

EMMA – Electronic Municipal Market Access The Official Source for Municipal Disclosures and Market Data

Continuing Disclosure Submission in EMMA

Municipal Securities Rulemaking Board January 2012

emma.msrb.org

Steps in Making a Continuing Disclosure Submission

- Register and Log in
- Specify Type of Disclosure
- "Associate" Issues or Securities to the Disclosure
- Add Contacts
- Upload Document/File
- Publish Disclosure Information
- Receive Email Confirmation
- Create Submission Group
- View Continuing Disclosure Submission on EMMA Website
- Questions/User Support

Continuing Disclosure Registration

- To submit continuing disclosures to EMMA all users must register with the MSRB
- Municipal securities issuers, obligated persons and secondary agents must:
 - Create an account in MSRB Gateway
 - Select submission role
 - Accept the terms and conditions for making continuing disclosure submissions

MSRB Homepage



Terms and Conditions | Privacy Statement | Site Map | @2010 Municipal Securities Rulemaking Board 1900 Duke Street, Suite 600, Alexandria, VA 22314

EMMA Homepage



EMMA EDUCATION CENTER

In our Education Center you can find a wealth of information to help you learn more about taxexempt bonds and notes, taxable munis, 529

college savings plans and the full constellation of municipal securities.

Getting Started on EMMA





MARKET ACTIVITY

View market-wide information about municipal securities, including recent trades, daily summaries of market transactions, official statements for new issues and recent advance refundings of outstanding bonds.

- Trade Activity
- Recent Official Statements

DOCUMENT SUBMISSION



Municipal bond underwriters and issuers submitting official statements, advance refunding documents and continuing disclosures to EMMA may do so

through the EMMA Dataport. Submitted documents are made available to the public.

Primary Market Submission

EMMA Dataport

EMMA Dataport

Overview

Submissions by Dealers

Submissions by Issuers

Submissions by Obligated Persons

MSRB Subscription Services

MSRB System Status

Municipal Securities Document Submission

Municipal securities dealers, 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 Information Programs. For information about how to make specific submissions, please click on the applicable link below.

Submissions by Dealers

Submissions by Issuers

Submissions by Obligated Persons



What's New

Credit Ratings Available on EMMA

Continuing Disclosure Submissions

 Register to Submit Continuing Disclosure

Issuer Organization Set-Up

Online Training

Video for Submitting Continuing Disclosures

MSRB Gateway



MSRB Home 🗄 Contact and Support

User ID		

Password



Forgot your password?

Welcome to MSRB Gateway, the secure access point for all MSRB applications including EMMA. For guidance on user account management and information about the MSRB's applications and how to use them, please refer to the appropriate MSRB User Manual. If you are an issuer, obligated person or primary or secondary market agent making continuing disclosure submissions to EMMA, please see the Continuing Disclosure Submission Manual for information on creating an account in MSRB Gateway.

To return to MSRB.org from within MSRB Gateway application, click on the MSRB Home link at the top right corner of the current web page.

If you are experiencing log-in or other system related problems, please check the MSRB System Status Page for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at (703) 797–6668.

The MSRB recommends not bookmarking this page.

Continuing Disclosure Submission Tab

Click "Create" to Begin

EMMA Dat	taport Submissior	n Portal	
You are acting on beha Enter MSRB ID	alf of MSRB.		,
Primary Market (Rule G-32)	SHORT Document (Rule G-34)	Continuing Disclosure (Rule 15c2-12 & voluntary)	
Continuing Dis	closure Submission	CREATE UPDATE	Organize Your Issues/Securities/Groupings
NEW: Continuit	ng Disclosure Changes Re	elated to SEC Rule 15c212	To organize your issues and securities into groupings t disclosure documents, <u>click here</u> .

Continuing Disclosure Submission Type

- Select type of Continuing Disclosure
- Click "Next" to proceed

EMMA Dataport - Continuing Disclosure Submission

Submission Status: Not Published

Select Type of Continuing Disclosure Submission



You are currently acting on behalf of: Test Agent 30



FINANCIAL/OPERATING FILING

Submit annual financial information under SEC Rule 15c2-12(b)(5)(i)(A) and (d)(2)(ii)(A), audited financial statements under Rule 15c2-12(b)(5)(i)(B), notice of failure to provide annual financial information under Rule 15c2-12(b)(5)(i)(D), and other financial or operating information.

