



The Official Source for Municipal Disclosures and Market Data

EMMA Dataport Manual for Primary Market Submissions

Version 3.0, January 2021

Effective August 2021

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Revision History

Version	Date	Description of Changes
1.0	June 2009	Initial version (Form G-32 Manual supersedes Form G-36 Manual).
1.1	August 2009	Added requirement for reporting the original dated date on remarketing submissions with no change in CUSIPs. Clarified instructions for reporting of the Closing Date on 529 Savings Plans.
1.2	November 2009	Clarified instructions for reporting the Maturity Principal Amount for capital appreciation bonds and zero coupon securities in Section 4.4. Updated location of web service and made minor changes to the sample XML in Section 5.4. Changes effective December 1, 2009: Revised instructions for the Offering Screen in Section 4.6.3 to conform to changes to MSRB Rule A-13.
1.3	February 2010	Updated manual to reflect changes on Word-Searchable PDF's.
1.4	July 2010	Outlined instructions on Refunded Issues for Advance Refunding Document submissions without a Refunded CUSIP in Section 4.7.1 Outlined Instructions on Remarketing/New Issue Change submission type in Section 4.7.2.C.
1.5	August 2010	Updated manual to reflect Voluntary OS submissions. Clarified the difference between document and file options on the Document Tab in EMMA Dataport.
1.6	November 2010	Submission specifications for primary market were separated from EMMA Dataport Manual for Primary Market Submissions and formed into own manual of Specifications for the EMMA Primary Market Submission Service.
1.7	February 2011	Updated manual to reflect changes to MSRB Rule G-32 as described in MSRB Notice 2010-56. Changes effective February 14, 2011.
1.8	May 2011	Updated manual to include Form G-32.

Version	Date	Description of Changes
1.9	May 2013	Updated manual to reflect amendments to MSRB Rules G-32 and G-34 as described in <u>MSRB Notice 2012-64</u> . Changes effective May 6, 2013.
2.0	March 2014	Updated manual to include retail order period reporting features on Primary Market submissions as described in <u>MSRB NOTICE 2013-20</u> .
2.1	August 2015	Updated the Resources and Support section to reflect the change in hours of operation for Email Support.
2.2	June 2016	Updated to reflect the user navigation changes to the <u>www.msrb.org</u> homepage, MSRB Gateway Login and Main Menu pages.
2.3	June 2018	Updated to reflect addition of ABLE program submissions and removed the word "College" from 529 Savings Plans to reflect the Tax Cuts and Jobs Act of 2017.
2.4	July 2019	Updated to reflect EMMA Dataport user interface changes.
2.5	June 2020	Updated to reflect URL changes due to the MSRB's cloud migration and reorganize and changes associated with additional data elements required for submission.
3.0	January 2021	Draft: Added changes associated with additional data elements required for submission and updates to all paths.

Resources and Support

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Live support: 7:30 a.m. – 6:30 p.m. ET.

E-mail support: 7:00 a.m. – 7:00 p.m. ET.

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EMMA Website: emma.msrb.org

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 [MSRB System Holiday Schedule](#) and planned or unplanned outages as communicated on the [MSRB Systems Status](#) webpage.

Related MSRB Rules and Resources

- [MSRB Rule G-32 – Disclosures In Connection With Primary Offerings](#)
- [MSRB Form G-32](#)
- [Submitting Primary Market Disclosures for a New Issue](#)
- [Adding to or Removing Securities from a Primary Market Submission](#)
- [Adding to or Removing an Issue or a Series from a Primary Market Submission](#)
- [Submitting and Archiving an Official Statement Document](#)
- [Submitting Remarketing Data and Information](#)
- [Submitting an Advance Refunding](#)
- [Submitting a Security Ineligible for CUSIP Assignment](#)
- [Submitting Commercial Paper for a Primary Offering](#)
- [Submitting Primary Market Disclosures for 529 Plans](#)
- [Submitting Voluntary Official Statements for 529 Plans](#)

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®) 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 representatives of regulated entities. The MSRB is overseen by the Securities and Exchange Commission and Congress.

About this Manual

The EMMA Primary Market Disclosure Service processes submissions of certain documents and information, whether submitted pursuant to MSRB rules or on a voluntary basis, for availability on the EMMA Portal and for dissemination through certain EMMA subscription services.

Documents received include official statements, preliminary official statements and related pre-sale documents (**POS-related documents**); advance refunding documents; and any amendments of the foregoing (**primary market documents**). POS-related documents, including but not limited to notices of sale or supplemental disclosures, will be processed if accompanied or preceded by a voluntarily-submitted preliminary official statement as described herein.

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.

This EMMA Dataport Manual for Primary Market Submissions provides instructions for underwriters to submit primary market disclosure documents and information to EMMA in accordance with Rule G-32. Form G-32 is a collection of data elements provided in electronic format pursuant to Rule G-32. It is listed as an appendix to this manual. Additional information about primary market submissions is available in Rule G-32, Form G-32, and related guidance, like the set of [Frequently Asked Questions on the EMMA Dataport homepage](#).

This Manual has two parts. Part 1 provides instructions for dealers to submit primary market documents and information in accordance with MSRB Rule G-32. Part 2 provides directions for making submissions of single offerings (for example, a single official statement and related information).



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

A specifications document describes how to make continuous submissions of multiple offerings of securities. The Specifications for the EMMA Primary Market Submission Service provides instructions for making continuous submissions of multiple offerings of securities and contains figures and specifications for making a submission through a computer-to-computer interface. The Specifications for the EMMA Primary Market Submission Service is located on www.msrb.org.

The EMMA Dataport Manual for Primary Market Submissions should be read prior to the Specifications for the EMMA Primary Market Submission Service document for an underwriter to understand the steps necessary to submit primary market disclosure documents and related information under MSRB's Rule G-32.

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>.

“CUSIP” is a registered trademark of ABA.

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PART I: Primary Market Disclosure Submissions

Public Availability of Primary Market Disclosure Documents

The EMMA website (www.emma.msrb.org) is available without charge to all members of the public. It provides online search functions utilizing available indexing information to allow users of the EMMA website to readily identify and access documents and related information provided through the EMMA primary market disclosure service. Basic identifying information relating to specific municipal securities and/or specific issues and series accompanies the display of primary market disclosure documents. EMMA permits users to request alerts, at no charge, if a document has become available on the EMMA website or has been updated or amended.

The MSRB maintains 7:00 a.m. to 7:00 p.m. Eastern Time as core operational hours on business days, which excludes weekends and business holidays identified on the MSRB System Holiday Schedule published on the MSRB website (www.msrb.org). Core operational hours represent those hours when the MSRB's resources will be more readily available to respond to inquiries and incidents experienced by users of MSRB systems. During core operational hours, submissions made to the EMMA Primary Market Disclosure Service are generally posted on the EMMA website promptly following the processing of such information, generally within 15 minutes of successful electronic intake, transformation, and storage of the information. Submissions outside of core operational hours may be posted on the EMMA website promptly following the processing of such information, though some submissions outside of core operational hours may not be processed until the next business day. Properly submitted documents and information are, at a minimum, available on the EMMA website for the life of the related securities.

As detailed in the MSRB's EMMA Website Terms of Use, the MSRB may restrict, block or terminate any user's access to or use of the EMMA system due to actual or suspected malicious, illegal or abusive activity for periods necessary or appropriate to ensure continuous and efficient access to and the overall integrity of the EMMA system.

Submissions to EMMA

Official Statements and Form G-32 Submissions

In accordance with Rule G-32(b)(i)(A), underwriters submit information through the electronic Form G-32 for primary offerings of municipal securities, regardless of whether an official statement is produced.

In accordance with the specific timelines of Rule G-32(b)(i)(B), underwriters submit official statements generally within one business day after receipt from the issuer but by no later than the closing date for the offering. There are certain exceptions from this general requirement, including circumstances where a final official statement has not been prepared or not transmitted to the underwriter prior to the closing. Submitters should look to the text of Rule G-32 and its related guidance and interpretation for their specific obligations.



Closing date is defined in Rule G-32(c)(ii). In accordance with this definition, the closing date typically will be the date of first delivery of the securities to the underwriter for many traditional bond or note offerings.

Exceptions from Official Statement Submission Requirement

There are certain exceptions from the requirement to submit an official statement specified in Rule G-32, including, but not limited to, instances where no official statement is prepared or where a commercial paper offering is rolled over. Submitters should look to Rule G-32 for the specifics of these exceptions.

Advance Refunding Submissions

In accordance with timelines and obligations specified by Rule G-32(b)(ii), underwriters generally submit advance refunding documents within five business days after the closing date for a primary offering that advance refunds an outstanding Issue/Series and for which an advance refunding document has been prepared.

Amendments and Cancellations

In accordance with the timelines and obligations specified by Rule G-32(b)(iii), underwriters submit amendments to official statements and advance refunding documents.

In accordance with Rule G-32(b)(iv), underwriters submit notice of any cancellation of an offering for which a submission of a document or information relating to the offering has previously been made to EMMA. If only a portion of an offering is cancelled, form G-32 is required for underwriters to submit a correction in connection with the remaining portion of the offering to reflect the partial cancellation. If the entire offering is cancelled after its information was submitted to EMMA, form G-32 is required for underwriters to submit notice of such cancellation.

Designated Electronic Format of Submitted Documents

Rule G-32(b)(vi)(A) prescribes the designated electronic format in which documents must be submitted to EMMA. Rule G-32(d)(iii) establishes PDF files as the initial sole designated electronic format, with files configured to permit documents to be saved, viewed, printed and retransmitted by electronic means. 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.

As of, January 1, 2010, PDF files must 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. The word-searchable function allows users to search for specific terms used within the submitted document through a search or find function available in most standard software packages ([MSRB Notice 2009-60](#)).

Designated Agents

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 designating 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 designating underwriter.

Underwriter Submissions

Much of the information provided by underwriters and their agents on Form G-32 is made available to the public through the EMMA website on a real-time basis. Until closing, the underwriter is expected to update promptly any information previously provided by it on Form G-32 which may have changed or to correct promptly any inaccuracies in such information and is responsible for ensuring that such information provided by it is accurate as of the closing date.¹ Except with regard to the submission of advance refunding documents or amendments to the official statement as described below, the underwriter is not obligated to update information provided by it on Form G-32 due to changes in such information occurring after the closing date, although the underwriter remains responsible for correcting any information it provided that was erroneous as of the later of the time the information was submitted or the closing date.

¹ SR-MSRB-2019-07, available at <http://msrb.org/~media/Files/SECFilings/2019/MSRB-2019-07-Refiled-2.ashx?>

EMMA pre-populates the Issue/Series screen with information disseminated from the New Issue Information Dissemination Service (NIIDS), operated by the Depository Trust and Clearing Corporation (DTCC) and CUSIP Service Bureau. MSRB Rule G-32 requires that changes to any of the pre-populated information must be made, to the extent feasible, in the manner originally submitted. Under Rule G-32, the underwriter is also obligated to ensure that each security in a primary offering is correctly associated with the submission the underwriter is making.²



Under Rule G-32, the underwriter is obligated to review and make any necessary corrections to pre-populated data. The underwriter is not responsible for any items of information pre-populated by EMMA that are not editable by the underwriter or its designated agent. The underwriter is obligated to ensure that such security in a primary offering is correctly associated with the submission the underwriter is making.

In accordance with Rule G-32, the MSRB expects that the requirement that all information supplied through Form G-32 be accurately and completely submitted by the applicable deadlines.

Use of Form G-32 in Connection with Offerings and Issue/Series

For purposes of submitting Form G-32, an offering consists of all securities described in the official statement, and the offering may consist of one or more Issue/Series.



As used in this context, an offering generally corresponds to the definition of a primary offering under Rule G-32 and Exchange Act Rule 15c2-12. Multiple Issue/Series (including but not limited to separately designated series of an offering) on a single official statement are treated as part of the same offering for purposes of Form G-32 submissions even if issued by different obligor and/or underwritten by different underwriters. However, a primary offering offered through more than one official statement (e.g., separate official statements for separate Issue/Series within a single primary offering), should be submitted as a Form G-32 submission for only the portion of the primary offering described in the official statement that is the subject of the specific submission, and the remainder of the information related to such primary offering must be provided through a separate Form G-32 submission for the other official statement.

² SR-MSRB-2019-07, available at <http://msrb.org/~media/Files/SECFilings/2019/MSRB-2019-07-Refiled-2.ashx?>

An Issue/Series generally consists of all securities in an offering having the same issuer, the same issue description (including same series designation or named obligor, if applicable) and the same dated date. In cases where no official statement is produced, each Issue/Series should be considered a separate offering for purposes of Form G-32.

Basic Submission Process for Form G-32

This section provides basic information about the data to be provided through Form G-32 and the timing of the submission of such information for a typical submission to EMMA under Rule G-32.

Issues/Series for Which the Underwriter Must Provide G-32 Information

An underwriter must provide Form G-32 information for all maturities that it underwrites in whole or in part. For example, if an underwriter only underwrites two maturities of an Issue/Series consisting of ten maturities, the underwriter must report information regarding all ten maturities.

However, sometimes when there are multiple Issues/Series in an offering (such as two series of securities), the underwriter that is making an EMMA submission on an Issue/Series does not underwrite other Issues/Series in that offering. In the case in which an underwriter underwrites no portion of one or more Issues/Series in an offering, the underwriter is responsible for providing only the nine-digit CUSIP number for the latest maturity of any non-underwritten Issue/Series. For example, if an offering consists of three Issues/Series, only two of which were underwritten in any part by a particular underwriter, that underwriter is responsible for providing the full information required under Form G-32 for the two Issues/Series it underwrites but is responsible only for providing the nine-digit CUSIP number for the latest maturity of the issue it does not underwrite Issue/Series.

