EMMA Dataport Manual for Continuing Disclosure Submissions

Version 4.1, April 2022
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>June 2009</td>
<td>Initial version.</td>
</tr>
<tr>
<td>1.1</td>
<td>August 2009</td>
<td>Added new Dataport features in Section 4.1.2: Bulk Upload, CUSIP-6 Search, Associated Securities, and Non-CUSIP-9 Based; Updated screen shots for registration and confirmation process in Section 2.1; Added instructions for restarting the confirmation process in Section 2.3.</td>
</tr>
<tr>
<td>1.2</td>
<td>January 2010</td>
<td>Change effective January 18, 2010: Added free text field in Section 4.1.1 Selecting the Document Type Change effective January 1, 2010: Uploaded PDFs must be word-searchable.</td>
</tr>
<tr>
<td>1.3</td>
<td>February 2010</td>
<td>Added new Dataport features in Section 4.1.2A: I do know my CUSIP-9 and Section 4.1.2B: I do not know my CUSIP-9s Figure 5 XML Submission Validation Response Message for data tag Security changed from Error to Warning for Commercial Paper submissions.</td>
</tr>
<tr>
<td>1.5</td>
<td>June 2010</td>
<td>Updated text on the submission filing screen; updated Section 5 to illustrate how to create groups and control securities at the CUSIP-9 level; updated screen shots in Section 5 to reflect new EMMA Dashboard.</td>
</tr>
<tr>
<td>1.6</td>
<td>August 2010</td>
<td>Added text box to explain the purpose of the PDF when making CD submissions.</td>
</tr>
<tr>
<td>1.7</td>
<td>May 2011</td>
<td>Updated steps for registration and referenced new user manual.</td>
</tr>
<tr>
<td>2.0</td>
<td>April 2012</td>
<td>Extracted Gateway account management functionality, updated screenshots and text to reflect shared dashboard.</td>
</tr>
<tr>
<td>2.1</td>
<td>July 2013</td>
<td>Added instructions on how to schedule and manage email reminders for recurring financial disclosures; updated screen shots.</td>
</tr>
<tr>
<td>Version</td>
<td>Date</td>
<td>Description of Changes</td>
</tr>
<tr>
<td>---------</td>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.3</td>
<td>August 2015</td>
<td>Updated the Resources and Support section to reflect the change in hours of operation for Email Support.</td>
</tr>
<tr>
<td>2.4</td>
<td>June 2016</td>
<td>Updated to reflect the user navigation changes to the <a href="http://www.msrb.org">www.msrb.org</a> homepage, MSRB Gateway Login and Main Menu pages.</td>
</tr>
<tr>
<td>2.5</td>
<td>September 2016</td>
<td>Updated to reflect Bank Loan/Alternative Financing Filing changes to EMMA Dataport.</td>
</tr>
<tr>
<td>2.6</td>
<td>June 2018</td>
<td>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.</td>
</tr>
<tr>
<td>2.7</td>
<td>February 2019</td>
<td>Updated to reflect additional event disclosures required under SEC Rule 15c2-12 beginning February 27, 2019, and to discontinue separate voluntary submission process for bank loan and alternative financing filings effective February 27, 2019. Minor text edits to conform manual to the existing functionality for associating securities and managing groups of securities.</td>
</tr>
<tr>
<td>2.8</td>
<td>August 2019</td>
<td>Updated to reflect EMMA Dataport user interface changes and enhanced continuing disclosure submission process.</td>
</tr>
<tr>
<td>3.0</td>
<td>February 2020</td>
<td>Updated to reflect submission modification enhancements.</td>
</tr>
<tr>
<td>3.1</td>
<td>August 2020</td>
<td>Updated to reflect URL changes due to the MSRB’s cloud migration and reorganize and consolidate information on related rules and resources.</td>
</tr>
<tr>
<td>3.2</td>
<td>November 2021</td>
<td>Updated to reflect the addition of Pre-refunded, Secondary Market Insured and Matured/Redeemed filters to the CD submission path. Groups and Control Notices is removed from this manual and can now be found in the EMMA Dataport Manual for Creating Groups of Securities.</td>
</tr>
<tr>
<td>4.0</td>
<td>February 2022</td>
<td>Updated Table of Contents to reflect changes in paging and standardize format to enhance the consistency of the document</td>
</tr>
<tr>
<td>4.1</td>
<td>April 2022</td>
<td>Updated to reflect GASB's decision to change Comprehensive Annual Financial Report (CAFR) to Annual Comprehensive Financial Report (ACFR).</td>
</tr>
</tbody>
</table>
Resources and Support