O EVENT FILING

Submit notice of a material event specified under SEC Rule 15c2-12(b)(5)(C) and (d)(2)(ii)(B), and any other voluntary notice or disclosure with respect to municipal securities.

Continuing Disclosure Submission Category: Financial Operating Filing

EMMA Dataport - Continuing Disclosure Submission	MSRB GATEWAY
Submission Status: Not Published	You are currently acting on behalf of: MSRE Back Next Save Exit
Select Type of Continuing Disclosure Submission	
FINANCIAL/OPERATING DATA DISCLOSURES	* indicates required fields Expected date format for all date fields (including year ended): mm/dd/yyyy
RULE 15C2-12 DISCLOSURE	
Annual Financial Information and Operating Data (Rule 15c2-12)	
Audited Financial Statements or CAFR (Rule 15c2-12)	
Failure to Provide Annual Financial Information as Required	
ADDITIONAL / VOLUNTARY DISCLOSURE	
Quarterly / Monthly Financial Information	
Change in Fiscal Year / Timing of Annual Disclosure	
Change in Accounting Standard	
Interim / Additional Financial Information / Operating Data	
Budget	
Investment / Debt / Financial Policy	
Information Provided to Rating Agency, Credit / Liquidity Provider or Other Third Party	
Consultant Reports	

Other Financial / Operating Data

Continuing Disclosure Submission Category: Event Filing

EMMA Dataport - Continuing Disclosure Submission	MSKB GATEWAY
Submission Status: Not Published	You are currently acting on behalf of: MSRB Back Next Save Exit
Select Type of Continuing Disclosure Submission	
EVENT FILING	* indicates required fields
Document dated (if not today):	Expected date format for all date fields (including year ended): mm/dd/yyyy
RULE 15C2-12 DISCLOSURE	ADDITIONAL / VOLUNTARY DISCLOSURE
(Check all that apply)	Amendment to Continue Disclosure Undertaking
Principal / Interest Payment Delinquency	Change in Obligated Person
Non-payment Related Default	Notice to Investor Pursuant to Bond Documents
Unscheduled Draw on Debt Service Reserve Reflecting Financial Difficulties	Communication From the Internal Revenue Service
Unscheduled Draw on Credit Enhancement Reflecting Financial Difficulties	Bid For Auction Rate or Other Securities
Substitution of Credit or Liquidity Provider, or Its Failure to Perform	Capital or Other Financing Plan
Adverse Tax Opinion or Event Affecting the Tax-exempt Status of the Security	Litigation / Enforcement Action
Modification to the Rights of Security Holders	Change of Tender Agent, Remarketing Agent or Other On-going Party
Bond Call	Derivative or Other Similar Transaction
Defeasance	Other Event-based Disclosures
Release, Substitution or Sale of Property Securing Repayment of the Security	
Rating Change	
Failure to Provide Event Filing Information as Required	
Tender Offer / Secondary Market Purchases	
Merger / Consolidation / Acquisition and Sale of All or Substantially All Assets	
Bankruptcy, Insolvency, Receivership or Similar Event	
Successor, Additional or Change in Trustee	

Select Continuing Disclosure Category and Enter Descriptive Data for the Disclosure

- Check the appropriate categories for the disclosure
- Enter a brief description of the disclosure (optional)
- Enter date or date range

Associate Securities

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About EMMA	Muni Search	Market Activity	Education Center	EMMA Dataport	Advanced Search + Search Help +
EMMA Dataport					back to MSRB Gateway logout of MSRB Gatew
EMMA Data	port - Continuin	g Disclosure Subn	nission		MSRB GATEWAY
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CUSIP – 9 Based: I Know My CUSIPs

- Cut and Paste Security List
- Click "Upload"

