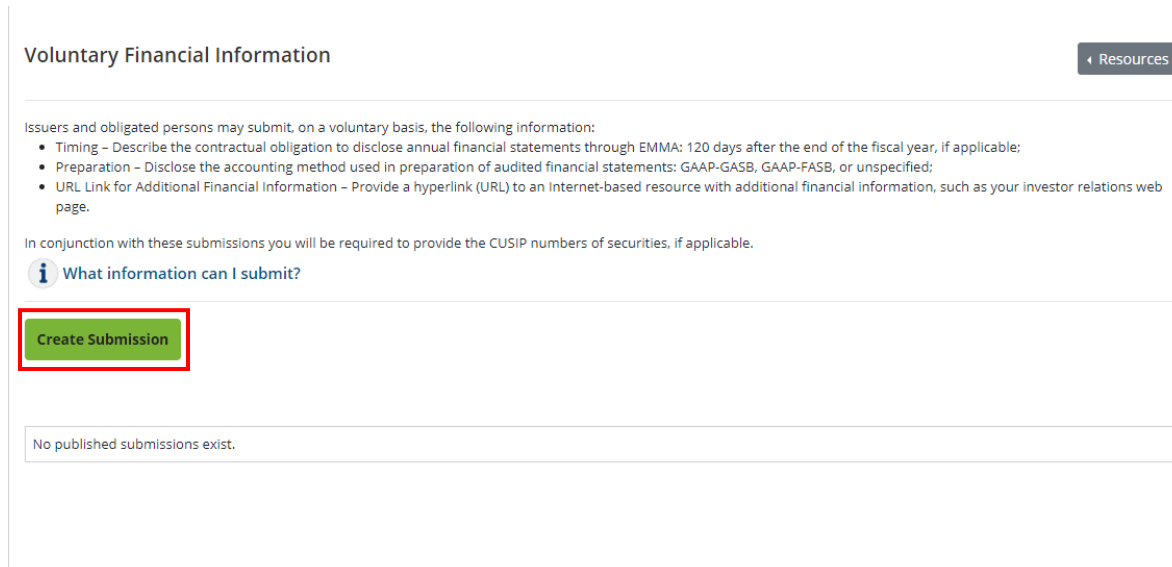
If your organization has the rights to act on the behalf of another organization, you will see a screen allowing you to select the organization for which you are making a submission from the drop-down menu.

The screenshot shows the EMMA Dataport interface. At the top is a dark blue navigation bar with the following items: "Browse Issuers", "Tools and Resources" (with a dropdown arrow), "Market Activity" (with a dropdown arrow), "MyEMMA®" (with a dropdown arrow), and "EMMA Dataport" (highlighted in light blue). Below the navigation bar, the text "EMMA Dataport" is displayed. A light gray box contains the message: "Welcome to EMMA Dataport, the secure portal for submitting disclosure documents and data to the MSRB. [Read about recent enhancements to EMMA Dataport.](#)" Below this, the question "Which organization are you acting on behalf of?" is followed by a dropdown menu currently showing "-select one-".

1. From the EMMA Dataport Submission Portal screen, click the **Voluntary Financial Information: Timing, GAAP Undertaking & URL** button.

The screenshot shows the EMMA Dataport submission portal. At the top, the text "EMMA Dataport" is displayed. Below it, a light gray box contains the question "What would you like to do today?". Three light blue buttons are arranged horizontally, each with a circular icon above it: "Continuing Disclosure (Rule-based & Voluntary)" with an upward arrow icon, "Issuer Homepage" with a document icon, and "Issuer Voluntary Official Statements" with an upward arrow icon. Below these buttons is another light gray box labeled "Additional Options". Under this section, there are two options. The first is "Preliminary Official Statement and Pre-Sale Documents" with the subtext "Submit POS and related pre-sale documents." The second option, "Voluntary Financial Information: Timing, GAAP Undertaking & URL", is highlighted with a red rectangular box. Its subtext reads: "Indicate the timing, accounting standard and URL for additional financial information."

2. The Submission Summary screen displays any previously published submissions. Click **Create Submission** to submit a new disclosure.



Voluntary Financial Information [Resources](#)

Issuers and obligated persons may submit, on a voluntary basis, the following information:

- Timing – Describe the contractual obligation to disclose annual financial statements through EMMA: 120 days after the end of the fiscal year, if applicable;
- Preparation – Disclose the accounting method used in preparation of audited financial statements: GAAP-GASB, GAAP-FASB, or unspecified;
- URL Link for Additional Financial Information – Provide a hyperlink (URL) to an Internet-based resource with additional financial information, such as your investor relations web page.

In conjunction with these submissions you will be required to provide the CUSIP numbers of securities, if applicable.

[What information can I submit?](#)

Create Submission

No published submissions exist.

3. Enter a description of the financial disclosure in the **Disclosure Description** text box.

4. Select the submission date of the annual financial filing information from the dropdown menu in the **Timing of Annual Financial Filing** section.

5. Provide a URL in the **URL** text box to link to Additional Financial Information.

6. Select the **Financial Accounting Method** used in conformance to the Generally Accepted Accounting Principles (GAAP).

7. After you have entered the financial information, click the **Next** button.



Search by CUSIP, Description, State, etc.
Advanced Search

[Browse Issuers](#) [Tools and Resources](#) [Market Activity](#) [MyEMMA](#) **EMMA Dataport**

Submission Status: Not Published

You are acting on behalf of: SAMPLE CO (G0000B)

Voluntary Financial Information

Disclosure Description: (140 Characters Max)

Timing of Annual Financial Filing

Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Month Day

Additional Information: (information will display on EMMA)
(140 Characters Max)

URL Link for Additional Financial Information

(this link will display on EMMA)

URL: [Validate URL](#)
(eg. <http://www.msrb.org>)

Description of URL link: (description will display on EMMA)
(140 Characters Max)

Financial Accounting Method

- GAAP-GASB
- GAAP-FASB
- Not declared

Other Financial Accounting Information: (information will display on EMMA)
(140 Characters Max)

Associate CUSIPs

1. Select the type of securities, which may be CUSIP-9-based or non-CUSIP-9-based. Two separate submissions are required to associate both CUSIP-9 and non-CUSIP-9 based issues and/or securities.

Welcome JOHN DOE, G0000B | EMMA Help | Contact Us

EMMA[®]
Electronic Municipal Market Access
A service of the MSRB

Search by CUSIP, Description, State, etc. ▶
Advanced Search

Browse Issuers Tools and Resources Market Activity MyEMMA[®] EMMA Dataport

Submission Status: Not Published You are acting on behalf of: SAMPLE CO (G0000B)

Voluntary Financial Information

Associate Issues/Securities to the Disclosure

SELECT ONE OF THE OPTIONS FOR ASSOCIATING ISSUES/SECURITIES

CUSIP-9 Based
(What is a CUSIP?)

CUSIP-9 Based

Non-CUSIP-9 Based

- Commercial Paper (CUSIP-6 Based)
- Ineligible for CUSIP Number Assignment
- 529 Savings Plan
- ABL Program
- Other Municipal Fund Security

Back Next Exit

1a. For non-CUSIP-9-based submissions, select one of the following categories: Commercial Paper, Non-CUSIP, 529 Savings Plan/ABLE Program or Other Municipal Fund Security. Once the selection is made, follow the on-screen instructions for associating the disclosure to the appropriate issue and/or security. Select the **Next** button to continue.



Select either CUSIP-9-based or Non-CUSIP-9 Based as they cannot be combined in one submission.

2. In the text box, you may enter or copy and paste a list of CUSIP-9s and/or CUSIP-6s and then click the **Upload** button. Note that you cannot click the Preview button until at least one CUSIP is uploaded.

Associate Issues/Securities to the Disclosure

Voluntary Financial Reporting Disclosure Data
Disclosure Description: test
Timing of Annual Financial Filing: Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Jan 3.
Website for Additional Financial Information: Not Declared
Financial Statements Accounting Standard: Not Declared

Total CUSIPs Count: 0

CUSIP-9 Based

INSTRUCTIONS Enter CUSIP-9s for securities.
You may also enter CUSIP-6s for all associated CUSIP-9s.

999998B58
999998B66
999998B74
999998B82
999998B90
999998C16
999998C24
999998C32
999998C40

Filters for CUSIP-6:
 Exclude matured associated securities.
 Exclude fully called or redeemed associated securities.

Upload

[+] Search by Issuer

ASSOCIATING SECURITIES TO FINANCIAL STATEMENT REPORTING DISCLOSURE
Maximum of 15000 securities per submission
Securities uploaded via existing groups and the cut and paste securities utilities are combined in alphabetic sort order up to the maximum allowed per submission.

Back Preview Exit

The copy-and-paste functionality allows a variety of delimiters to separate securities, including semicolon, comma and enter. Up to 1,500 CUSIPs can be pasted in the text box, and a total of 15,000 CUSIP-9s are allowed for each submission.

Verify that the CUSIPs listed are accurate. To remove a CUSIP-9, highlight the CUSIP(s) and click the **Unassign CUSIPs** link below the list of CUSIPs.

Voluntary Financial Information

Associate Issues/Securities to the Disclosure

VOLUNTARY FINANCIAL REPORTING DISCLOSURE DATA

Disclosure Description: test
Timing of Annual Financial Filing: Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Feb 4.
Website for Additional Financial Information: Not Declared
Financial Statements Accounting Standard: Not Declared

Total CUSIPs Count: 9

CUSIP-9 BASED

INSTRUCTIONS Enter CUSIP-9s for securities.
You may also enter CUSIP-6s for all associated CUSIP-9s.

Filters for CUSIP-6:

- Exclude matured associated securities.
- Exclude fully called or redeemed associated securities.

Upload

[+] Search by Issuer

ASSOCIATING SECURITIES TO FINANCIAL STATEMENT REPORTING DISCLOSURE
Maximum of 15000 securities per submission
Securities uploaded via existing groups and the cut and paste securities utilities are combined in alphabetic sort order up to the maximum allowed per submission.

[View Security Details](#)

Assigned Securities
Displaying 9 securities

- 99999BB58
- 99999BB66
- 99999BB74
- 99999BB82
- 99999BB90
- 99999BC16
- 99999BC24
- 99999BC32
- 99999BC40

Unassign CUSIPs ←

Back **Preview** **Exit**



Invalid CUSIPs will not populate in the list and generate an error message that appears on the right-hand side of the screen.

Find CUSIPs by Issuer Name and State

If you do not know your CUSIPs, you may use the search function to find CUSIP-6s. Enter an issuer name and state and select the **Search CUSIP-6s** button. Filters are available to exclude matured securities and fully called or redeemed securities from the results. A list of issuers based on your search criteria appears. Select one or more issuers to associate their securities to the disclosure.

[-] Search by Issuer

Search for CUSIP-6s

Issuer Name:

State:

Exclude matured associated securities.

Exclude fully called or redeemed associated securities.

Publish the Disclosure

The Voluntary Financial Reporting Disclosure Data will not be disclosed to the public until the submission is published.