Definition of Retail Order Period

For purposes of determining if there was a retail order period as part of a primary offering, the definition in Rule G-11(a)(vii) should be observed.



The term **retail order period** means an order period during which orders that meet the issuer's designated eligibility criteria for retail orders and for which the customer is already conditionally committed will be either (i) the only orders solicited or (ii) given priority over other orders.

Additional Items in Connection with Special Cases

No additional information is required beyond the information described above unless:

- I) The official statement is not available for submission by closing;
- II) The offering consists solely of one or more limited offerings for which the official statement will not be made available by the underwriter through EMMA;
- III) Any issue in the offering advance refunds outstanding security;
- IV) The underwriter is underwriting only a portion of an issue;
- V) The official statement is amended; or
- VI) Corrections are necessary to information previously provided. Additional information that the underwriter is required to submit through Form G-32 and the timing of the submission of such information for these special cases are as set forth below.³

Submission by Closing for Special Cases

The underwriter must submit additional information by no later than closing as follows:

- If an official statement will be produced but is not yet available, the preliminary official statement document as a PDF file, if available, or a notice that no preliminary official statement has been prepared, and a notice that the official statement document will be submitted when it becomes available⁴;
- If an official statement will not be produced, a notice that no official statement has been prepared, and the preliminary official statement document as a PDF file, if available, or a notice that no preliminary official statement has been prepared, and an indication of which exception under Rule 15c2-12 applies with regard to the official statement⁵;
- If an underwriter elects to withhold an official statement from EMMA for a limited offering under Exchange Act Rule 15c2-12(d)(1)(i), notice that the offering is a limited offering and that the official statement will not be made available through EMMA, and contact information for requests for copies of the official statement. An underwriter is permitted to voluntarily upload an official statement to replace contact information after electing not to submit an official statement that was exempt due to a limited offering from Exchange Act Rule 15c2-12.⁶
- If an issue advance refunds outstanding securities, notice to that effect.⁷

³ SR-MSRB-2009-02, Pg49.

⁴ Rule G-32(b)(i)(B)(2)(a)

⁵ Rule G-32(a)(i)

⁶ Rule G-32(b)(i)(E)(2)(a)

⁷ Rule G-32(b)(ii)

Submission of Advance Refunding Document

If the new issue being submitted advance refunds outstanding securities, the advance refunding document is required to be submitted to EMMA, along with related Form G-32 information, by no later than five business days after the closing on the refunding issue.⁸ The underwriter must submit, along with or prior to the submission of the advance refunding document, the following items:

- The advance refunding document as a word searchable PDF file, as well as information on the date the advance refunding document was received from the issuer;
- Information identifying the refunding issues relating to the advance refunding document; and
- Security-specific information for the refunded securities, consisting of the original nine-digit CUSIP number for each security refunded and, if any new CUSIP numbers are assigned in connection with any refunded or unrefunded portions of the security, the maturity date of such security and any such newly issued CUSIP numbers.



New CUSIP numbers must be obtained with respect to securities advance refunded in part pursuant to Rule G-34(a)(i)(D). For a refunded security that does not have a nine-digit CUSIP number, the issuer name, state of issuer, issue description and maturity date must be provided.

Submission of Amendment to Official Statement or Preliminary Official Statement

Amendments to the official statement or preliminary official statement occurring during the primary offering disclosure period falling under Rule G-32(b)(iii) are required to be submitted by the underwriter to EMMA within one business day of receipt from the issuer.



Revisions made to a submitted preliminary official statement to convert such document into the final official statement are not considered an amendment to the preliminary official statement requiring submission to EMMA. Instead, the underwriter must submit the final official statement itself.

The underwriter is required to submit, along with or prior to the submission of the amendment to the official statement, the following items:

⁸ Rule G-32(b)(ii)

- The amendment document as a word searchable PDF file, as well as information on the date the amendment was received from the issuer;



A single submission of the word searchable PDF file of the amendment meets the document submission requirement with respect to the original official statement.

- Information on whether the submitted document supplements the original official statement or preliminary official statement and should be displayed by EMMA along with the original or the submitted document is the complete disclosure document and should replace the original official statement or preliminary official statement as the document to be displayed by EMMA.

In general, an official statement submitted for an issue in which a preliminary official statement was previously submitted to EMMA will replace the preliminary official statement as the **active** disclosure document on EMMA. The preliminary official statement will continue to be accessible through the archive for the particular issue. Issues of municipal fund securities remain continuously in the primary offering disclosure period as long as securities continue to be sold in connection with such issue and therefore numerous amendments may occur over the course of time. Such amendments may initially supplement the original official statement until such time as the issuer produces an entirely new official statement, which new official statement is treated as an amendment that replaces the original document and all preceding supplements. Thereafter, this new official statement may itself be supplemented by one or more amendments and, after a period of time, the new official statement and supplements may again be replaced by a new official statement. This sequence generally may continue for so long as the issuer continues selling securities in such issue.



Disclosures to Customers and Recordkeeping Requirements

Disclosures to Customers

Rule G-32 has certain official statement dissemination requirements for dealers selling offered municipal securities to customers. As further described in Rule G-32, however, dealers selling offered municipal securities, other than municipal fund securities, can be deemed to have satisfied this dissemination requirement through the submission of an official statement to the EMMA system.



The term “offered municipal securities” under current Rule G-32(d)(vi). Is intended to emphasize that the rule applies to municipal securities remarketed in a primary offering, not just to new issues of municipal securities.

Consistent with guidance under Rule G-32, a dealer may be deemed to have fulfilled the obligation to provide certain customer notices by providing a uniform resource locator (URL) for the specific EMMA website page from which the official statement may be viewed and downloaded or the 9-digit CUSIP number for the security and the URL for the EMMA website search page through which a search based on such CUSIP number may be undertaken.



The page for such viewing and downloading on EMMA for a particular security to which a 9-digit CUSIP number has been assigned has a URL of the format “[https://emma.msrb.org/Security/Details/cusip= \[ENTER 9-DIGIT CUSIP NUMBER\]](https://emma.msrb.org/Security/Details/cusip=[ENTER 9-DIGIT CUSIP NUMBER])”.



Although the all-electronic standard for access to official statements is not available for municipal fund securities, underwriters (i.e., primary distributors) of such securities are required to submit the official statements to EMMA electronically under Rule G-32. Dealers wishing to fulfill their official statement delivery requirements using electronic official statements should consider guidance previously published by the MSRB concerning the use of electronic communications where standards for notice, access and evidence to show delivery are met.⁹

⁹ See Rule G-32 Interpretation – Notice Regarding Electronic Delivery and Receipt of Information by Brokers, Dealers and Municipal Securities Dealers, November 20, 1998, reprinted in MSRB Rule Book (the “1998 Electronic Delivery Notice”).

PART II: Instructions for Single Submissions

EMMA Dataport

The EMMA Dataport web interface is the portion of the EMMA submission process that is created for single submissions, via the internet, of official statements (OS), advance refunding documents, primary disclosure information and continuing disclosure information. In addition to the web interface, the EMMA Dataport includes an automated computer-to-computer interface for multiple submissions which are detailed in the Primary Market Submission Specifications on www.msrb.org.

In connection with primary market submissions, EMMA Dataport supports underwriters and their designated agents. You can use it to submit offering documents and Form G-32 information for primary offerings of municipal securities, including but not limited, to reoffering's that constitute primary offerings, specifically:

- Standard G-32 submissions, that is, primary offerings identified by nine-digit CUSIP numbers;
- Commercial paper, identified by six-digit CUSIP numbers;
- Municipal securities offerings that are ineligible for CUSIP number assignment;
- 529 savings plans/ABLE programs; and
- Other municipal fund securities.

In connection with municipal securities underwritings that are advance refunding's of outstanding issues, you can use the web interface to identify the CUSIPS of an issue that are being refunded. In connection with advance refundings, as already noted, you can submit the advance refunding document as required by Rule G-32. Advance refunding documents are sometimes referred to as escrow deposit agreements or refunding agreements.

Preliminaries: Registration, Login and Submissions

To make submissions to EMMA submissions, you must have access to MSRB Gateway, a secure access point for all MSRB submission services, applications and associated forms.

Underwriters without an active MSRB Gateway ID may obtain one, in addition to a password and EMMA submission rights from their firm's Primary A-12 electronic mail contact. Third parties that support underwriters, such as financial printers, can become designated agents of underwriters. A party can be a designated agent of more than one underwriting firm.

The Gateway manual for user account management, agent invitation and designation can be accessed at <http://www.msrb.org/Market-Transparency/Manuals.aspx>

Access EMMA Dataport

Logging in to EMMA Dataport to make a primary market submission can be done from the EMMA homepage or www.msrb.org.

Log in from the EMMA Home Page

From the EMMA homepage at <https://emma.msrb.org>, click the **EMMA Dataport** tab.



The screenshot shows the EMMA Dataport homepage. At the top right, there are links for "EMMA Help" and "Contact Us". Below these is a search bar with the placeholder text "Search by CUSIP, Description, State, etc." and a "Advanced Search" button. A dark blue navigation bar contains several tabs: "Browse Issuers", "Tools and Resources", "Market Activity", "MyEMMA", and "EMMA Dataport" (which is highlighted with a red box). To the right of the "EMMA Dataport" tab are "A-", "100%", and "A+" icons. Below the navigation bar, the main heading reads "The official source for municipal securities data and documents", followed by the text "Provided by the Municipal Securities Rulemaking Board." A light blue box with the text "Click on a state to start your search" is positioned above a map of the United States. The map shows state abbreviations and a vertical list of state abbreviations on the right side. Below the map, there are "Territories: GU MP PR VI" buttons. On the right side of the page, there are three light blue boxes with icons and text: "Learn" (with a hand icon) "New to EMMA? Find out more.", "Evaluate" (with a line graph icon) "Access New Issue Calendar and other market tools.", and "Monitor" (with a warning icon) "Sign up for MyEMMA".

EMMA Help | Contact Us

EMMA[®]
Electronic Municipal Market Access
A service of the MSRB

Search by CUSIP, Description, State, etc.
Advanced Search

Browse Issuers Tools and Resources Market Activity MyEMMA[®] **EMMA Dataport** A- 100% A+

The official source for municipal securities data and documents
Provided by the Municipal Securities Rulemaking Board.

Click on a state to start your search

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MT ND SD MN WI MI NY ME
CA NV UT CO KS MO IL IN OH PA VA WV KY TN NC SC GA FL
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Monitor
Sign up for MyEMMA

Then click the **Log in to MSRB Gateway** button.

The screenshot shows the EMMA Dataport website interface. At the top right, there are links for "EMMA Help" and "Contact Us". Below that is a search bar with the placeholder text "Search by CUSIP, Description, State, etc." and an "Advanced Search" button. The main navigation bar includes "Browse Issuers", "Tools and Resources", "Market Activity", "MyEMMA", and "EMMA Dataport".

The "EMMA Dataport" section is active, displaying a sidebar with navigation links: Overview, Submissions by Dealers, Submissions by Municipal Advisors, Submissions by Issuers, Submissions by Obligated Persons, MSRB Subscription Services, and MSRB System Status.

The main content area is titled "Document Submission" and contains the following text:

EMMA Dataport now features an enhanced user interface and improvements to the continuing disclosure submission process for issuers. Read more about the changes.

Municipal securities dealers, municipal advisors, issuers, obligated persons and their designated agents provide the Municipal Securities Rulemaking Board (MSRB) with electronic documents to be posted on EMMA. EMMA Dataport is the utility through which submissions of documents and related information are made to MSRB Market Transparency Programs. For information about how to make specific submissions, please click on the applicable link below.

For time sensitive issues call MSRB Support at or send an email to MSRBsupport@msrb.org.

Below this text are four links:

- Submissions by Dealers
- Submissions by Municipal Advisors
- Submissions by Issuers
- Submissions by Obligated Persons

On the right side of the page, there is a section titled "Access EMMA Dataport to Submit Documents" which features a "Log in to MSRB Gateway" button highlighted with a red box. A red arrow points from the "EMMA Dataport is the utility..." text in the "Document Submission" section to this button. Other links in this section include "Don't have an account? Register", "Access Online Training about Submitting to EMMA", and "MSRB Gateway Manual".

Below that is a "Free Online Learning" section with a "MuniEdPro" logo and text: "Log in to MuniEdPro® to take the MSRB's interactive course on continuing disclosure obligations under SEC Rule 15c2-12."

At the bottom right is an "EMMA for Issuers" section with a play button icon and text: "Watch government finance professionals explain how they use EMMA."

Log in to MSRB Gateway

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

MSRB Home | Contact and Support

MSRB
Municipal Securities Rulemaking Board

Log into MSRB Gateway

User ID

Password

[Forgot password?](#)

Login

[Don't have an account? Register](#)

[MSRB Gateway Manual](#)

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 [Systems Status Page](#) for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at 202-636-1330.

[Access Online Training about Submitting to EMMA](#)

The MSRB recommends not bookmarking this page

From the MSRB Gateway Main Menu, click **EMMA Dataport**. The EMMA Dataport Submission Screen appears.

MSRB Home | Contact and Support

MSRB
Municipal Securities Rulemaking Board

Welcome JDOE5 ▾, A9999 | Logout

MSRB Gateway Main Menu

Welcome to MSRB Gateway! Your User Account has the following access rights:

Market Transparency Systems

Access MSRB systems to submit documents and data related to municipal market activity and political contributions.

- Dealer System Outage Reporting
- SHORT System Web User Interface – Data Submissions
- SHORT System Web User Interface – Data Submissions Test Environment
- RTRS Web Interface - Test System
- Rule G-37 Submission
- **EMMA Dataport**

Agent Designation:

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.



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 acting on behalf of?

-select one-

Upon selecting the organization, if applicable, the EMMA Dataport Submission Portal displays buttons, which represent the submission types you can make to EMMA. Click the **Primary Market** button.



