

Rulemaking Board



The Official Source for Municipal Disclosures and Market Data

# EMMA Dataport Manual for 529 Savings Plans/Achieving a Better Life Experience (ABLE) Programs Disclosure Submissions

Version 2.2, December 2024

Version	Date	Description of Changes
1.0	June 2010	Initial version.
1.1	May 2011	Updated manual to reflect the voluntary submissions by Issuers of Preliminary Official Statements and Pre-Sale Documents as well as the submission of Issuer Voluntary Official Statements.
1.2	August 2015	Updated the Resources and Support section to reflect the change in hours of operation for Email Support.
1.3	June 2016	Updated to reflect the changes to the msrb.org homepage, MSRB Gateway Login and Main Menu pages.
1.4	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.
2.0	August 2021	Updates to reflect EMMA Dataport user interface changes as it relates to the 529 and ABLE EMMA Dataport screens.
2.1	April 2022	Updated to reflect GASB's decision to change Comprehensive Annual Financial Report (CAFR) to Annual Comprehensive Financial Report (ACFR).
2.2	December 2024	Updated to reflect changes to the association of supplements to documents.

## **Revision History**

# **Resources and Support**

Contact the MSRB MSRB Support Phone: 202-838-1330 Email: <u>MSRBsupport@msrb.org</u>. Live support: 7:30 a.m. – 6:30 p.m. ET. E-mail support: 7:00 a.m. – 7:00 p.m. ET.

Municipal Securities Rulemaking Board 1300 I Street NW, Suite 1000 Washington, DC 20005 Phone: 202-838-1500 MSRB Website: <u>www.msrb.org</u> EMMA Website: <u>emma.msrb.org</u>

#### **MSRB Corporate Office**

#### **Core Operational Hours**

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

\*Excludes weekends and holidays identified on the <u>MSRB System Holiday Schedule</u> and planned or unplanned outages as communicated on the <u>MSRB Systems Status</u> webpage.

Related MSRB Rules and Resources:

MSRB Rule G-32: Disclosures in Connection with Primary Offerings

SEC Rule 15c2-12: Continuing Disclosure

Manuals:

<u>Primary Market Submission Manual</u>

Video Tutorials:

- <u>Submitting Primary Market Disclosures for 529 Savings Plans</u>
- <u>Submitting Voluntary Official Statements for 529 Savings Plans</u>
- <u>Submitting Continuing Disclosures for 529 Plans</u>

# **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<sup>®</sup>) website, the free, official repository for information on all municipal bonds.<sup>1</sup> 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**

Brokers, dealers, and municipal securities dealers (collectively, dealers) acting in the capacity of an underwriter, placement agent or remarketing agent for offerings of municipal securities and their designated submission agents must submit primary market documents in accordance with applicable MSRB rules. Issuers and their designated submission agents may voluntarily submit primary market documents if the submission includes certain other information.

In accordance with Rule G-32(b)(vi)(C), underwriters may designate agents to make submissions on their behalf through the MSRB's user account management and authentication system known as MSRB Gateway. All submissions made on behalf of an underwriter by a designated agent are the responsibility of the underwriter, and any failure by the designated agent to provide documents or information in a complete, timely and conforming manner will be deemed to be a failure by the underwriter.

This EMMA Dataport Manual for 529 Savings Plans/ABLE Programs Disclosure Submissions provides instructions on the process for: (i) dealers to submit Primary Market documents; (ii) issuers to submit Continuing Disclosure documents; and (iii) issuers to submit on a voluntarily basis 529 Savings Plans/ABLE Programs' disclosure documents provided under their states' 529 Savings Plans/ABLE Programs.

<sup>&</sup>lt;sup>1</sup> The EMMA website makes available to the public, at no charge, primary market and continuing disclosure information on 529 Savings Plans/ABLE Programs.

This manual only provides instructions on submissions made via the EMMA website through EMMA Dataport. Submitters seeking to make automated continuous submissions through a computer-to-computer interface should consult the appropriate specifications document.



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

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 <u>http://www.MSRB.org/Rules-and-Interpretations/MSRB-Rules.aspx</u>.

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# Part 1: Submission Rights and Access to EMMA Dataport

All submitters to the MSRB Primary Market, Continuing Disclosure and Voluntary Issuer Submission Services must have a user account in MSRB Gateway, a single, secure access point for making submissions to EMMA. Each user must also accept the terms and conditions for making submissions.

Primary Market submissions of 529 Savings Plans/ABLE Programs disclosure documents by underwriters under MSRB Rule G-32, or by their designated agents, can only be made by users who have had the primary market submission right assigned to them by their organization's Master Account Administrator within MSRB Gateway. For information on how to establish and maintain the primary market submission right, see the <u>EMMA Dataport Manual for Primary</u> <u>Market Submissions</u>.

Continuing Disclosure submissions of 529 Savings Plans/ABLE Programs documents made by issuers or their designated agents can only be made by users who have created a continuing disclosure submission account in MSRB Gateway. For information on how to establish continuing disclosure submission access, see the <u>EMMA Dataport Manual for Continuing Disclosure Submissions</u>.

Additionally, issuers seeking to make Primary Market submissions, or to designate agents to make submissions on their behalf, must establish an "organization account" in Gateway. Organization accounts are not the same accounts used to make continuing disclosure submissions and are subject to additional verification procedures to affirmatively establish an individual's authority to act on behalf of the issuer in connection with primary market disclosure submissions. Issuers should refer to the <u>MSRB Gateway User Manual for Issuers</u>, <u>Obligated Persons and Agents</u> for instructions on how to set up an organization account.<sup>2</sup>

For any submission to the EMMA Dataport, the first step is to log into MSRB Gateway. This can be done on either EMMA or the MSRB homepage.



Dealer staff seeking to make Continuing Disclosure submissions on behalf of an issuer does not need to establish a new account; the ability to make Continuing Disclosure submissions can be assigned to them by their organization's Master Account Administrator within MSRB Gateway.

<sup>&</sup>lt;sup>2</sup> Note, that the MSRB Gateway User Manual for Issuers, Obligated Persons and Agents, also describes how to submit documents using the EMMA Dataport user interface.

Step-by-Step Instructions for Accessing EMMA Dataport to Make a 529 Savings Plan/ABLE Submission

#### 1. Access EMMA Dataport

From the EMMA homepage at <u>http://emma.msrb.org</u>, click the **EMMA Dataport** link at the top of the page.



