

# Using MyEMMA Alerts

## About EMMA®

The Electronic Municipal Market Access system, or EMMA®, is the official repository for information on virtually all municipal securities. EMMA provides free public access to official disclosures, trade data, credit ratings, educational materials and other information about the municipal securities market. EMMA is an award-winning website, recognized by the National Federation of Municipal Analysts and the National Association of State Treasurers' State Debt Management Network. The Municipal Securities Rulemaking Board (MSRB) operates the EMMA website under authority granted by the U.S. Securities and Exchange Commission (SEC). Learn more about the MSRB at [msrb.org](http://msrb.org).

## About Alerts

Alerts help users stay up to date when information about an individual security or group of securities becomes available on the Electronic Municipal Market Access (EMMA) website.

## Access EMMA Alerts with MyEMMA

New and existing alerts users must have a MyEMMA profile to create new alerts or manage alert preferences. [Learn more about MyEMMA.](#)

## Sign Up for EMMA Alerts for Single Securities

1. Sign up for or sign in to MyEMMA using the MyEMMA link in the upper right corner of any page on the EMMA website.
2. Enter the CUSIP number of the security you would like to track with EMMA alerts in the green search box in the main navigation of the EMMA website. Click the arrow to navigate to the Security Details page for that specific security.
3. Click on the "Add this security to your alerts" button.
4. You are automatically subscribed to receive email notifications when primary market documents, continuing disclosure documents and variable rate security documents are posted to the EMMA website. You can manage these preferences from your custom MyEMMA Alerts Dashboard.

## Manage Alerts Preferences and Add Groups

1. Sign up for or sign in to MyEMMA using the MyEMMA link in the upper right corner of any page on the EMMA website.
2. Access your custom MyEMMA Alerts Dashboard by clicking on the MyEMMA link in the upper right corner of any page on the EMMA website. Here you can view recent and previous alerts or click "Manage Alerts" to change your alert preferences.
3. You can choose to receive alerts by email or opt to view them online only from the "Recent Alerts" page of your custom Alerts Dashboard.
4. You can choose what types of information you would like to receive for a specific security. Click the "Edit" link for that security. Then select or deselect the check boxes for the events that trigger an alert, including the posting of certain disclosure documents to EMMA or the trading of that security.
5. To stop receiving alerts for a specific security, click delete.
6. To add a new alert, click "Add New Security," enter the CUSIP and select which events you would like to trigger an alert for that security.
7. To subscribe to alerts for a portfolio of securities, click "Create New Group" and enter or paste a list of CUSIP numbers. Name the group and select which events you would like to trigger an alert for securities within that group.

► **Don't Know your CUSIP?** A CUSIP is the unique nine-digit combination of numbers and letters used to identify an individual municipal security. If you don't know your CUSIP, click on the EMMA Search tab to use descriptive characteristics about the security to locate its Security Details page on EMMA.



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