EMMA Dataport

What would you like to do today?



From the primary market section, options are available to create or update submissions regarding:

- Underwritings and remarketings: typical EMMA submissions for securities with 9-digit CUSIP numbers;
- Commercial paper: submissions for securities with 6-digit CUSIP numbers;
- Securities ineligible for CUSIP number assignment;
- 529 savings plans/ABLE programs;
- Other municipal fund securities; or

- Advance refunding documents.

Overview of Typical Underwriting Submission

You may enter information into EMMA Dataport in separate sessions as information and documents become available, subject to any applicable Rule G-32 deadlines.

1. Click the **Create** button next to **Underwriting/Remarketing Submission**.

The screenshot displays the EMMA Dataport interface. At the top, the EMMA logo is on the left, and the user is logged in as JOHN DOE, G0000B. A search bar is present with the text "Search by CUSIP, Description, State, etc." and an "Advanced Search" button. Below the navigation bar, the user is acting on behalf of SAMPLE CO (G0000B). The main content area is titled "Primary Market (Rule G-32)" and contains a list of submission types with "Create" and "Update" buttons:

- Underwriting/ Remarketing Submission** (Standard EMMA Submission- 9-digit CUSIP number required): The "Create" button is highlighted with a red box.
- Commercial Paper** (6-digit CUSIP number required): "Create" and "Update" buttons.
- Ineligible for CUSIP Number Assignment**: "Create" and "Update" buttons.
- Municipal Fund Security**: A "Select" dropdown menu.
- Advance Refunding Document** (Also known as Escrow Deposit Agreement/ Refunding Agreement etc.): "Create" and "Update" buttons.

Below this list is a "Pending Submissions" section with the text: "Access completed or partial submissions with expected closing dates on or after today's date. No pending submissions." At the bottom, there are four icons with corresponding text: "Access New Issue Calendar and", "View Yield Curves and Indices", "Manage MyEMMA Alerts", and "Access Tutorials and Manuals".

2. On the CUSIP-9 Submission screen, enter the CUSIP-9 of any security in the offering you are submitting and then select whether you are submitting information about a new issue (not remarketing), a remarketing with no change to CUSIP numbers (that is, the CUSIP numbers are the same before and after the remarketing), or a remarketing with change in CUSIP numbers (that is, new CUSIP numbers are assigned in connection with the remarketing). If the data on the Issue/Series is eligible for NIIDS, leave the NIIDS Eligible checkbox selected. *If the Issue/Series is not eligible for NIIDS data, uncheck the NIIDS Eligible checkbox.*

3. Click the **Load Securities** button. When this button is selected a table will be loaded below. This table will be prepopulated with the reported securities within the Issue/Series as well as their corresponding information. You will have the ability to edit the information as well as add additional securities to the table (as long as the securities share the same base CUSIP as the Issue/Series).
4. At the bottom right of the table the Total Principal Amount to be Billed will be listed. Click the **Next** button.
5. You will see a message informing you that you will be billed on the Total Principal Amount. If accurate, select **yes** and you will be able to move onto the next part of your submission.

Browse Issuers Tools and Resources Market Activity MyEMMA® EMMA Dataport

You are acting on behalf of: MSRB (MSRB), Change Organization

EMMA Dataport - CUSIP-9 Submission Resources

Provide the following details.

Add Issue/Series 1 ?

Enter a CUSIP number from the new offering/remarketing:

Select Type of Issue: New Issue

- New Issue
- Remarketing (No change in CUSIPs)
- Remarketing (Change in CUSIPs)*

Next Exit

Submission Screen Details

CUSIP-9 Submission Screen

Based on the single CUSIP number you entered, EMMA pre-populates the **Issue/Series** tab with information disseminated from the Depository Trust and Clearing Corporation's (DTCC) New Issue Information Dissemination Service (NIIDS) and obtained from other external sources. The Issue/Series screen enables you to verify the information required by Rule G-32 and ensure that the information provided is correctly associated with the submission.



NIIDS is an automated, electronic system that receives comprehensive new issue information on a market-wide basis for the purposes of establishing depository

eligibility and immediately re-disseminating such information to information vendors supplying formatted municipal securities information for use in automated trade processing systems. It is operated by Depository Trust and Clearing Corporation (DTCC), a securities clearing agency registered with the Securities and Exchange Commission providing depository services for municipal securities.



Unless stated otherwise, only one value can be entered for each field. When multiple values are available for a specific field in the same Issue/Series, the value associated with the last maturity date will be used. If any frequency type or number fields contain multiple values, then form G-32 will select the earliest effective date.

Security Status:

Choose the appropriate status. It is important, as noted, that you ensure no security is incorrectly shown as part of the issue being underwritten. Any securities that do not belong on the Issue/Series should be marked as:

- Select **Not Underwritten** if there are CUSIP(s) within a Issue/Series that your firm is not responsible for underwriting, but is still part of the Issue/Series.
- If your firm partially underwrote the CUSIP, select **Partially Underwritten** and enter the principal amount your firm is responsible for underwriting in the **Par Value Underwritten** field.
- Select **Not on issue** if the security should not be listed as part of this Issue/Series but is a valid CUSIP.
- Select **Not Used** if the CUSIP number for a maturity was issued, but ultimately not used in underwriting.

Issue/Series Tab

At the Issue/Series level, enter or verify that the following information is correct:

- Basic Information
 - Restrictions on the Issue
 - New Money
 - Certificate Type
 - Distribution Type
 - Sale Method
 - Minimum Denomination:
 - At Issuance
 - Changeable

- Multiples
 - Issuer name
 - Issue description



The issuer name and issue description must be provided as they appear (or are expected to appear) on the official statement. Do not rekey the abbreviated **Security Description** which is shown below the data entry area.

- Series ID (Issue Class)
- Repayment Source
- Dated Date
- Expected Closing Date / First Trade Settlement Date
- Formal award date and time
- First execution date and time
- First Payment Date
- Additional Syndicate Manager(s)
- Municipal Advisor(s)
- Advanced Refunding Method
- Obligated Person(s) Information
 - Name
 - LEI
- Credit Enhancement Information
 - Type
 - Expiration Date
 - Name
 - LEI
- Coupon Information
 - Step-up
 - PAC Bond
 - Interest Classification
 - Interest Computation Method
 - Interest Type
 - Interest Method
 - Payment Frequency Type
 - Payment Frequency Number
 - Variable Rate Interest – Basis
 - Variable Rate Interest - Index Spread
 - Variable Rate Interest - Index Name

- Variable Rate Interest - Index Date Type
 - Capital Appreciation
 - Zero Coupon
- Tax Information
 - Federal Taxable
 - State Taxable
 - Federal Alternative Minimum Tax
 - State Alternative Minimum Tax
 - Bank Qualified
- Redemption Information
 - Redemption Frequency Type
 - Redemption Frequency Number
 - Call Schedule Type
 - Call Type
 - Days to Call Notice
 - Call Notification Window
 - Put Type
 - Put Frequency Type
 - Put Frequency Number
- Additional security level information is also required and listed below

Basic Information

This section contains all the Basic information for the Issue/Series. Enter or verify the appropriate basic information for the Issue/Series.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 **Official Statement** Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information ▾

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information
- Coupon Information
- Tax Information
- Redemption Information
- Security Information ▾
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Basic Information NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

Restrictions on the Issue ?

New Money ?

Certificate Type:

Distribution Type:

Sale Method:

Minimum Denomination ?

At Issuance: Changeable ? Yes No Multiples:



To improve data quality, a submitter may utilize the Issue/Series functionality of Form G-32 to group securities with the same basic information together and to differentiate securities with different basic information. For example, if an offering of municipal securities includes a number of CUSIPs that have differing tax status (e.g., AMT bonds), such that the Form G-32 cannot be completed accurately without creating a separate Issue/Series data to account for these differences in tax status, it is permissible for an underwriter to complete the form by creating one or more separate Issue/Series in order to group securities with uniform characteristics together (i.e., one Issue/Series for CUSIPs of non-AMT bonds and another Issue/Series for CUSIPs that are AMT bonds). For additional assistance please contact MSRB Support.

CUSIP Global Services Description:

Issuer Name:

Issue Description:

Series ID (Issue Class):

Repayment Source:

Dated Date: Expected Closing Date / First Trade Settlement Date:

Formal Award Date: Time:

First Execution Date: Time:

First Payment Date:

Additional Syndicate Manager(s):

Municipal Advisors(s): No Municipal Advisor

Check here if these securities advance refund all or a portion of another issue.

If the offering is part of an advanced refunding, enter or verify that the advance refunding information is correct.

Check here if these securities advance refund all or a portion of another issue.

Advance Refunding Method:

Enter Outstanding CUSIP(s) to be Refunded:
Type or copy/paste securities

When the box is checked there will be a field for you to select or verify your **Advanced Refunding Method** and to enter an outstanding CUSIP(s) to be refunded. When a CUSIP is added it will be entered into a table where the amount to be refunded should be included/edited. For example, If only half of the par amount for a given CUSIP's maturity is refunded, then indicate that portion in the field that you have the advance refunding document, you may submit it after you submit and publish information about the primary (new) offering.

Obligated Person(s) Information

This section contains the obligated person(s) information for the Issue/Series. When the **Obligated Person(s), other than the Issuer** box is checked you will enter the obligated person(s) information by searching them by their Name or LEI.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 **Official Statement** Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information ▾

- Basic Information
- Obligated Person(s) Information**
- Credit Enhancement Information
- Coupon Information
- Tax Information
- Redemption Information
- Security Information ▾
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Obligated Person(s) Information ?

All applicable fields required for a complete submission.

When determining the obligated person, choose the name with the associated LEI, if available.

Name: LEI:

Credit Enhancement Information

This section contains the credit enhancement information for the Issue/Series. If applicable, enter or verify the credit enhancement information. Search and enter the Name or LEI for each credit enhancer.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 Issue/Series 2 **Official Statement** Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information ▾

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information**
- Coupon Information
- Tax Information
- Redemption Information
- Security Information ▾
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Credit Enhancement Information ?

NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

Credit Enhancement Applicable

Type: Expiration Date:

Name: LEI:

Delete Issue/Series

Coupon Information

This section contains the coupon information for the Issue/Series, including fixed, variable and zero coupon securities. In this section, information about fixed and variable rate bonds can be entered or verified. When entering or verifying information for a variable rate bond, only the fields related to a variable rate bond will be visible. Similarly, when verifying information for a fixed rate bond, only the fields related to a fixed rate bond will be visible. Enter or verify the appropriate coupon information for the Issue/Series.

Issue/Series Information

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information
- Coupon Information**
- Tax Information
- Redemption Information
- Security Information
- Pricing Information
- Retail Order Period Information
- Edit Securities

[NIIDS Data, Refresh](#)

Coupon Information

All applicable fields required for a complete submission.

Step-up PAC Bond

Fixed and Variable Rate Bonds

Classification:

Type:

Basis:

Index Name:

Computation Method:

Method:

Index Spread:

Index Date Type:

Payment Frequency

Type: Number:

Capital Appreciation and Zero Coupon Bonds

CUSIP	Maturity Date	Capital Appreciation	Zero Coupon
99999AU67	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the page, you will see a section titled Capital Appreciation and Zero Coupon Bonds. The table in this section shows which, if any, securities on an Issue/Series are Capital Appreciation or Zero Coupon. Enter or verify the appropriate information.

Capital Appreciation and Zero Coupon Bonds

CUSIP	Maturity Date	Capital Appreciation	Zero Coupon
99999AU67	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>

Tax Information

This section contains the tax information for the Issue/Series. Enter or verify the appropriate tax information for the Issue/Series (if the same Issue/Series contains CUSIP's with different tax statuses, consider separating those CUSIP's into different Issue/Series).

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 **Official Statement** Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information -

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information
- Coupon Information
- Tax Information**
- Redemption Information
- Security Information -
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Tax Information NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

Federal Taxable

State Taxable

Bank Qualified

Federal Alternative Minimum Tax

State Alternative Minimum Tax

Redemption Information

This section contains redemption information for the Issue/Series. Enter or verify the appropriate redemption information for the Issue/Series.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 **Official Statement** Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information -

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information
- Coupon Information
- Tax Information
- Redemption Information**
- Security Information -
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Redemption Information NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

Redemption Frequency Type:

Redemption Frequency Number:

Call

Schedule Type: Type:

Days To Call Notice: Notification Window:

Put

Type:

Frequency Type:

Frequency Number:

The table at the bottom of the Redemption Information section contains security level information, including:

- Callable
- Compound Accreted Value (CAV)
- Par Call
- Premium Call
- Puttable
- Sinking Fund
- Super Sinker
- Extraordinary Call
- Make Whole Call
- Retail Order Period

Enter or verify the appropriate redemption information in the table.