1. Click the **Preview** button to review all information to be published.

Voluntary Financial Information

Associate Issues/Securities to the Disclosure

VOLUNTARY FINANCIAL REPORTING DISCLOSURE DATA
Disclosure Description: test
Timing of Annual Financial Filing: Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Feb 3.
Website for Additional Financial Information: Not Declared
Financial Statements Accounting Standard: Not Declared

Total CUSIPs Count: 9

CUSIP-9 BASED

INSTRUCTIONS Enter CUSIP-9s for securities.
You may also enter CUSIP-6s for all associated CUSIP-9s.

Filters for CUSIP-6:
 Exclude matured associated securities.
 Exclude fully called or redeemed associated securities.

Upload

ASSOCIATING SECURITIES TO FINANCIAL STATEMENT REPORTING DISCLOSURE
Maximum of 15000 securities per submission
Securities uploaded via existing groups and the cut and paste securities utilities are combined in alphabetic sort order up to the maximum allowed per submission.

[View Security Details](#)

Assigned Securities
Displaying 9 securities

- 99999BB58
- 99999BB66
- 99999BB74
- 99999BB82
- 99999BB90
- 99999BC16
- 99999BC24
- 99999BC32
- 99999BC40

Unassign CUSIPs

[-] Search by Issuer

SEARCH FOR CUSIP-6S

Issuer Name:

State:

Exclude matured associated securities.
 Exclude fully called or redeemed associated securities.

Search CUSIP-6s **Clear**

Back **Preview** **Exit**

If you wish to change any information as shown on the preview screen, use the **Back** button until you reach the screen where the data was first input and make the desired edit(s). Once all information is correct, click the **Publish** button.

Submission Status: Not Published You are acting on behalf of: MSRB FormIssuer Test Organization (P0100245)

Voluntary Financial Information

Please review submission details before publishing


VOLUNTARY FINANCIAL REPORTING DISCLOSURE DATA
Disclosure Description: test
Timing of Annual Financial Filing: Issuer/ Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Feb 7.
Website for Additional Financial Information: Not Declared
Financial Statements Accounting Standard: Not Declared

CUSIP-9 BASED
The following issuers are associated with this Financial Reporting Disclosure Submission:

CUSIP-6 State Issuer Name
99999B
The following securities will be published with this Financial Reporting Submission:

Assigned Securities
Displaying 9 securities

- 99999BB58
- 99999BB66
- 99999BB74
- 99999BB82
- 99999BB90
- 99999BC16
- 99999BC24
- 99999BC32
- 99999BC40



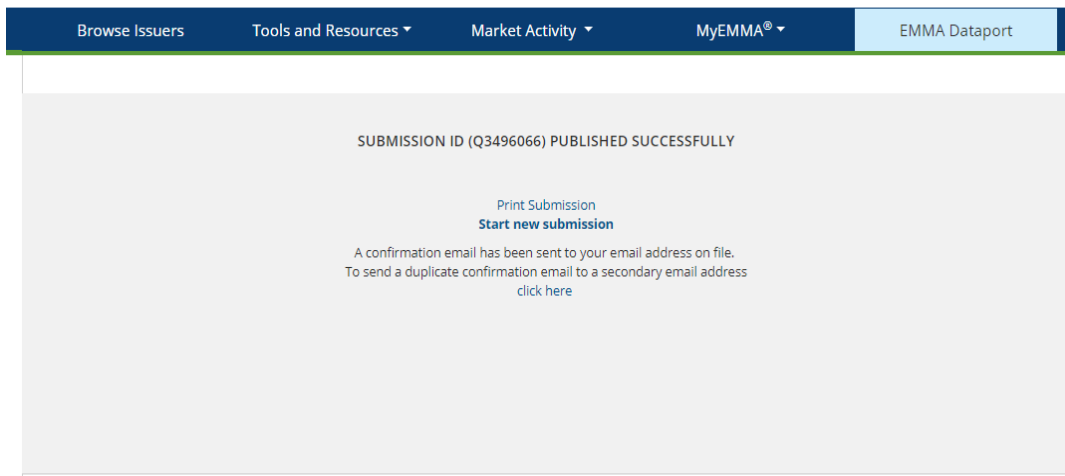
2. Select the **Yes: Publish** button finalize your submission.

Are you sure you want to publish?

The confirmation screen will contain the following:

Submission ID	Unique identifier for your submission, which is helpful for any future updates
Print Submission link	Print your submission confirmation
Start new submission link	Make a new submission or to modify existing submission
Link to secondary email address	Send confirmation email to a secondary email address

The MSRB will send an electronic receipt to your email address. The receipt contains a complete listing of the submission and a link to view the submission on the EMMA website.



Update the Submission

The new submission will be added to the list on the EMMA Dataport Submission Summary Screen. To update a submission, select either the **Edit** or **Cancel** link on this screen.

Posting Date/Time ▾	Submission Identifier	Security Type	Timing of Annual Financial Filing †	URL Link for Additional Financial Information	Financial Accounting Method	
04/24/2019 : 10:50 AM	MSRB Test Submission-Other MFS (U2842839) View Securities	Other Municipal Fund Security	*Days: 120 **Fiscal Year End: November 6 (MSRB Test)	http://www.msrb.org → (MSRB Test)	GAAP-FASB (MSRB Test)	Edit Cancel

Part 3: Submit Preliminary Official Statement and Pre-Sale Documents



An issuer's voluntary submission in no way relieves the underwriter of its obligation to submit documents and information under Rule G-32.

A voluntary preliminary official statement submission must be accompanied by a minimum amount of indexing information. The issuer may provide additional information as it becomes available.

Mandatory Information	Additional Information
Full Issuer Name	Total par value of the issue
Full Issue Description	CUSIP-6 number of the Issuer
Issuer's State	Dated Date / Closing date
Date of the Preliminary Official Statement	CUSIP-9 / Maturity Date
Contact information of the Issuer or other appropriate party	Interest Rate / Maturity Principal Amount

Begin the Submission

1. If your organization has the rights to act on the behalf of another organization, you will see a screen that will allow you to select the organization from the drop-down menu for which you are making a submission.



EMMA Dataport

Welcome to EMMA Dataport, the secure portal for submitting disclosure documents and data to the MSRB. [Read about recent enhancements to EMMA Dataport.](#)

Which organization are you acting on behalf of?

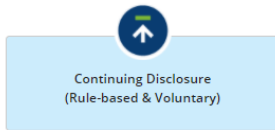
-select one-



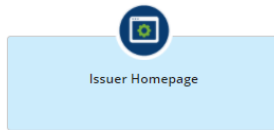
2. The EMMA Dataport Submission Portal allows the user to select which submission types to make on EMMA. Select the **Preliminary Official Statement and Pre-Sale Documents** button.

EMMA Dataport

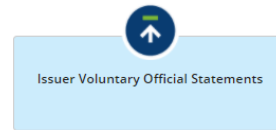
What would you like to do today?



Continuing Disclosure
(Rule-based & Voluntary)



Issuer Homepage



Issuer Voluntary Official Statements

Additional Options

Preliminary Official Statement and Pre-Sale Documents
Submit POS and related pre-sale documents.

Voluntary Financial Information:
Timing, GAAP Undertaking & URL
Indicate the timing, accounting standard and URL for additional financial information.





Welcome JOHN DOE, G0000B | [EMMA Help](#) | [Contact Us](#)

Search by CUSIP, Description, State, etc.
Advanced Search

[Browse Issuers](#) [Tools and Resources](#) [Market Activity](#) [MyEMMA®](#) **EMMA Dataport**

You are acting on behalf of: SAMPLE CO (G0000B)

Preliminary Official Statement and Pre-Sale Documents

Submit preliminary official statements and related pre-sale documents such as notices of sale, advertisements or other related documents.

[Resources](#)

What information do I need to complete a submission?

- **Bond, Note, Variable Rate**
(Standard EMMA submission: 9-digit CUSIP number available or expected) [Create](#) [Update](#)
- **Commercial Paper**
(6-digit CUSIP number available or expected) [Create](#) [Update](#)
- **Ineligible for CUSIP Number Assignment** [Create](#) [Update](#)

Create an Organization Account to Streamline Disclosures Manage Groups of Securities and Disclosure Permissions Manage Financial Disclosure Email Reminders Access New Issue Calendar and Other Market Tools

3. Complete all required fields and any additional information you would like to provide.



The following screen is similar for creating **Commercial Paper** and **Ineligible for CUSIP Number Assignment** submission.

EMMA Dataport - Preliminary Official Statement Submission

Submission Status: Not Published
You are acting on behalf of: SAMPLE CO (G0000B)

Bond, Note or Variable Rate

Please provide the following details
*All fields required, if applicable, for a complete submission

<p>Issuer CUSIP-6: <input type="text" value="99999B"/> (optional)</p> <p>*Issuer Name as Shown on POS: <input type="text" value="FULL ISSUER NAME"/></p> <p>*Issue Description as Shown on POS: <input type="text" value="FULL ISSUE DESCRIPTION"/></p> <p>Total Par Value on Issue: <input type="text"/></p> <p>*State: <input type="text" value="v"/></p>	<p>*POS Date: <input type="text" value="03/14/2019"/> mm/dd/yyyy</p> <p>Dated Date: <input type="text"/> mm/dd/yyyy</p> <p>Closing Date: <input type="text"/> mm/dd/yyyy</p>
---	--

Contact regarding this Preliminary Official Statement at the Issuer
* denotes required fields. † one of these fields is required

<p>Organization: <input type="text" value="ISSUE ORGANIZATION"/></p> <p>*First Name: <input type="text" value="JOHN"/></p> <p>*Last Name: <input type="text" value="DOE"/></p> <p>Address: <input type="text" value="123 MAIN ST"/></p> <p>City: <input type="text" value="CITY"/></p> <p>State: <input type="text" value="DC"/> v</p> <p>Zip Code: <input type="text" value="12345"/></p>	<p>†Phone Number: <input type="text" value="123456789"/> Extension: <input type="text"/></p> <p>†Email: <input type="text" value="JDOE@ISSUERXYZ.ORG"/> x</p>
--	---

Security Information



The Security Information is only applicable to **Bond, Note and Variable Rate** submissions. Enter the CUSIP-9 then click the **Find** link or manually input the information in the fields. Once all information is complete, select the **Add Security to Issue** link.

SECURITY INFORMATION <small>(Optional)</small>					
Please enter CUSIP-9s and related information if available					
CUSIP		Maturity Date	Interest Rate (%)	Maturity Principal Amount(\$)	
99999BA18	Find	12/31/2111	0.05	200000	Clear
99999BA26	Find	12/31/2111	0.05	200000	Clear
99999BA34	Find	12/31/2111	0.05	200000	Clear
	Find				Clear
	Find				Clear
	Find				Clear
	Find				Clear
	Find				Clear
	Find				Clear
	Find				Clear

> Add Security to Issue

Upload the Document

To upload a document:

1. Click the **Add Preliminary Official Statement** link.
2. Enter the **Document Description** then click the **Browse** button.
3. Click the **Upload** button to transfer the file to the EMMA website.



