

# Registering your EMMA Account

Start at the EMMA Website: [www.emma.msrb.org](http://www.emma.msrb.org)

MSRB Municipal Securities Rulemaking Board

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

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### Muni Search

Find the official statement, continuing disclosures and trade price information for a specific bond, note or other municipal security (for best results, use CUSIP number). For more information on finding an official statement, [click here](#).

Enter CUSIP or Name

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### Welcome to EMMA

EMMA is the comprehensive source for official statements, continuing disclosure documents, advance refunding documents and real-time trade price information on municipal securities.

### New Developments

Investors Can Search Continuing Disclosure Documents on EMMA  
October 23, 2009

### EMMA EDUCATION CENTER

In our Education Center you can find a wealth of information to help you learn more about tax-exempt bonds and notes, taxable munis, 529 college savings plans and the full constellation of municipal securities.

- Getting Started on EMMA
- What are Bonds?
- What You Should Know Before Investing
- Frequently Asked Questions

### 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
- Continuing Disclosure Documents
- Market Statistics

### 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 Submissions
- Continuing Disclosure Submission

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EMMA is a service of the Municipal Securities Rulemaking Board.  
MSRB, protecting investors through prudent regulation & expert market leadership.

Sitemap | Privacy Policy | Terms of Use | MSRB.org | MSRB System Status  
Portions of EMMA data provided by Standard & Poor's Securities Evaluations, Inc., CUSIP Service Bureau & American Bankers Association.

Click the link for "Continuing Disclosure Submission"

Click the link for "Register to Submit Continuing Disclosures"

EMMA Dataport

MSRB GATEWAY

- Overview
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- Primary Market FAQs
- Continuing Disclosure Submissions
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- MSRB System Status

### Document Submissions to EMMA and Real-Time Subscriptions

Municipal bond underwriters and issuers must provide the MSRB with electronic documents to be posted on the EMMA website. Document submissions are made through a utility called the EMMA Dataport, which also exports real-time feeds containing EMMA documents and data. For additional information about underwriter and issuer submission of documents to EMMA, please see the [Frequently Asked Questions](#) below.

MSRB GATEWAY

Access EMMA to Submit Documents

LOGIN

Register to Submit Continuing Disclosures

[View MSRB Manuals](#)

Glossary of Terms

View the MSRB's industry-standard

**Step 1.** Enter your email address, click next

**Step 2.** Enter your information (name, email, phone number and address), click next

**Step 3.** Enter organization information (copy from previous screen, unless different), click next

**Step 4.** Add Roles: Check the boxes for both “Issuer” and “Obligor”

**Step 5.** Account Confirmation: You will need to be confirmed as an authorized filer for your organization. SNW can confirm your account. Enter the following email address as “Confirmer’s Email Address”:

<u>Name</u>	<u>Email</u>	<u>Phone</u>
Michael Keith:	<a href="mailto:mkeith@snwsc.com">mkeith@snwsc.com</a>	(208) 344-8564

The EMMA System will generate an email to us. Once received, we need to log-in to EMMA to confirm your account. If you would like to complete your filing at this time, it may be helpful to call the person you are listing as the “Confirmer” to verify that they are in the office and should be looking for the email.

**Step 6.** Verify your information, click next

**Email 1.** You will receive an email from the MSRB with the following:

- Link to log-in to the EMMA System
- User ID
- Confirmation number

Click on the link in the email to retrieve your password and enter your User ID.

**Email 2.** You will receive a second email with the following:

- Temporary password
- Button to return to the log-in screen

Click on the button to go to the EMMA log-in screen and enter your User ID and temporary password. After logging in with the temporary password, you will be required to change it.

**Your EMMA Account registration is complete.**

## Types of Continuing Disclosure Filings

There are two types of Continuing Disclosure Filings:

**1. Annual Financial Information**

- Includes annual financial statements and additional information (if not included in the annual financial statements), such as:

**Tax-Supported Bonds**

- Total full market value and total assessed value of property within your taxing jurisdiction
- Amount or rate of property taxes levies for the fiscal year
- Major tax payers
- Debt limitation and remaining debt capacity
- Amount of property taxes received during the fiscal year (tax collections)
- The aggregate tax rate for all ad valorem property taxes levied within the boundaries of the Issuer (overlapping taxing districts)
- Total principal amount of general obligation bonds and other tax-supported bonds outstanding at the end of the fiscal year

**Revenue Supported Bonds**

- Principal amount of parity bonds outstanding
- Debt Service coverage for parity bonds
- Historical operating data such as, number of customers, ten largest customers, and history of user rates.