+ Add Premium Call | + Add Par Call

CUSIP	Security Description	Coupon (%)	Maturity Date	Callable	CAV ?	Premium Call-1	Par Call-1	Puttable	Sinking Fund ?	Super Sinker	Extraordinary Call	Make Whole Call
						Price mm/dd/yyyy mm/dd/yyyy		Start mm/dd/yyyy End mm/dd/yyyy				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99999AU67	MSRB-EMMA TESTING U6	0.0	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the **Security Information** section, verify the following security-specific information:

- CUSIP
- Coupon
- Maturity date
- Maturity principal amount
- Initial offering price, and
- Initial offering yield
 - For capital appreciation bonds and zero coupon securities that are issued at a discounted price that accretes over the life of the security, report the par amount at the time of issuance, and not the par value at maturity, when submitting the **Maturity Principal Amount** on Form G-32. Your underwriting assessment under MSRB Rule A-13 is calculated based on the maturity principal amount entered on this screen.
- Original Issue Discount (OID) price, and
- Original Issue Discount (OID) yield

- Par Value
- Retail Order Period Information
- Capital Appreciation
- Zero Coupon

Pricing Information

This section contains all the pricing information for securities in the Issue/Series. This page resembles the Add Issue/Series page with the addition of Initial Offering Price and Yield and OID Price and Yield. Initial Offering Price and OID are the only editable fields on this table. You have the option to Edit securities from this page. To do that, either select the *+Edit Securities* link at the top and bottom of the table or select Edit Securities, located at the bottom of the panel on the left.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

[Resources](#)

Issue/Series 1
Official Statement
Underwriting Spread
Continuing Disclosure
+ Add Issue/Series

Issue/Series Information -

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information
- Coupon Information
- Tax Information
- Redemption Information
- Security Information -
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Pricing Information NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

[+Edit Securities](#)

CUSIP	Security Description	Coupon (%)	Maturity Date	Maturity Principal Amt (\$) ?	Initial Offering (%)		OID		Par Value (\$)
					Price	Yield	Price	Yield	
99999AU67	MSRB-EMMA TESTING U6	0.0	08/01/2099	100,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100,000.00

[+Edit Securities](#)

Retail Order Period

This section contains a table with the retail order period information for each security. If the Issue/Series has retail order period information, check the **Is there a retail order period(s)?** box. Date and Time fields will appear as shown below. Enter the beginning and end dates and times. For additional retail order periods, click the **+Add Retail Order Period** link to repeat these steps. If there is no retail order period information leave the **Is there a retail order period(s)?** box unchecked.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 **Official Statement** Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information ▾

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information
- Coupon Information
- Tax Information
- Redemption Information
- Security Information ▾**
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Retail Order Period Information ? NIDS Data, Refresh ?

All applicable fields required for a complete submission.

Is there a retail order period(s)?

CUSIP	Security Description	Coupon (%)	Maturity Date	Retail Order Period-1
				Start Date/Time: mm/dd/yyyy hh:mm End Date/Time: mm/dd/yyyy hh:mm
				<input type="checkbox"/>
99999AU67	MSRB-EMMA TESTING U6	0.0	08/01/2099	<input type="checkbox"/>

Rule G-32 requires primary market submitters to indicate if there was a retail order period (as defined in Rule G-11(a)(vii)). Submitters must provide information indicating whether a retail order period was conducted along with each date and time (beginning and end) it was conducted for a primary offering.

New Issue Information Dissemination Service (NIIDS):

Please note that at any point during a submission, the information can be updated with the most recent NIIDS data by clicking the **NIIDS Data, Refresh** link as shown below.



Coupon will also be updated when NIIDS Refresh is selected.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 Official Statement Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information -

Basic Information

Obligated Person(s) Information

Credit Enhancement Information

Coupon Information

Tax Information

Redemption Information

Security Information -

Pricing Information

Retail Order Period Information

Edit Securities ?

Basic Information

All applicable fields required for a complete submission.

Restrictions on the Issue ?

New Money ?

Certificate Type: Select

Distribution Type: Select

Sale Method: Select

Minimum Denomination ?

At Issuance: Changeable ? Yes No Multiples:

NIIDS Data, Refresh ?

If NIIDS data is not available, a pop-up confirmation screen indicates that no NIIDS data was found. Click **Close** to proceed.

NIIDS Eligible

Load Securities

Set up securities for this issue NIIDS Data, Refresh ?

CUSIP	Security Description	CPN(%)	Maturity Date	Serial/Term ?	Maturity Principal Amt(\$) ?	Security Status ?	Principal Amount Underwritten(\$)	NIIDS Security Status ?
004341AX1	REF-TAXABLE-1ST MTG-SR-AMERN-C	5.0	01/01/2036	Select	495,000.00	Underwritten	495,000.00	

Total Principal Amount to be Billed: \$495,000.00

+Add security

No NIIDS data found. When NIIDS data becomes available, please update your submission to reflect such data.

Close

Next Exit

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1.4.284.0-83-Q3

Add Security:

If any maturities in the offering are not shown on the Issue/Series screen, click the **Add security** link and enter the CUSIP-9 for the security you wish to add. The CUSIP must be valid and must match the base (CUSIP-6) of the Issue/Series.

Provide the following details.

Add Issue/Series 1 ?

Enter a CUSIP number from the new offering/remarketing: ?

Select Type of Issue:

NIIDS Eligible

Set up securities for this issue NIIDS Data, Refresh ?

CUSIP	Security Description	CPN(%)	Maturity Date	Serial/Term ?	Maturity Principal Amt(\$) ?	Security Status ?	Principal Amount Underwritten(\$)	NIIDS Security Status ?
004341AX1	REF-TAXABLE-1ST MTG-SR-AMERN-C	<input type="text" value="5.0"/>	<input type="text" value="01/01/2036"/>	<input type="text" value="Select"/>	<input type="text" value="495,000.00"/>	<input type="text" value="Underwritten"/>	<input type="text" value="495,000.00"/>	

Total Principal Amount to be Billed: \$495,000.00

+Add security

CUSIP-9 you entered has not been reported to EMMA:

If the message, **The CUSIP-9 you entered has not been reported to EMMA. Please confirm the CUSIP. Do you want to continue?** appears, this indicates that EMMA has not received information from external data sources to pre-populate fields on the Issue/Series screen.

- You can resume the session using pre-populated data when the CUSIPs and the security attributes are reported to EMMA but note that MSRB rules generally require additional information to be entered no later than the date of first executions in the Issue/Series.
- Alternatively, you may continue this session and manually enter Form G-32 information about the maturities in the data entry fields.

Official Statement Tab

There are two types of disclosure documents you may add to a primary market submission:

- Official Statement (OS)



For purposes of Rule G-32, the term **official statement** means (A) for an offering subject to Securities Exchange Act Rule 15c2-12, a document or documents defined

in Securities Exchange Act Rule 15c2-12(f)(3), or (B) for an offering except from the full requirements of Securities Exchange Act Rule 15c2-12, a document or documents prepared by or on behalf of the issuer that is complete as of the date delivered to the underwriter and that sets forth information concerning the terms of the proposed offering of securities.

- Preliminary Official Statement (POS)



Note that if you are not providing any of the official statement mentioned above, you must indicate that no OS or POS are uploaded.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 Official Statement Underwriting Spread Continuing Disclosure + Add Issue/Series

Not uploading OS or POS

Select OS Availability Status

Select OS Availability Status

- OS Not Available at Closing
- OS Available Only From Underwriter - 15c2-12 Exempt Limited Offering
- OS Not Produced - 15c2-12 Exempt Limited Offering
- OS Not Produced - 15c2-12 Exempt Short Term Offering
- OS Not Produced - 15c2-12 Exempt Putable Offering
- OS Not Produced - 15c2-12 Exempt Small Offering

PDF files must be word-searchable by allowing exceed 250 MB. All files in a single submission search or similar find function. A single file may not

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.

Save Review Exit

Official Statement documents and supplemental files can be uploaded to EMMA. To upload an official statement document, click on the **Official Statement** tab use the **Select Files** button to select the file(s) on your computer. You may also locate the files on your computer and drag and drop them area marked by the dashed line. You must then enter the date the document was received from the issuer.

PDFs

Each continuing disclosure document must be a word searchable portable document format (PDF) file configured to be saved, viewed, printed and retransmitted by electronic means.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 Official Statement Underwriting Spread **Continuing Disclosure** + Add Issue/Series

Not uploading OS or POS

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

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.

File Size

A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB. The file has successfully been uploaded for submission once the file name appears below the drag-and-drop box. You can click on a file name to view the file. For additional assistance please contact MSRB Support.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 Official Statement Underwriting Spread **Continuing Disclosure** + Add Issue/Series

Not uploading OS or POS

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

Test (2).pdf 12/02/2020

Description: Date Received from Issuer: 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 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.

Removing Files

You may remove files from your submission using the trash can icon next to the file you wish to delete. Note, that you can only delete files from your submission before the submission is published. If you upload multiple files and wish to re-order them, drag and drop the file names into the desired order.

Uploading files

If you are uploading an official statement as more than one file, click on the Select File(s) button and repeat the process.

The MSRB strongly encourages submitters to merge document files into a single PDF file for submission. If the official statement must consist of more than one file, the underwriter should ensure that it has received the full final file before uploading.

EMMA confirms a successful upload by not displaying any red exclamation marks indicating an error.



An uploaded document is not disclosed to the public, as required by Rule G-32, until it is **Published**. Therefore, it is important to publish the uploaded document.

Click the document name to view the uploaded document. If desired to confirm the correct document was uploaded.

If the document has already been published, **Archive Document** appears in place of **Delete Document**. If you replace a document with another one (archive a document), the original file is indefinitely stored in the EMMA archive.



Documents moved to the archive are visible to the public but are not intended for use as active disclosure documents.

Some submissions include multiple documents. For example, a remarketing may involve submitting both a remarketing supplement and the official statement of the Issue/Series being remarketed. Another example is the submission of an official statement, followed by an amendment document. To upload an additional document, click the **Select Files** option shown above.

Document Hierarchy

Underwriters may submit official statements and other required documents in the form of one or more electronic files. Offering documents submitted to the MSRB are referred to as a **file**. An electronic **document** is the container that lists **files** that are submitted to satisfy the official statement requirement for Rule G-32.



If the issuer provides the official statement to the underwriter in the form of multiple files, the underwriter should not consider the official statement to have been received from the issuer until the final file of such document necessary to complete the official statement has been received. In that case, the underwriter would report the date on which such final file was received as the date on which the official statement (including each file thereof, regardless of any earlier receipt of some such files) was received for purposes of the required information submission.

EMMA displays disclosure documents in a hierarchy. This means that a document may be a **parent** or a **child**. For example, a disclosure document might have both a main file and an amendment file as its child. A new parent document would be added when, for example, a new 529 Savings Plan/ABLE Program disclosure document is submitted as a supplement or amendment to a previous disclosure. The EMMA website displays documents in the same order as on this screen.

Preliminary Official Statement (POS)

If a preliminary official statement is available and an official statement is being produced but is not yet available by closing, or if no official statement is produced, submit the preliminary official statement from the **Official Statement tab in accordance with Rule G-32**. Check the **Not uploading OS or POS** box. Select **OS not available** at closing from the drop down and click the POS submitted radio button.

Click the **Select Files** button and upload the preliminary official statement using the procedure for official statement upload, as described above.

Special Cases – Official Statement Amended, Not Available, or Not Produced

There are unique instructions for certain special cases, specifically, offerings where:

- an official statement is produced but is not available by closing;
- no official statement is produced; an official statement is withheld from EMMA for a limited offering; or
- an official statement or preliminary official statement is amended.

If no preliminary official statement is available and no official statement is being submitted, either because the official statement is not being prepared or because the underwriter elects to withhold the official statement from EMMA for a limited offering under Exchange Act Rule 15c2-12(d)(1)(i), click on the **Not uploading OS or POS** option and select the appropriate OS availability status from the drop-down menu.

If the chosen OS availability status is **OS Available only from Underwriter – 15c2-12 Exempt Limited Offering**, a box will open with fields to enter contact information about whom a customer may contact to obtain an official statement. Complete these fields. The contact information will be displayed on the EMMA website.

If an underwriter chooses, an official statement can be uploaded to replace contact information after selecting, **OS Available only from Underwriter – 15c2-12 Exempt Limited Offering**, the official statement will replace the contact information provided and will be displayed on the EMMA website. Click on **Upload Voluntary Official Statement (OS) - Submission of OS to Remove Contact Information for Limited Offering (See RuleG-32(b)(i)(E) (2)(b))**. Enter the Document Description and the Date Received from Issuer and Upload the file.

If an official statement or preliminary official statement is amended within the primary offering disclosure period, upload the amendment in accordance with timeline of Rule G-32.

On the **Official Statement** tab, mark the document you are amending as **Official Statement (OS)** or **Preliminary Official Statement (POS)**.

In general, an official statement submitted for an Issue/Series in which a preliminary official statement was previously submitted to EMMA will replace the preliminary official statement. Revisions made to the preliminary official statement to convert it into the final official statement are not considered an amendment to the preliminary official statement. Instead of submitting an amendment, submit the final official statement itself.

Underwriting Spread Tab

The Offering screen enables the user to input required Form G-32 information in offerings for which, the underwriting spread or placement fee for a negotiated offering is not disclosed in the official statement.

Access the Underwriting Spread Information screen by clicking the **Underwriting** tab.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1

Official Statement

Underwriting Spread

Continuing Disclosure

+ Add Issue/Series

Underwriting Spread Information

All applicable fields required for a complete submission.

Underwriting Spread Amount:

Underwriting Spread Disclosure Indicator:

- Select if Applicable
- Disclosed in Official Statement
- Not Disclosed - Competitive Sale

Save Preview Exit

Enter the amount of the underwriting spread or placement fee. For a competitive offering, select the *Not Disclosed – Competitive Sale* option in the drop-down menu. Otherwise, select the *Disclosed in Official Statement* option in the drop-down menu.

EMMA interprets the entered spread amount as either basis points (1 basis point = 0.01%) or whole dollars, as follows:

Amount Entered	Interpreted As	Example	
		Value Entered	Value Displayed
Less than or equal to 100	Basis points (Divide by 100 and display %)	25	0.25%
Greater than 100	Dollars	10000	\$10,000.00



The percent sign or dollar sign appears only after you leave the offering screen and return to it.

Continuing Disclosure Tab

The **Continuing Disclosure** tab identifies whether the issuer or other obligated persons have agreed to undertake to provide continuing disclosure information as contemplated by Exchange Act Rule 15c2-12.

If the Continuing Disclosure Agreement applies to the issuers and obligated persons on all the Issue/Series, then select the CDA applies to all Issue/Series box.