Note that you cannot click the preview button until at least one PDF document is uploaded.


EMMA Dataport - Preliminary Official Statement Submission

Submission Status: Not Published

You are acting on behalf of: SAMPLE CO (G0000B)

Bond, Note, Variable Rate**PRELIMINARY OFFICIAL STATEMENT & RELATED DOCUMENTS**

Add Preliminary Official Statement >>

UPLOAD DOCUMENTSOnly PDFs accepted. 

Effective 1/1/2010 all PDFs need to be word searchable.

Preliminary Official Statement Document Description: (200 max)

+Upload Multiple Files

Each continuing disclosure document must be a portable document format (PDF) file configured to be saved, viewed, printed and retransmitted by electronic means. The document must also be word-searchable, that is, allowing the user to search for specific terms used within the document through a search or find function available in most standard software packages.



Diagrams, images and other non-textual elements are not required to be word searchable. If the submitted file is a reproduction of the original document, the submitted file must maintain the graphical and textual integrity of the original document.

A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB. The file has successfully been uploaded for submission once the file name appears below the drag-and-drop box. You can click on a file name to view the file



To add a pre-sale document to a submission after the preliminary official statement is uploaded, click the **Add more documents** link on the Document screen.

Publish the Disclosure

The uploaded document(s) will not be accessible on the public EMMA website until it is published. To publish a document:

1. Select the **Preview** button to review all the information to be published.

The screenshot shows the EMMA Dataport interface. At the top left, a yellow box contains the text "Submission Status: Not Published". At the top right, it says "You are acting on behalf of: SAMPLE CO (G0000B)". Below this, the section "Bond, Note, Variable Rate" is displayed. Underneath, the heading "PRELIMINARY OFFICIAL STATEMENT & RELATED DOCUMENTS" is shown. A red box highlights the link "Add more documents >>". Below this, there is a link for "Preliminary Official Statement" with an "Options" link next to it. A red arrow points down to the "Preview" button in a light blue footer bar, which also contains "Back" and "Exit" buttons.

If you wish to change any information as shown on the preview screen, use the **Back** button until you reach the screen where the data was first input and make the desired edit(s). Once all information is correct, click the **Publish** button.

Submission Status: Not Published

You are acting on behalf of: SAMPLE CO (G0000B)

PREVIEW

Bond, Note, Variable Rate

Issuer CUSIP-6:
Full Issuer Name as Shown on POS: ISSUER NAME
Full Issue Description as Shown on POS: ISSUE DESCRIPTION
Total Par Value on Issue:
State: MA
POS Date: 3/14/2019
Dated Date
Closing Date:

PRELIMINARY OFFICIAL STATEMENT
- Preliminary Official Statement posted 04/19/2019 view

SECURITY INFORMATION

Cusip	Maturity Date	Interest Rate (%)	Maturity Principal Amount(\$)
99999AAB8	12/31/2050	.05%	\$200,000

Organization:
Name: John Doe
Address: 123 Main Street
City, State Zip: City, MA
Phone Number: 1234567890
Email:

Publish **Edit** **Exit**

2. Select the **Yes: Publish** button to finalize your submission.

Are you sure you want to publish?

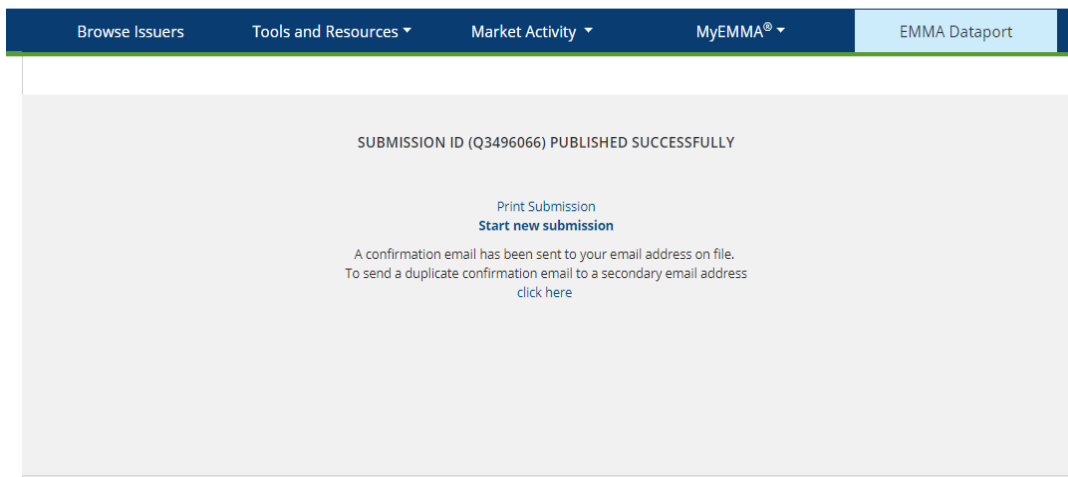
YES: Publish

NO: Edit Submission

The confirmation screen contains the following:

Submission ID	Unique identifier for your submission, which is helpful for any future updates
Print Submission link	Print your submission confirmation
Start new submission link	Make a new submission or to modify existing submission
Link to secondary email address	Send confirmation email to a secondary email address

The MSRB will send an electronic receipt to your email address. The receipt will contain a complete listing of the submission and a link to view the submission on the EMMA website.



Update the Submission

To update a submission:

1. Click the **Update** button from the **Preliminary Official Statement and Pre-Sale Documents** page and provide a CUSIP number or the submission ID of your earlier submission and proceed in the same way as for creation.

Preliminary Official Statement and Pre-Sale Documents

Submit preliminary official statements and related pre-sale documents such as notices of sale, advertisements or other related documents.

What information do I need to complete a submission?

■ **Bond, Note, Variable Rate**

(Standard EMMA submission: 9-digit CUSIP number available or expected)

Create

Update



■ **Commercial Paper**

(6-digit CUSIP number available or expected)

Create

Update

■ **Ineligible for CUSIP Number Assignment**

Create

Update

Part 4: Submit Issuer Voluntary Official Statements



An Issuer's voluntary submission in no way relieves the underwriter of its obligation to submit documents and information under Rule G-32.

Underwriters are required to submit certain primary market documents to the EMMA website in accordance with Rule G-32. Issuers can submit primary market documents or edit their existing disclosure data on the EMMA website where errors or omissions may have occurred.

Bond, Note and Variable Rate Submissions

This section describes how issuers may submit official statements and advance refunding documents.

An issuer may not change certain information associated with an issue if any underwriter or dealer has made a regulated submission about the issue since June 1, 2009 under revised Rule G-32.

Despite these limitations on other types of voluntary submissions, an issuer may add an official statement or advance refunding document to any issue, even if underwriter-submitted information after June 1, 2009 is already present.



Issuer submitted voluntary official statements will appear on EMMA with the text **Issuer submitted** next to the document name.

Individual Documents

[Official Statement posted 04/08/2020 \(3.2 MB\)](#)

[**Issuer Submitted** Official Statement posted 04/08/2020 \(3.2 MB\)](#)

How to Submit Issues to EMMA that are from Pre-June 1, 2009


For Issues before June 1, 2009, and not subsequently updated by an underwriter:

1. begin by navigating to the EMMA Dataport Submission Portal, which displays the buttons which represent the submission types you can make to EMMA.


2. Select the **Issuer Voluntary Official Statement** button.

EMMA Dataport


What would you like to do today?



Continuing Disclosure
(Rule-based & Voluntary)



Issuer Homepage



Issuer Voluntary Official Statements

Additional Options


Preliminary Official Statement and Pre-Sale Documents


Submit POS and related pre-sale documents.


Voluntary Financial Information: Timing, GAAP Undertaking & URL

Indicate the timing, accounting standard and URL for additional financial information.

3. Then click the **Create** button.



Welcome JOHN DOE, G0000B  | [EMMA Help](#) | [Contact Us](#)

Search by CUSIP, Description, State, etc. 

Advanced Search

Browse Issuers
Tools and Resources ▾
Market Activity ▾
MyEMMA® ▾
EMMA Dataport

You are acting on behalf of: SAMPLE CO (G0000B)

Issuer Voluntary Official Statements

Submit official statement or related information to make a voluntary primary market submission. 4 Resources

i Why submit voluntary official statements?

<ul style="list-style-type: none"> ▪ Bond/ Note/ Variable Rate (Standard EMMA Submission- 9-digit CUSIP number required) 	Create Update
<ul style="list-style-type: none"> ▪ Commercial Paper (6-digit CUSIP number required) 	Create Update
<ul style="list-style-type: none"> ▪ Ineligible for CUSIP Number Assignment 	Create Update
<ul style="list-style-type: none"> ▪ Municipal Fund Security 	<div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">Select ▾</div>
<ul style="list-style-type: none"> ▪ Advance Refunding Document (Also known as Escrow Deposit Agreement/ Refunding Agreement etc.) 	Create Update

IMPORTANT NOTICE: Submissions made using this service do not relieve underwriters of their submission obligations relating to official statements and advance refunding documents under MSRB Rule G-32.

4. Enter a CUSIP-9 from your issue and then click **Load Securities**.

CUSIP-9 Submission (Voluntary Official Statement) Resources

Provide the following details.

Add Issue/Series 1 ?

Enter a CUSIP number:

Load Securities

Next **Exit**

When the **Load Securities** button is selected a table will display. The table will be pre-populated with information for reported securities in that Issue/Series. You will have the ability to edit the information as well as add additional securities to the table (as long they share the same base CUSIP as the Issue/Series). Verify that the security information is correct. You can edit **Coupon (%)**, **Maturity Date**, **Maturity Principal Amt (\$)**, and **Security Status**. Click the **Next** button and you will be able to move onto the next part of your submission.

CUSIP-9 Submission (Voluntary Official Statement) Resources

Provide the following details.

Add Issue/Series 1 ?

Enter a CUSIP number:

Load Securities

Set up securities for this issue NIIDS Data, Refresh ?

CUSIP	Security Description	Coupon (%)	Maturity Date	Maturity Principal Amt (\$) ?	Security Status ?	Principal Amount Underwritten (\$)
041080BU5	CAP APPREC-FHA-B-BIG BK ENTRY	<input type="text" value="0.0"/>	<input type="text" value="07/01/2027"/>	<input type="text" value="100,000.00"/>	Underwritten/On Issue ▼	100,000.00

Next **Exit**

There are three sections on the Issue/Series Tab: Basic Information, Pricing Information, and Retail Order Period(s).



For issues underwritten before June 1, 2009 and not subsequently updated by an underwriter, the Continuing Disclosure Information tab may be blank or unavailable.

Issue/Series Information

On the **Issue/Series tab**, enter or verify that following Issue information is correct:

- Basic Information
 - Issuer Name
 - Issue Description



The plain English issuer name and issue description must be provided as they appear (or are expected to appear) on the official statement. Do not rekey the abbreviated **Security Description** which is shown below the data entry area.

