

Registering your EMMA Account

1. Start at the EMMA Website: www.emma.msrb.org

The screenshot shows the MSRB EMMA website. The MSRB logo is in the top left. The main header reads "EMMA - Electronic Municipal Market Access" and "The Official Source for Municipal Disclosures and Market Data". A navigation bar contains links for "About EMMA", "Muni Search", "Market Activity", "Education Center", and "EMMA Dataport", with "EMMA Dataport" highlighted by a yellow box. A "Muni Search" box is in the top right. Below the navigation bar, there are sections for "Muni Search", "Welcome to EMMA", and "New Developments". A yellow arrow points from the "EMMA Dataport" link to the "EMMA EDUCATION CENTER" section, which contains a link for "Continuing Disclosure Submission" highlighted by a yellow box. Another yellow arrow points from this link to the "MSRB GATEWAY" section in the next screenshot.

2. Click the link for "EMMA Dataport" or "Continuing Disclosure Submission"
3. Click the link for "Register to Submit Continuing Disclosures"

The screenshot shows the "EMMA Dataport" page. On the left is a navigation menu with links like "Overview", "About EMMA Submissions", and "Continuing Disclosure Submissions". The main content area is titled "Document Submissions to EMMA and Real-Time Subscriptions" and contains text explaining that municipal bond underwriters and issuers must provide documents to the MSRB website. A yellow box highlights the "Register to Submit Continuing Disclosures" link. To the right is the "MSRB GATEWAY" section with a "LOGIN" button and a "Glossary of Terms" link.

4. Enter your email address (you do not need an invitation code to complete the process), click **Next**.

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Welcome to MSRB Gateway

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GATEWAY

Continuing Disclosure Registration - Step 1 - Welcome

Welcome to the registration page for the continuing disclosure submission service on the MSRB's Electronic Municipal Market Access (EMMA) system.

If you are a new user seeking to register as an issuer, obligor and/or agent to submit documents to EMMA, please provide a valid e-mail address below to continue the registration process.

All users that received an invitation code via e-mail from MSRB must enter an e-mail address and the invitation code below. If these fields have been pre-populated for you, click **Next**.

Existing users of MSRB Gateway may use their existing credentials to register for the continuing disclosure submission service and to edit existing roles within Gateway. Click below to enter your credentials.

Please be advised that all actions taken on MSRB systems, including but not limited to the EMMA system, by a user through a User Account shall be your responsibility.

New Users

E-mail Address*:

Invitation code:**

* required
** Applies only to users who received an invitation code from MSRB via e-mail.

5. Enter your information, click **Next**.

Please fill out your personal information including name, e-mail address, phone number and address.

Please be advised that if you submit a continuing disclosure document to the EMMA system and do not include separate issuer or obligor contact information during the submission process, then your own contact information as provided on this and/or the next page will be displayed on the EMMA public website in connection with such submission.

First Name*:

Last Name*:

E-mail Address*:

Confirm E-mail*:

Title:

Department:

Phone Number*: - - Ext.

Fax Number: - -

Address1*:

Address2:

City*:

State*:

Zip*:

Country:

*required

6. Enter organization information (copy from previous screen, unless different), click **Next**.

7. Add Roles: Check the boxes for both “Issuer” and “Obligor”, click **Next**.

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Welcome to MSRB Gateway

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Continuing Disclosure Registration - Step 4 - Add Roles

Please choose the role you will be assuming for submitting continuing disclosure documents to EMMA. You may choose more than one role.

Please note that you are responsible for ensuring that the role(s) you select below accurately reflect your actual role in connection with submissions of continuing disclosure documents to the EMMA system.

Select Role(s) you wish to add:

Issuer [?]

Obligor [?]

Secondary Market Agent [?]

Previous | Next

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

| Name | Email | Phone |
|-----------------|--|----------------|
| Justin Mon Wai: | jmonwai@snwsc.com | (206) 689-2784 |
| Ryan Swanson | rswanson@snwsc.com | (206) 689-2706 |

The EMMA System will generate an email to us. Once received, we will log-in to EMMA to confirm your account.