#### Then click the Login to MSRB Gateway button.

Electronic Municipal Market Ac A service of the MSRB	cess		Search by CL	ISIP, Description, State, etc. Advanced Sea
Browse Issuers	Tools and Resources 🔻	Market Activity 🝷	MyEMMA <sup>®</sup> 🕶	EMMA Dataport
MMA Dataport				
	Document Submission			
Overview	EMMA Dataport now featu	res an enhanced user interface a	nd	Access EMMA Dataport
Submissions by Dealers	improvements to the continuing disclosure submission process for issuers.			to Submit Documents
Submissions by Municipal Advisors	Read more about the chan	ges.		
Submissions by Issuers	Municipal securities dealer	rs, municipal advisors, issuers, ol	ligated persons	
Submissions by Obligated Persons	and their designated agent	es Rulemaking		
MSRB Subscription Services	Board (MSRB) with electron			
MSRB System Status	<ul> <li>Dataport is the utility thro information are made to N</li> </ul>		Log in to MSRB Gateway	
		make specific submissions, pleas		Don't have an account? Register )
	applicable link below. For time sensitive issues call MSRB Support at or send an email to			Access Online Training
				about Submitting to EMMA
	MSRBsupport@msrb.org.			MSRB Gateway Manual 🕨
	+ Submissions by Dealers			Free Online Learnin
	Submissions by Municipa	l Advisors		Muni Log in to MuniEdPro® to
	Submissions by Issuers			take the MSRB's interactiv course on continuing
	Submissions by Obligated		disclosure obligations under SEC Rule 15c2-12.	
			-	EMMA for Issuers
				Watch government financ professionals explain how they use EMMA.

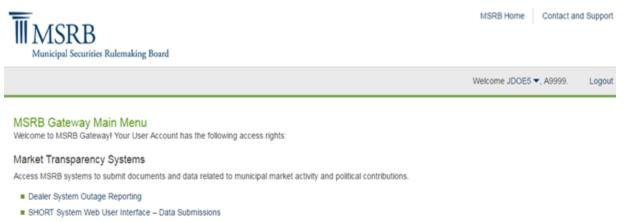
You may also access the MSRB Gateway landing page from the MSRB homepage at <u>www.msrb.org</u>, click **LOGIN**.

Municipal Secu	B rities Rulemaking Boar	đ	ABOUT MSRB   EMMA	MUNIEDPRO® LOGIN	REGISTER CAREERS
Rules and Guidance	Compliance Center	Transparency	Education Center	Policy and Analysis	News and Events
COVID-19 Information	the impact of coronavirus disease	on the municipal securities ma	arket. Click here fo <mark>r</mark> more information		
Enhancing Board Go Special Guest Bob Brown, Governance Review Specia episode of MSRB Podcast. • O	Chair of the Board's al Committee, joins the latest	[m]	III-		e
		<u>∎</u>			IMA nc Municipal Market Access
ABOUT THE MSF	RB GO	OVERNANCE	CEO SEARCH	VISIT TH	E EMMA WEBSITE

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

MSRB funicipal Securities Rulemaking Board	MSRB Home Contact and Suppor
Log into MSRB Gateway	Welcome to MSRB Gateway, the secure access point for all MSRB applications including EMMA. Click here for guidance on user account management and information about the MSRB Gateway. To return to MSRB org from within the MSRB Gateway application, click on the MSRB Home link at the top right corner of the page. If you are experiencing login or other system related problems, please check the <b>Systems</b> tiolous Page for more information. If you need additional heip, please contact the MSRB via email at GatewaySupport@msrb org or by phone at 202-636-1330.
Login	The MSHB recommends not bookmarking this page
Don't have an account? Register	
MSR8 Gateway Manual	

From the MSRB Gateway Main Menu, click **EMMA Dataport**. The EMMA Dataport Submission Screen appears. If the EMMA Dataport link was selected from EMMA then this step won't be necessary. You will automatically be taken to EMMA Dataport.



- SHORT System Web User Interface Data Submissions Test Environment
- RTRS Web Interface Test System
- Rule G-37 Submission
- EMMA Dataport

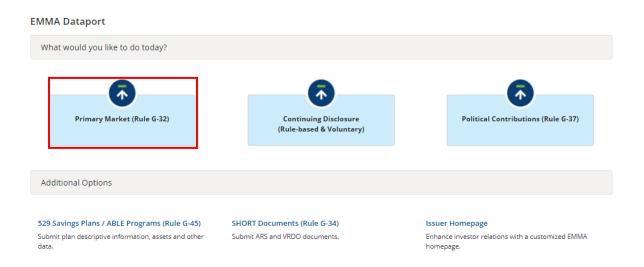
2. Enter an Organization, if applicable. If your organization has the rights to act on the behalf of another organization, you will see a screen that will allow you to select the organization from the drop-down menu for which you are making a submission.

Browse Issuers	Tools and Resources $\checkmark$	Market Activity 🝷	MyEMMA <sup>®</sup> ▼	EMMA Dataport		
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 acti	ng on benait of?					

# Part 2: Primary Market Disclosure Submissions

#### **Creating a New Submission**

To make a Primary Market submission, you must ensure that you or your organization has the rights to make that submission. If you or your organization has the rights to make a Primary Market submission, you will see the following option.



After selecting Primary Market, the following screen appears. To create/update a submission for a 529 Savings Plan/ABLE Program, select the option using the Municipal Fund Security drop down.

mary Market (Rule G-32)	< Resou
<ul> <li>Underwriting/ Remarketing Submission (Standard EMMA Submission- 9-digit CUSIP number required)</li> </ul>	Create Update
Commercial Paper (6-digit CUSIP number required)	Create Update
Ineligible for CUSIP Number Assignment	Create Update
Municipal Fund Security	Select V
<ul> <li>Advance Refunding Document (Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)</li> </ul>	Select 529 Savings Plan ABLE Program
	Other Municipal Fund Security
Pending Submissions	

Access completed or partial submissions with expected closing dates on or after today's date

From the drop-down menu, select the state for which you would like to create a new submission. If a state has not previously submitted a plan disclosure document to EMMA, a message will indicate that no plans or programs were found. To submit a new 529 Savings Plan/ABLE Program disclosure document for a selected state, click **Add New Plan**.