- Dated Date
- Expected Closing Date / First Trade Settlement Date
- Formal Award Date and Time
- First Execution Date and Time
- First Payment Date

CUSIP-9 Submission (Voluntary Official Statement)

[Resources](#)

Issue/Series 1	Official Statement	Underwriting Spread	Continuing Disclosure
<p>Issue/Series Information ◀</p> <ul style="list-style-type: none"> Basic Information Security Information ◀ Pricing Information Retail Order Period Information Edit Securities ? 			
<p>Basic Information NIIDS Data, Refresh ?</p> <p>All applicable fields required for a complete submission.</p> <p>CUSIP Global Services Description: ARKANSAS ST DEV FIN AUTH MULTIFAMILY HSG REV MULTIFAM HSG REV BDS 1985 D (AR)</p> <p>Issuer Name: ? <input type="text"/></p> <p>Issue Description: ? <input type="text"/></p> <p>Total Par Value of Issue: \$100,000.00</p> <p>Dated Date: <input type="text" value="12/13/1985"/> Expected Closing Date / First Trade Settlement Date: <input type="text" value="mm/dd/yyyy"/></p> <p>Formal Award Date: <input type="text" value="mm/dd/yyyy"/> Time: <input type="text" value="hh:mm"/></p> <p>First Execution Date: <input type="text" value="mm/dd/yyyy"/> Time: <input type="text" value="hh:mm"/></p>			

Security Information

In the **Security Information** section, enter or verify the following security-specific information:

- CUSIP
- Security Description
- Coupon
- Maturity Date
- Maturity Principal Amount
- Security Status
- Principal Amount Underwritten
- Initial Offering Price, and
- Initial Offering Yield
 - For capital appreciation bonds and zero coupon securities that are issued at a discounted price that accretes over the life of the security, report the par amount at the time of issuance, and not the par value at maturity, when submitting the **Maturity Principal Amount** for your voluntary submission.
- Original Issue Discount (OID) Price, and
- Original Issue Discount (OID) Yield
- Par Value
- Retail Order Period Information

Submission Status: NOT PUBLISHED

CUSIP-9 Submission (Voluntary Official Statement)

[Resources](#)

Provide the following details.

Edit securities for this issue

[NIIDS Data](#), [Refresh](#) ?

ARKANSAS ST DEV FIN AUTH MULTIFAMILY HSG REV MULTIFAM HSG REV BDS 1985 D

CUSIP	Security Description	Coupon (%)	Maturity Date	Maturity Principal Amt (\$) ?	Security Status ?	Principal Amount Underwritten (\$)
041080BUS	CAP APPREC-FHA-B-BIG BK ENTRY	<input type="text" value="0.0"/>	<input type="text" value="07/01/2027"/>	<input type="text" value="100,000.00"/>	Underwritten/On Issue ▼	100,000.00

+Add security

Next

Cancel

Submission Status: NOT PUBLISHED

CUSIP-9 Submission (Voluntary Official Statement)

Resources

- Issue/Series 1
- Official Statement**
- Underwriting Spread
- Continuing Disclosure

Issue/Series Information

- Basic Information
- Security Information**
- Pricing Information
- Retail Order Period Information
- Edit Securities

Pricing Information

NIIDS Data, Refresh

All applicable fields required for a complete submission.

+Edit Securities

CUSIP	Security Description	Coupon (%)	Maturity Date	Maturity Principal Amt (\$)	Initial Offering (%)		Par Value (\$)
					Price	Yield	
041080BU5	CAP APPREC-FHA-B-BIG BK ENTRY	0.0	07/01/2027	100,000.00	<input type="text"/>	0	100,000.00

+Edit Securities

CUSIP-9 Submission (Voluntary Official Statement)

Resources

- Issue/Series 1
- Official Statement**
- Underwriting Spread
- Continuing Disclosure

Issue/Series Information

- Basic Information
- Security Information**
- Pricing Information
- Retail Order Period Information
- Edit Securities

Retail Order Period Information

NIIDS Data, Refresh

All applicable fields required for a complete submission.

Is there a retail order period(s)?

CUSIP	Security Description	Coupon (%)	Maturity Date	Retail Order Period-1
				Start Date/Time: <input type="text"/> mm/dd/yyyy <input type="text"/> hh:mm End Date/Time: <input type="text"/> mm/dd/yyyy <input type="text"/> hh:mm
				<input type="checkbox"/>
041080BU5	CAP APPREC-FHA-B-BIG BK ENTRY	0.0	07/01/2027	<input type="checkbox"/>

To delete a security (maturity) that is not part of the issue, select the drop-down arrow under **Security Status** and then **Not on Issue** (on the Load Security or Edit Security pages).

Submission Status: NOT PUBLISHED

CUSIP-9 Submission (Voluntary Official Statement)

Resources

Provide the following details.

Edit securities for this issue

NIIDS Data, Refresh ?

ARKANSAS ST DEV FIN AUTH MULTIFAMILY HSG REV MULTIFAM HSG REV BDS 1985 D

CUSIP	Security Description	Coupon (%)	Maturity Date	Maturity Principal Amt (\$)	Security Status ?	Principal Amount Underwritten (\$)
041080BU5	CAP APPREC-FHA-B-BIG BK ENTRY	0.0	07/01/2027	100,000.00	Underwritten/On Issue ▼	100,000.00

+Add security

Next

Cancel

To add a security to the issue click **Add Security** and enter the CUSIP number and click **Add** (on the Load Security or Edit Security pages). The EMMA website will display any NIIDS information about the security or blank fields to allow you to enter information not yet available on the EMMA website.

Submission Status: NOT PUBLISHED

CUSIP-9 Submission (Voluntary Official Statement)

Resources

Provide the following details.

Edit securities for this issue

NIIDS Data, Refresh ?

ARKANSAS ST DEV FIN AUTH MULTIFAMILY HSG REV MULTIFAM HSG REV BDS 1985 D

CUSIP	Security Description	Coupon (%)	Maturity Date	Maturity Principal Amt (\$)	Security Status ?	Principal Amount Underwritten (\$)
041080BU5	CAP APPREC-FHA-B-BIG BK ENTRY	0.0	07/01/2027	100,000.00	Underwritten/On Issue ▼	100,000.00

+Add security

Next

Cancel

Official Statement Tab

Note: Official statements should be added directly to a primary market submission.



Under Rule G-32, the term **official statement** means (A) for an offering subject to Securities Exchange Act Rule 15c2-12, a document or documents defined in Securities Exchange Act Rule 15c2-12(f)(3), or (B) for an offering not subject to Securities Exchange Act Rule 15c2-12, a document or documents prepared by or on behalf of the issuer that is complete as of the date delivered to the underwriter and that sets forth information concerning the terms of the proposed offering of securities.

Uploading Official Statements

To upload an official statement document, click on the **Official Statement** tab use the Select Files button to select the file(s) on your computer. You may also locate the files on your computer and drag and drop them area marked by the dashed line.

Submission Status: NOT PUBLISHED

CUSIP-9 Submission (Voluntary Official Statement)

Resources

Issue/Series 1

Official Statement

Underwriting Spread

Continuing Disclosure

PDF files must be word-searchable by allowing the user to search for specific terms within the document through a search or similar find function. A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB.

Select Files

or drag and drop files here

Official Statement.pdf 02/08/2021

Description:

Official Statement (OS) ▼

Select Document Type

Official Statement (OS)

NOTE: The deadline for submission of the official statement is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take several minutes to upload, depending on your connection speed and the level of traffic on EMMA.



Please refer to page 25 for the specifications of PDF files.

Submission Status: NOT PUBLISHED

CUSIP-9 Submission (Voluntary Official Statement)

Resources



Issue/Series 1 Official Statement Underwriting Spread Continuing Disclosure

PDF files must be word-searchable by allowing the user to search for specific terms within the document through a search or similar find function. A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB.

Select Files

or drag and drop files here

Official Statement.pdf 02/08/2021

Description: Official Statement (OS)  

NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take several minutes to upload, depending on your connection speed and the level of traffic on EMMA.

Removing Files

You may remove files from your submission using the trash can icon next to the file you wish to delete. Note, that you can only delete files from your submission before the submission is published. If you upload multiple files and wish to re-order them, drag and drop the file names into the desired order.

Uploading Files

The MSRB strongly encourages submitters to merge document files into a single PDF file for submission. If the official statement must consist of more than one file, the underwriter should ensure that it has received the full final file before uploading.

If you are uploading an official statement that consists of more than one file, click on the Select File(s) button and repeat the process.

If there are no red exclamation marks indicating an error, your file(s) was successfully uploaded.

Continuing Disclosure Tab

The **Continuing Disclosure** tab identifies whether the issuer or other obligated persons have agreed to undertake to provide continuing disclosure information as contemplated by Exchange Act Rule 15c2-12. If the Continuing Disclosure Agreement applies to the issuers and obligated persons on all the Issue/Series, then select the **CDA applies to all Issue/Series** box.

Select **Yes** if the issuer or obligated person has agreed to undertake to provide continuing disclosure information.

CUSIP-9 Submission (Voluntary Official Statement)

Resources

Issue/Series 1

Official Statement

Underwriting Spread

Continuing Disclosure

Continuing Disclosure Information

All applicable fields required for a complete submission.

CDA applies to all Issues/Series

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12:

Yes No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.

+Add Obligated Person(s) Information

If the continuing disclosure undertaking for either an issuer or an obligated person requires that it provide annual financial information, enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer and/or obligated person. Enter either the **date** or **number of days** by which the annual financial information is due to be submitted.

CUSIP-9 Submission (Voluntary Official Statement)

[Resources](#)

Issue/Series 1

Official Statement

Underwriting Spread

Continuing Disclosure

Continuing Disclosure Information

All applicable fields required for a complete submission.

 CDA applies to all Issues/Series

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12:

 Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

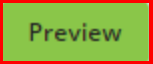
 Date by which annual financial information is contractually due to be submitted each calendar year Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.[+Add Obligated Person\(s\) Information](#)

For an obligated person, enter the name of such obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person's fiscal year. To enter information about more than one obligated person, select **add obligated person** and enter the name of such additional obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person's fiscal year.

Obligated Person(s) Information [?](#)Obligated Person's Name: [Remove Obligated Person](#) Date by which annual financial information is contractually due to be submitted each calendar year Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.[+Add Obligated Person\(s\) Information](#)**Publish the Disclosure**

The uploaded document(s) will not be available on the public EMMA website until it is published.

1. Publishing a submission is a two-step process. You must **Preview** to review the information entered. To preview the information, click the green **Preview** button. The following screen appears, which allows you to preview all the information you are about to publish.

PreviewExit

If any of the required fields are missing or invalid, then a red exclamation will appear next to them and you will not be able to preview. You will receive the following pop-up.

Errors need to be resolved prior to
previewing the submission.

OK

2. If you wish to change any information as shown on the preview screen, use the **Back** button until you reach the screen where the data was first input and make the desired edit(s). Once all information is correct, click the **Publish** button.