Select **Yes** if the issuer or obligated person agreed to provide continuing disclosure information.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 Official Statement Underwriting Spread Continuing Disclosure + Add Issue/Series

Continuing Disclosure Information

All applicable fields required for a complete submission.

CDA applies to all Issues/Series

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

Date by which annual financial information is contractually due to be submitted each calendar year Month Day

Number Select after the end of fiscal - year - end on Month Day by which the annual financial information is contractually due to be submitted.

+Add Obligated Person(s) Information

If the continuing disclosure undertaking for either an issuer or an obligated person requires annual financial information, enter information relating to the timing set forth in the continuing disclosure undertaking.

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.

EMMA Dataport - CUSIP-9 Submission

[Resources](#)

Issue/Series 1 **Official Statement** **Underwriting Spread** **Continuing Disclosure** + Add Issue/Series

Continuing Disclosure Information

All applicable fields required for a complete submission.

 CDA applies to all Issues/Series

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

 Date by which annual financial information is contractually due to be submitted each calendar year Number after the end of fiscal - year - end on by which the annual financial information is contractually due to be submitted.[+Add Obligated Person\(s\) Information](#)

For an obligated person, enter the name of such obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person's fiscal year. To enter information about more than one obligated person, select **add obligated person** and enter the name of such additional obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person's fiscal year.

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes No

Issuer Information

Continuing Disclosure Undertaking Information as Contemplated under Exchange Rule 15c2-12 is (select one):

 Date by which annual financial information is contractually due to be submitted each calendar year Number after the end of fiscal - year - end on Obligated Person(s) Information [?](#)Obligated Person's Name: [Remove Obligated Person](#) Date by which annual financial information is contractually due to be submitted each calendar year Number of (days/months) after the end of fiscal - year - end on [+Add Obligated Person\(s\) Information](#)

If continuing disclosure information does not apply to all of the Issue/Series on the submission, the **CDA applies to all Issue/Series** box should be unchecked and the appropriate information for each Issue/Series should be entered.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 Issue/Series 2 Official Statement Underwriting Spread **Continuing Disclosure** + Add Issue/Series

Continuing Disclosure Information

All applicable fields required for a complete submission.

 CDA applies to all Issues/Series

Issue/Series 1 CDA

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes No !

Issue/Series 2 CDA

Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: Yes No !

Add Issue/Series Tab

To add a new issue or series, click the **Add Issue/Series** tab.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 **Official Statement** Underwriting Spread Continuing Disclosure **+ Add Issue/Series**

Issue/Series Information

Basic Information
Obligated Person(s) Information
Credit Enhancement Information
Coupon Information
Tax Information
Redemption Information
Security Information
Pricing Information
Retail Order Period Information
Edit Securities ?

Tax Information

NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

Federal Taxable
 State Taxable
 Bank Qualified
 Federal Alternative Minimum Tax
 State Alternative Minimum Tax

Once checked you will be directed to the CUSIP-9 Submission screen. On this screen:

1. Enter the CUSIP-9 for the new issue or series in the offering,
2. Select the **New Issue** option,
3. Indicate whether the Issue/Series in NIIDS Eligible,
4. Select **Load Securities**, and

5. Confirm the information and click next.

You will then be directed to the **Issue/Series 2** tab. Complete or verify the information for **Issue/Series 2**.

EMMA Dataport - CUSIP-9 Submission Resources

Provide the following details.

Add Issue/Series 2 ?

Enter a CUSIP number from the new offering/remarking: ?

Select Type of Issue:

NIIDS Eligible

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission Resources

Issue/Series 1 | Issue/Series 2 | Official Statement | Underwriting Spread | Continuing Disclosure | + Add Issue/Series

Issue/Series Information <

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information
- Coupon Information
- Tax Information
- Redemption Information
- Security Information >
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Basic Information NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

Restrictions on the Issue ?

New Money ?

Certificate Type:

Distribution Type:

Sale Method:

Minimum Denomination ?

At Issuance: Changeable ? Yes No Multiples:

Preview and Publish Screens

To review your submission before publishing:

1. Click the **Preview** button.

Clicking the **Save** button will save the data you have entered without publishing it to the public EMMA website.

Clicking the **Exit** button leaves the EMMA Primary Market Submission environment without saving any work. You will also lose all work if your computer is inactive and is **timed out**. If you have to leave your computer after entering data but before being able to publish, it is recommended that you **Save** the data in case you are timed out before you resume.

The screenshot displays a form for entering submission data. The fields include:

- Series ID (Issue Class): 2020
- Repayment Source: RV-Revenue
- Dated Date: 01/30/2020
- Expected Closing Date / First Trade Settlement Date: 01/30/2020
- Formal Award Date: 01/16/2020
- Time: 13:50
- First Execution Date: 01/16/2020
- Time: 16:00
- First Payment Date: 06/01/2020
- Additional Syndicate Manager(s):
- Municipal Advisor(s): No Municipal Advisor

Below the form is a checkbox: Check here if these securities advance refund all or a portion of another issue.

A red arrow points to a light blue horizontal bar at the bottom of the form, which contains three green buttons: **Save**, **Preview**, and **Exit**. The buttons are enclosed in a red rectangular box.

- 2. Any fields that produce an error (red exclamation) must be corrected in order to preview and publish the submission.

Retail Order Period Information

Edit Securities ?

Delete Issue/Series

Minimum Denomination ?

At Issuance: ! Changeable ? Yes No Multiples: !

CUSIP Global Services Description: MSRB TEST SUBMISSION MSRB-EMMA TESTING US

Issuer Name: ? !

Issue Description: ? !

Series ID (Issue Class): ?

Repayment Source: Select !

Dated Date: mm/dd/yyyy Expected Closing Date / First Trade Settlement Date: mm/dd/yyyy !

Formal Award Date: mm/dd/yyyy Time: hh:mm

First Execution Date: mm/dd/yyyy Time: hh:mm

First Payment Date: mm/dd/yyyy

Additional Syndicate Manager(s):

Municipal Advisor(s): No Municipal Advisor

Errors need to be resolved prior to previewing the submission.

OK

3. Review the information on the **Preview** screen for accuracy and completeness, if revisions are needed, click the **Back** button to return to the form. The Preview page can also be downloaded, if needed, so the submission can be reviewed by the issuer or other party.

Issue/Series 1

Issue Information

Basic Information

Restrictions on the Issue

New Money

Certificate Type: BEOL-Book Entry Only Distribution Type: PRIM-Primary Sale Method: COMP-Competitive

Minimum Denomination At Issuance: 5000 Changeable: Yes No Multiples: 5

CUSIP Global Services Description: ACCOMACK CNTY VA INDL DEV AUTH HEALTHCARE FACS REV RFDG-TAXABLE-1ST MTG-SR-AMERN-C (VA)

Issuer Name: TEST

Issue Description: TEST

Series ID (Issue Class): TEST

Repayment Source:

Dated Date: 07/12/2007

Expected Closing Date / First Trade: 07/12/2007
Settlement Date:

Formal Award Date/Time: 06/01/2020 | 20:00

First Execution Date/Time: 06/23/2020 | 20:00 First Payment Date: 06/19/2020

Additional Syndicate Manager(s):

Municipal Advisor(s): No Municipal Advisor

Check here if these securities advance refund all or a portion of another issue.

Obligated Person(s) Information

When determining the obligated person, choose the name with the associated LEI, if available.

Credit Enhancement Information

Credit Enhancement Applicable

Coupon Information

Step-up PAC Bond

Fixed and Variable Rate Bonds

Classification: PRDC-Periodic	Computation Method: A360-Actual/360
Type: VARB-Variable	Method: SINT-Simple Interest
Basis: AUCT-Auction	Index Spread: 25
Index Name: LIBR-LIBOR	Index Date Type: DALY-Daily

Payment Frequency

Type: DAYS-Every N Days Number: 50

Capital Appreciation and Zero Coupon Bonds

CUSIP	Maturity Date	Capital Appreciation ?	Zero Coupon ?
99999AU67	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>



Redemption Information

Redemption Frequency Type: Not Selected Redemption Frequency Number:

Call Type: Not Selected Call Schedule Type: Not Selected

Redemption Information

Redemption Frequency Type: Not Selected Redemption Frequency Number:

Call

Schedule Type: Not Selected Type: Not Selected

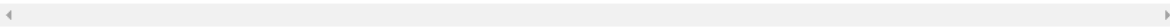
Days To Call Notice: Notification Window: Not Selected

Put

Type: Not Selected Frequency Type: Not Selected

Frequency Number:

CUSIP	Security Description	Coupon (%)	Maturity Date	Callable	CAV ?	Premium Call-1	Par Call-1	Putable	Sinking Fund ?	Super Sinker	Extraordinary Call	Make Whole Call
						Price mm/dd/yyyy	mm/dd/yyyy	Start mm/dd/yyyy End mm/dd/yyyy				
99999AU67	MSRB-EMMA TESTING U6	0.0	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

NIIDS Data

Please review the submission details before publishing.

Issue/Series 1 **Issue/Series 2**

Issue/Series Information

Security Information

Pricing Information

CUSIP	Security Description	Coupon (%)	Maturity Date	Maturity Principal Amt (\$) ?	Initial Offering (%)		OID		Par Value (\$)
					Price	Yield	Price	Yield	
99999AU67	MSRB-EMMA TESTING U6	0.0	08/01/2099	100,000.00	100.0				100,000.00

Official Statement

Underwriting Spread

Continuing Disclosure

Official Statement

OS Availability Status: OS Not Available at Closing

POS Availability Status: No POS Prepared POS Submitted

There are no files that have been uploaded.

Underwriting Spread

Continuing Disclosure

Official Statement

Underwriting Spread

Underwriting Spread Amount:

Underwriting Spread Disclosure Indicator: Not Selected

Continuing Disclosure

Official Statement
Underwriting Spread
Continuing Disclosure
<input checked="" type="checkbox"/> CDA applies to all Issues/Series Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12: <input type="radio"/> Yes <input checked="" type="radio"/> No

4. Once the review is satisfactory, click the **Publish** button.

Security Information
Official Statement
Underwriting Spread
Continuing Disclosure

5. A confirmation pop-up appears. This pop-up will also contain the total par amount you will be billed. Once you are ready to publish, click the **Yes** button to disclose and publish your submission.

Are you sure you want to proceed with the amount provided? You will be billed on the amount of: **\$18,500,000.00**

After publishing, a confirmation screen containing the following information appears:

- A submission ID (Q11064727 in the example below), which is a unique identifier and useful for any future updates to the submission. But note that either the CUSIP number or the Submission ID can be used in later sessions.

- A link to print your submission confirmation. This screen provides you with a listing of information submitted to EMMA, along with the date and time of submission for recordkeeping purposes.
- A link to start a new submission or to modify your existing submission; and
- A link to send your submission confirmation to a secondary email address.

SUBMISSION ID (Q11064727) PUBLISHED SUCCESSFULLY!

What would you like to do next?
Duplicate Email Confirmation
Print Submission
Start New Submission

Upon publication, EMMA sends an electronic receipt to the submitter. The receipt contains a complete listing of the submission and a link to view the submission on the EMMA website. The user can also send copies of the confirmation to additional recipients.

Modify or Update Form G-32 Information

Form G-32 may be completed in a single session or in multiple sessions, with the initiation of the Form G-32 submission before the official statement is received from the issuer.



Rule G-32 does not require that the submission of information and the dissemination of such information on EMMA be delayed until the related official statement has become available and final.

As more information about an offering becomes available (including receipt of the official statement or a supplement to the official statement) or if previously entered information changes, you may modify a submission that has already been published.

Underwriters must make a submission through Form G-32 in connection with each official statement (or preliminary official statement, where no official statement exists), as well as in connection with each offering for which no official statement or preliminary official statement is to be made available through EMMA. Information relating to advance refunding documents executed in connection with a primary offering also must be submitted through the Form G-32 submission process. During the primary offering disclosure period, submissions of amendments

to previously uploaded documents are made through the same Form G-32 submission initiated in connection with the original documents.

To submit additional information or the official statement document after having made an initial submission of information on the offering, log into EMMA Dataport from the EMMA homepage.

Click the **Update** button next to Underwriting/Remarketing Submission on the Primary Market screen. In the text box, enter the Submission ID from the original submission or a CUSIP-9 in the offering and click the arrow. Alternatively, you may choose the submission name from the list of your pending submissions.

Welcome JOHN DOE, G0000B | [EMMA Help](#) | [Contact Us](#)

EMMA[®]
Electronic Municipal Market Access
A service of the MSRB

Search by CUSIP, Description, State, etc.

Browse Issuers | Tools and Resources | Market Activity | MyEMMA[®] | **EMMA Dataport**

You are acting on behalf of: SAMPLE CO (G0000B)

Primary Market (Rule G-32) Resources

- Underwriting/ Remarketing Submission**
 (Standard EMMA Submission- 9-digit CUSIP number required)
 Create Update
- Commercial Paper**
 (6-digit CUSIP number required)
 Create Update
- Ineligible for CUSIP Number Assignment**
Create Update
- Municipal Fund Security**
Select
- Advance Refunding Document**
 (Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)
 Create Update

Pending Submissions

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

No pending submissions.

Access New Issue Calendar and
 View Yield Curves and Indices
 Manage MyEMMA Alerts
 Access Tutorials and Manuals

Cancellation of Offering/Issue

If an offering is cancelled after offering-related information or a document has been submitted, information about the offering should be updated promptly. If only a portion of an offering is cancelled, correct the submitted information promptly. For example, if only one of several series of bonds in an offering is cancelled, the cancelled series may be deleted from a submission by clicking on **Delete Issue/Series** on the left panel under the Issue/Series that no longer applies.