EMMA Dataport - 529 Savings Plan	( Resources
Search for a Plan	
State: MI V Search	
Search Results for State of Michigan (MI)	+Add New Plan
529 Plan Description	\$
MI 529 ADVISOR PLAN	
MICHIGAN EDUCATION SAVINGS PROGRAM	
	Previous 1 Next
	Exit

### **Plan Tab**

On the **Plan** tab, complete the Issue Information.



For a new plan submission, the following notation will appear on the screen: "Submission Status: Not Published," which indicates that the 529 Savings Plan, ABLE Program, or Other Municipal Fund Security disclosure document has not been published and cannot be viewed on EMMA.

Submission Status: NOT PUBLISHED	
EMMA Dataport - 529 Savings Plan	• Resources
Plan Document Continuing Disclosure	
All applicable fields required for a complete submission.	
Issuer Name: STATE OF MICHIGAN	
State: MI	
Plan Description:	
Closing Date: (?) mm/dd/yyyy	
	Save Preview Exit
	Save Preview Exit

When creating a new 529 Savings Plan/ABLE Program submission, the **Plan Description** and the **Closing Date** are required for a complete submission.

The plan description describes the type of 529 Savings Plan/ABLE Program. It is important to describe the plan accurately since this information will appear on the EMMA website and will inform investors about the plan/program.

Submission Status: NOT PUBLISHED			
EMMA Dataport - 529 Savings Plan		. F	Resources
Plan Document Continuing Disclosure			
All applicable fields required for a complete submission.			
Issuer Name: STATE OF MICHIGAN			
State: MI			
Plan Description:	<i>4</i> !		
Closing Date: (?) mm/dd/yyyy			
	Save	Preview	Exit



Since 529 Savings Plans/ABLE Programs are sold through a continuous offering and do not have a specific closing date as other municipal securities do, the closing date represents the date the 529 Savings Plan/ABLE Program is first sold to an investor.

#### **Uploading a Document**

Select the **Document tab** to add a 529 Savings Plan/ABLE Program disclosure document or a 529 Savings Plan/ABLE Program disclosure document supplement. Documents on this screen are displayed with the most recently submitted document at the bottom.

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

Submission Status: NOT PUBLISHED
EMMA Dataport - 529 Savings Plan 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
T
Test (2).pdf 12/10/2020
Description: Date Received from Issuer: I Effective Date: Select Document Type V I 💼

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. Select document type as an MFS (Municipal Fund Security) Disclosure Document or an MFS Disclosure Document Supplement.

EMMA Dataport - 529 Savings Plan	
	ources
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 ma exceed 250 MB. All files in a single submission may not exceed 1 GB.	/ not
Select Files	
or drag and drop files here	
Test (2).pdf 12/10/2020	
Description: Date Received from Issuer: 12/01/2020 Effective Date: 12/01/2020 Select Document Type	童
Select Document Type	
NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take the Speed and the level of traffic on EMMA.	ng date. ection

#### Enter the Date Received from Issuer and Document Effective Date.

Submission Status: NOT PUBLISHED				
EMMA Dataport - 529 Savings Plan	• Resources			
Plan ! Document Continuing Disclosure				
PDF files must be word-searchable by allowing the user to search for specific terms within the document through exceed 250 MB. All files in a single submission may not exceed 1 GB.	a search or similar find function. A single file may not			
Select Files				
or drag and drop files here				
Test (2).pdf 12/10/2020				
Description: Date Received from Issuer: 12/01/2020 Effective Date: 12/01/2020	Select Document Type 💙 ! 🍵			
	Select Document Type			
NOTE: The deadline for submission of the official statement to EMMA is the earlier of (1) one business day after receipt of the MFS Disclosure Document unclosi Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can take the statement of the s				
Underwriters should submit official statements to EMMA as quickly as possible after receipt. Be advised that large files can ta MFS Disclosure Document Supplement speed and the level of traffic on EMMA.				

The Effective Date is the date on which the 529 Savings Plan/ABLE Program disclosure document or supplement takes effect, or the effective date of the document being filed.

You may also upload a supplement that has additional information about a document. Select the **Document** tab, from the drop-down menu in the Upload Document box, select the document type: **MFS Disclosure Supplement**. You will then see a pop-up that will state "Select the MFS Disclosure Document with which to associate the Supplement." If you have multiple documents, clicking the drop-down will display all of the documents the supplement can be associated with.

	Select the MFS Disclosure Document with which to associa Supplement.	te the	
	Select Disclosure Document		
n		Save	<u>Cancel</u>

After associating the supplement with the document you will see the supplement(s) listed with the associated document. If you have more than one supplement, you can reorder the supplements in matter of importance.

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 manes longer than 50 characters may be truncated.         Select Files       or drag and drop files here         Image: test Document.pdf       Save Cancel         Description       Date Received from Issuer *         Test Document       10/01/2024         Image: test Supplement       10/01/2024         Image: test Supplement       10/02/2024	EMMA	A Data	port - 529 Savings Plan				∢ Re	sources
Test Document.pdf	PDF file	s must b	e word-searchable by allowing the u					ìle may
Description     Date Received from Issuer *     Effective Date     Document Type       Test Document     In/01/2024     MFS Disclosure Document     Image: Context and the second seco				or		re		
Description     From Issuer *     Effective Date     Document Type       Test Document     In/01/2024     MFS Disclosure Document     Imit for the second	↑↓ [	Test Doci	ument.pdf		Save Cancel			۲
			Description			Effective Date	Document Type	
↑ Test Supplement I0/02/2024 MFS Disclosure Document Supplement ♥			Test Document		10/01/2024		MFS Disclosure Document	ŵ
		^↓	Test Supplement	<b>a</b>	10/02/2024		MFS Disclosure Document Supplement 💙	Ŵ

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.

There are certain constraints on documents that can be uploaded. Each plan 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.

#### **Continuing Disclosure Tab**

Identify whether the issuer has agreed to undertake to provide continuing disclosure information as specified 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		5
EMMA Dataport - 529 Savings Plan		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	
Save	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				
EMM	A Dataport -	529 Savings Plan	Resources	
Plan	Document	Continuing Disclosure		
Contin	uing Disclosure	e Information		
All appli	able fields require	d for a complete submission.		
lssue 12:	r or other obligated	d persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2- 💿 Yes 🛛	No	
Issue	r Information			
Conti	nuing Disclosure Ur	ndertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):		
O Dat	e by which annual	financial information is contractually due to be submitted each calendar year Month 💙 Day 💙		
ONu	mber S	elect 🔹 after the end of fiscal - year - end on Month 💙 Day 💌 by which the annual financial information is contractually due to be sub	mitted.	