Basic Information

CUSIP Global Services Description: ARKANSAS ST DEV FIN AUTH MULTIFAMILY HSG REV MULTIFAM HSG REV BDS 1985 D (AR)

Issuer Name: STATE OF ARKANSAS

Issue Description: ARKANSAS ST DEV FIN AUTH MULTIFAMILY HSG REV MULTIFAM

Dated Date: 12/13/1985

Expected Closing Date:

Formal Award Date/Time: 02/01/2021 | 20:00




First Execution Date/Time: 02/16/2021 | 20:00

Security Information

Official Statement

Underwriting Spread

Continuing Disclosure

Back Publish Exit

3. Select the **Yes: Publish** button to finalize your submission.

Are you sure you want to publish this submission?

Yes

No

The confirmation screen contains the following:

Submission ID	Unique identifier for your submission, which is helpful for any future updates
Print Submission link	Print your submission confirmation
Start new submission link	Make a new submission or to modify existing submission
Link to secondary email address	Send confirmation email to a secondary email address

The MSRB will send an electronic receipt to your email address. The receipt will contain a complete listing of the submission and a link to view the submission on the EMMA website.

SUBMISSION ID (Q11064913) PUBLISHED SUCCESSFULLY!

What would you like to do next?
Duplicate Email Confirmation
Print Submission
Start New Submission

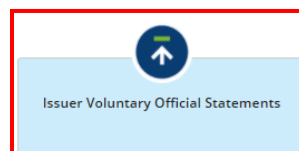
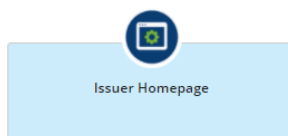
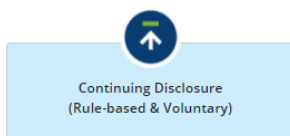
Update the Submission

To revise a voluntary official statement submission:

1. select the **Issuer Voluntary Official Statement** button
2. click the **Update** button.

EMMA Dataport

What would you like to do today?



Additional Options

Preliminary Official Statement and Pre-Sale Documents

Submit POS and related pre-sale documents.

Voluntary Financial Information: Timing, GAAP Undertaking & URL

Indicate the timing, accounting standard and URL for additional financial information.

Issuer Voluntary Official Statements

Resources

Submit official statement or related information to make a voluntary primary market submission.

Why submit voluntary official statements ?

- **Bond/ Note/ Variable Rate**
(Standard EMMA Submission- 9-digit CUSIP number required)

Create

Update

Enter CUSIP-9 / Submission ID

Continue

- **Commercial Paper**
(6-digit CUSIP number required)

Create

Update

- **Ineligible for CUSIP Number Assignment**

Create

Update

- **Municipal Fund Security**

Select

▼

- **Advance Refunding Document**
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

Create

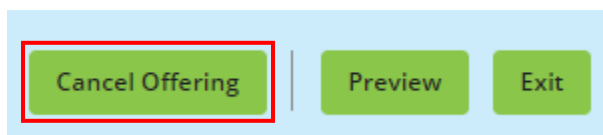
Update

IMPORTANT NOTICE: Submissions made using this service do not relieve underwriters of their submission obligations relating to official statements and advance refunding documents under MSRB Rule G-32.

3. On the next screen, enter a nine-digit CUSIP number or submission ID of the submission you will update. During the update process, you can change anything you or your organization previously submitted, including adding, replacing and archiving documents. Your designated agent can make the same changes on your behalf.

4. **Publish** the updated submission to disseminate the results.

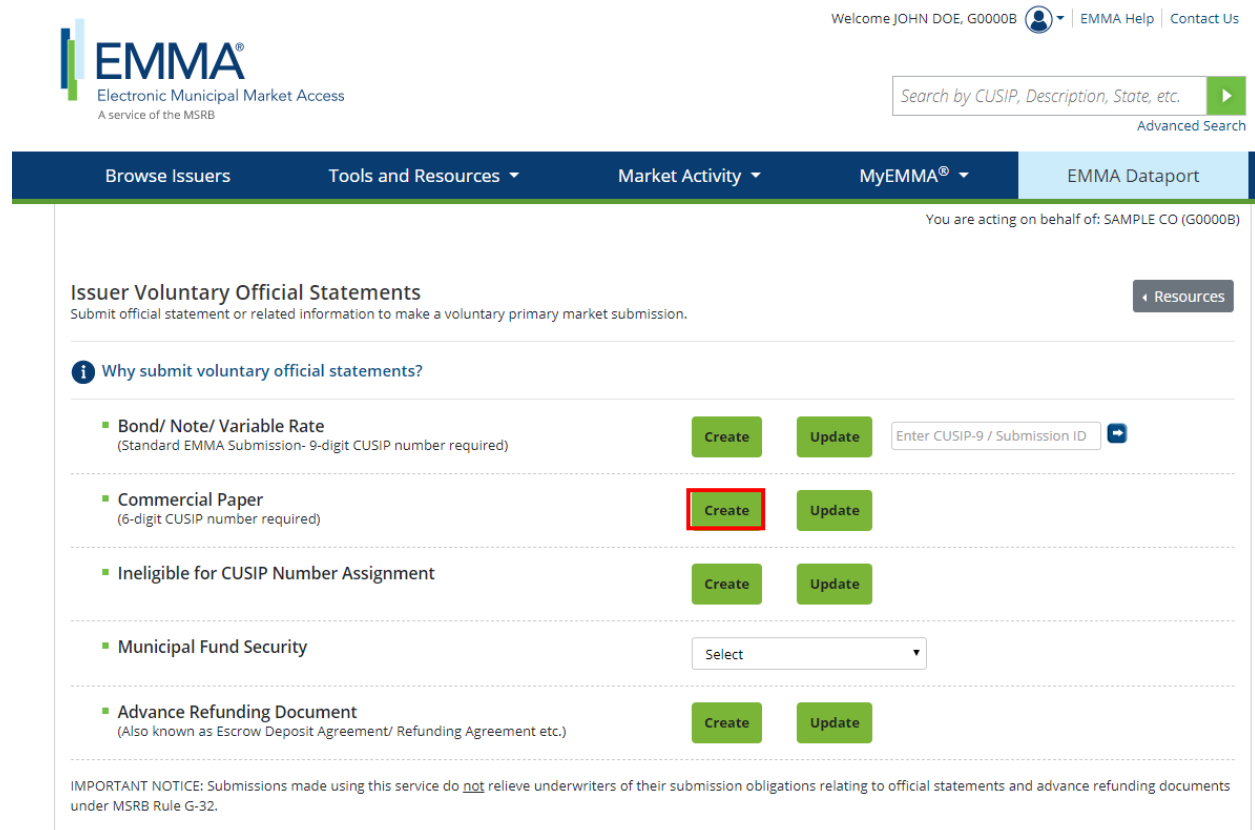
The update process also enables you to cancel an official statement submission that your organization has made. To do so, select the **Cancel** button at the bottom of the screen. Canceling your submission removes it from public view. It does not affect anything submitted by an underwriter.



Voluntary Official Statements for Commercial Paper

Commercial Paper refers to a security that CUSIP Global Services identifies by a six-digit CUSIP number. EMMA only accepts a CUSIP number identified as commercial paper by its information vendor.

Start the submission on the **Issuer Voluntary Official Statement** button and click the **Create** link next to Commercial Paper. Next, enter the six-digit CUSIP number.



The screenshot shows the EMMA Dataport interface. At the top left is the EMMA logo (Electronic Municipal Market Access, A service of the MSRB). At the top right, it says 'Welcome JOHN DOE, G0000B' with a user icon, and links for 'EMMA Help' and 'Contact Us'. Below this is a search bar with the text 'Search by CUSIP, Description, State, etc.' and an 'Advanced Search' button. A navigation bar contains 'Browse Issuers', 'Tools and Resources', 'Market Activity', 'MyEMMA', and 'EMMA Dataport'. Below the navigation bar, it says 'You are acting on behalf of: SAMPLE CO (G0000B)'. The main content area is titled 'Issuer Voluntary Official Statements' with a 'Resources' button. Below the title is the instruction 'Submit official statement or related information to make a voluntary primary market submission.' An information icon and the text 'Why submit voluntary official statements?' are also present. The main content is a list of submission types with 'Create' and 'Update' buttons:

- Bond/ Note/ Variable Rate** (Standard EMMA Submission- 9-digit CUSIP number required) - Create, Update, Enter CUSIP-9 / Submission ID
- Commercial Paper** (6-digit CUSIP number required) - **Create** (highlighted), Update
- Ineligible for CUSIP Number Assignment** - Create, Update
- Municipal Fund Security** - Select
- Advance Refunding Document** (Also known as Escrow Deposit Agreement/ Refunding Agreement etc.) - Create, Update

At the bottom, there is an 'IMPORTANT NOTICE: Submissions made using this service do not relieve underwriters of their submission obligations relating to official statements and advance refunding documents under MSRB Rule G-32.'

If you enter a six digit CUSIP number that isn't recognized as Commercial Paper; you will see the following error message. Enter another six digit CUSIP number.

Commercial Paper (Voluntary Official Statement)

[Resources](#)

Enter a CUSIP-6 for Commercial Paper Submission

EMMA must recognize this CUSIP6 as a Commercial Paper to proceed. Please make the appropriate CUSIP-6 entry.

CUSIP-6:

[Next](#)[Exit](#)

Issue/Series Tab

On the **Issue/Series** tab, enter or change information in any editable field.

Submission Status: NOT PUBLISHED

Commercial Paper (Voluntary Official Statement)

Resources

Issue/Series

Official Statement

Underwriting Spread

Continuing Disclosure

All applicable fields required for a complete submission.

CUSIP-6:

Issuer Name:

Issue Description:

Dated Date: Expected Closing Date:

State:

Is there a retail order period(s)?

Document Tab

On the **Document** tab there is one type of disclosure documents you may add to a Voluntary Official Statement for Commercial Paper submission:

- Official Statement (OS)



Under Rule G-32, the term **official statement** means (A) for an offering subject to Securities Exchange Act Rule 15c2-12, a document or documents defined in Securities Exchange Act Rule 15c2-12(f)(3), or (B) for an offering not subject to Securities Exchange Act Rule 15c2-12, a document or documents prepared by or on behalf of the issuer that is complete as of the date delivered to the underwriter and that sets forth information concerning the terms of the proposed offering of securities.

Official Statement documents and supplemental files can be uploaded to EMMA. To upload an official statement document, click on the **Document** tab use the Select Files button to select the file(s) on your computer. You may also locate the files on your computer and drag and drop them area marked by the dashed line. You must then enter the date the document was received from the issuer.

Uploading Files

The MSRB strongly encourages submitters to merge document files into a single PDF file for submission. If the official statement must consist of more than one file, the underwriter should ensure that it has received the full final document filed before uploading.

If you are uploading an official statement as more than one file, click on the Select File(s) button and repeat the process.

EMMA confirms a successful upload by not displaying any red exclamation marks indicating an error.



An uploaded document is not disclosed to the public, as required by Rule G-32, until it is **Published**. Therefore, it is important to publish the uploaded document.

Click the document name to view the uploaded document. If desired to confirm the correct document was uploaded.

If the document has already been published, **Archive Document** appears in place of **Delete Document**. If you replace a document with another one (archive it), the document is kept in the EMMA archive.