**SPECIFIC INFORMATION REQUIRED AND FILING DEADLINES MAY VARY. SEE YOUR CONTINUING DISCLOSURE UNDERTAKING(S) (“CDU”) OR INFORMATION REPORTING AGREEMENT (“IRA”) FOR YOUR DEADLINE AND FILING RESPONSIBILITIES.** The CDU or IRA is attached as an appendix to the Official Statement for each bond issue. In the case of Idaho Bond Bank loans (pooled financings) you will need to consult your loan documents for the CDU or IRA. Filing deadlines are often 6 months or 180 days after fiscal year end.

## 2. Material Event Notice

- Issuers are also obligated to make a Continuing Disclosure Filing if one of the following events occurs:
  - Principal and interest payment delinquencies
  - Non-payment related defaults
  - Unscheduled draws on debt service reserves reflecting financial difficulties
  - Unscheduled draws on credit enhancements reflecting financial difficulties
  - Substitution of credit or liquidity providers or their failure to perform
  - Adverse tax opinions or events affecting the tax-exempt status of the securities
  - Modifications to the rights of securities holders
  - Bond calls
  - Defeasances
  - Release, substitution or sale of property securing repayment of the securities
  - Rating changes

Material event notices are required to be made “in a timely manner”

# Making a Filing – Annual Financial Information

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- [Primary Market Submission](#)
- [Continuing Disclosure Submission](#)

2. Click the link for “Continuing Disclosure Submission”
3. Click “LOGIN” under MSRB Gateway (right side of the screen)
4. Enter your User ID and Password and click “Login”

MSRB GATEWAY

MSRB GATEWAY

Access EMMA to Submit Documents

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[Register to Submit Continuing Disclosures](#)

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MSRB GATEWAY

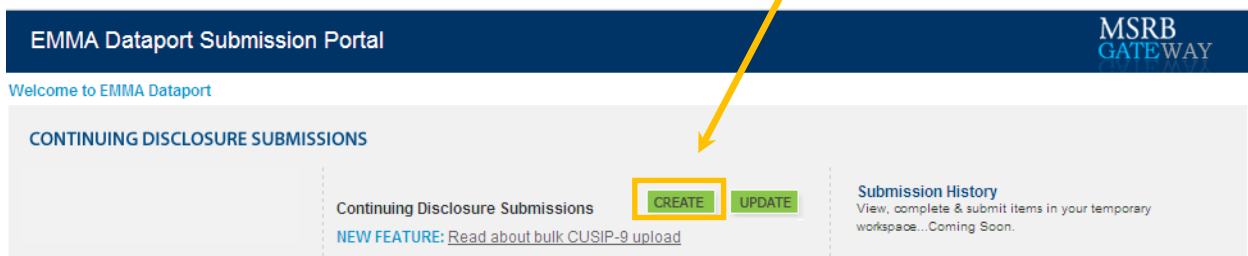
User ID

Password

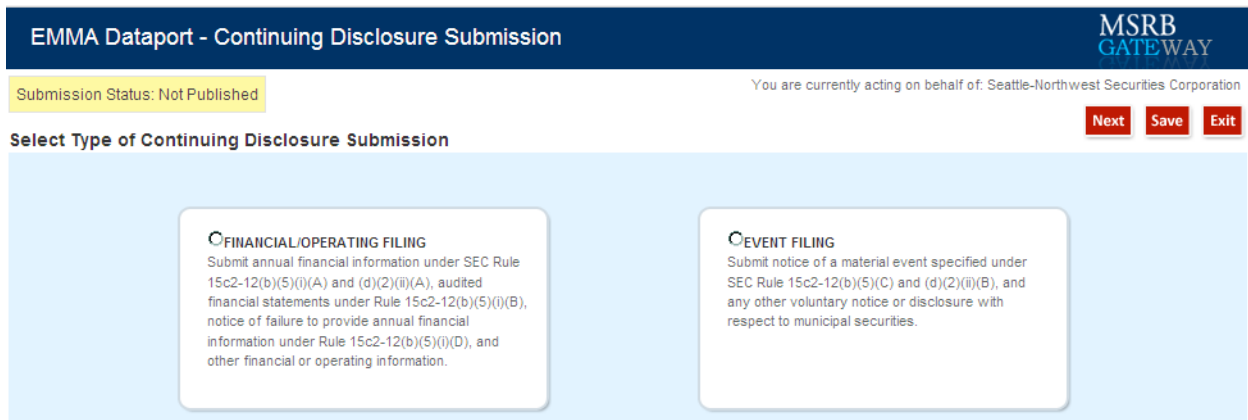
Login

[Forgot your password?](#)

5. Click **Create** to begin a Continuing Disclosure Submission



6. Select “Financial/Operating Filing” and click **Next**.



7. Select “Audited Financial Statements or CAFR” and click **Next**.



8. Next you will need to enter in the CUSIP numbers (ID numbers) for your outstanding bond issues. CUSIPs are 9-digit numbers. The first 6 digits (known as the base) identify the issuer and the last 3 digits identify the specific issue and maturity. CUSIP numbers are usually listed on the maturity table on the cover or inside cover of the Official Statement from the bond sale.