Contact the MSRB

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

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

Core Operational Hours

7:00 a.m. to 7:00 p.m. ET on business days*
Submissions within these hours are processed promptly. Submissions outside of core operational hours may be posted promptly following processing of such information, though some submissions outside of the core operational hours may not be processed until the next business day.

*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

SEC Rule 15c2-12
- 10 Things to Know: New SEC Rule 15c2-12 Requirements
- SEC Rule 15c2-12: Continuing Disclosure
- Selecting Financial/Operating Disclosure Categories on EMMA Dataport
- Selecting Event Disclosure Categories on EMMA Dataport
- Using CUSIP Numbers on EMMA Dataport
- What Investors See on EMMA
- Setting Up an Organization Account

Video Tutorials
- Creating an Organization Account
- Submitting Financial Disclosures
- Submitting Event-Based Disclosures
- Creating and Controlling Groups
- Submitting Continuing Disclosures
Overview

About the MSRB
The Municipal Securities Rulemaking Board (MSRB) protects and strengthens the municipal bond market, enabling access to capital, economic growth, and societal progress in tens of thousands of communities across the country. The MSRB fulfills this mission by creating trust in our market through informed regulation of dealers and municipal advisors that protects investors, issuers and the public interest; building technology systems that power our market and provide transparency for issuers, institutions, and the investing public; and serving as the steward of market data that empowers better decisions and fuels innovation for the future. 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
This manual describes the process for issuers, obligated persons and their agents to submit disclosures for public display on the EMMA website pursuant to SEC Rules 15c2-12 and 15Ga-1.

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

This resource is for informational purposes only and should be considered in conjunction with the applicable MSRB rules and any related interpretations. The complete text of all MSRB rules and interpretations is available at http://www.msrb.org/Rules-and-Interpretations/MSRB-Rules.aspx.

“CUSIP” is a registered trademark of ABA.

Automated Submission of Continuing Disclosure Documents
The EMMA Continuing Disclosure Service includes an automated computer-to-computer submission interface as an alternative to the Internet-based process previously described. The Internet-based process is designed to accept input for a single submission, while the computer-to-computer interface supports input of multiple submissions. See the Continuing Disclosure Submission Specifications for specifications for the computer-to-computer interface.
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Part I: Access EMMA Dataport

Accessing EMMA Dataport to make a continuing disclosure submission can be done from the EMMA homepage as described in this manual. Alternatively, submitters can start from the MSRB homepage and click Login.

From the EMMA homepage, click the EMMA Dataport tab.
Then click the **Log in to MSRB Gateway** button.
From the MSRB Gateway landing page, enter your User ID and Password, and click **Login**.
Log in from the MSRB Homepage

From the MSRB homepage at www.msrb.org, click LOGIN.

From the MSRB Gateway landing page, enter your User ID and Password, and click Login.
From the MSRB Gateway Main Menu, click **EMMA Dataport**.
Part II: Make a Continuing Disclosure Submission

1. 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 continuing disclosure submission.
2. Once selecting the organization, if applicable, the EMMA Dataport Submission Portal displays buttons and links for the types of submission you can make to EMMA. Click the **Continuing Disclosure** option.
3. Click the **Create New Submission** button to start a submission.
4. Select the type of continuing disclosure submission you will make: Financial/Operating Filing, Event Filing or Asset-Backed Securities Filing.

Click the Not sure? link to access relevant educational resources for each step in the submission process. This manual, video tutorials and other resources are available throughout the submission process by expanding the Resources menu.

Click the Next button to proceed.
Upload the Document

Continuing disclosure documents and supplemental files can be uploaded to EMMA. 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.