The screenshot displays the EMMA Dataport interface for managing offerings. At the top, there are tabs for 'Issue/Series 1', 'Issue/Series 2', 'Official Statement', 'Underwriting Spread', and 'Continuing Disclosure', along with a '+ Add Issue/Series' button. Below the tabs is a sidebar menu for 'Issue/Series Information' with options like 'Basic Information', 'Obligated Person(s) Information', 'Credit Enhancement Information', 'Coupon Information', 'Tax Information', 'Redemption Information', 'Security Information', 'Pricing Information', 'Retail Order Period Information', and 'Edit Securities'. The main content area shows the 'Basic Information' section for 'Issue/Series 2'. It includes a 'NIIDS Data, Refresh' link, a note that 'All applicable fields required for a complete submission.', and several input fields: 'Restrictions on the Issue' (checkbox), 'New Money' (checkbox), 'Certificate Type' (dropdown menu set to 'BEOL-Book Entry Only'), 'Distribution Type' (dropdown menu set to 'PRIM-Primary'), and 'Sale Method' (dropdown menu set to 'NEGO-Negotiated'). Below these are 'Minimum Denomination' and 'At Issuance' (input field with '100,000.00'), 'Changeable' (radio buttons for 'Yes' and 'No', with 'No' selected), and 'Multiples' (input field with '1,000.00'). A red box highlights the 'Delete Issue/Series' button in the sidebar.

Click the **Cancel Offering** button in the navigation bar, to submit a notice of cancellation if the entire offering is cancelled (that is, all Issue/Series are cancelled). Note that the prompt to cancel an offering appears only after submitted information is published.

The screenshot shows the bottom navigation bar of the EMMA Dataport interface. It contains three buttons: 'Cancel Offering', 'Preview', and 'Exit'. The 'Cancel Offering' button is highlighted with a red box.

Special Cases – Advance Refundings and Non-Typical Underwritings

Advance Refunding Document Submission

If a primary offering advance refunds outstanding municipal securities and an advance refunding document is prepared, Rule G-32 requires the underwriter to submit to EMMA, no later than five business days after closing of the primary offering, the advance refunding document and related Form G-32 information. (Advance refunding documents are sometimes referred to as escrow deposit agreements or refunding agreements.)

This section uses sample offerings to illustrate submission of an advance refunding document. In this example, there are two offerings, with one issue in each. The relationship between refunding and refunded issues is shown in the table.

Securities for Advance Refunding Example

ISSUE TYPE	Refunded (Outstanding) Issue	Refunding (New) Issue
RELATIONSHIP	Outstanding issue, now backed by proceeds of new issue	New issue that refunds the outstanding issue
DATED DATE	1992	2021

Begin this process by making a submission for the refunding (new) issue – the 2021 issue in this example. When completing the Basic Information under the Issue/Series tab, check the box labeled **Check here if these securities advance refund all or a portion of another issue** and fill in the refunding information, if applicable.

Check here if these securities advance refund all or a portion of another issue.

Advance Refunding Method: ? Select

Enter Outstanding CUSIP(s) to be Refunded:
Type or copy/paste securities

Add

Save Preview Exit

Assuming the advance refunding document (ARD) is available sometime after the first submission session, after you log in:

1. Select **Create** next to Advance Refunding Document on the Primary Market Submissions screen. When you select **Create**, the following pop-up will appear. This pop-up is informing you that only one submission can be completed per escrow agreement and that you can no longer have multiple agreements per submission.

2. Click **Continue** to proceed.



3. Upload the advance refunding document (not by entering CUSIP numbers, as for other types of submission). The optional Document Description field is available for you to enter a description.

Submission Status: NOT PUBLISHED

EMMA Dataport - Advance Refunding

Resources

Document	Upload Advance Refunding Document (ARD)
Refunded Outstanding Issue/Series	<p>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.</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center;"> <p>Select Files</p> <p>or drag and drop files here</p> </div>
Refunding New Issue/Series	
	<p>Advance Refunding.pdf 01/22/2021</p> <p>Description: <input type="text"/> Date Received from Issuer: <input type="text" value="01/22/2021"/> </p> <p><small>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.</small></p>

4. After you upload the advance refunding document, you are able to access both the **Refunded Outstanding Issue/Series** and **Refunding New Issue/Series** pages. You must enter a CUSIP number for the refunded Issue/Series (the outstanding issue) and a CUSIP number for the refunding Issue/Series (the new issue that refunds the outstanding issue).
5. Click the green **Go** button. The Refunded Outstanding Issue/Series page displays the corresponding issue descriptions and refunding table.

Submission Status: NOT PUBLISHED

EMMA Dataport - Advance Refunding

Resources

Document	<h3>Add Refunded Outstanding Issue/Series for ARD</h3> <p>CUSIP-9: <input type="text"/> <input type="button" value="Go"/></p> <p><input type="checkbox"/> No CUSIPs were assigned to the refunded issue/series</p> <hr/> <h4>Refunded Outstanding Issue/Series</h4> <table border="1"> <thead> <tr> <th>Refunded Outstanding CUSIP</th> <th>Maturity Date</th> <th>ARD Doc</th> <th>Partially Refunded CUSIP</th> <th>New CUSIP (Refunded Portion - if applicable)</th> <th>New CUSIP (Unrefunded Portion - if applicable)</th> </tr> </thead> <tbody> <tr> <td colspan="4">MSRB TEST SUBMISSION MSRB-EMMA TESTING U6</td> <td><input type="button" value="Delete Issue/Series"/></td> <td><input type="button" value="+Add security"/></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>99999AU67</td> <td>08/01/2099</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Refunded Outstanding CUSIP	Maturity Date	ARD Doc	Partially Refunded CUSIP	New CUSIP (Refunded Portion - if applicable)	New CUSIP (Unrefunded Portion - if applicable)	MSRB TEST SUBMISSION MSRB-EMMA TESTING U6				<input type="button" value="Delete Issue/Series"/>	<input type="button" value="+Add security"/>			<input type="checkbox"/>	<input type="checkbox"/>			99999AU67	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Refunded Outstanding CUSIP		Maturity Date	ARD Doc	Partially Refunded CUSIP	New CUSIP (Refunded Portion - if applicable)	New CUSIP (Unrefunded Portion - if applicable)																			
MSRB TEST SUBMISSION MSRB-EMMA TESTING U6				<input type="button" value="Delete Issue/Series"/>	<input type="button" value="+Add security"/>																				
		<input type="checkbox"/>	<input type="checkbox"/>																						
99999AU67	08/01/2099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>																				
Refunded Outstanding Issue/Series																									
Refunding New Issue/Series																									

The refunding issue/series or refunded issue/series must be provided. If no CUSIPs were assigned to the refunded issue/series, the refunding issue/series checkbox will be disabled. The same rule applies for the refunding issue/series.

The Refunding New Issue/Series page only displays the corresponding issue descriptions.

EMMA Dataport - Advance Refunding

Resources

Document	<h3>Add Refunding New Issue/Series for ARD</h3> <p>CUSIP-9: <input type="text"/> <input type="button" value="Go"/></p> <p><input type="checkbox"/> No CUSIPs were assigned to the refunded issue/series</p> <hr/> <h4>Refunding New Issue/Series</h4> <p>Security Description: ALASKA STUDENT LN CORP ED LN REV SER A-2 (AK) Dated Date: 6/7/2007</p> <p><input type="button" value="Delete Issue/Series"/></p>
Refunded Outstanding Issue/Series	
Refunding New Issue/Series	

The refunding issue/series or refunded issue/series must be provided. If no CUSIPs were assigned to the refunded issue/series, the refunding issue/series checkbox will be disabled. The same rule applies for the refunding issue/series.

You may enter additional CUSIP numbers to add more Issue/Series on either side. Use the **Delete Issue/Series** button to remove any issue added in error.

Submission Status: NOT PUBLISHED

EMMA Dataport - Advance Refunding

Resources

Document	Add Refunded Outstanding Issue/Series for ARD				
Refunded Outstanding Issue/Series	CUSIP-9: <input type="text"/> <input type="button" value="Go"/>				
Refunding New Issue/Series	<input type="checkbox"/> No CUSIPs were assigned to the refunded issue/series				
Refunded Outstanding Issue/Series					
Refunded Outstanding CUSIP	Maturity Date	ARD Doc	Partially Refunded CUSIP	New CUSIP (Refunded Portion - if applicable)	New CUSIP (Unrefunded Portion - if applicable)
MSRB TEST SUBMISSION MSRB-EMMA TESTING U6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
99999AU67	08/01/2099	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="Delete Issue/Series"/>	<input type="button" value="+Add security"/>

The refunding issue/series or refunded issue/series must be provided. If no CUSIPs were assigned to the refunded issue/series, the refunding issue/series checkbox will be disabled. The same rule applies for the refunding issue/series.

EMMA Dataport - Advance Refunding

Resources

Document	Add Refunding New Issue/Series for ARD	
Refunded Outstanding Issue/Series	CUSIP-9: <input type="text"/> <input type="button" value="Go"/>	
Refunding New Issue/Series	<input type="checkbox"/> No CUSIPs were assigned to the refunded issue/series	
Refunding New Issue/Series		
Security Description: ALASKA STUDENT LN CORP ED LN REV SER A-2 (AK) Dated Date: 6/7/2007		
		<input type="button" value="Delete Issue/Series"/>

The refunding issue/series or refunded issue/series must be provided. If no CUSIPs were assigned to the refunded issue/series, the refunding issue/series checkbox will be disabled. The same rule applies for the refunding issue/series.

If there is no CUSIP for the refunded issue because either (i) the refunded issue was not eligible for CUSIP number assignment or (ii) because the CUSIP number cannot be found on EMMA, check the box to affirm **No CUSIPs were assigned to the refunded** [refunding for the refunding path] **Issue/Series**. You can only select this box for one refunding.

Add Refunded Outstanding Issue/Series for ARD

CUSIP-9:

No CUSIPs were assigned to the refunding issue/series

If there is only one Issue/Series on either the refunded or the refunding side, you do not have to enter all its CUSIP numbers. Enter another CUSIP number only if you need to add another Issue/Series.

Associating the ARD with securities

The next step is to indicate the securities that are associated with the advance refunding document. When the table in the **Refunded Outstanding Issue/Series** section appears, all the securities in the refunded Issue/Series must be checked, as shown above. This would indicate that all the securities in the **Refunded Outstanding Issue/Series** section are associated with (that is, are advance refunded by) the advance refunding document. If this is correct, leave the screen unchanged. If any security is not associated with the advance refunding document, uncheck its box. For example, matured securities would not be advance refunded.

There can only be one advance refunding document per submission. If a submission with multiple ARD's was made prior to August 2, 2021 and is being updated after that date then the previous form will be displayed to account for the multiple ARD's.

Assignment of new CUSIP numbers in advance refundings

On the **Refunded Outstanding Issue/Series** section, there are two fields labeled **New CUSIP (Refunded Portion – if applicable)** and **New CUSIP (Unrefunded Portion – if applicable)**. These are present in case new CUSIP numbers are assigned to outstanding maturities pursuant to MSRB Rule G-34.

- **When no new CUSIPs are assigned to outstanding maturities:** In some refundings, no new CUSIP numbers are assigned to an outstanding maturity – the original CUSIP numbers continue to identify the outstanding maturities. In this case, do not enter anything in either of the **New CUSIP** fields.

- **When part of an outstanding maturity is refunded and part is not:** In some refundings, an outstanding maturity receives two new CUSIP numbers. One CUSIP number identifies the part of the outstanding maturity that is refunded by the new Issue/Series and the other CUSIP number identifies the part of the outstanding maturity that is not refunded. In this case, enter the two new CUSIP numbers in the **New CUSIP** fields.

As an example, assume that three-fourths of the amount outstanding for CUSIP 999999AA3 – say \$750,000 out of \$1 million outstanding – is refunded by \$750,000 from proceeds of the new Issue/Series and that the CUSIP of the refunded security is changed to 130909RE6. Assume that \$250,000 of the outstanding Issue/Series is not refunded but that new CUSIP number 130909RH4 replaces the original CUSIP of the unrefunded portion of the outstanding securities. In this case, enter 99999AU67 in **New CUSIP (Refunded Portion)** and 99999AAB8 in **New CUSIP (Unrefunded Portion)**. These CUSIPs are underlined in red and blue in the following screen image.

Refunded Outstanding Issue/Series

Refunded Outstanding CUSIP	Maturity Date	ARD Doc	Partially Refunded CUSIP	New CUSIP (Refunded Portion - if applicable)	New CUSIP (Unrefunded Portion - if applicable)
TEST ISSUER REG SCI BCDR EXERCISE 1 (VA)				Delete Issue/Series	+Add security
		<input type="checkbox"/>	<input type="checkbox"/>		
999999AA3	02/01/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
999999AJ4	02/01/2034	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>99999AU67</u>	<u>99999AAB8</u>

- **When all of an outstanding maturity is refunded:** All of an outstanding maturity is sometimes advance refunded by the new offering. Rarely, the outstanding maturity is assigned a new CUSIP number. If a new CUSIP number is assigned, enter the new CUSIP number in **New CUSIP (Refunded Portion)**. Leave the other **new CUSIP** field blank for that maturity.

For example, assume that the total amount outstanding for CUSIP 99999AU67, say \$1 million, is entirely refunded by \$1 million of the proceeds of the new Issue/Series and 99999AU67 is replaced by 99999AAB8. In this case, enter 99999AAB8 in **New CUSIP**

(Refunded Portion) and leave the other field blank. But if no new CUSIP number is assigned to the refunded portion, leave **New CUSIP (Refunded Portion)** blank.



The EMMA website displays an advance refunding tab, and makes the advance refunding document available, on the securities detail screen for the refunded offering.

EMMA Website Display of Refunded Issue

The screenshot displays the EMMA website interface for a security. At the top, the issuer name and issue description are shown: "ISSUER NAME ISSUE DESCRIPTION (VA) TEST ISSUER REG SCI BCDR EXERCISE 1 (VA)*". Below this, the "Time of First Execution" is listed as "10/30/2020 12:00 PM".