- If you know the 6-digit base for any of your bond issues, enter it in the box under CUSIP-6s and click the blue arrow. This will pull up a list of all the bond issues associated with the 6-digit base.
- If you don't know your 6-digit base CUSIP and don't have an Official Statement handy, click the "Search for CUSIP-6s" link. This will pull up the following "Search for Issuer" screen:

Search using your name and Idaho in the drop down menu for the State. If an initial search does not return your issuer, try entering less information (ie: Meridian instead of Joint School District No. 2) or entering just the county name (Ada instead of Joint School District No. 2). For Idaho Bond Bank pooled financings you will need to search by "Idaho Bond Bank" and find the year and series corresponding to your financing. See "Appendix – Idaho Bond Bank" for a list of issues and corresponding CUSIPs.

If your issuer is listed in the search result, check the "Select CUSIP-6" box next to your name and then click Close.

Select CUSIP-6	CUSIP-6	Issuer Name	State
<input checked="" type="checkbox"/>	005158	ADA & CANYON CNTYS IDAHO JT SCH DIST NO 2 MERIDIAN	ID
<input type="checkbox"/>	58963R	MERIDIAN IDAHO CTFS PARTN	ID
<input type="checkbox"/>	589638	MERIDIAN IDAHO ECONOMIC DEV CORP REV	ID
<input type="checkbox"/>	589639	MERIDIAN IDAHO FREE LIBR DIST	ID
<input type="checkbox"/>	589640	MERIDIAN IDAHO WTR & SWR REV	ID

This will pull up a list of the bond issues associated with your 6-digit CUSIP number.

CUSIP-6s

Enter CUSIP-6

[➤ Search for CUSIP-6s](#)

> ADA & CANYON CNTYS IDAHO JT SCH DIST NO 2 MERIDIAN, ID, (005158) Remove

[\[+\] Add CUSIP-9s](#)

[\[+\] Existing Groups](#)

[\[+\] Associated Securities](#)

ADA & CANYON CNTYS IDAHO JT SCH DIST NO 2 MERIDIAN, ID (005158)

Displaying 1 - 15 of 15 issues ( Total CUSIPs selected for this CUSIP-6: 0 ). [Refresh Count](#)

Select all issues for issuer:

Select Issue(s)	Issue Description	Dated Date	Maturity Dates	Official Statement
<input type="checkbox"/> [+]	<no issue name>	02/01/1991	1992 to 2011	<a href="#">Preview</a>
<input type="checkbox"/> [+]	<no issue name>	03/15/1994	1995 to 2014	<a href="#">Preview</a>
<input type="checkbox"/> [+]	<no issue name>	08/15/1996	1997 to 2016	<a href="#">Preview</a>
<input type="checkbox"/> [+]	<no issue name>	12/01/1998	2000 to 2018	<a href="#">Preview</a>
<input type="checkbox"/> [+]	<no issue name>	03/15/2001	2002 to 2020	<a href="#">Preview</a>
<input type="checkbox"/> [+]	<no issue name>	11/15/2002	2003 to 2022	<a href="#">Preview</a>
<input type="checkbox"/> [+]	<no issue name>	12/01/2005	2006 to 2025	<a href="#">Preview</a>
<input type="checkbox"/> [+]	REF	01/01/1991	1995 to 2001	<a href="#">Preview</a>
<input type="checkbox"/> [+]	REF	12/01/1996	1997 to 2006	<a href="#">Preview</a>
<input type="checkbox"/> [+]	REF	12/15/1998	1999 to 2016	<a href="#">Preview</a>
<input type="checkbox"/> [+]	REF	11/15/2004	2005 to 2018	<a href="#">Preview</a>
<input type="checkbox"/> [+]	REF	08/01/2005	2010 to 2020	<a href="#">Preview</a>

Each of the bond issues listed under “Issue Description” can then be maximized by clicking the [+] box to see the 9-digit CUSIP, principal amount and interest rate for each maturity.