Documents must be in portable document format (PDF) and configured to permit documents to be saved, viewed, printed, and retransmitted by electronic means without using a password. If the submitted document is a reproduction of an original document, the reproduction must maintain the graphical and textual integrity of the content of the original. Any document submitted to the EMMA system must be word-searchable, without regard to diagrams, images, and other non-textual elements.

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.
1. 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. See the section of this manual on Archiving a File.

2. If you upload multiple files and wish to re-order them, drag and drop the file names into the desired order.

Click the **Next** button to proceed.
Categorize a Financial/Operating Filing

1. The next step is providing indexing data to help categorize your submission and make it easier to find and understand on the EMMA website. If the submission is a financial/operating filing, indicate whether it is a category of disclosure specifically listed in SEC Rule 15c2-12 and/or if it reflects additional or voluntary financial and operating filing types. You may select both if applicable. Then click Next.
2. If you indicated that the submission contains both required and additional or voluntary information, you will see two sections of category options to describe your submission. If you do not see both sections and the category you would like to select is not visible, click the Back button to edit your selection to include both sections.
3. Click the **plus sign** to expand the second section for Additional/Voluntary Disclosure categories if applicable. Check the applicable categories and click the **Next** button to proceed.

Selecting one or more descriptive categories enhances the ability of EMMA users to locate disclosures.

4. Enter the document title or other brief descriptive information in the **Document Description** text box to provide additional details about the contents of the disclosure(s).

5. Next, enter the period covered by the disclosure in the date field. You may type the date or select a date from the calendar by clicking into the date field.

Both the text and date fields will appear on the EMMA website in connection with the uploaded document.

Click **Next** to proceed.
Categorize an Event Filing

If the submission is an event filing, indicate whether it is a category of event notice specifically listed in SEC Rule 15c2-12 and/or if it reflects additional or voluntary event filing types. You may select both if applicable. Then click Next.
Select the event type(s) that best fits the submission. Event types include disclosure of an event as specified by SEC Rule 15c2-12 and additional event disclosures that can be made on a voluntary basis.

Event types listed under SEC Rule 15c2-12 disclosure may be used for voluntary submissions. For example, submitters may use the “Financial Obligation – Incurrence and Agreement” event type for disclosures that may not be required to be made under a continuing disclosure agreement entered into pursuant to SEC Rule 15c2-12.

Click **Next** to proceed.
Once a selection is made, you are prompted to provide a date, if not today, and an optional brief description of the event disclosure(s) being submitted. The date and description are displayed on EMMA.

Click **Next** to proceed.
For two of the events, *Financial Obligation – Incurrence and Agreement* and *Financial Obligation – Event Reflecting Financial Difficulties*, additional indexing information is required.

When submitting a disclosure relating to *Financial Obligation – Incurrence and Agreement*, submitters must indicate some information about the type of financial obligation. Any submitter that selects “Guarantee” must indicate whether the guarantee relates to a debt obligation or derivative instrument.

When submitting a disclosure related to *Financial Obligation – Event Reflecting Financial Difficulties*, submitters must select all that apply about the event reflecting financial difficulties.
Categorize an Asset-Backed Securities Filing

Select the radio button next to the specific type of Rule 15Ga-1 disclosure. Click the Next button.
In the **Disclosure Description** text box, enter the document title or other brief descriptive information to provide further explanation for those who will access this disclosure on the EMMA website.

Enter the time period covered by the disclosure by typing the date or selecting a date from the calendar next to the date field.

Click **Next** to proceed.
Associate Issues or Securities to the Disclosure

Next, associate issues or securities to the disclosure. Check the box next to the security type you wish to add to your submission. If the disclosure relates to municipal bonds and notes for which nine-digit CUSIP numbers have been assigned, select Municipal Bonds and Notes (CUSIP-6 or CUSIP-9). If not, select the applicable option from the Other menu, which includes Commercial Paper, Ineligible for CUSIP, 529 Savings Plan/ABLE Program and Other Municipal Fund Security.

A single submission cannot include both CUSIP-9-based and non-CUSIP-9-based securities.