+Add Obligated Person(s) Information

#### **Publishing a Submission**

Submission Status: NOT PUBLISHED

The uploaded document is not yet available to the public. The submission indicator located in the upper left corner of the page denotes whether the submission has been previously published.

Publishing a submission is a two-step process. You first must click **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.

Please review the submission details	efore publishing.	
Plan/Program		
Basic Information		
Issuer Name:	STATE OF MICHIGAN	
Plan Description:	MICHIGAN SAVINGS PLAN	
Closing Date:	02/17/2021	
State:	MI	
Document		
Continuing Disclosure		

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.	
ОК	

If any information on the Preview screen needs to be changed, click the green **Back** button.

EMMA Dataport - 529 Savings Plan					
Please review the submission details	before publishing.				
Plan/Program					
Basic Information					
Issuer Name:	STATE OF MICHIGAN				
Plan Description:	MICHIGAN SAVINGS PLAN				
Closing Date:	02/17/2021				
State:	MI				
Document					
Continuing Disclosure					
	Back Publish Exit				

Once all information is correct and the review is satisfactory, click the **Publish** button. The following screen appears.

Are you sure you wa submission?	nt to publish th	is
	Yes	No

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

	SUBMISSION ID (Q11064524) 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.

### **Print/Preview**

This screen provides a complete listing of information about the 529 Savings Plan/ABLE Program provided on the EMMA Dataport, the Submission ID, and the date and time of submission for recordkeeping purposes. Submitters are advised to print and save a copy of this screen.

Electronic Municipal Market Access A service of the MSBB
EMMA Dataport - 529 Savings Plan
Submission Id: Q11064906 Submission Date: 2/4/2021 3:08:01 PM You are acting on behalf of: MSRB (MSRB) Submission Status: Published
Plan/Program
Basic Information
Issuer Name: STATE OF MICHIGAN
Plan Description: MICHIGAN SAVINGS PLAN
Closing Date: 02/17/2021
State: MI
Document MFS Disclosure Document.pdf Date Received from Issuer: 02/03/2021 Effective Date: 02/17/2021 File Type: MFS Disclosure Document
Continuing Disclosure
Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12:   Ves  Ves  Ves  Ves  Ves  Ves  Ves  Ve
Issuer Information
Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is:      ① Date by which annual financial information is contractually due to be submitted each calendar year Oct 10

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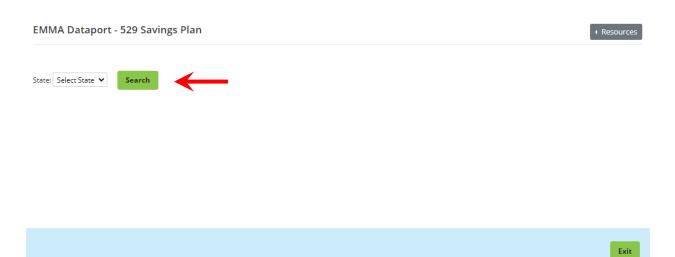
The MSRB will send an electronic receipt to your email address. The receipt contains a complete listing of the submission and a link to view the submission on the EMMA website.

### Modifying or Canceling an Existing Submission

To submit a new plan disclosure document or a supplement to an existing plan disclosure document, select the submission type, 529 Savings Plan or ABLE Program that you would like to modify.

Primary Market (Rule G-32)	<ul> <li>Resources</li> </ul>
Underwriting/ Remarketing Submission     (Standard EMMA Submission- 9-digit CUSIP number required)	Create Update
Commercial Paper     (6-digit CUSIP number required)	Create Update
<ul> <li>Ineligible for CUSIP Number Assignment</li> </ul>	Create Update
Municipal Fund Security	Select V Select
<ul> <li>Advance Refunding Document (Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)</li> </ul>	529 Savings Plan ABLE Program
	Other Municipal Fund Security
Pending Submissions	
Access completed or partial submissions with expected closing dates on or after toda	ay's date

1. From the drop-down menu, select the state that issued the 529 Savings Plan/ABLE Program then click the search button.



2. A list of 529 Savings Plans/ABLE Programs' descriptions for the selected state appears. To update an existing 529 Savings Plan/ABLE Program description, click on the plan description in the table.

EMMA Dataport - 529 Savings Plan	• Resources
State: DC V Search	
District of Columbia (DC)	Add New Plan
529 Plan Description	\$
	Previous 1 Next
	Exit

3. Click on the **529 Plan or ABLE Program Description** to view the Issue Information. The Plan tab is pre-populated with information from prior 529 plan/ABLE Program submissions. If the plan description is incorrect, change the plan description information.

Submission Status: NOT PUBLISHED		
EMMA Dataport - 529 Savings	Plan R	Resources
Issue/Series Official Statement	Continuing Disclosure	
All applicable fields required for a complete su	ubmission.	
State	e: DISTRICT OF COLUMBIA e: DC DC COLLEGE SAVINGS PLAN	
Closing Date	e: 09/02/2020	
		Exit

Since 529 Savings Plans/ABLE Programs are sold through a continuous offering and do not have a specific closing date as do other municipal securities, the closing date represents the date the 529 Savings Plan/ABLE Program is first sold to an investor.

4. If no other modifications are needed, click on the **Document** tab to upload the primary market disclosure documents.

