



Posting Bank Loan Disclosures on EMMA®

The MSRB's [Electronic Municipal Market Access \(EMMA®\) website](#) enables state and local governments to make information about their bank loan financings and other debt-like obligations publicly available to investors and others. Voluntary bank loan disclosures can provide bondholders, potential investors and other market participants access to key information useful in assessing their current holdings of municipal securities or in making investment decisions.

Submitting Bank Loan Disclosures to EMMA®

Go to the EMMA website at emma.msrb.org and click on the [EMMA Dataport](#) link in the upper right corner of the website.

1. Click on the **Login** button and enter your MSRB organization account user ID and password. You will then be directed to the **EMMA Dataport Submission Portal**.
2. Select the **Continuing Disclosure** tab and click the **Create** button.
3. Select **Bank Loan/Alternative Financing Filing** and click **Next**.
4. Enter the description of the project financed by the bank loan or alternative financing in the **Bank loan for** field.
5. Populate the **As of** field with date of the loan or the current date and click **Next**.
6. Select one of the following options for associating issues or securities:
 - I know my CUSIP-9s that I want to associate with this bank loan.
 - I don't know my CUSIP-9s that I want to associate with this bank loan.
 - This bank loan should not be associated with a CUSIP-9.
7. If you indicated that you know your CUSIP-9s, insert the CUSIP-9(s) in the ADD CUSIP-9s box or select from the EXISTING GROUPS and click Upload.

Please note that associating the bank loan disclosure with a CUSIP-9 ensures that the disclosure appears on the EMMA page that lists all of the details of the CUSIP, making it easier for users to find the disclosure on EMMA.

If you indicated that you don't know your CUSIP-9s, search by CUSIP-6 or Issuer Name and/or State.

Select the securities to add from the search results and click **Next**.

Posting information about bank loan financings to EMMA helps investors access key information useful in making informed investment decisions.



Subscribe to issuer education and EMMA email updates from the MSRB.

If you opted not to associate the bank loan disclosure with a CUSIP-9, enter the Issuer Name and/or State and click the next arrow.

8. Provide appropriate contact information for this disclosure by clicking **Select Existing Contact** in the box for issuer's contact information and/or obligor's contact information and click **Next**.
9. Upload the disclosure document by clicking on **Choose File** and **Upload**. You can also remove, replace or archive the uploaded file.
10. Click **Preview** to review the submission and click **Publish**.

Click **YES: Publish** in the pop-up window.

11. EMMA issuer homepages include a separate tab for bank loan disclosures to make it easier for investors and others to find these documents. [Learn how to customize your EMMA issuer homepage.](#)

▶ **MSRB Support**

Phone:

202-838-1330

Hours:

7:30 a.m. – 6:30 p.m. ET

Email:

MSRBsupport@msrb.org

Hours:

7:00 a.m. – 7:00 p.m. ET



Subscribe to issuer education and EMMA email updates from the MSRB.