Commercial Paper (Voluntary Official Statement)

Resources

Issue/Series Official Statement **Underwriting Spread** Continuing Disclosure

PDF files must be word-searchable by allowing the user to search for specific terms within the document through a search or similar find function. A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB.

Select Files

or drag and drop files here

Official Statement.pdf 02/11/2021

Description: Official Statement (OS) 

Official Statement.pdf 02/11/2021

Description: Select Document Type 

*Resubmission of previously submitted OS for Commercial Paper Offering (See Rule G-32(b)(i)(F)(2)).

NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take several minutes to upload, depending on your connection speed and the level of traffic on EMMA.



Documents moved to the archive are visible to the public but are not intended for use as active disclosure documents.

Underwriting Spread Tab

Access the Underwriting Spread Information screen by clicking the **Underwriting Spread** tab. The Underwriting Spread Amount and Underwriting Spread Disclosure Indicator will not be editable by the Issuer.

Submission Status: MODIFICATION IN PROGRESS

Commercial Paper (Voluntary Official Statement)

Resources

Issue/Series

Official Statement

Underwriting Spread

Continuing Disclosure

Underwriting Spread Information

All applicable fields required for a complete submission.

Underwriting Spread Amount:

Underwriting Spread Disclosure Indicator:

Continuing Disclosure Tab

The **Continuing Disclosure** tab identifies whether the issuer or other obligated persons have agreed to undertake to provide continuing disclosure information as contemplated by Exchange Act Rule 15c2-12.

Select **Yes** if the issuer or obligated person has agreed to undertake to provide continuing disclosure information.

Submission Status: NOT PUBLISHED

Commercial Paper (Voluntary Official Statement)

Resources

Issue/Series Official Statement Underwriting Spread **Continuing Disclosure**

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.

+Add Obligated Person(s) Information

If the continuing disclosure undertaking for either an issuer or an obligated person requires that it provide annual financial information, enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer and/or obligated person.

For an issuer, enter such information either as a specific date or as the number of days or months after a specified end date of the issuer's fiscal year.

Commercial Paper (Voluntary Official Statement)

Resources

Issue/Series **Official Statement** Underwriting Spread Continuing Disclosure

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.

+Add Obligated Person(s) Information

For an obligated person, enter the name of such obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person's fiscal year. To enter information about more than one obligated person, select **add obligated person** and enter the name of such additional obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person's fiscal year.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number Days by which the annual financial information is contractually due to be submitted.

Obligated Person(s) Information [?](#)

Obligated Person's Name: [Remove Obligated Person](#)

Date by which annual financial information is contractually due to be submitted each calendar year

Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.

[+Add Obligated Person\(s\) Information](#)

Preview

To review your submission before publishing, click the **Preview** button.

Commercial Paper (Voluntary Official Statement)

[Resources](#)

Issue/Series **Official Statement** Underwriting Spread Continuing Disclosure

All applicable fields required for a complete submission.

CUSIP-6:

Issuer Name:

Issue Description:

Dated Date: Expected Closing Date:

State:

Is there a retail order period(s)?

[Preview](#) [Exit](#)

Any fields that produce an error (red exclamation) must be corrected in order to preview and publish the submission. If any errors remain the following pop-up will appear.

Errors need to be resolved prior to
previewing the submission.



Review the information on the **Preview** screen for accuracy and completeness, if revisions are needed, click the **Back** button to return to the form. The preview page can also be downloaded if needed so the submission must be reviewed by the issuer or other party.

Commercial Paper (Voluntary Official Statement)

Please review the submission details before publishing.

Issue/Series

Issue/Series Information

CUSIP-6: 18638N

Issuer Name: TAMPA, FLORIDA

Issue Description: INTEREST AT MATURITY - COMMERCIAL PAPER NOTES

Dated Date: 01/01/2021

State: FL

Is there a retail order period(s)?

Official Statement

Underwriting Spread

Continuing Disclosure

Publish

Once the review is satisfactory, click the **Publish** button.

Commercial Paper (Voluntary Official Statement)

Please review the submission details before publishing.

Issue/Series

Official Statement

Underwriting Spread

Continuing Disclosure

Back

Publish

Exit

Once you are ready to publish, click the **Yes: Publish** button to disclose and publish your submission.

Are you sure you want to publish this submission?

A confirmation screen appears.

SUBMISSION ID (Q11064935) PUBLISHED SUCCESSFULLY!

What would you like to do next?

Duplicate Email Confirmation

Print Submission

Start New Submission

Voluntary Official Statements for Securities Ineligible for CUSIP Number Assignment

For a security ineligible for CUSIP number assignment, you may add an Official Statement to an existing submission, or you may create a submission for a new issuer.

1. Start the submission on the **Issuer Voluntary Official Statements** home page and click the **Create** button next to Ineligible for CUSIP Number Assignment.

Issuer Voluntary Official Statements Resources

Submit official statement or related information to make a voluntary primary market submission.

Why submit voluntary official statements ?

- Bond/ Note/ Variable Rate**
(Standard EMMA Submission- 9-digit CUSIP number required)

- Commercial Paper**
(6-digit CUSIP number required)

- Ineligible for CUSIP Number Assignment**

- Municipal Fund Security**

- Advance Refunding Document**
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

2. Next, enter the Issuer Name and the State then select search.

Browse Issuers
Tools and Resources ▾
Market Activity ▾
MyEMMA® ▾
EMMA Dataport

Ineligible for CUSIP Number Assignment (Voluntary Official Statement)

SEARCH FOR ISSUES

Issuer Name:

State:

From the list of matching securities, you may then choose the issuer whose security you will submit against. If the issuer is not listed, you may add a new issuer.

Ineligible for CUSIP Number Assignment (Voluntary Official Statement)

[Resources](#)

Search for Issuer

Issuer Name: State:

Search Results for State of Washington (WA)

[+Add New Issue](#)

Issuer Name	Issue Description	Dated Date
LYNDEN REGIONAL PARK AND RECREATION DISTRICT, WASHINGTON	UNLIMITED TAX GENERAL OBLIGATION BONDS, 2020	05/21/2020
OCEAN BEACH SCHOOL DISTRICT NO. 101, PACIFIC COUNTY, WASHINGTON	LIMITED GENERAL OBLIGATION BOND, 2020	02/11/2020
PUBLIC HOSPITAL DISTRICT NO. 2, SKAGIT COUNTY, WASHINGTON	UNLIMITED TAX GENERAL OBLIGATION REFUNDING BOND, 2019	12/30/2019
PUBLIC HOSPITAL DISTRICT NO. 1, SNOHOMISH COUNTY, WASHINGTON	(EVERGREENHEALTH MONROE) LIMITED TAX GENERAL OBLIGATION REFUNDING BOND, 2019B	12/19/2019
PUBLIC HOSPITAL DISTRICT NO. 1, CLALLAM COUNTY, WASHINGTON	(FORKS COMMUNITY HOSPITAL), HOSPITAL REVENUE REFUNDING BOND, 2019	12/12/2019
PUBLIC HOSPITAL DISTRICT NO. 2, SKAGIT COUNTY, WASHINGTON	LIMITED TAX GENERAL OBLIGATION BOND (ISLAND HOSPITAL) SERIES 2019	11/26/2019
PUBLIC HOSPITAL DISTRICT NO. 1, MASON COUNTY, WASHINGTON	LIMITED TAX GENERAL OBLIGATION BONDS (MASON GENERAL HOSPITAL) SERIES 2019	11/14/2019
METHOW VALLEY SCHOOL DISTRICT NO. 350, WASHINGTON	UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS, 2019	10/29/2019
PUBLIC HOSPITAL DISTRICT NO. 1, SKAGIT COUNTY, WASHINGTON	UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2019	09/18/2019
CAMAS SCHOOL DISTRICT NO. 117, WASHINGTON	LIMITED GENERAL OBLIGATION BOND, 2019	09/12/2019

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [27](#) Next

Issue/Series

On the **Issue/Series** tab, enter or change information in any editable fields.

Submission Status: NOT PUBLISHED

Ineligible for CUSIP Number Assignment (Voluntary Official Statement)

Resources

Issue/Series Official Statement Underwriting Spread Continuing Disclosure

All applicable fields required for a complete submission.

Issuer Name:

Issue Description:

Dated Date: Expected Closing Date:

State:

Is there a retail order period(s)?

Security Information

Security Dated Date	Maturity Date	Coupon (%)	Maturity Principal Amt (\$)	Initial Offering Price or Yield (%)
<input type="text" value="05/21/2020"/>	<input type="text" value="12/01/2039"/>	<input type="text" value="2.64"/>	<input type="text" value="3,000,000.00"/>	<input type="text" value="100"/>

Document Tab

On the **Document** tab there is one type of disclosure documents you may add to a primary market submission:

- Official Statement (OS)



Under Rule G-32, the term **official statement** means (A) for an offering subject to Securities Exchange Act Rule 15c2-12, a document or documents defined in Securities Exchange Act Rule 15c2-12(f)(3), or (B) for an offering not subject to Securities Exchange Act Rule 15c2-12, a document or documents prepared by or on behalf of the issuer that is complete as of the date delivered to the underwriter and that sets forth information concerning the terms of the proposed offering of securities.

Underwriting Spread Tab

Access the Underwriting Spread Information screen by clicking the **Underwriting Spread** tab. The Underwriting Spread Amount and Underwriting Spread Disclosure Indicator will not be editable by the Issuer.

Access the Underwriting Spread Information screen by clicking the **Underwriting** tab.

Submission Status: NOT PUBLISHED

Ineligible for CUSIP Number Assignment (Voluntary Official Statement) Resources

Issue/Series Official Statement **Underwriting Spread** Continuing Disclosure

Underwriting Spread Information

All applicable fields required for a complete submission.

Underwriting Spread Amount:

Underwriting Spread Disclosure Indicator:

Preview Exit

Continuing Disclosure Tab

The **Continuing Disclosure** tab identifies whether the issuer or other obligated persons have agreed to undertake to provide continuing disclosure information as contemplated by Exchange Act Rule 15c2-12.

Select **Yes** if the issuer or obligated person has agreed to undertake to provide continuing disclosure information.

Submission Status: NOT PUBLISHED

Ineligible for CUSIP Number Assignment (Voluntary Official Statement)

[Resources](#)

Issue/Series Official Statement Underwriting Spread **Continuing Disclosure**

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.

[+Add Obligated Person\(s\) Information](#)

If the continuing disclosure undertaking for either an issuer or an obligated person requires that it provide annual financial information, enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer and/or obligated person.

For an issuer, enter such information either as a specific date or as the number of days or months after a specified end date of the issuer's fiscal year.

Submission Status: NOT PUBLISHED

Ineligible for CUSIP Number Assignment (Voluntary Official Statement)

[Resources](#)

Issue/Series Official Statement Underwriting Spread **Continuing Disclosure**

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.

[+Add Obligated Person\(s\) Information](#)

For an obligated person, enter the name of such obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person's fiscal year. To enter information about more than one obligated person, select **add obligated person** and enter the name of such additional obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person's fiscal year.

