Overview
Subscribers must complete and submit annual information about their use of the MSRB Market Transparency Subscription Service via the Service Usage Report by January 31st of the following year. Service Usage Reports must be submitted online through MSRB Gateway.

Key Information to Submit Service Usage Report
1. First designate a Master Account Administrator (MAA)
2. Your MAA has sole access to submit the report
3. See below for the role functions and definitions

Instructions to Submit Service Usage Report

- Go to [www.msrb.org](http://www.msrb.org)
- Click on the “LOGIN” link located in the upper right hand of the MSRB homepage
- Enter the Userid and Password (for the designated Master Account Administrator) on the Gateway log in screen
- Click on the “LOGIN” button

Log into MSRB Gateway

- Click on the “Manage Your Subscription Account” located on the MSRB Gateway Main Menu page
• Click on the **Submit** or **Resubmit** link

The Service Usage Report link will be located at the top of the company information screen in the upper left hand of the screen. If submitting the SUR for the first time the link will state “Submit” if you have already submitted the SUR and want to make updates the link will indicate the last updated date of the SUR and display a “Resubmit” option.

You will be taken to the online SUR form.

**Note:** THE SUR will only list the subscription services you are currently subscribed to.

- You must fill out all the required fields and then click the green **Submit** button.
- All required information must be completed for you to be able to submit the form.
Subscription Roles and 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 by your organization.

- **Password Expiration/Modification Email Contact:** Individual(s) assigned by your organization as 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.