Check either the box under “Select Issues” or click the [+] next to an issue to select specific maturities within that issue. You are only obligated to make filings for maturities that are still outstanding, though it may be easier to select all maturities in each issue. Check the list against the bond issues you believe to be outstanding to confirm that they all appear. In some cases

Select Issue(s)	Issue Description	Dated Date	Maturity Dates	Official Statement
<input type="checkbox"/> [-]	<no issue name>	02/01/1991	1992 to 2011	<a href="#">Preview</a>

Select CUSIP-9s	CUSIP	Maturity Date	Interest Rate (%)	Principal Amt (\$)
<input type="checkbox"/>	005158JS0	01/30/1992	8.1	
<input type="checkbox"/>	005158JT8	01/30/1993	8.1	
<input type="checkbox"/>	005158JU5	01/30/1994	8.1	
<input type="checkbox"/>	005158JV3	01/30/1995	8.1	
<input type="checkbox"/>	005158JW1	01/30/1996	8.1	
<input type="checkbox"/>	005158JX9	01/30/1997	8.1	
<input type="checkbox"/>	005158JY7	01/30/1998	8	125,000.00
<input type="checkbox"/>	005158JZ4	01/30/1999	8	175,000.00
<input type="checkbox"/>	005158KA7	01/30/2000	8	250,000.00

an issuer will have multiple 6-digit root CUSIPS. This is usually the result of different names on the cover of the Official Statement (ie: “Meridian Joint School District No. 2, Ada and Canyon Counties” vs. “Joint County School District No. 2 (Meridian)”) or bond issues secured by different revenue sources (general fund revenues, water revenues, sewer revenues, etc.). Check the list of bond issues in EMMA against all the issues you know to be outstanding.

Unfortunately, many issues do not have a name under “Issue Description.” If you have questions about what the issues are, you can view the cover of the Official Statement under “Preview.”

If you were a part of a pooled financing (Idaho Bond Bank “IBB”, or similar pooled borrowing program) you may have an obligation to make a continuing disclosure filing for that issue as well. For quick reference, we have provided the CUSIP numbers for IBB pooled financings as an Appendix to these instructions.

After selecting all the CUSIP numbers to associate with your filing, click **Next**.

9. Next you can associate a contact to your continuing disclosure submission. If you are the correct contact, you do not need to add a contact. If there is another person at your organization who should be the official contact, enter their information under “Issuer’s Contact Information” >> Enter New Contact. Click **Next**.
10. Upload the Continuing Disclosure Document (Annual Financial Statement or Notice of Material Event). Click **Publish**.

**You have now completed your Continuing Disclosure Filing.**

## Appendix

### CUSIP numbers for pooled financings

#### Idaho Bond Bank

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##### **Idaho Bond Bank Authority Revenue Bonds, Series 2004A**

Dated 11/15/2004

Series: Series 2004A  
CUSIP: 451152 – AA0 through AT9

##### **Idaho Bond Bank Authority Revenue Bonds, Series 2006A**

Dated 5/11/2006

Series: Series 2006A  
CUSIP: 451152 – AU6 through BZ4

##### **Idaho Bond Bank Authority Revenue Bonds, Series 2006B**

Dated 11/30/2006

Series: Series 2006B  
CUSIP: 451152 – CE0 through DK5

##### **Idaho Bond Bank Authority Revenue Bonds, Series 2007A&B**

Dated 11/1/2007

Series: Series 2007A  
CUSIP: 451152 – DL3 through EF5  
Series: Series 2007B  
CUSIP: 451152 – EG3 through ER9

##### **Idaho Bond Bank Authority Revenue Bonds, Series 2008A**

Dated 4/1/2008

Series: Series 2008A  
CUSIP: 451152 – ES7 through FK3

##### **Idaho Bond Bank Authority Revenue Bonds, Series 2008B**

Dated 5/15/2008

Series: Series 2008B  
CUSIP: 451152 – FY3 through GS5

##### **Idaho Bond Bank Authority Revenue Bonds, Series 2008C&D**

Dated 11/12/2008

Series: Series 2008C  
CUSIP: 451152 – GT3 through HY1  
Series: Series 2008D  
CUSIP: 451152 – HZ8 through JP8

## Idaho Bond Bank (Continued)

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### **Idaho Bond Bank Authority Revenue Bonds, Series 2008E**

Dated 11/25/2008

Series: Series 2008E  
CUSIP: 451152 – JQ6 through KJ0

### **Idaho Bond Bank Authority Revenue Bonds, Series 2009A**

Dated 2/10/2009

Series: Series 2009A  
CUSIP: 451152 – KL5 through LE0

### **Idaho Bond Bank Authority Revenue Bonds, Series 2009B**

Dated 6/11/2009

Series: Series 2009B  
CUSIP: 451152 – LN0 through MC3

### **Idaho Bond Bank Authority Revenue Bonds, Series 2009C**

Dated 11/3/2009

Series: Series 2009A  
CUSIP: 451152 – MT6 through MS8