



# Preparing to Submit Continuing Disclosures to EMMA®

Municipal securities issuers, obligated persons and agents acting on their behalf provide financial and other information under continuing disclosure agreements for most new offerings of municipal securities to the MSRB for posting on the Electronic Municipal Market Access (EMMA®) website. EMMA is set up to receive disclosures specified in U.S. Securities and Exchange Commission Rules 15c2-12 and 15Ga-1 or as otherwise required by law or contract, as well as disclosures issuers provide voluntarily. This document outlines the information required to successfully submit continuing disclosure documents to the EMMA website. When preparing to start a submission, gather the information listed below.

*Use this checklist to gather the information required to successfully complete a continuing disclosure submission to the EMMA website.*

- MSRB Gateway Credentials**  
Create or locate an [MSRB Gateway](#) user name and password. These credentials are required to submit continuing disclosure documents to EMMA.
- Disclosure Categories**  
Determine how to categorize the disclosure on EMMA. Continuing disclosures are categorized on EMMA as 1) Financial/Operating Filings, 2) Event Filings and 3) Asset-Backed Securities Filings. Sub-categories are available for each category. The MSRB offers [educational materials](#) to assist submitters in determining how to categorize disclosures on EMMA.
- Disclosure Dates**  
Identify the date of the disclosure and the period covered by the disclosure(s). The date of the document may be the date of the disclosure.
- Description of the Disclosure(s)**  
Draft or gather brief explanations of each disclosure being submitted. EMMA publicly displays these explanations so that users can determine quickly the disclosure's contents.
- CUSIP Numbers for All Applicable Securities**  
Prepare a list of all CUSIPs for the securities relevant to the disclosures. If all nine-digit CUSIPs are not available, the disclosure submission form allows users to search by base CUSIP (six-digit) or by issuer name and state. Up to 15,000 CUSIPs are allowed for each submission.
- Contact Information**  
Determine whose contact information should be submitted to EMMA.
- Submission Format**  
Confirm the electronic documents meet EMMA's file standards. All documents must be word-searchable



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PDFs, configured to be saved, viewed, printed and re-transmitted by electronic means.



### **Email Addresses and Dates for Automated Reminders of Recurring Financial Disclosures**

Determine who should receive automated reminders to submit recurring financial disclosures and when, and identify their email addresses and the dates. On EMMA, submitters can schedule email reminders for multiple recipients to keep track of due dates for recurring financial disclosures.

With this information in hand, issuers and other submitters of continuing disclosures can begin the submission process. For more assistance, check out the MSRB's [tutorials and manuals](#) for these submissions and the MSRB Education Center for [resources on disclosing information to investors](#).

*This information is for educational purposes only and provides a general overview of the subject matter and does not constitute investment, tax, business, legal or other advice.*

*"CUSIP" is a registered trademark of the American Bankers Association*



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