Plan       Document       Continuing Disclosure         DP 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         College Savings Plan Disclosure Booklet FINAL.pdf 03/09/2016         Description:       2016 DC 529 College Savin       Date Received from Issuer:       02/29/2016       Effective Date:       11/01/2020       MFS Disclosure Document           Plan Disclosure Booklet Supplement - FINAL V2.pdf 01/12/2015       Description:       529 Plan Disclosure Booklet Supplement - FINAL V2.pdf for Issuer:       12/17/2014       Effective Date:       11/01/2020       MFS Disclosure Document Supplement            Description:       529 Plan Disclosure Booklet       Date Received from Issuer:       12/17/2014       Effective Date:       11/01/2020       MFS Disclosure Document Supplement	EMMA Dataport -	529 Savings Plan	Resources
xxceed 250 MB. All files in a single submission may not exceed 1 GB.         Select Files         or drag and drop files here         College Savings Plan Disclosure Booklet FINAL.pdf 03/09/2016         Description:       2016 DC 529 College Savin         Date Received from Issuer:       02/29/2016         Effective Date:       11/01/2020         MFS Disclosure Document           Plan Disclosure Booklet Supplement – FINAL V2.pdf 01/12/2015         Description:       529 Plan Disclosure Booklet         Description:       529 Plan Disclosure Booklet         Disclosure Booklet       Date Received from Issuer:         12/17/2014       Effective Date:         11/01/2020       MFS Disclosure Document	Plan Document	Continuing Disclosure	
College Savings Plan Disclosure Booklet FINAL.pdf 03/09/2016         Description:       2016 DC 529 College Savin         Date Received from Issuer:       02/29/2016         Effective Date:       11/01/2020         MFS Disclosure Document          (1)         (1)         (2)         (			e file may not
College Savings Plan Disclosure Booklet FINAL.pdf 03/09/2016         Description:       2016 DC 529 College Savin         Date Received from Issuer:       02/29/2016         Effective Date:       11/01/2020         MFS Disclosure Document           Plan Disclosure Booklet Supplement FINAL V2.pdf 01/12/2015           Description:       529 Plan Disclosure Booklet       Date Received from Issuer:         12/17/2014       Effective Date:       11/01/2020         MES Disclosure Booklet       Supplement -> FINAL V2.pdf 01/12/2015		Select Files	
Description: 2016 DC 529 College Savin Date Received from Issuer: 02/29/2016 Effective Date: 11/01/2020 MFS Disclosure Document  Plan Disclosure Booklet Supplement FINAL V2.pdf 01/12/2015 Description: 529 Plan Disclosure Booklet Date Received from Issuer: 12/17/2014 Effective Date: 11/01/2020 MFS Disclosure Document Supplement (1)		or drag and drop files here	
Plan Disclosure Booklet Supplement FINAL V2.pdf 01/12/2015 Description: 520 Plan Disclosure Booklet. Date Pereived from Issuer: 12/17/2014 Effective Date: 11/01/2020 MES Disclosure Document Supplement V (4)	College Savings Plan	Disclosure Booklet FINAL.pdf 03/09/2016	
	Description: 2016 DC 5	29 College Savin Date Received from Issuer: 02/29/2016 Effective Date: 11/01/2020 MFS Disclosure Document	۲ ( <u>۱</u> )
Description: 529 Plan Disclosure Bookle Date Received from Issuer: 12/17/2014 Effective Date: 11/01/2020 MFS Disclosure Document Supplement 🗸	Plan Disclosure Book	let Supplement FINAL V2.pdf 01/12/2015	
	Description: 529 Plan D	Disclosure Bookle Date Received from Issuer: 12/17/2014 Effective Date: 11/01/2020 MFS Disclosure Document Supplement	·

During the update process, you may change anything you or your organization previously submitted. You can also add or archive documents. Your designated agent can make the same changes on your behalf. Be sure to **Publish** the updated submission to disseminate the results.

Select Files							
or drag and drop files here							
College Savings Plan Disclosure Booklet FINAL.pdf 03/09/2016							
Description: 2016 DC 529 College Savin Date Received from Issuer: 02/29/2016 Effective Date: 11/01/2020	MFS Disclosure Document	<u>10</u>					
Plan Disclosure Booklet Supplement FINAL V2.pdf 01/12/2015							
Description: 529 Plan Disclosure Bookle Date Received from Issuer: 12/17/2014 Effective Date: 11/01/2020	MFS Disclosure Document Supplement $\checkmark$	<u>/4)</u>					
MFS Disclosure Document.pdf 02/04/2021							
Description: Date Received from Issuer: Effective Date:	Select Document Type 🗸 🖌	ŵ					
- Archived Files							
2015 BR10050-DC 529 Annual Report.pdf archived 02/04/2021							
C 529 Program Disclosure Booklet FINAL (print).pdf archived 02/04/2021							
2013 DC 529 Annual Report Final.pdf archived 02/04/2021							
100813 DC 529 Program Disclosure Booklet FINAL.pdf	archived 02/04/2021						

The update process also enables you to cancel the submission of a 529 Savings Plan/ABLE Program document that had been submitted. To cancel the submission, select the **Cancel** button at the bottom of the screen. Canceling your submission will remove it from the public view. You will not be able to restore a canceled submission.

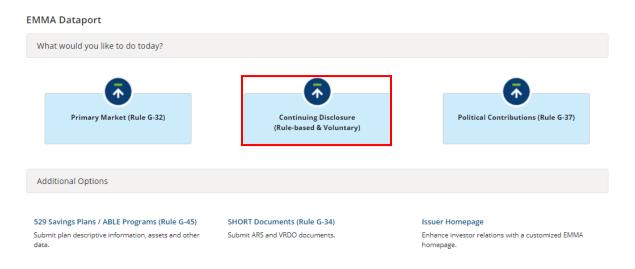
.

Submission Status: MODIFICATION IN PROGRESS	
EMMA Dataport - 529 Savings Plan	+ Resources
Plan Document Continuing Disclosure	
All applicable fields required for a complete submission.	
Issuer Name: DISTRICT OF COLUMBIA	
Plan Description: EDITED DC COLLEGE SAVINGS PLAN	
Closing Date: (?) 09/02/2020	
	Cancel Offering Preview Exit

# **Part 3: Continuing Disclosure Submissions**

#### **Creating a New Submission**

As with primary market submissions, a submitter must register through Gateway to make continuing disclosure submissions. After registration, log into EMMA Dataport and you will see the Continuing Disclosure (Rule-based & Voluntary) option.



After selecting Continuing Disclosure (Rule-Based & Voluntary) the following screen appear. Click **Create New Submission** to start a submission.

Continuing Disclos	sure						
Would you like to m	ake a new continuing disclosur	re submission or modify an ex	isting one?				
Create New Submissio	n Modify Submission						
Recent Submissions	Export Submission History						
Most Recent Submi	ssions up to One Year						
Show 10 💙 entries	Search within list:						
Submission Date 🔻	Disclosure Type			ŧ	Submission ID 🌲	Submitted By 🗧	
09/22/2020	P&I Payment Delinquency				Q11064552	JDOE3	Modify   View
Showing 1 to 1 of 1 entrie	25						Previous 1 Next

Begin by selecting the type of continuing disclosure you will submit – either a Financial/Operating Filing, an Event Filing, or Asset-Backed Securities Filing. (this manual assumes you are submitting a Financial/Operating Filing). Click **Next** to proceed.