9. Verify your information, click **Submit**.

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 (primarily for use by EMMA officials)

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

10. 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 your password.

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 but not limited to:
 - Bond assessed value for your jurisdiction
 - Amount(s) and rate(s) of property taxes levied for the calendar year
 - Amount of property taxes collected during the calendar year
 - Total principal amount of general obligation bonds and other tax-supported bonds of the outstanding at the end of the calendar year

Specific information required and filing deadlines may vary, but can be found within each Bond Resolution for each debt issue. In most cases, filing deadlines are often nine months or 270 days after a fiscal year end.

2. Material Event Notice

- Currently, 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

1. Start at the EMMA Website: www.emma.msrb.org

The screenshot shows the EMMA website homepage. At the top left is the MSRB logo (Municipal Securities Rulemaking Board). To its right is the text "EMMA - Electronic Municipal Market Access" and "The Official Source for Municipal Disclosures and Market Data". In the top right corner, there are links for "Home", "Feedback", and "Contact". Below this is a navigation bar with tabs for "About EMMA", "Muni Search", "Market Activity", "Education Center", and "EMMA Dataport". The "EMMA Dataport" tab is highlighted with a yellow box. To the right of the navigation bar is a "Muni Search" box with a search input field and "Advanced Search" and "Search Help" links. Below the navigation bar is a large green section with a "Muni Search" heading and a search input field. To the right of this is a "Welcome to EMMA" section with a description of the site's purpose. Further right is a "New Developments" box. Below these sections are three columns of content: "EMMA EDUCATION CENTER", "MARKET ACTIVITY", and "DOCUMENT SUBMISSION". The "DOCUMENT SUBMISSION" section has a yellow box around the "Continuing Disclosure Submission" link. A yellow arrow points from the "EMMA Dataport" tab to the "Welcome to EMMA" section, and another yellow arrow points from the "Continuing Disclosure Submission" link to the "MSRB GATEWAY" login page.

2. Click the link for “EMMA Dataport” or “Continuing Disclosure Submission”

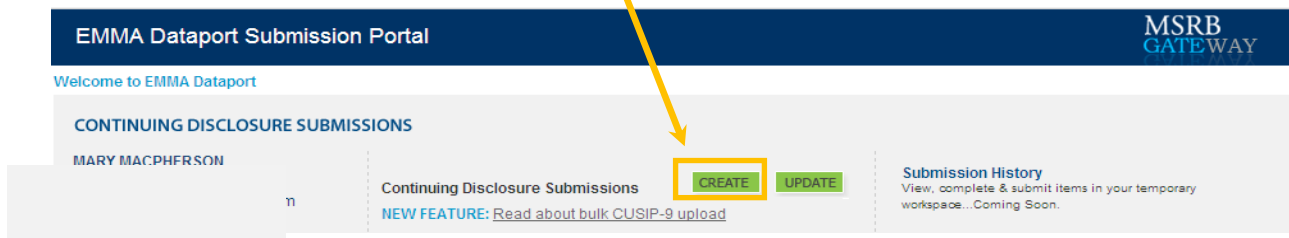
3. Click “LOGIN” under MSRB Gateway (right side of the screen)

4. Enter your User ID and Password and click “Login”

This snippet shows the "MSRB GATEWAY" header and a green box containing the text "Access EMMA to Submit Documents" and a yellow box around the "LOGIN" button. Below the button are links for "Register to Submit Continuing Disclosures" and "View MSRB Manuals".

This is a full view of the MSRB Gateway login form. It has a blue background with the "MSRB GATEWAY" logo at the top. Below the logo are two input fields for "User ID" and "Password", followed by a "Login" button. At the bottom, there is a link for "Forgot your password?".