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year

Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.

Obligated Person(s) Information [?](#)

Obligated Person's Name: [Remove Obligated Person](#)

Date by which annual financial information is contractually due to be submitted each calendar year

Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.

[+Add Obligated Person\(s\) Information](#)

Preview

To review your submission before publishing, click the **Preview** button.

All applicable fields required for a complete submission.

Issuer Name:

Issue Description:

Dated Date: Expected Closing Date:

State:

Is there a retail order period(s)?

Security Information

Security Dated Date	Maturity Date	Coupon (%)	Maturity Principal Amt (\$)	Initial Offering Price or Yield (%)
<input type="text" value="05/21/2020"/>	<input type="text" value="12/01/2039"/>	<input type="text" value="2.64"/>	<input type="text" value="3,000,000.00"/>	<input type="text" value="100"/>

Preview

Exit

Any fields that produce an error (red exclamation) must be corrected in order to preview and publish the submission. If any errors remain the following pop-up will appear.

All applicable fields required for a complete submission.

Issuer Name:

Issue Description:

Dated Date: Expected Closing Date:

State:

Is there a retail order period(s)?

Security Information

Security Dated Date	Maturity Date	Coupon (%)	Maturity Principal Amt (\$)	Initial Offering Price or Yield (%)
<input type="text" value="05/21/2020"/>	<input type="text" value="12/01/2039"/>	<input type="text" value="2.64"/>	<input type="text" value="3,000,000.00"/>	<input type="text" value="100"/>

Errors need to be resolved prior to previewing the submission.

OK

Review the information on the **Preview** screen for accuracy and completeness, if revisions are needed, click the **Back** button to return to the form.

Submission Status: NOT PUBLISHED

Ineligible for CUSIP Number Assignment (Voluntary Official Statement)

Please review the submission details before publishing.

[Issue/Series](#)

[Security Information](#)

[Official Statement](#)

[Underwriting Spread](#)

[Continuing Disclosure](#)

[Back](#)

[Publish](#)

[Exit](#)

Publish

Once the review is satisfactory, click the **Publish** button.

Submission Status: NOT PUBLISHED

Ineligible for CUSIP Number Assignment (Voluntary Official Statement)

Please review the submission details before publishing.

[Issue/Series](#)

[Security Information](#)

[Official Statement](#)

[Underwriting Spread](#)

[Continuing Disclosure](#)

[Back](#)

[Publish](#)

[Exit](#)

Once you are ready to publish, click the **Yes: Publish** button to disclose and publish your submission.

Submission Status: NOT PUBLISHED

Ineligible for CUSIP Number Assignment (Voluntary Official Statement)

Please review the submission details before publishing.

Issue/Series
Security Information
Official Statement
Underwriting Spread
Continuing Disclosure

Are you sure you want to publish this submission?

A confirmation screen appears.

SUBMISSION ID (Q11064936) PUBLISHED SUCCESSFULLY!

What would you like to do next?

Duplicate Email Confirmation
Print Submission
Start New Submission

To update a submission related to a security ineligible for CUSIP number assignment, enter the submission ID and proceed.

Issuer Voluntary Official Statements

← Resources

Submit official statement or related information to make a voluntary primary market submission.

Why submit voluntary official statements ?

- **Bond/ Note/ Variable Rate**

(Standard EMMA Submission- 9-digit CUSIP number required)

Create

Update

- **Commercial Paper**

(6-digit CUSIP number required)

Create

Update

- **Ineligible for CUSIP Number Assignment**

Create

Update

Enter Submission ID

Continue

- **Municipal Fund Security**

Select

▼

- **Advance Refunding Document**

(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

Create

Update

Voluntary Official Statements for 529 Savings Plans/ABLE Programs

A 529 savings plan/ABLE program is a type of municipal fund security. The procedure for submitting voluntary official statements for 529 savings plans/ABLE Programs is described in the [529 Savings Plan/ABLE Program Submissions Manual](#).

Voluntary Official Statements for Other Municipal Fund Securities

An issuer may voluntarily submit an official statement for a municipal fund security. The issuer can create a new record even if none has been submitted by a dealer previously. An issuer can also update a municipal fund security submission but cannot modify any part of a dealer's submission.

1. Begin by selecting the **Issuer Voluntary Official Statement** button and select the type of municipal fund security.

EMMA Dataport

What would you like to do today?

Primary Market (Rule G-32) Continuing Disclosure (Rule-based & Voluntary) Political Contributions (Rule G-37)

Additional Options

529 Savings Plans / ABL Programs (Rule G-45)
Submit plan descriptive information, assets and other data.

SHORT Documents (Rule G-34)
Submit ARS and VRDO documents.

Issuer Voluntary Official Statements
Submit official statement or related information to make a voluntary primary market submission.

Preliminary Official Statement and Pre-Sale Documents
Submit POS and related pre-sale documents.

Voluntary Financial Information: Timing, GAAP Undertaking & URL
Indicate the timing, accounting standard and URL for additional financial information.

Issuer Voluntary Official Statements

Resources

Submit official statement or related information to make a voluntary primary market submission.

Why submit voluntary official statements ?

Bond/ Note/ Variable Rate
(Standard EMMA Submission- 9-digit CUSIP number required)

Create Update

Commercial Paper
(6-digit CUSIP number required)

Create Update

Ineligible for CUSIP Number Assignment

Create Update

Municipal Fund Security

Select dropdown menu with options: Select, 529 Savings Plan, ABLE Program, Other Municipal Fund Security

Advance Refunding Document
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

IMPORTANT NOTICE: Submissions made using this service do not relieve underwriters of their submission obligations relating to official statements and advance refunding documents under MSRB Rule G-32.

2. Next, select the state that issues the security. Then click the search button

Other Municipal Fund Security (Voluntary Official Statement)

Resources

Search for a Plan

State:

Search

Exit

The EMMA website displays the names of any municipal fund security plans previously submitted for the state. In the example below, there is a plan on file for the state.



The plan(s) listed as modifiable have been disclosed by an issuer and may be modified by the same. Other plans are listed for reference only and therefore cannot be changed by an issuer.

3. To submit a voluntary official statement for this plan, click **Add New Plan**. This will create a new record that you can later modify.

Other Municipal Fund Security (Voluntary Official Statement) Resources

Search for a Plan

State: CA Search

Search Results for State of California (CA) +Add New Plan

Other Municipal Fund Security Description
CAMP POOL

Previous 1 Next

Exit

Plan Tab

The **Plan** tab appears. Enter the issuer information. When creating a new Municipal Fund Security submission, the **Plan Description** and the **Closing Date** are required for a complete submission.

The plan description describes the type of Municipal Fund Security. It is important to describe the plan accurately since this information will appear on the public web portal and will inform investors about the plan

Submission Status: NOT PUBLISHED

Other Municipal Fund Security (Voluntary Official Statement) [Resources](#)

Plan Document Continuing Disclosure

All applicable fields required for a complete submission.

Issuer Name: STATE OF CALIFORNIA

State: CA

Plan Description: San Bernardino School System

Closing Date: 02/01/2021

Preview Exit

Document Tab

Select the **Document** tab to add a Municipal Fund Security disclosure document or a Municipal Fund Security disclosure document supplement. Documents on this screen are displayed with the most recently submitted at the top.

Select document type as an MFS (Municipal Fund Security) Disclosure Document or an MFS (Municipal Fund Security) Disclosure Document Supplement. Enter the Document Effective Date. The Effective Date is the date on which the Municipal Fund Security disclosure document or supplement takes effect, or the effective date of the document being filed.

Submission Status: NOT PUBLISHED

Other Municipal Fund Security (Voluntary Official Statement)

Resources

Plan

Document

Continuing Disclosure

PDF files must be word-searchable by allowing the user to search for specific terms within the document through a search or similar find function. A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB.

Select Files

or drag and drop files here

MFS Disclosure Document.pdf 02/22/2021

Description:

Effective Date:

02/17/2021

MFS Disclosure Document



NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take several minutes to upload, depending on your connection speed and the level of traffic on EMMA.



Please refer to page 25 for the specifications of PDF files.

Click **Select Files** to select the file on your computer. Click **Open**, then select the file or drag and drop to transfer the file to EMMA. It is important that prior to and subsequent to submission, the submitter review each page of the PDF to ensure that it is clear, readable, and word-searchable. Then click **Publish**. EMMA shows that the document has been uploaded by displaying a document link, type, description, date received, and effective date below the upload box.

Continuing Disclosure Tab

Select the **Continuing Disclosure** tab to identify whether the issuer has agreed to undertake to provide continuing disclosure information as contemplated by Securities and Exchange Commission (SEC) Rule 15c2-12. If the issuer has agreed to undertake to provide continuing disclosure information and such agreement includes an undertaking to provide annual financial information, also enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer.

Submission Status: NOT PUBLISHED

Other Municipal Fund Security (Voluntary Official Statement)

[← Resources](#)

Plan

Document

Continuing Disclosure

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12:

 Yes | No

Preview

Exit

For an issuer, enter such information either as a specific date or as the number of days or months after a specified end date of the issuer's fiscal year.

Submission Status: NOT PUBLISHED

Other Municipal Fund Security (Voluntary Official Statement)

[← Resources](#)

Plan

Document

Continuing Disclosure

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12:

 Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

 Date by which annual financial information is contractually due to be submitted each calendar year Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.[+Add Obligated Person\(s\) Information](#)

On this screen, you may also add data about an obligated person or persons.

Submission Status: NOT PUBLISHED

Other Municipal Fund Security (Voluntary Official Statement)

[← Resources](#)[Plan](#)[Document](#)[Continuing Disclosure](#)

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12:

 Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

 Date by which annual financial information is contractually due to be submitted each calendar year Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.[+Add Obligated Person\(s\) Information](#)

Preview/Publish

Next you must click **Preview** to disclose the document. This is a two-step process. Click the green **Preview** button. The following screen appears, which allows you to preview all the information you are about to publish.

[Plan](#)[Document](#)[Continuing Disclosure](#)

Continuing Disclosure Information

All applicable fields required for a complete submission.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12:

 Yes | No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

 Date by which annual financial information is contractually due to be submitted each calendar year Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.[+Add Obligated Person\(s\) Information](#)[Preview](#)[Exit](#)

If any of the required fields are missing or invalid, then a red exclamation will appear next to them and you will not be able to preview. You will receive the following pop-up.

Submission Status: NOT PUBLISHED

Other Municipal Fund Security (Voluntary Official Statement) ← Resources

! Plan Document Continuing Disclosure

All applicable fields required for a complete submission.

Issuer Name: STATE OF CALIFORNIA

State: CA

Plan Description:

Closing Date:

Errors need to be resolved prior to previewing the submission.

OK

If any information on the preview screen needs to be changed, click the green **Back** button. Once all information is correct and the review is satisfactory, click the **Publish** button. The following screen appears.

Other Municipal Fund Security (Voluntary Official Statement)

Please review the submission details before publishing.