Click Next.
Municipal Bonds and Notes – Using CUSIP-9 and/or CUSIP-6

If you know the CUSIP-9s for your submission, you can use one of two methods to enter CUSIPs:

- You may enter or copy and paste individual CUSIPs in the **Type or Copy/Paste Securities** section. Six-digit base CUSIPs may also be entered into the **Type or Copy/Paste Securities** box to load all securities that share the first six digits. If you do not know the CUSIP numbers, skip to the next section in this manual.
- You can upload a .csv or excel file listing the CUSIPs. To utilize this functionality, click the **Upload Securities**.

All files must contain only one column of CUSIP-9s and be either CSV or Excel files and not exceed 15,000 CUSIPs.

The type or copy-and-paste functionality includes delimiters to separate securities, including semicolon, comma and enter. Up to 1,500 CUSIPs can be pasted in the **Type or Copy/Paste Securities** box at a time. For more than 1,500 CUSIPs, multiple uploads can be made. Up to 15,000 CUSIPs are allowed for each submission.

You can create and save groups of CUSIPs that can be used for future submissions. If you have previously set up a group, you may select the group from the **Use Existing Groups** section to add the securities within that group to your submission. Note that saved groups will automatically update when new securities under the same base CUSIP are issued if the **Include New Securities** filter is applied. You also have the option to automatically exclude securities based on the following characteristics:

- **Pre-refunded**: Exclude securities that have been escrowed until a call date or maturity and will be redeemed at that time.
- **Secondary Market Insured**: Exclude securities created as a form of credit enhancement for securities that do not originate from the Issuer.
- **Matured/Redeemed**: Exclude securities that have matured or been fully redeemed.
Choose to add securities by selecting either the “Use Existing Groups”, “Type or Copy/Paste Securities”, “Search for Securities by Issuer Name” or “Upload Securities” hyperlinks.
After entering securities into the “Type or copy/paste securities” box, click Add Securities button and the corresponding CUSIPs will appear in the Uploaded Issues/Securities list below. Invalid CUSIPs will not populate in the list and will generate an error message that appears on the right-hand side of the screen.

1. Review the CUSIPs listed for accuracy.
   a. To remove a CUSIP-9, uncheck the check box next to the CUSIP you wish to remove.
   b. To deselect securities that have been reported to the MSRB as pre-refunded, secondary market insured or matured/redeemed, use the Exclude options above the table.

The dynamic count of the number of selected securities is highlighted in yellow at the top of the table. Verify that the CUSIPs listed are accurate.
2. If you wish to make future submissions for these same securities, you can select to create and save a group by clicking on the “Create a group with the selected securities” link.

A pop-up will appear to allow you to name and save the group. See the EMMA Dataport Manual for Creating Groups of Securities on how to Manage Groups of Securities. You will also have the option at this time to select the Include New Securities checkbox which will automatically add new securities that come to market under the same base CUSIP.

Click Save to proceed.
Review Securities Removed by Filtering

By clicking on one of three filtering options (Pre-refunded, Secondary Market Insured or Matured/Redeemed) you will be able to review the securities removed based on the filter selected.
Municipal Bonds and Notes – Using Issuer Name and State

1. If you do not have the nine- or six-digit CUSIP numbers for your submission, you may search for CUSIPs reported to the MSRB by entering the issuer’s name and state. Click Search and a list of issuers appears.

A minimum of three characters must be entered in the Issuer Name field. Both name and state are required.
2. The issues for the selected issuer appear on the screen. Verify that the CUSIPs listed are accurate, check the box by each issue you wish to add to the submission. Select the “Add Issuers” button when complete.

The dynamic count of the number of selected securities is highlighted in yellow at the top of the table.
3. To associate specific securities of an issue rather than an entire issue, click on the [*] icon next to the issue name. The securities identified by nine-digit CUSIP numbers will appear in an expanded list beneath the issue. To collapse the list, click on the [-] icon. Check the box by each security you wish to add to the submission. To exclude securities that have been reported to the MSRB as fully matured/redeemed, pre-refunded or secondary market insured, use the **Customize Securities** options to the left of the table. Check the option(s) you do not want to include and select the **Next** button.