Submission Status: NOT YET PUBLISHED	
Continuing Disclosure	( Resources
What type of filing would you like to submit? (Select one)	
○ Financial/Operating Filing	
⊖ Event Filing	
⊖ Asset-Backed Securities Filing	
Not sure?	
	Next Exit

### **Uploading a Document**

After selecting the type of continuing disclosure, click **Next**. The document upload screen appears.

Submission Status: NOT YET PUBLISHED		
Continuing Disclosure - Financial/Operating Filing		( Resources
What file(s) would you like to submit?		
PDF files must be word-searchable by allowing the user t	to search for specific terms within the document through a search or similar find functi	ion.
	Select Files	
	or drag and drop files here	
Test.pdf	uploaded 09/22/2020	盦
	Back Next Save	Exit

There are certain constraints on documents that can be uploaded into EMMA Dataport. 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.

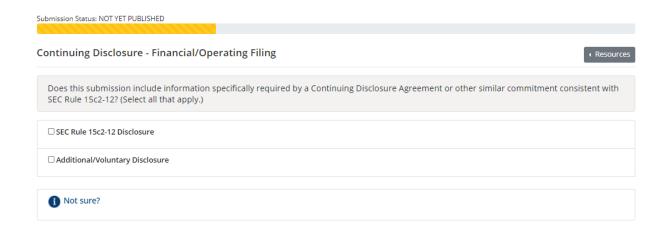
Diagrams, images and other non-textual elements are not required to be word-searchable. If the submitted file is a reproduction of the original document, the submitted file must maintain the graphical and textual integrity of the original document.

Use **Select Files** to locate the file on your computer. Click **Open**, then select the file or drag and drop it to transfer the file to EMMA Dataport. It is important that prior and subsequent to submission, the submitter review each page of the PDF to ensure that it is clear, readable and word-searchable.

EMMA shows that the document has been uploaded by displaying the document name on the left side of the screen and the date uploaded on the right.

#### Submitting an Annual or Periodic Filing

An annual or periodic filing may be made pursuant to SEC Rule 15c2-12 or may be made voluntarily.



To submit an annual or periodic filing, select the disclosure type, as shown below. You may select multiple types of disclosure.

Submission Status: NOT YET PUBLISHED	
Continuing Disclosure - Financial/Operating Filing	Resources
Which type of Financial filing best describes this document? Select all that apply.	
- SEC Rule 15c2-12 Disclosure	
□ Annual Financial Information and Operating Data (Rule 15c2-12)	
□ Audited Financial Statements or ACFR (Rule 15c2-12)	
Failure to Provide Annual Financial Information as Required	
Not sure?	

Enter the document title or other descriptive information in the free-text box labeled **Document Description** to provide additional details about the contents of the disclosure. Below the free-text box, enter the period covered by the disclosure. All dates, including the year ended, must be in the format mm/dd/yyyy. You may type the date or select a date from the calendar that appears when you select the field. Both the text and date fields will appear on the EMMA Website in connection with the uploaded document.

Submission Status: NOT YET PUBLISHED	
Continuing Disclosure - Financial/Operating Filing	Resources
What information about this disclosure do you want investors to see on EMMA website?	
	* is required.
Annual Financial Information and Operating Data (Rule 15c2-12)	
Document Description:	
Period Date: Year Ended	
1 Not sure?	

#### Associating Issues or Securities to the Disclosure

Next you need to associate issues or securities to the disclosure. Select 529 Savings Plan or ABLE Program.

Submission St	itatus: NOT YET PUBLISHED						
Continuir	ng Disclosure - Financial/Operati	ıg Filing				<b>∢</b> R	esources
What typ	pe of securities do you want to associate	with this disclosure?					
⊖ Munici	ipal Bonds and Notes						
Other	Select One						
	Select One						
i Not:	Commercial Paper (CUSIP-6 Based)						
	Ineligible for CUSIP Number Assignment						
	529 Savings Plan						
	ABLE Program						
	Other Municipal Fund Security						
				Back	Next	Save	Exit

Select the state that you are associating to the submission, and then select the plan description(s) that you are associating to the submission.

ubmission Status: NOT YET PUBLISHED							
Continuing Disclosure - Finan	Continuing Disclosure - Financial/Operating Filing						
What 529 savings plan would you	like to ad	d?					
UT V		Issuer Name	Plan Description	÷			
		STATE OF UTAH	MY529				
	Showing	1 to 1 of 1 entries		Previous 1 Next			
1 Not sure?							

# **Associating Contacts to the Disclosure**

A submitter may provide contact information of persons whom the public can ask for further information. After the issues or securities are selected, the following screen appears:

Submission Status: NOT YET PUBLISHED
Continuing Disclosure - Financial/Operating Filing
What contact information should be posted on the EMMA website?
Submitter's Contact Information
If no issuer/obligated person's contact information is provided, then submitter information will be posted on EMMA.
Organization: MSRB4
Name: JOHN DOE
Address: 22 W st
City, State Zip: alexandria , va 22314
Phone Number: 222-222-2222
Email: jdoe@dealerxyz.comz
Submitter Contact Information can only be edited through MSRB Gateway.
Issuer's Contact Information
Add new issuer contact
Obligated Person's Contact Information
Add new obligated person contact

Click the **Add New Issuer Contact** link to add the issuer's contact information. An obligor may not be applicable to issuers of 529 Savings Plans/ABLE Programs.

Select Contact	✓ Add new issuer contact	
*Organization:		* is require
*First Name:	*Last Name:	t one of these fields is require
Address:		
City:	State: 🗸 Zip Code:	
† Phone Number:	Extension:	
† Email Address:		
ear Contact Information	tact Information	
Select Contact	<ul> <li>Add new obligated person contact</li> </ul>	



You must enter the contact's name and either the phone number or email address. If you do not enter an issuer's contact information, then EMMA will display the submitter's information.

The Issuer contact information entered will need to be entered for each unique submitter. Each submitter must enter its own contact information.

#### **Publishing a Submission**

The uploaded document is not yet disclosed to the public on the EMMA Website. You must click **Preview** to disclose the document. After filling out the contact information (if applicable), select the green **Next** button. The following screen appears, which allows you to preview all the information you are about to publish.

ntinuing Disclosure - Financial/Operating Filing		• Resour
This submission has not been published yet. Please review su	ubmission details before publishing.	
Disclosure Categories		b
Rule 15c2-12 Disclosure Annual Financial Information and Operating Data: Test, for the year ended 09	9/01/2020	
Document		6
File	Period Date	
Test.pdf	09/23/2020	
529 Savings Plan		6
Issuer Name	Plan Description	
Issuer Name STATE OF UTAH	Plan Description MY529	
	MY529	6

If any information on the Preview screen needs to be changed, click either the **Pencil icon** or the **Back** button until you reach the screen where the data was inputted. Once all information is correct, click **Publish**. The following pop-up appears.