Plan/Program

Basic Information

Issuer Name: STATE OF CALIFORNIA

Plan Description: SAN BERNARDINO SCHOOL SYSTEM

Closing Date: 02/01/2021

State: CA

Document

Continuing Disclosure

Back

Publish

Exit

Click **Yes: Publish** and the following confirmation screen appears.

SUBMISSION ID (Q11064947) PUBLISHED SUCCESSFULLY!

What would you like to do next?
Duplicate Email Confirmation
Print Submission
Start New Submission

The confirmation screen contains the following:

- A submission ID, which is your unique identifier and helpful for any future updates.
- A link to print your submission confirmation.
- A link to “start new submission” (or to modify your existing submission).
- A link to send your submission confirmation to a secondary email address.

Modifying or Canceling a Municipal Fund Security Submission

The procedure for modifying a municipal fund security description uses the same tabs as creating one. However, an issuer can only modify a plan whose information was submitted by an issuer and not information submitted by a dealer.

A list of Municipal Fund Security plans will be available in the table. To update an existing Municipal Fund Security, click on the plan description in the table (if applicable).

Other Municipal Fund Security (Voluntary Official Statement) Resources

Search for a Plan

State:

Search Results for State of California (CA) +Add New Plan

Other Municipal Fund Security Description
CAMP POOL
SAN BERNARDINO SCHOOL SYSTEM

Previous 1 Next

The update process also enables you to cancel a Municipal Fund Security submission that your organization has submitted. To do so, select the **Cancel** button at the bottom of the screen. Canceling your submission will remove it from public view.

Submission Status: MODIFICATION IN PROGRESS

Other Municipal Fund Security (Voluntary Official Statement)

Resources

Plan

Document

Continuing Disclosure

All applicable fields required for a complete submission.

Issuer Name: STATE OF CALIFORNIA

State: CA

Plan Description: SAN BERNARDINO SCHOOL SYSTEM

Closing Date: 02/01/2021

Cancel Offering

Preview

Exit

Advance Refunding Documents Submitted on a Voluntary Basis

Issuers may submit advance refunding documents to the EMMA website on a voluntary basis.

1. Start the process from the EMMA Dataport Submission Portal. Select the **Create** button next to Advance Refunding Document.

Issuer Voluntary Official Statements

[Resources](#)

Submit official statement or related information to make a voluntary primary market submission.

Why submit voluntary official statements ?

- **Bond/ Note/ Variable Rate**
(Standard EMMA Submission- 9-digit CUSIP number required)

- **Commercial Paper**
(6-digit CUSIP number required)

- **Ineligible for CUSIP Number Assignment**

- **Municipal Fund Security**

- **Advance Refunding Document**
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

Upon entering the submission, you will see the following pop-up: click **Continue**.

Issuer Voluntary Official Statements

[Resources](#)

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- **Municipal Fund Security**

- **Advance Refunding Document**
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)


As of 08/02/2021, one (1) submission should be completed for each Escrow Agreement. A single submission for multiple agreements will no longer be accepted.

2. The next screen requires the document before providing securities information. Click **Select Files** to upload a document. You can also drag and drop the file into the upload box.

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement)

Resources

Document	Upload Advance Refunding Document (ARD)
Refunded Outstanding Issue/Series	PDF files must be word-searchable by allowing the user to search for specific terms within the document through a search or similar find function. A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB.
Refunding New Issue/Series	<div data-bbox="509 569 1409 701" style="border: 1px dashed gray; padding: 10px; text-align: center;">  <p>or drag and drop files here</p> </div> <p data-bbox="509 751 1409 827">NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take several minutes to upload, depending on your connection speed and the level of traffic on EMMA.</p>


The refunding issue/series or refunded issue/series must be provided. If no CUSIPs were assigned to the refunded issue/series, the refunding issue/series checkbox will be disabled. The same rule applies for the refunding issue/series.

You may enter an optional document description before uploading the document. It is recommended that the document comprise a single file, but you may upload multiple files if necessary, to provide the complete document.

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement)

[Resources](#)


Document	Upload Advance Refunding Document (ARD)
Refunded Outstanding Issue/Series	<p>PDF files must be word-searchable by allowing the user to search for specific terms within the document through a search or similar find function. A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB.</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center;"> <p>Select Files</p> <p>or drag and drop files here</p> </div>
Refunding New Issue/Series	
	<p>Official Statement.pdf 02/22/2021</p> <p>Description: <input type="text"/></p> <p style="text-align: right;"></p> <p><small>NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take several minutes to upload, depending on your connection speed and the level of traffic on EMMA.</small></p>

3. After uploading the document, the Refunded Outstanding Issue/Series and Refunding New Issue/Series sections is available.

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement)

[Resources](#)

Document	Upload Advance Refunding Document (ARD)
Refunded Outstanding Issue/Series	<p>PDF files must be word-searchable by allowing the user to search for specific terms within the document through a search or similar find function. A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB.</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center;"> <p>Select Files</p> <p>or drag and drop files here</p> </div>
Refunding New Issue/Series	
	<p>Official Statement.pdf 02/22/2021</p> <p>Description: <input type="text"/></p> <p style="text-align: right;"></p> <p><small>NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the official statement from the issuer or (2) the issue closing date. Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take several minutes to upload, depending on your connection speed and the level of traffic on EMMA.</small></p>

4. Then Enter the CUSIP for **Refunded Outstanding Issue/Series** in the field and click the green **Go** button .

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement) Resources

Document

Refunded Outstanding Issue/Series

Refunding New Issue/Series

Add Refunded Outstanding Issue/Series for ARD

CUSIP-9: Go

No CUSIPs were assigned to the refunded issue/series

5. After you enter the CUSIP numbers, EMMA displays a table for the security information about the issues. The table will contain: Security Description, Refunded Outstanding CUSIP, Maturity Date, ARD Doc, Partially Refunded CUSIP, New CUSIP (Refunded Portion – if applicable), and New CUSIP (Unrefunded Portion – if applicable).

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement) Resources

Document

Refunded Outstanding Issue/Series

Refunding New Issue/Series

Add Refunded Outstanding Issue/Series for ARD

CUSIP-9: Go

No CUSIPs were assigned to the refunded issue/series

Refunded Outstanding Issue/Series

Displaying 1 securities

Refunded Outstanding CUSIP	Maturity Date	ARD Doc	Partially Refunded CUSIP	New CUSIP (Refunded Portion - if applicable)	New CUSIP (Unrefunded Portion - if applicable)
MSRB TEST SUBMISSION MSRB-EMMA TESTING U6			Delete Issue/Series +Add security		
99999AU67	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Inside the Refunded Outstanding Issue/Series tab you can select the **+Add Security** link that allows you to add individual CUSIP(s).

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement)

Resources

<p>Document</p> <p>Refunded Outstanding Issue/Series</p> <p>Refunding New Issue/Series</p>	<p>Add Refunded Outstanding Issue/Series for ARD</p> <p>CUSIP-9: <input type="text"/> <input type="button" value="Go"/></p> <p><input type="checkbox"/> No CUSIPs were assigned to the refunded issue/series</p> <hr/> <p>Refunded Outstanding Issue/Series</p> <p>Displaying 1 securities</p> <table border="1"> <thead> <tr> <th>Refunded Outstanding CUSIP</th> <th>Maturity Date</th> <th>ARD Doc</th> <th>Partially Refunded CUSIP</th> <th>New CUSIP (Refunded Portion - if applicable)</th> <th>New CUSIP (Unrefunded Portion - if applicable)</th> </tr> </thead> <tbody> <tr> <td colspan="6">MSRB TEST SUBMISSION MSRB-EMMA TESTING U6</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>99999AU67</td> <td>08/01/2099</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">Delete Issue/Series +Add security</p>	Refunded Outstanding CUSIP	Maturity Date	ARD Doc	Partially Refunded CUSIP	New CUSIP (Refunded Portion - if applicable)	New CUSIP (Unrefunded Portion - if applicable)	MSRB TEST SUBMISSION MSRB-EMMA TESTING U6								<input type="checkbox"/>	<input type="checkbox"/>			99999AU67	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Refunded Outstanding CUSIP	Maturity Date	ARD Doc	Partially Refunded CUSIP	New CUSIP (Refunded Portion - if applicable)	New CUSIP (Unrefunded Portion - if applicable)																				
MSRB TEST SUBMISSION MSRB-EMMA TESTING U6																									
		<input type="checkbox"/>	<input type="checkbox"/>																						
99999AU67	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>																				

You may **Delete** an issue to correct an error. Selecting delete will remove the entire Issue/Series in the table.

6. Next, click the **Refunding New Issue/Series** section to continue.

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement)

Resources

<p>Document</p> <p>! Refunded Outstanding Issue/Series</p> <p>Refunding New Issue/Series</p>	<p>Add Refunding New Issue/Series for ARD</p> <p>CUSIP-9: <input type="text"/> <input type="button" value="Go"/></p> <p><input type="checkbox"/> No CUSIPs were assigned to the refunding issue/series</p>
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The **Refunding New Issue/Series** section enables you to enter new CUSIP numbers (if applicable), add provides the Security Description.

In the Refunding New Issue/series section, You have the ability to delete the Issue/Series.

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement)

Resources

Document	Add Refunding New Issue/Series for ARD
! Refunded Outstanding Issue/Series	CUSIP-9: <input type="text"/> <input type="button" value="Go"/>
Refunding New Issue/Series	<input type="checkbox"/> No CUSIPs were assigned to the refunding issue/series
	Refunding New Issue/Series Security Description: ALASKA STUDENT LN CORP ED LN REV SER A-2 (AK) Dated Date: 6/7/2007 <input type="button" value="Delete Issue/Series"/>

Between the **Refunded Outstanding Issue/Series** section and the **Refunding New Issue/Series** section only one of the two checkboxes for “No CUSIPs were assigned to the refunding issue/series” can be selected.

Submission Status: NOT PUBLISHED

Advance Refunding Document (Voluntary Official Statement)

Resources

Document	Add Refunding New Issue/Series for ARD
Refunded Outstanding Issue/Series	CUSIP-9: <input type="text"/> <input type="button" value="Go"/>
Refunding New Issue/Series	<input checked="" type="checkbox"/> No CUSIPs were assigned to the refunding issue/series

For a detailed description of advance refunding document submissions, see the [Primary Market Submissions Manual](#) on www.MSRB.org.

Updating a Voluntary Advance Refunding Document

To update your voluntary advance refunding document submission, select **Update** from the Dataport Submission Portal. Provide a CUSIP number or the submission ID of your earlier submission and proceed in the same way as for creation.

Issuer Voluntary Official Statements

[Resources](#)

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Why submit voluntary official statements ?

▪ **Bond/ Note/ Variable Rate**
(Standard EMMA Submission- 9-digit CUSIP number required)

[Create](#)[Update](#)

▪ **Commercial Paper**
(6-digit CUSIP number required)

[Create](#)[Update](#)

▪ **Ineligible for CUSIP Number Assignment**

[Create](#)[Update](#)

▪ **Municipal Fund Security**

▪ **Advance Refunding Document**
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

[Create](#)[Update](#)[Continue](#)