



# Changes to MSRB Dealer Feedback System

The Municipal Securities Rulemaking Board (MSRB) implemented enhancements to its Dealer Feedback System (DFS), the application used by municipal securities dealers to obtain a record of their transactions for which a fee has been assessed to verify their compliance with Rule G-14. The enhanced system allows dealers to independently run and retrieve reports of their transactions recorded in the MSRB’s Real-time Transactions Reporting System (RTRS).

The DFS enhancements are designed to improve the efficiency and security of the process for dealers.

Key changes to the Dealer Feedback System include:

- Enhancing system security by requiring user authentication via MSRB Gateway, the secure access point for all MSRB systems.
- Streamlining the process for requesting and retrieving transaction reports.
- Allowing account administrators to designate multiple staff members to request and receive their firm’s transaction report.
- Pre-populating certain sections of the request form with information from MSRB Gateway.

DFS is accessible through [MSRB Gateway](#). Individuals who have registered with the MSRB as their organization’s Master Account Administrator must grant themselves and/or other members of their organization access rights to DFS in order to request and receive their firm’s transaction data. [Read instructions](#).

The table below outlines changes to the Dealer Feedback System effective August 2, 2013.

Former Dealer Feedback System	New Gateway-Based Dealer Feedback System
<b>Get Authorized</b>	
The Master Account Administrator of your firm must designate one individual to be the authorized recipient of the firm’s transaction reports from the Dealer Feedback System.	The Master Account Administrator of your firm can designate multiple staff members to be authorized recipients of the firm’s transaction reports. For more information on creating accounts and assigning account access rights, refer to the <a href="#">MSRB Gateway User Manual for Dealers and Municipal Advisors</a> .
<b>Access the Dealer Feedback System</b>	
Go to the MSRB’s website at <a href="http://www.msrb.org">www.msrb.org</a> . Click on the <b>Disclosures and Data</b> tab and then the <b>Learn about trade data submissions link</b> under the Trade Data section. Locate the question, <b>How do Dealers Verify Compliance with Rule G-14?</b> and click the <b>MSRBs Dealer Feedback System link</b> .	Go to the MSRB’s website at <a href="http://www.msrb.org">www.msrb.org</a> . Click the <b>Login</b> button from the upper right-hand side of the MSRB homepage. Enter your MSRB User ID and Password and then click <b>Login</b> to access the <b>MSRB Gateway Main Menu</b> .
From the Dealer Feedback System Menu, click the <b>Real-Time Request Form link</b> .	Expand the <b>Dealer Feedback System link</b> , then click <b>Transaction Data Request Form</b> .
<b>Submit Transaction Report Request</b>	

<p>Complete the <b>Requester Information</b> and <b>Query Information</b> sections of the <b>Transaction Data Request Form</b>.</p>	<p>Click on <b>New Transaction Data Request (D1)</b>. The following fields are pre-populated with information from your MSRB Gateway account:</p> <ul style="list-style-type: none"> <li>• MSRB ID</li> <li>• Requester Name</li> <li>• Organization Name <input type="checkbox"/> Telephone Number</li> <li>• Email Address</li> </ul> <p>To edit any of the above listed information, locate the <b>My Profile</b> box on the upper right side of the <b>Gateway Main Menu</b> and click the <b>Edit</b> link.</p>
<p>From the <b>Month Requested</b> drop-down menu, select the month for which you wish to receive a report of all the transactions your firm reported to the MSRB.</p>	<p>From the <b>Period Requested</b> drop-down menu, select the month for which you wish to receive a report of all the transactions your firm reported to the MSRB.</p> <p><b>Note:</b> Reports are available for the three most recent billing months processed by the MSRB, but you may only request one report at a time.</p>
<p>After completing the form, click the <b>Submit</b> button. A confirmation screen with the Request ID appears. You will receive a confirmation email stating that your request has been received and assigned.</p>	<p>After completing the form, click the <b>Continue</b> button. A confirmation screen with the Request ID appears. You will receive a confirmation email with the details of your request.</p>
<p><b>Retrieve Transaction Report</b></p>	
<p>You will receive a second email when the requested report is available to download from the Dealer Feedback System on the MSRB website. Processing time may vary from a few hours to two business days depending on volume of requests, and it may take an additional business day for the completed request to be posted to the system.</p>	<p>You will receive a second email as soon as requested report is available for retrieval. The requested report is added to your <b>Completed Query Requests Directory</b> in Gateway. <b>Note:</b> Processing time may vary from a few minutes to two business days depending on volume of requests.</p>
<p>From the Dealer Feedback System Menu, click the <b>Download Data</b> link. Enter your DFS username and password to access the report for which you have submitted a request. <b>Note:</b> Any requests made prior to August 1, 2013 can be retrieved via the <a href="#">Download Data</a> link until August 31, 2013.</p>	<p>To access <b>Completed Query Requests</b>, log in to MSRB Gateway and access the <b>Dealer Feedback System</b> as described above. Click on the <b>Completed Query Requests</b> link located on the right-hand side of the Dealer Feedback System screen.</p>
<p>Click on the control number assigned to your query and save the zip file to your local drive.</p>	<p>To retrieve your completed query request (s), locate the Request ID then click on the file name. The .zip file is named based on the Request ID and consists a text file containing the request parameters along with a detail report.</p>

If you have questions regarding changes to MSRB Dealer Feedback System, please contact MSRB Support at 202-838-1330.