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Submission Status: Not Published Associate Issues/Securities to the Disclosure Disclosure Type: Amendment to continue disclosure undertaking dated 02/19/2010 Total CUSIPs Count: 0 CUSIP-9 BASED [+] EXISTING GROUPS ADDING SECURITIES TO CONTINUING DISCLO Maximum of 15000 securities per submiss Securities unloaded via evisiting arrungs and the	You are currently acting on behalf of: Municipal Securities Rulemaking Boar Back Next Save Exi
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Upload	

CUSIP – 9 Based: I Know My CUSIPs

- Choose from an Existing Group
- Click "Upload"

EMMA Dataport - Continuing Disclo	osure Submission	MSRB GATEWAY
Submission Status: Not Published Associate Issues/Securities to the Disclose Disclosure Type: Amendment to continue disclo Total CUSIPs Count: 3 <u>Remove All</u>	You are currently acting on b ure osure undertaking dated 02/19/2010	ehalf of: Municipal Securities Rulemaking Bo Back Next Save E
EVISTING GROUPS Control Dashboaro. AMBAC - JPA (3 CUSIPs) BLUE (3 CUSIPs) GRAND_GROUP_OF_15000 (15000 CUSIPs) GROUP 803737 97710V 259282 (1875 CUSIPs) MARY (45 CUSIP	ADDING SECURITIES TO CONTINUING DISCLOSURE SUBMISSION Maximum of 15000 securities per submission Securities uploaded via existing groups and the cut and paste securities utilities are of maximum allowed per submission. Listing of all associated securities Displaying 3 securities 79675NAM9 79675NAM9 79675NAP2	combined in alphabetic sort order up to the

I Don't Know My CUSIPs

- Search for CUSIP- 6 by entering Issuer Name and or State
- Search for CUSIP- 9 by entering a CUSIP- 6

MSRB EMMA - Electronic Municipal Market Ac	cess	+ Home Feedback	Contact
Municipal Securities Rulemaking Board The Official Source for Municipal Disclosures and M About EMMA Muni Search Market Activity Education Center	EMMA Dataport	Muni Search Enter CUSIP or Name Advanced Search + 1 Searc	h Helo x
EMMA Dataport		back to MSRB Gateway logout	of MSRB Gateway
EMMA Dataport - Continuing Disclosure Submission		MS GA	SRB TEWAY
Submission Status: Not Published		You are currently acting on Back Next	behalf of: MSRB4
Associate Issues/Securities to the Disclosure Disclosure Type: Amendment to continue disclosure undertaking dated 03/04/2010 Total CUSIPs Count: 0 CUSIP-9 BASED SEARCH FOR CUSIP-6S Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state.			
CUSIP-6: Search Or Issuer Name: State: Search Clear			
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CUSIP- 6: I Don't Know My CUSIPs

Select appropriate CUSIP- 6s

EMMA Dataport - Continuing Disclo	sure Submiss	ion		MSRB GATEWAY
Submission Status: Not Published			You are currently acting on behalf of: Municipal Secur	rities Rulemaking Boa
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Associate Issues/Securities to the Disclosu	ire			
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CUSIP-9 BASED				
SEARCH FOR CUSIP-6S	CUSIPs via CU	SIP6s Se	arch	
Search CUSIP-6 by entering either CUSIP-6 or by entering issuer name and/or state	Displaying 1 - 10	0 of 1,095	records. Add	Issuer Cancel
				Continue
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Issuer Name:	♥ 0	03506	ABINGDON VA	VA
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	0	0434R	ACCOMACK CNTY VA INDL DEV AUTH LEASE REV	VA
	0	04346	ACCOMACK CNTY VA SCH BRD CTFS PARTN	VA
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CUSIP-9: I Don't Know My CUSIPs

Select CUSIP- 9s

EMMA Dataport - Continuing Disclosure	Submission				N C	ATE WAY
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Associate Issues/Securities to the Disclosure						
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		003506AZ5	08/01/2005	4.85		
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Associate Contacts to the Disclosure