Are you sure you want to p	ublish?	
	Yes	No

You may resume editing the document by clicking **No** or publish it by clicking **Yes**. When you publish a submission, a confirmation email will be sent to the submitter.

The confirmation screen gives the submitter a submission ID, as well as a chance to send a duplicate confirmation email by selecting the link and entering a separate email address.

Submission Status: PUBLISHED	
	SUBMISSION ID (Q11064712) PUBLISHED SUCCESSFULLY!
What would you like to do next?	
Duplicate Email Confirmation	
Print Submission	
Start New Submission	

This screen also gives the submitter a print/preview screen to allow the submitter to view their published submission. The submitter should select the print/preview button to retain a hard-copy record of the submission.

EEMMA* Electronic Municipal Market Access Aservice of the MSRS			
Submission ID: Q11064712			
Submission Date: 12/11/2020 4:21 PM Status: PUBLISHED			
Disclosure Categories			
Rule 15c2-12 Disclosure			
Annual Financial Information and Operating Dat	a: Test, for the year ended 12/15/2020		
Document			
File		Period Date	
Test (2).pdf		12/11/2020	
529 Savings Plan			
Issuer Name	Plan Description		
STATE OF ALASKA	JOHN HANCOCK	FREEDOM 529	
Submitter's Contact Information MSRB4 Name: JOHN DOE Address: 22 W st City, State Zir, alexandria, va 22314 Phone Number: 222222222 Email: jdoe@dealerxyz.comz	Issuer's Contact Information	Obligated Person's Contact Information	

# Part 4: Issuers Voluntary Basis Primary Market Submissions

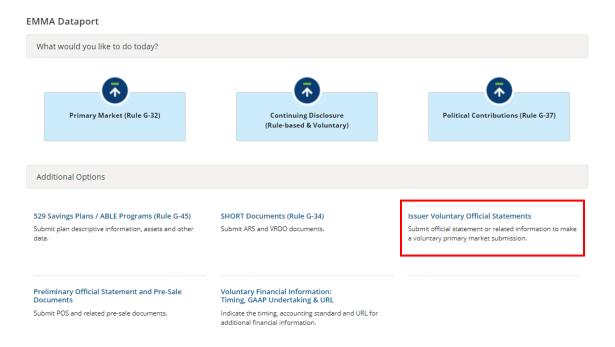
EMMA Dataport provides the capability for issuers of municipal securities to submit primary market documents and related information on a voluntary basis. Such documents include 529 Savings Plan/ABLE Program disclosure documents voluntarily submitted by issuers of state 529 Savings Plans/ABLE Programs.

These 529 Savings Plans/ABLE Programs may be submitted to EMMA so that a state issuer can disclose 529 Savings Plans/ABLE Programs sold directly to investors without the assistance of a dealer.



Voluntary submissions made by issuers of 529 Savings Plan/ABLE Program disclosure documents do not relieve underwriters of their submission obligations related to plan disclosure documents under MSRB Rule G-32, to the extent applicable.

1. To submit a 529 Savings Plan/ABLE Program disclosure document go to EMMA Dataport and click the tab labeled **Issuer Voluntary Official Statements**.



2. Next, select the option from Municipal Fund Security drop down (529 Savings Plan or ABLE Program).

Issuer Voluntary Official Statements	( Resources
Submit official statement or related information to make a voluntary primary market sub Why submit voluntary official statements ⑦	mission.
<ul> <li>Bond/ Note/ Variable Rate (Standard EMMA Submission- 9-digit CUSIP number required)</li> </ul>	Create Update
Commercial Paper     (6-digit CUSIP number required)	Create Update
<ul> <li>Ineligible for CUSIP Number Assignment</li> </ul>	Create
Municipal Fund Security	Select V
Advance Refunding Document     (Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)	529 Savings Plan ABLE Program
	Other Municipal Fund Security

3. Select the state for which you are making the 529 Savings Plan/ABLE Program disclosure and then click the Search button.

529 Savings Plan (Voluntary Official Statement)	
Search for a Plan	
State: Select State V Search	

Exit

If information about a 529 Savings Plan/ABLE Program in a state has previously been submitted by an underwriter, issuer or a designated agent, the plan name will be displayed. 529 Savings Plans/ABLE Programs that are not listed as modifiable are listed for reference only and cannot be modified by an issuer.

To modify an existing plan, click the plan/program description. Issuers can only modify plans submitted by issuers.

### Adding a New 529 Savings Plan/ABLE Program

To create a new plan disclosure document, click **Add New Plan** from the list of 529 Savings Plan/ABLE Program descriptions. You will be directed to the **Plan** tab.

529 Savings Plan (Voluntary Official Statement)	< Resources
Search for a Plan	
State: DC V Search	
Search Results for District of Columbia (DC)	+Add New Plan
529 Plan Description	\$
DC COLLEGE SAVINGS PLAN	
	Previous 1 Next
	Exit

View the issue information on the **Plan** tab. The state and the full issuer name fields will be prepopulated.

Submission Status: NO	IT PUBLISHED	
529 Savings Plan	(Voluntary Official Statement)	Resources
Plan Document	Continuing Disclosure	
All applicable fields requi	ired for a complete submission.	
	Issuer Name: DISTRICT OF COLUMBIA State: DC Plan Description:	
		Preview

Enter the plan description information and the plan disclosure closing date. The plan description describes the type of 529 Savings Plan/ABLE Program. It is important to describe the plan accurately since this information appears on the public website and informs investors about the plan.



Since 529 Savings Plans/ABLE Programs are sold through a continuous offering and do not have a specific closing date as other municipal securities do, the closing date represents the date the 529 Savings Plan/ABLE Program is first sold to an investor.