The navigation tabs include "Final Scale", "Official Statement", "Continuing Disclosure/Advance Refunding" (which is highlighted with a red box), and "Trade Activity".

Below the tabs, a description states: "View continuing disclosure or advance refunding document, which provides important information about the security after initial issuance."

The "FINANCIAL INFORMATION & DOCUMENTS" section is expanded, showing a "Most Recent" entry: "Unconfirmed Financial Statement for the year ended 06/30/2016 posted 10/03/2017 (1.3 MB)" with a "details" link.

Below this, the "Audited Financial Statements or CAFR" section shows another "Unconfirmed Financial Statement for the year ended 06/30/2016 posted 10/03/2017 (1.3 MB)" with a "details" link.

The "EVENT NOTICES" section is collapsed and contains the text: "The MSRB began collecting continuing disclosures on July 1, 2009. No event notices have been received for this security."

The "ADVANCE REFUNDING DOCUMENTS" section is highlighted with a red box and shows a "Most Recent" entry: "Advance Refunding posted 12/17/2020 (14 KB)" with a "details" link.

In connection with the refunding offering, an advance refunding tab is not shown on the EMMA website. If you wish to view the advance refunding document as associated with the refunding Issue/Series while using the EMMA website, display the securities detail screen for the refunding Issue/Series and click on **Document Archive** at the bottom of the page to view the archive copy of the advance refunding document. The following screen appears.

Document Archive

This archive contains documents, and any duplicates, received from underwriters and obligated persons for this security. (An advance refunding document may also appear if this issue advance refunded a prior issue of bonds). Previously posted documents that have been removed by an obligated person are labeled as "(Archived)." The archive does not include documents regarding liquidity facilities or auction rate security procedures.

Search within list:

Document	Posting Date
Advance Refunding (14 KB)	12/17/2020
Official Statement (1.5 MB)	10/30/2020
Official Statement (191 KB) (Archived)	10/30/2020
Remarketing Supplement to Official Statement (1.2 MB)	09/24/2020
Financial Operating Filing (1.3 MB)	10/03/2017

Remarketing Submission

Rule G-32 requires that the underwriter of a primary offering that is remarketing outstanding municipal securities (typically referred to as the **remarketing agent**) to submit to EMMA an indication that the offering is a remarketing. If new CUSIP numbers have been assigned to the remarketed securities, the underwriter must submit the newly assigned CUSIP numbers as applicable and specified in Rule G-32.

Remarketing Submission with Change in CUSIPs

Begin this process by indicating on the CUSIP-9 Submission screen whether the remarketing is a remarketing with a change in CUSIP numbers or with no change in CUSIP numbers. In the example below, the new offering has CUSIP number 999999AA3, which represents a change from the original CUSIP number, 999999BB0.

EMMA Dataport - CUSIP-9 Submission

Resources

Provide the following details.

Add Issue/Series 1 ?

Enter a CUSIP number from the new offering/remarketing: ? 999999AA3

Select Type of Issue: Remarketing (Change in CUSIPs) v

 NIIDS Eligible

Load Securities

Set up securities for this issue

NIIDS Data, Refresh ?

CUSIP	Security Description	Coupon (%)	Maturity Date	Serial/ Term ?	Maturity Principal Amt (\$) ?	Security Status ?	Principal Amount Underwritten (\$)	NIIDS Security Status ?
999999AA3	REG SCI BCDR EXERCISE 1	1.0	02/01/2025	SERL - Serial v	1,000,000.00	Underwritten v	1,000,000.00	

+Add security

Next Exit

To begin a submission, enter the new CUSIP number (that is, do NOT enter the original CUSIP number), click **Submit**, and select the Remarketing (change in CUSIPs) option. The **Issue/Series** tab appears (if you hover over the tab you will see **Remarketing** as well as the Issue Description; when you indicate the offering is a remarketing.) If the remarketing transaction consists of more than one remarketed Issue/Series, click on the **Add Issue/Series** tab, and enter the appropriate CUSIP number for the second remarketed Issue/Series.

EMMA Dataport - CUSIP-9 Submission

Resources

 Remarketing
 Issue Description: TEST ISSUER
 REG SCI BCDR EXERCISE 1 (VA)

Issue/Series 1 Official Statement Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information -

 Basic Information
 Obligated Person(s) Information
 Credit Enhancement Information
 Coupon Information
 Tax Information
 Redemption Information
 Security Information -
 Pricing Information
 Retail Order Period Information
 Edit Securities ?

Basic Information

NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

 Restrictions on the Issue ? New Money ?

Certificate Type: Select v

Distribution Type: PRIM-Primary v

Sale Method: Select v


Minimum Denomination ?

At Issuance: Changeable ? Yes No Multiples:

Proceed with the submission process as for any other primary offering. When you publish the submitted information, the Preview screen confirms that the remarketing information has been submitted.

EMMA Dataport - CUSIP-9 Submission NIIDS Data

Please review the submission details before publishing.

Remarketing
 Issue/Series 1 

Issue/Series Information

Basic Information

Restrictions on the Issue
 New Money

Certificate Type: BEOL-Book Entry Only Distribution Type: PRIM-Primary Sale Method: COMP-Competitive

Minimum Denomination At Issuance: 5000 Changeable: Yes No Multiples: 5

CUSIP Global Services Description: TEST ISSUER REG SCI BCDR EXERCISE 1 (VA)
 Issuer Name: TEST
 Issue Description: TEST
 Series ID (Issue Class):

Remarketing Submission with No Change in CUSIPs

The process for making a submission for a remarketing in which the CUSIPs do not change is similar to the procedure stated above. After indicating on the CUSIP-9 submission screen that the remarketing is a remarketing with no change in CUSIP-9 numbers, the original dated date is required to complete submission. Original dated date is defined as the original dated date of an Issue/Series if a new dated date is assigned for the remarketed Issue/Series in which the CUSIP number has not changed.

Proceed with the submission process of remarketing as you would for any other primary market document submission.

Series ID (Issue Class):

Repayment Source:

Dated Date: Expected Closing Date:

Original Dated Date: !

Formal Award Date: Time:

First Execution Date: Time:

First Payment Date:

Additional Syndicate Manager(s):

Municipal Advisor(s): No Municipal Advisor

Save

Preview

Exit

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1

Official Statement

Continuing Disclosure

+ Add Issue/Series

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

Test (2).pdf 12/15/2020

Description: Date Received from Issuer: Official Statement (OS) 

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.

Remarketing Submission Change

It is important to select the correct type of Issue/Series on the CUSIP-9 submission screen.

To change submission type:

1. Identify the Issue/Series you want to change,
2. Select the **Edit Securities** link, and
3. Click the **Issue Type** drop down to change the submission type.

The example below demonstrates a change of issue type from a new issue to a remarketing. You are prompted to choose **Remarketing (Change in CUSIPs)** or **Remarketing (No Change in CUSIPs)**.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Provide the following details.

Edit Issue/Series 1

Type of Issue:
 New Issue
 Remarketing (No change in CUSIPs)
 Remarketing (Change in CUSIPs)

Edit securities for this issue

MSRB TEST SUBMISSION MSRB-EMMA TESTING U6

NIIDS Data, Refresh ?

CUSIP	Security Description	Coupon (%)	Maturity Date	Serial/ Term ?	Maturity Principal Amt (\$) ?	Security Status ?	Principal Amount Underwritten (\$)	NIIDS Security Status ?
99999AU67	MSRB-EMMA TESTING U6	0.0	08/01/2099	SERL - Serial	100,000.00	Underwritten	100,000.00	

+Add security

Next Cancel

Once you choose the remarketing type and select **Next** you will be required to return to the **Issue/Series** tab to confirm or edit the information previously provided.

Submission Status: NOT PUBLISHED

EMMA Dataport - CUSIP-9 Submission

Resources

Issue/Series 1 Official Statement Underwriting Spread Continuing Disclosure + Add Issue/Series

Issue/Series Information

- Basic Information
- Obligated Person(s) Information
- Credit Enhancement Information
- Coupon Information
- Tax Information
- Redemption Information
- Security Information
- Pricing Information
- Retail Order Period Information
- Edit Securities ?

Basic Information

NIIDS Data, Refresh ?

All applicable fields required for a complete submission.

Restrictions on the Issue ?

New Money ?

Certificate Type: BEOL-Book Entry Only

Distribution Type: PRIM-Primary

Sale Method: COMP-Competitive

Minimum Denomination ?

At Issuance: 10,000.00 Changeable ? Yes No Multiples: 5.00

Commercial Paper Offering

Rule G-32 requires submission of official statements and Form G-32 information for the initiation of commercial paper programs. Submission is not required in connection with subsequent roll-overs unless such information has changed.

Begin a commercial paper submission by selecting **Commercial Paper** from the Primary Market Submissions screen. The Issue screen for commercial paper is similar to the screen for securities identified by nine-digit CUSIP numbers, but commercial paper is identified by an issuer's six-digit CUSIP number. No security-specific information is required for commercial paper offerings. If your firm has been allocated a block of nine-digit CUSIP numbers which you can assign at your discretion, enter only the six-digit CUSIP number.

Primary Market (Rule G-32)

[Resources](#)

- | | |
|--|---|
| <ul style="list-style-type: none"> Underwriting/ Remarketing Submission
(Standard EMMA Submission- 9-digit CUSIP number required) | Create Update |
| <ul style="list-style-type: none"> Commercial Paper
(6-digit CUSIP number required) | Create Update |
| <ul style="list-style-type: none"> Ineligible for CUSIP Number Assignment | Create Update |
| <ul style="list-style-type: none"> Municipal Fund Security | <input type="text" value="Select"/> |
| <ul style="list-style-type: none"> Advance Refunding Document
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.) | Create Update |

Pending Submissions

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

Submission Status: NOT PUBLISHED

EMMA Dataport - Commercial Paper

Resources

Issue/Series

Official Statement

Underwriting Spread

Continuing Disclosure

All applicable fields required for a complete submission.

CUSIP-6: 999999 In order to continue, you must first confirm that this "CUSIP-6" is a Commercial Paper.

Issuer Name: ? Test

Issue Description: ? Test

Dated Date: 12/01/2020 Expected Closing Date: 12/20/2020

State: VA

Is there a retail order period(s)?

Save

Preview

Exit

Consistent with the timelines specified by Rule G-32, enter on the Issue/Series tab:

1. The issuer's six-digit CUSIP number and select the state,
2. The Issuer Name and Issue Description as shown on the official statement, and
3. The Issue Dated Date and Expected Closing Date.

Complete the Underwriting Spread tab as appropriate. The Document tab and Continuing Disclosure tabs are required for a complete submission.

Voluntary Submission of a Commercial Paper Offering

The underwriter for a primary offering of commercial paper can have certain exemptions from submitting an official statement to EMMA. (See Rule G-32(b)(i)(F)(2)). An underwriter is permitted to voluntarily upload or can make modification to an official statement for commercial paper offering. Follow the process for making a submission for a **Commercial Paper Offering** as shown above. After submitting the indexing data go to the **Document** tab. Upload a document and select **Official Statement (OS) – Resubmission of Previously Submitted OS for Commercial Paper Offering (See Rule G-32(b)(i)(F)(2))** as the document type. Enter the **Document Description** and Upload the file.

Submission Status: NOT PUBLISHED

Commercial Paper (Voluntary Official Statement)

Resources

Issue/Series Official Statement Underwriting Spread 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

Official Statement.pdf 01/22/2021

Description:

Select Document Type



*Resubmission of previously submitted OS for Commercial Paper Offering (See Rule G-32(b)(i)(F)(2)).

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.

Security Ineligible for CUSIP Number Assignment

Begin submission of required information for a security ineligible for CUSIP number assignment from the Primary Market Submissions screen. Determine whether the issuer information is already in EMMA by searching for the state and issuer name.

Primary Market (Rule G-32)

Resources

Underwriting/ Remarketing Submission
(Standard EMMA Submission- 9-digit CUSIP number required)

Create

Update

Commercial Paper
(6-digit CUSIP number required)

Create

Update

Ineligible for CUSIP Number Assignment

Create

Update

Municipal Fund Security

Select

Advance Refunding Document
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

Create

Update

Pending Submissions

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

EMMA Dataport - Ineligible for CUSIP Number Assignment

[Resources](#)

Search for Issuer

Issuer Name: State:

Search Results for Commonwealth of Virginia (VA)

[+Add New Issue](#)

CUSIP-6	Issuer Name
041429	ARLINGTON CNTY VA
041431	ARLINGTON CNTY VA
NON-CUSIP	ARLINGTON CNTY VA
041433	ARLINGTON CNTY VA CNTY BRD CTFS PARTN
041435	ARLINGTON CNTY VA CNTY BRD REV
041436	ARLINGTON CNTY VA INDL DEV AUTH ECONOMIC DEV REV
041437	ARLINGTON CNTY VA INDL DEV AUTH HEADQUARTERS FAC REV
041442	ARLINGTON CNTY VA INDL DEV AUTH INDL DEV REV
04144L	ARLINGTON CNTY VA INDL DEV AUTH LEASE REV
041443	ARLINGTON CNTY VA INDL DEV AUTH MTG REV

Previous Next

If the search does not find the issuer name, click on the **Add New Issue** link to start a new submission, on which you will provide the issuer name.

EMMA Dataport - Ineligible for CUSIP Number Assignment

[Resources](#)

Search for Issuer

Issuer Name: State:

Search Results for State of Utah (UT)

[+Add New Issue](#)

No issuers found.

