

Overview

The MSRB offers the ability to electronically request MSRB Subscription Services as well as manage existing Subscription Service accounts online in MSRB's Gateway System.

To Purchase a Data Subscription Service

1. Access the [MSRB Subscription Service portal](#) on the [Data Subscription Services and Products](#) page on MSRB.org
2. Enter and submit your email address
3. You will receive an email with instructions that include a link to the MSRB Subscription Service portal, where you will enter information pertaining to:
 - The submitter of the request
 - Your company Name and Address
 - CUSIP License Verification
 - All required contact types
5. Complete, sign, and upload the [Subscription Agreement](#) to finalize your request
6. Once your request is submitted, it will be reviewed by MSRB and upon approval, you will receive an email to notify you that your service(s) are active, and your subscription account is accessible via the login credentials provided. If the MSRB needs to return your request for corrections, you will receive an email specifying the updates needed

To Modify Your Subscription Account Information

The Master Account Administrator (MAA) and Business Contact(s) can login to Gateway and request modifications to your account information.

1. Once you have received your credentials and set your password, navigate to the [Gateway login page](#)
 2. Select 'View/Manage your Subscription Account'
 3. After accessing your account, you will be able to perform the following functions based on your role:
 - **Master Account Administrator (MAA) Functions**
 - ▶ Request modification to company, Billing Contact & MAA information
- Note:** To change the company address for notices from the MSRB under Section 17.4 of the Subscription Agreement, a Subscriber must send a written notice to the MSRB as specified in that section of the Subscription Agreement

- ▶ Request purchase of additional subscription services
 - Note:** Prior to submitting your request for additional services, please send an email to the MSRB, including the Amendment to your Subscription Service Agreement for the additional service(s) you are requesting
- ▶ Complete and submit annual Service Usage Report
- ▶ Request replacement of MAA
- ▶ Request replacement of Business Contact(s)
- **Business Contact Functions**
 - ▶ Request modification to subscription service contacts
 - ▶ Request replacement of Business Contact
- **Password Expiration/Modification Email Contact Functions**
 - ▶ Access subscription data (existing function)
 - ▶ View Subscription Account Information (not able to request modifications)

Once your request is submitted, it will be reviewed by MSRB. Upon approval, you will receive an email to notify you that your requested modifications have been confirmed. If the MSRB needs to return your request for corrections, you will receive an email specifying the updates needed. As the MAA or Business Contact(s), you can login to your Gateway account, make the required corrections and resubmit your account modification request.

Definitions

- **Master Account Administrator (MAA):** Individual responsible for managing all company level information for your subscription account, including requesting modifications to the company address, billing and MAA information, requesting the purchase of additional subscription services and submitting the annual Service Usage Report
- **Business Contact:** Individual responsible for managing the subscription service contact information for the subscription service(s) to which they have been assigned
- **Password Expiration/Modification Email Contact:** Individual(s) responsible for receiving and managing system login credentials to access subscription data

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 official repository for information on all municipal bonds. The MSRB also serves as an objective resource on the municipal market and conducts 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 representative of regulated entities. The MSRB is overseen by the Securities and Exchange Commission and Congress.

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This resource is for informational purposes only and should be considered in conjunction with the applicable MSRB rules 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>.