Submission Status: NOT PUBLISHED	
529 Savings Plan (Voluntary Official Statement)	• Resources
Plan Document Continuing Disclosure	
All applicable fields required for a complete submission.	
Issuer Name: DISTRICT OF COLUMBIA	
State: DC	
Plan Description:	
Closing Date: (?) mm/dd/yyyy	

## **Continuing Disclosure Tab**

On the Continuing Disclosure Information tab, click the **No** button. 529 Savings Plan/ABLE Program disclosure documents that are voluntarily submitted by issuers are not subject to SEC Rule 15c2-12, and therefore the **Yes** option does not apply.

If the issuer agreed to provide continuing disclosure information as outlined by SEC Rule 15c2-12, then the submission is not voluntary and the Continuing Disclosure information must be submitted using the Primary Market tab. Refer to the Making a Primary Market Submission section.

Submission Status: NOT PUBLISHED		
529 Savings Plan (Voluntary Official Statement)	• Reso	urces
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:	O Yes │	
	Preview	Exit

#### **Uploading a Document**

Click on the **Document** tab. From the drop-down menu in the Upload Document box, select the document type: **MFS Disclosure Document**.

You may optionally enter a document description. Next, enter the Document Effective Date and click **Select Files** to navigate to the location of the file on your computer. You can also drag and drop files.



The file must be in word-searchable PDF format.

Submission Status: NOT PUBLISHED	
529 Savings Plan (Voluntary Official Statement)	sources
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 ma exceed 250 MB. All files in a single submission may not exceed 1 GB.	iy not
Select Files	
or drag and drop files here	
MFS Disclosure Document.pdf 02/04/2021	
Description: Effective Date: Select Document Type	ŵ

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.

It is recommended that the plan disclosure document comprises a single file. If it is necessary to upload multiple files to provide the complete plan document, then click the **Select Files** button to continue uploading files until you have a complete plan.

After you upload the 529 Savings Plan/ABLE Program document, the document link, description, effective date, and type will be available to enter below the upload box.

Submission Status: NOT Pl	JBLISHED			
529 Savings Plan (Vo	oluntary Official Statement	t)		( Resources
Plan Document	Continuing Disclosure			
PDF files must be word-sea	rchable by allowing the user to sear	ch for specific terms within the document th	rough a search or similar find fu	nction. 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 Documer	nt.pdf 02/04/2021			
Description:	Effective Date:	Select Document Type	~	<b>ŵ</b>

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.

You may also upload a supplement that has additional information about a document. Select

the **Document** tab, from the drop-down menu in the Upload Document box, select the document type: **MFS Disclosure Supplement**. You will then see a pop-up that will state "Select the MFS Disclosure Document with which to associate the Supplement." If you have multiple documents, clicking the drop-down will display all of the documents the supplement can be associated with.

Select the MFS Disclosure Document v Supplement.	vith which to associate the	
Select Disclosure Document	~	
	Save <u>Cancel</u>	

After associating the supplement with the document you will see the supplement(s) listed with the associated document. If you have more than one supplement, you can reorder the supplements in matter of importance.

EMMA	Data	oort - 529 Savings Plan					Resources
	must b	ment Continuing Disclosure e word-searchable by allowing the user to sear AB. All files in a single submission may not exc					gle file may
			ord	Select Files	e		
 ↑_ ⊺		ment.pdf		Save Cancel			6
		Description		Date Received from Issuer *	Effective Date	Document Type	
		Test Document		10/01/2024		MFS Disclosure Document	× 🏛
	↑↓	Test Supplement		10/02/2024		MFS Disclosure Document Supplement	<b>~</b>

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.

#### **Publishing a Submission**

Information is not published on the EMMA website until you publish your submission. The **Preview** screen will display all the information you have entered for review before you **Publish**. You may update the information entered by clicking the **Back** button before you publish.

529 Savings Plan (Voluntary Offi	cial Statement)
Please review the submission details	before publishing.
Plan/Program	
Basic Information	
Issuer Name:	DISTRICT OF COLUMBIA
Plan Description:	DC SCHOOL DISTRICT SAVINGS PLAN
Closing Date:	08/22/2022
State:	DC
Document	
Continuing Disclosure	
	Back Publish 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 a pop-up with the following message, "Errors need to be resolved prior to previewing the submission."

Errors need to be resolved prior to previewing the submission.	
OK	

When the data files are satisfactory, click **Publish**, and then click **Yes** when the pop-up appear. Or **No** if some changes still need to be made.

Are you sure you want to p	oublish?	
	Yes	No

EMMA displays the following screen, which includes the Submission ID. You will need this ID to make updates later. Save the email confirmation from EMMA, which contains the submission ID, or save the submission ID separately.

SUBMISSION ID (Q11064524) PUBLISHED SUCCESSFULLY!
What would you like to do next?
Duplicate Email Confirmation
Print Submission
Start New Submission

# Modifying or Canceling a Voluntary Submission

To modify a voluntary submission, select the **529 Savings Plan/ABLE Program** from Municipal Fund Security dropdown.

Select the state and find the 529 Savings Plan/ABLE Program disclosure document you wish to modify.

529 Savings Plan (Voluntary Official Statement)	( Resources
Search for a Plan	
State: DC V Search	
Search Results for District of Columbia (DC)	+Add New Plan
529 Plan Description	\$
DC COLLEGE SAVINGS PLAN	
DC SCHOOL DISTRICT SAVINGS PLAN	
	Previous 1 Next
	Exit

During the update process, you may change anything you or your organization previously submitted. You can add or archive documents. Your designated agent can make the same changes on your behalf. Be sure to **Publish** the updated submission to disseminate the results.

Submission Status: MODIFICATION IN PROGRESS			
529 Savings Plan (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 m exceed 250 MB. All files in a single submission may not exceed 1 GB.	iay not		
Select Files			
or drag and drop files here			
MFS Disclosure Document.pdf 02/04/2021	_		
Description: Effective Date: 02/19/2021 MFS Disclosure Document	/4\ •••		
MFS Disclosure Document.pdf 02/04/2021			
Description:     Effective Date:     Select Document Type     I	童		

The update process also enables you to cancel a 529 Savings Plan/ABLE Program document 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. You will not be able to restore a canceled submission.

Submission Status: MODIFICATION IN PROGRESS		
529 Savings Plan (Voluntary Official Statement)	4 F	Resources
Plan Document Continuing Disclosure		
All applicable fields required for a complete submission.		
Issuer Name: DISTRICT OF COLUMBIA		
State: DC		
Plan Description: DC SCHOOL DISTRICT SAVINGS PLAN		
Closing Date: ? 08/22/2022	&	
	Cancel Offering Preview	Exit