<table>
<thead>
<tr>
<th>Issue Description</th>
<th>Issuer Name</th>
<th>Dated Date</th>
<th>Maturity Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Test</td>
<td>EMMA TESTING PROD</td>
<td>01/08/1932</td>
<td>08/01/2099</td>
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</table>

**CUSIP**

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Coupon (%)</th>
<th>Maturity Date</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>90000AM000</td>
<td>-</td>
<td>08/01/2099</td>
<td>--</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTICE:** You should verify that the list of securities is correct (including, without limitation, that all remarketed, unredeemed issues and CUSIPs are reflected). The MSRB takes no responsibility for verifying the accuracy or completeness of the list. EMMA Dataport is provided "as is" and "as available," without representations or warranties of any kind. The MSRB assumes no responsibility for any intentional or unintentional error, omission, inaccuracy, incompleteness, unavailability, interruption, delay, or unauthorized access in or with respect to EMMA Dataport or in information submitted to and/or posted on it.
Export Securities

A submitter can use this functionality to export the list of CUSIPs being used in a submission and compare it to another list of CUSIPs. If you would like to download a list of the securities used in the continuing disclosure submission select Export Securities. When clicked, an excel file will download with one column containing a list of CUSIPs.
Other

For non-CUSIP-9 based submissions, select one of the following categories: Commercial Paper (CUSIP-6 Based), Ineligible for CUSIP Number Assignment, 529 Savings Plan, ABLE Program or Other Municipal Fund Security. Once the selection is made, follow the instructions for associating the disclosure to the appropriate issue and/or security.
Associate Contacts to the Disclosure

The submitter’s contact information as provided in their MSRB Gateway account is automatically associated with a disclosure and published on EMMA. To replace the submitter’s contact information with another person(s) whom the public can ask for further information, select an existing issuer or obligated person contact from the drop-down menu, or enter new information for an issuer and/or obligated person contact.

If entering a new contact, you must enter the contact’s name and either phone number or email address.

Once you have completed the Contact Information section, click the Next button to proceed.
Save and Print for Review

If you would like to share the preview of your submission with a colleague, municipal advisor or other party, click the **Save and Print for Review** button. This generates a PDF version of your pending submission that may be printed or emailed.

<table>
<thead>
<tr>
<th>Document</th>
<th>Period Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting Financial Disclosures.pdf</td>
<td>06/26/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issuer Name</th>
<th>Issue Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALBERTVILLE ALA MED CLINIC BLDG REV</td>
<td>REP-ALBERTVILLE NURSING HOME B</td>
</tr>
</tbody>
</table>

Saving a submission without publishing will save only the data provided, including categories, associated securities and contact information. The files uploaded to the submission will not be saved. You must re-upload the files when you return to EMMA Dataport to publish the submission via “Access Saved Submission” button. Also note that only one submission may be saved at a time.
To access a saved submission, log in to EMMA Dataport and select the Continuing Disclosure (Rule-based & Voluntary) option as described above. You will see a button to Access Saved Submission. Re-upload the file(s), make any desired changes and proceed to publish.
Publish the Disclosure

Your submission will not be accessible by the public until it is published. Review all the information prior to publishing. If any information on the preview screen needs to be changed, use the Back button until you reach the screen where the data was input. You may also use the pencil icons to jump to a particular section to make modifications. Once all information is correct, click the Publish button.
The following screen appears. Once you are ready to publish, click **Yes** to publish your submission.

![Yes/No confirmation screen](image)

After publishing, a confirmation screen containing the following information appears:
- A submission ID, which is your unique identifier and helpful for any future updates
- A link to send your submission confirmation to a secondary email address.
- A link to print your submission confirmation
- A link to “start new submission” or to modify your existing submission; and

You will also see an invitation to share your feedback on using EMMA Dataport for making continuing disclosure submissions, as well as a series of links to EMMA tools and resources.

**EMMA** makes all submitted documents promptly available to the public, generally within an hour of submission for publication.

![Confirmation screen](image)

Upon publication, the MSRB will send an electronic confirmation to your email address. The email contains a complete listing of the submission and a link to view the submission on the EMMA website.
Part III: Other Features for Submitters

Modify a Submission

To modify a previously published submission, log in to EMMA Dataport and select the Continuing Disclosure (Rule-based & Voluntary) option as described in Parts 1 and 2.
1. If you have the Submission ID of the submission you wish to modify, click the Modify Submission button. Type the Submission ID and click the Continue button. Alternatively, if your submission appears on the “Recent Submissions” tab, you may select the Modify hyperlink by the submission you wish to edit.
2. After beginning a modification, use the pencil icons to navigate to the section of the form requiring modification.