Select Contact or Enter New Contact

EMMA Dataport - Continu	ng Disclosure Submission	MSRB GATEWAY
Submission Status: Not Published		You are currently acting on behalf of: MSRB Back Next Save Exit
Associate Contacts to the Disclos	ure (Contact information will be posted on EMMA)*	
Disclosure Type: Bond Call dated 01 Total CUSIPs associated with this su	/25/2012 bmission: 1	
SUBMITTER'S CONTACT INFORMATION	ISSUER'S CONTACT INFORMATION Select Contact	OBLIGOR'S CONTACT INFORMATION Select Contact >> Enter New Contact
Company: MSRB Name: STEVE COOK Address: 1900 DUKE STREET SUITE 600Z City, State Zip: ALEXANDRIA, VA 20187		
Phone 111-222-3333 ext. 4444	*If no issuer/obligor's contact information is provided, then submitter	information will be posted on EMMA.
Email: kallers@msrb.org		

Click "Browse"

EMMA Dataport - Continuing Disclosure Sub	mission	MSRB GATEWAY	
Submission Status: Not Published		You are currently acting on behalf of: MSR Back Save Preview Exit	З
Upload Disclosure Document			
Disclosure Type: Bond Call dated 01/25/2012 Total CUSIPs associated with this submission: 1			
CONTINUING DISCLOSURE DOCUMENT Currently no documents exist	UPLOAD CONTINUING DISCLOSURE DOCUMENT Only PDFs accepted.		
	Upload +Upload Multiple Files		

Add File

Submission Status: Not Published	Y	ou are currently acting on behalf of: MSRB
		Back Save Preview Exit
Upload Disclosure Document		
Disclosure Type: Bond Call dated 01/25/2012 Total CUSIPs associated with this submission: 1		
CONTINUING DISCLOSURE DOCUMENT	UPLOAD CONTINUING DISCLOSURE DOCUMENT	
Currently no documents exist	- Only PDEs accepted	
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Click "Upload"

EMMA Dataport - Continuing Disclos	sure Submission	MSRB GATEWAY
Submission Status: Not Published		You are currently acting on behalf of: MSF Back Save Preview Ex
Upload Disclosure Document		
Total CUSIPs associated with this submission: 1		
CONTINUING DISCLOSURE DOCUMENT Currently no documents exist	UPLOAD CONTINUING DISCLOSURE DOCUMENT Only PDFs accepted.	
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- View Uploaded Document
- Select "Preview"

Submission Status: Not Published

Upload Disclosure Document Disclosure Type: Bond Call dated 01/25/2012 Total CUSIPs associated with this submission: 1

CONTINUING DISCLOSURE DOCUMENT Manage Documents & Files - Options ?

Event Filing dated 01/25/2012



Preview Screen

Preview Submission

Continuing Disclosure Preview	MSRB GATEWAY
Submission Status: Not Published	You are currently acting on behalf of: MSRB Back Publish
PREVIEW	
EVENT FILING (CUSIP-9 BASED) Rule 15c2-12 Disclosure Bond Call: TEST, dated 01/25/2012 Total CUSIPs associated with this submission: 1	VIEW DOCUMENTS
The following issuers are associated with this Continuing Disclosure Submission: CUSIP-6 State Issuer Name 123456	The following securities have been published with this Continuing Disclosure Submission: Displaying 1 CUSIP 123456AB1
SUBMITTER'S CONTACT INFORMATION	

Company:	MSRB	
Name:	STEVE COOK	
Address:	1900 DUKE STREET SUITE 600Z	
City, State Zip:	ALEXANDRIA, VA 20187	
Phone Number:	111-222-3333 ext. 4444	
Email:	kallers@msrb.org	

Publish Submission

Click "Publish" to complete submission

Continuing Disclosure Preview	GATEWAY
Submission Status: Not Published	You are currently acting on behalf of: MSRB Back Publish
PREVIEW	
EVENT FILING (CUSIP-9 BASED) Rule 15c2-12 Disclosure Bond Call: TEST, dated 01/25/2012	VIEW DOCUMENTS
Total CUSIPs associated with this submission: 1	L Test.pdf posted 01/25/2012 View

Submission Confirmation Screen

- Submission ID
- Link to print submission
- Link to create a Group with securities used in the submission
- Link to send email confirmation to secondary address