Select the issuer if it is shown on the Search Results screen. If you find your issuer, click on the issuer name to make the Issue/Series tab appear. On the Issue/Series tab, provide the Issuer Name and Issue Description as shown on the official statement. Also enter the issue dated date, expected closing date and state. Under **Security Information**, enter all the required information fields. Note that if this is the first time a security is issued with respect to this offering, the security dated date will be the same as the issue dated date. Thereafter, if additional securities are issued with respect to this offering, you can navigate to this offering from the Primary

Market Submissions screen by using the Submission ID. By selecting **Add Security** you can then add the appropriate security information for the subsequent issuance of securities for this offering, including the dated date for the new security, which may differ from the issue dated date. Enter the par amount of the new security as the **Maturity Principal Amount**.

The Issue Dated Date should not be changed – it will remain the dated date of the initial Issue/Series. Enter the expected closing date, of the particular security being submitted.

For a CUSIP-9 submission, if the expected closing date is not yet determined by the date of the first transaction, enter a reasonable estimate of the closing date. You must update the name, description, and closing date by no later than the date of closing.

Add Security to Offering That Is Ineligible for CUSIP Numbers

Security Information

Security Dated Date	Maturity Date	Coupon (%)	Maturity Principal Amt (\$)	Initial Offering Price or Yield (%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+Add security](#)

Upload the official statement for the new security. If you have previously submitted the full official statement at the time of initial issuance and you are now submitting information for a subsequently issued security ineligible for a CUSIP number, your document may consist of only a cover sheet or supplement to the original document. You can use the document navigation tools to order the various files in the appropriate manner for presentation to investors on the EMMA web portal.

529 Savings Plan/ABLE Program

Information and instructions on Primary Market submissions for 529 Savings Plans/ABLE Programs are available in the [529 Savings Plans/ABLE Programs Submission Manual](#).

Other Municipal Fund Security

Submissions of municipal fund securities other than 529 Savings Plans/ABLE Programs (such as local government investment pools) are similar to 529/ABLE submissions. Begin submission of required information from the Primary Market Submissions screen. Search for the state of the issuer of the municipal fund security.

EMMA Dataport - Other Municipal Fund Security ← Resources

Search for a Plan

State:

Search Results for State of Alaska (AK) +Add New Plan

Other Municipal Fund Security Description
U

Previous Next

Modify an existing plan or add a new plan.

Submission Status: MODIFICATION IN PROGRESS

EMMA Dataport - Other Municipal Fund Security

← Resources

Plan **Document** Continuing Disclosure

All applicable fields required for a complete submission.

Issuer Name: STATE OF ALASKA

State: AK

Plan Description:

Closing Date:

After you upload a plan disclosure document or supplement, it is displayed as a 529/ABLE disclosure document.

Submission Status: MODIFICATION IN PROGRESS

EMMA Dataport - Other Municipal Fund Security

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

PreviewSubmission (45).pdf 12/04/2020

Description: Date Received from Issuer: 12/04/2020 Effective Date: MFS Disclosure Document Supplement 

Test (2).pdf 12/18/2020

Description: Test Date Received from Issuer: 12/01/2020 Effective Date: 12/01/2020 MFS Disclosure Document 

+ Archived Files

Saving: A limited **Save** feature is available. This is intended to help users who have entered Form G-32 data but who cannot complete the process by publishing before they are timed out of EMMA. **Save** enables the user to save the data until resuming work on the saved submission.

The **Save** button appears only if nothing from the submission has already been published.

Save

Preview

Exit

When saving data, be aware of the following limitations:

- You may save only one primary market submission at a time. A second **save** removes the first saved primary market submission.
- You may save one continuing disclosure submission and one primary market submission under one user ID, if your firm submits both types of disclosure.
- Your saved data is available to you, but not to other users in your firm.
- Uploaded documents are not saved. You will have to upload all documents again when resuming.
- If you wish to resume work on a saved submission, you must publish the saved submission before making another submission. Otherwise, the second submission

removes the earlier **saved** submission. (However, publishing a continuing disclosure submission does not remove a saved primary market submission, and vice versa.)

- After you save a submission, you may safely exit or log out of EMMA. Regardless of any exit message displayed, the saved data remains saved
- To resume work, click **Access Saved Submission** on the right of the start screen. Since only one set of data is saved, you do not have to specify which submission EMMA should retrieve.

Primary Market (Rule G-32)

[Resources](#)

▪ Underwriting/ Remarketing Submission
(Standard EMMA Submission- 9-digit CUSIP number required)

[Create](#)
[Update](#)

▪ Commercial Paper
(6-digit CUSIP number required)

[Create](#)
[Update](#)

▪ Ineligible for CUSIP Number Assignment

[Create](#)
[Update](#)

▪ Municipal Fund Security

▪ Advance Refunding Document
(Also known as Escrow Deposit Agreement/ Refunding Agreement etc.)

[Create](#)
[Update](#)

Pending Submissions

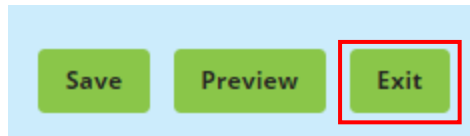
[Access Saved Submission](#)

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

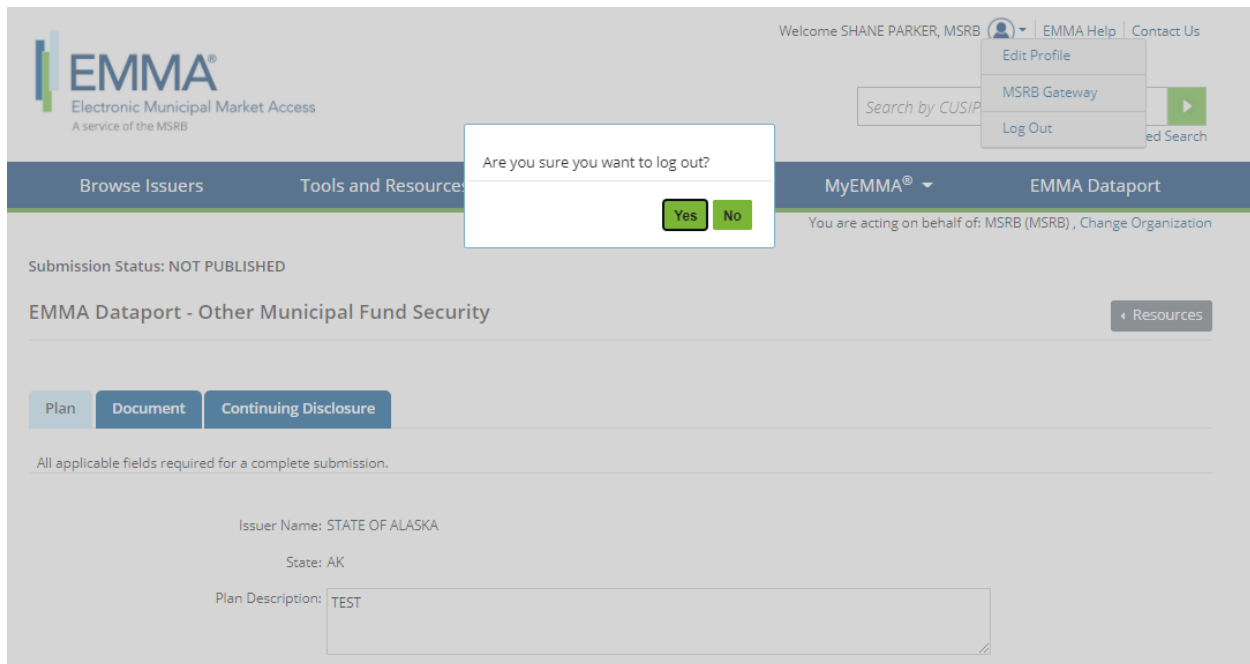
Pending, Exiting and Logging Out

Pending: When you publish submitted information in an offering that has a closing date in the future, EMMA puts the submission in Pending status. It remains **Pending** until the end of closing date. Pending submissions can be updated from the Dataport by you, another user in your firm, or a designated agent of your firm. Published information about pending submissions is disclosed to the public.

Exiting or Logging Out: If you do not end an EMMA session by publishing, but instead click on **Exit**, then EMMA does not preserve any data entered in that session. Such data is not disclosed to the public. EMMA asks you to confirm your selection before exiting.



Alternatively, you may end an EMMA session by logging out of MSRB Gateway. As is the case for Exiting, logging out will not save any unpublished information.




EMMA Document Archive

EMMA includes a document archive which is visible to the public but not intended for use as the active disclosure document for an issue. The document archive for each issue or security generally contains all issue-related or security-related documents submitted to EMMA for public dissemination. The archive link is displayed on the EMMA website's Issue Detail or Security Detail screen.


In addition to **current** documents, the archive will sometimes include duplicate submissions of documents that may occur from time to time, as well as documents that have been superseded through subsequent changes submitted to EMMA. In very limited circumstances, a document may be removed altogether from EMMA, in which case the document status would be listed as **removed**.

A submitter to EMMA may indicate on the Document screen that a document should be deleted or archived. All such documents are moved to the EMMA archive.

If the document(s) are newly uploaded there will be a trashcan icon next to it. By selecting that icon the document can be deleted.

Test (2).pdf 12/18/2020
Description: Date Received from Issuer: Effective Date: MFS Disclosure Document 

If the document has previously been submitted and you're modifying the submission the document(s) will have an archive symbol next to them. When selecting that icon you will receive a pop-up stating, "Are you sure you want to archive this file?" if yes the document will be archived.

Jan 2011 Supplement.pdf 01/02/2011
Description: Date Received from Issuer: Effective Date: MFS Disclosure Document Supplement 

Are you sure you want to archive this file?

Appendix

Form G-32 consists of a collection of data elements provided in electronic format to EMMA in connection with a primary offering of municipal securities pursuant to Rule G-32(b)(vi)(A). Form G-32 has been amended since its first publication. It is shown here in its current version.

I. **Underwriter/Submitter Identification**

- A. Name of managing underwriter
- B. MSRB number of managing underwriter
- C. Name of submitter company, if different than managing underwriter
- D. MSRB number of submitter company, if different than managing underwriter
- E. Name of individual making submission
- F. Contact information for individual making submission

II. **Submission Information**

- A. Submission type (primary market disclosure or advance refunding submission)
- B. Submission identifier, only for supplements, modifications or amendments of prior submission

III. **Information for Offering**

- A. Offering type (debt or municipal fund security)
- B. Underwriting spread/placement fee, for negotiated offerings if not included in official statement
- C. Underwriting assessment exemption/discount indicator, if applicable
- D. Notice of cancellation of offering, if applicable

IV. **Information for Each Issue in Offering Underwritten by Underwriter**

- A. Issue type (new issue, remarketing)
- B. Security type (CUSIP-based issue, commercial paper with 6-digit CUSIP information, ineligible for CUSIP number assignment)
- C. Full issuer name
- D. Full issue description
- E. State, only for issues ineligible for CUSIP number assignment and municipal fund securities
- F. Issue dated date
- G. Closing date
- H. Formal award date and time
- I. First Execution date and time

- J. Original nine-digit CUSIP number of remarketed issue, only if new CUSIP numbers assigned to a remarketed issue
 - K. Six-digit CUSIP number, for commercial paper issues
- V. **Information for Each Security in Issue Underwritten by Underwriter**
- A. Nine-digit CUSIP number, except issues with no CUSIP numbers, issues of commercial paper, or issues of municipal fund securities
 - B. Maturity date
 - C. Interest rate
 - D. Maturity principal amount, except issues of commercial paper or issues of municipal fund securities
 - E. Initial offering price, except issues of commercial paper or issues of municipal fund securities
 - F. Initial offering yield, except issues of commercial paper or issues of municipal fund securities
 - G. Partial underwriting indicator, if less than full principal amount of security is underwritten by underwriter
 - H. Security dated date, only for securities ineligible for CUSIP number assignment and if different from issue dated date
- VI. **Information for Issue Not Underwritten by Underwriter (if any)**
- A. Nine-digit CUSIP number for latest maturity of issue, only if a different underwriter underwrote an entire issue that is part of the offering
- VII. **Advance Refunding Information**
- A. Advance refunding indicator
 - B. Original nine-digit CUSIP numbers of refunded securities
 - C. Maturity date of refunded securities
 - D. Refunded issuer name, only if refunded issue has no CUSIP numbers
 - E. Refunded issuer's state, only if refunded issue has no CUSIP numbers
 - F. Refunded issue description, only if refunded issue has no CUSIP numbers
 - G. Newly assigned nine-digit CUSIP numbers of refunded securities, if any
 - H. Newly assigned nine-digit CUSIP numbers of unrefunded balances, if any
- VIII. **Document Information**
- A. Document type (official statement, preliminary official statement, advance refunding document)

- B. Date document received from issuer
- C. Notice of OS unavailability under Rule G-32(b)(i)(B)(2)(A) or (b)(i)(C)(1), if applicable
- D. Notice of no OS submission for limited offering under SEC Rule 15c2-12(d)(1)(i), if applicable
- E. Contact information for obtaining limited offering OS, if applicable
- F. Notice of POS unavailability under Rule G-32(b)(i)(D)(2), if applicable

IX. Continuing Disclosure Information

- A. Continuing disclosure undertaking indicator
- B. Obligated persons, if any, identified in continuing disclosure undertaking, other than issuer (for issue subject to SEC Rule 15c2-12)
- C. Date annual financial information expected to be submitted (for issue subject to SEC Rule 15c2-12) (not required if items IX.D and IX.E are both provided)
- D. Issuer/obligated person fiscal year end date (for issue subject to SEC Rule 15c2-12) (required if item IX.C does not provide)
- E. Number of days/months after fiscal year end by which annual financial information expected to be submitted (for issue subject to SEC Rule 15c2-12) (required if item IX.C does not provide)

IX. Retail Order Period Information

- A. Retail order period indicator
- B. Start date and time and end date and time for each retail order period conducted