![Continuing Disclosure - Financial/Operating Filing](image)

3. Continue clicking **Next**, making any desired changes on each screen. The progress bar will indicate “Modification in Progress” until you publish the submission.
4. Select “View Current Modification Summary” to view details of the modification in the progress prior to publishing the submission.
Review Details of a Previously Modified Submission

For modified submissions, users can view the details of the original submission along with any subsequent modifications made.

1. Click “Modify” next to any submission with “(Modified)” listed in the title of the Disclosure Type.
2. Jump to the specific section you would like to review and modify by clicking the pencil icon. If you would like to page through the entire submission form to view all potential modifications, click the first pencil icon in the Disclosure Categories section.
3. Click the **Details** link in the Submission Status bar to review details from the original submission, as well as any previously submitted modifications.

Click the **Close** button after reviewing the details.

4. Continue clicking **Next** to review and make any desired changes on each screen. The progress bar will indicate “Modification in Progress” until you publish the submission.
5. Select “View Current Modification Summary” to view details of the modification you are in the process of making prior to publishing the submission. Otherwise, you may select Back to return to previous pages, Exit to discard your changes or Publish to proceed with modifying your submission.
Archiving a File

File(s) cannot be deleted, however they may be archived to a separate section of the EMMA website. To archive a file, select the **file drawer icon** beside the name of the document you wish to archive. A pop-up confirmation message will ask you to confirm that you wish to move the file to the separate “Document Archive” area. The Document Archive is visible on the EMMA website under “Disclosure Documents” tab on the Securities Detail page.

Note that you may partially modify, but generally cannot fully delete, a submission that has been previously published.

At least one non-archived file must be uploaded to the submission to continue. Click the **Select Files** button or drag and drop one or more new PDF files to upload them to the submission.
Schedule Email Reminders for Recurring Financial Disclosures

Scheduling email reminders can help ensure timely filing of annual and quarterly financial disclosures to EMMA. You may send email reminders for upcoming filing deadlines to multiple recipients who may have a role in preparing and filing financial disclosures.

1. To schedule an email reminder for recurring financial disclosures, log in to EMMA Dataport and click the button to **Manage Financial Disclosure Email Reminders**.

You can also access email reminders from the submission confirmation screen.
2. The Financial Disclosure Email Reminders screen appears. Click the **Create Reminder** button to access the scheduling form.

The following screen appears:
The default email address is the one associated with your MSRB Gateway account. Additional recipient email addresses can be added by entering them in the box.

3. Select the type of financial disclosure for which you wish to receive an email reminder. If you select the Other option, you can provide notes about the type of disclosure in the description section of the form.

4. Specify the filing due date of the submission.
5. Indicate when you wish to receive the email reminder by entering the number of days prior to the due date. You will also receive an additional reminder one calendar day before the filing due date.

![EMMA Dataport – Financial Disclosure Email Reminders](image)

6. Select the frequency for a recurring submission from the Repeat options.

![Repeat Options](image)

7. The description section allows for entry of details about the filing that may assist with identification of the recurring submission (for example, enter the issue description or the document name).

![Description Section](image)
Once you have completed all the fields, click the **Create Reminder** button.

The reminder appears on the **Financial Disclosure Email Reminder** screen.

All designated email recipients will receive emails on the specified date and one day prior to the filing due date.
Manage Email Reminders

1. To make changes to the scheduled reminder, click the **Edit** link. The reminder screen appears containing all the information you previously entered.

2. Make the necessary changes and then click the **Update Reminder** button.
3. To delete the reminder, click the **Delete** option on the right side of the reminder

<table>
<thead>
<tr>
<th>Disclosure Type</th>
<th>Description</th>
<th>Filing Due Date</th>
<th>Repeat</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Financial</td>
<td>Financial reminder example</td>
<td>6/26/2019</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. click **Yes** when the confirmation screen appears.

![Confirmation Screen](image-url)