SUBMISSION ID (EU409109) PUBLISHED SUCCESSFULLY

Print Submission Start new submission

Click here to create a Group with this list of Securities

A confirmation email has been sent to your email address on file. To send a duplicate confirmation email to a secondary email address <u>click here</u>

Create Group with List of Securities used in the Submission

- Enter the group name in the text field
- Click "Save" button



Create Group with List of Securities used in the Submission

Group will appear in "Existing Group" List

EMMA Dataport - Continuing Disclosure Submission You are currently acting on behalf of: MSRB Submission Status: Not Published Back Next Exit Associate Issues/Securities to the Disclosure Disclosure Type: Bond Call dated 01/25/2012 Total CUSIPs Count: 0 CUSIP-9 BASED ADDING SECURITIES TO CONTINUING DISCLOSURE SUBMISSION [-] EXISTING GROUPS Maximum of 15000 securities per submission Groups can be created / edited in the 'Submission Control Dashboard' Securities uploaded via existing groups and the cut and paste securities utilities are combined in alphabetic sort order up to the maximum allowed per submission. DUQUESNE LIGHT (16 CUSIPs) METOO (2034 CUSIPs) TEST GROUP (1 CUSIP) METOO! (78 CUSIPs) PIZZA (497 CUSIPs) TEST GROUP (1 CUSIP) TEST (1 CUSIP) TESTING (192 CUSIPs) TOO MANY? (707 CUSIPs) Upload [-] ADD CUSIP-9s INSTRUCTIONS Enter CUSIP-9s for securities. You may also enter CUSIP-6s for all associated CUSIP-9s.

Email Confirmation

Link to view submission on EMMA Website

Your Continuing Disclosure Submission has been published.

SubmissionId: ER478785

Disclosure Type: EVENT FILING Bond Call dated 01/17/2012

Document Name: Event Filing dated 01/17/2012 dated 01/17/2012 Test.pdf posted 01/17/2012 2:42:01 PM

The following Issuers are associated with this Continuing Disclosure Submission:

CUSIP6 State Issuer Name 99999A MSRB-EMMA TESTING

The following 2 Securities have been published with this Continuing Disclosure Submission:

Security: CUSIP - 99999AJ11, Maturity Date - 02/01/2099 Security: CUSIP - 99999AJ29, Maturity Date - 03/01/2099

Please follow the link to view this submission: http://emma.msrb.org/ContinuingDisclosureView/ContinuingDisclosureDetails.aspx?submissionId=ER478785_____

Please follow the link to make changes to this submission: http://dataport.emma.msrb.org/Submission/ContinuingDisclosureTypeSelect.aspx?sid=ER478785

PLEASE DO NOT REPLY. This is a system-generated e-mail. If you need assistance please contact the MSRB at 703-797-6668 or you may obtain more information at www.msrb.org.

Non-CUSIP- 9 Based Commercial Paper Submission

Enter CUSIP- 6s

EMMA Dataport - Continuing Disclos	MSRB GATEWAY	
Submission Status: Not Published		You are currently acting on behalf of: MSRB Back Next Save Exit
Associate Issues/Securities to the Disclosure		
Disclosure Type: Bond Call dated 01/25/2012		
NON-CUSIP-9 BASED		
COMMERCIAL PAPER (CUSIP-6 BASED)		
Enter a CUSIP-6:	Associated CUSIP-6s: 999999A Remove Cusip	

Non-CUSIP- 9 Based Ineligible for CUSIP Number Assignment

- Enter Issuer Name
- Select State

Submission Status: Not Published

Associate Issues/Securities to the Disclosure Disclosure Type: Bond Call dated 01/25/2012 NON-CUSIP-9 BASED INELIGIBLE FOR CUSIP NUMBER ASSIGNMENT

Enter issuer name and/or select state				
Issuer Name:				
	Select State 💌 🔁			

Non-CUSIP- 9 Based 529 College Savings Plan/Municipal Fund Security

Select State

Submission Status: Not Published

Associate Issues/Securities to the Disclosure

Disclosure Type: Bond Call dated 01/25/2012

NON-CUSIP-9 BASED

529 COLLEGE SAVINGS PLANS

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Submission Status: Not Published

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