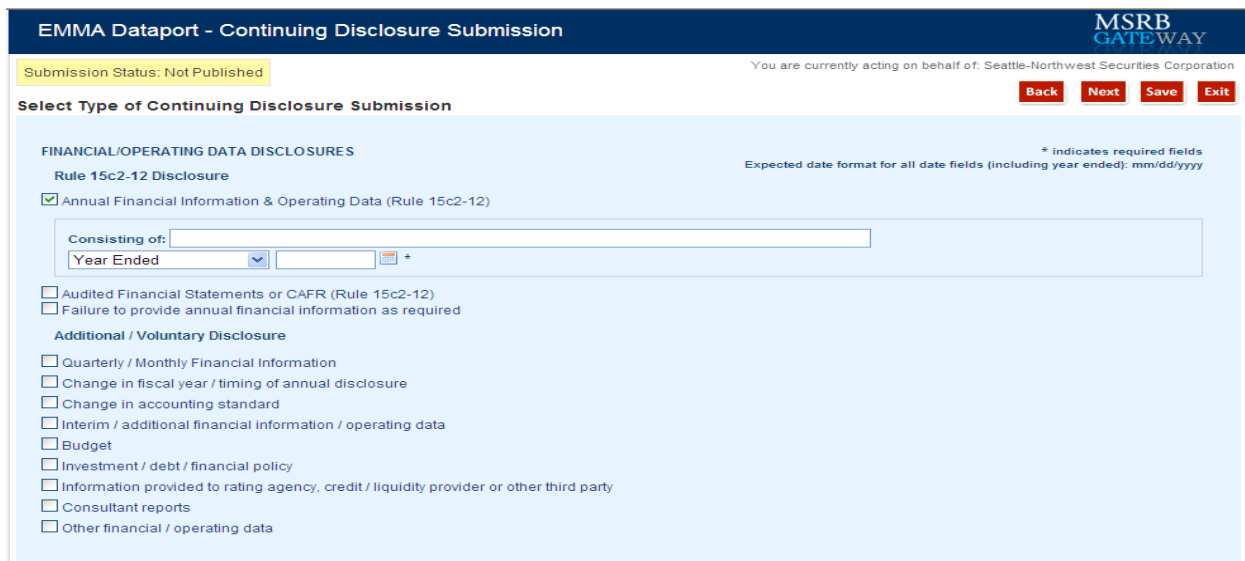
5. Click **Create** to begin a Continuing Disclosure Submission



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

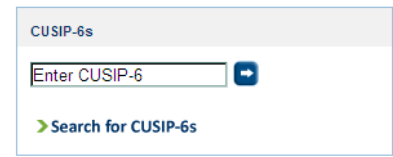


7. Select “Audited Financial Statements or CAFR” and/or “Annual Financial Information & Operating Data” depending on which information you are filing at this time. NOTE: At this point, you may also need to check the “Failure to provide annual financial information as required” box. If your entity has failed to submit information for a previous filing deadline, checking this box and filling out the subsequent information will bring your entity back into compliance with its filing requirements. As you click each box, the page will refresh and entry fields will appear for you to identify the specific information you are filing. Once all fields are completed, click **Next**.

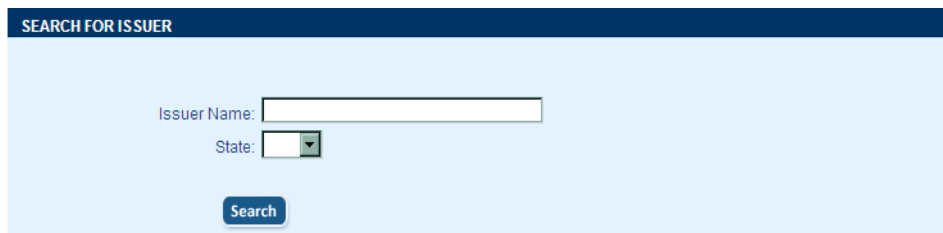


8. Next you will need to enter in the CUSIP numbers (ID numbers) for your outstanding bond issues. CUSIPs are 9-digit numbers. The first 6 digits (known as the base) identify the issuer and the last 3 digits identify the specific issue and maturity. CUSIP numbers are usually listed on the maturity table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

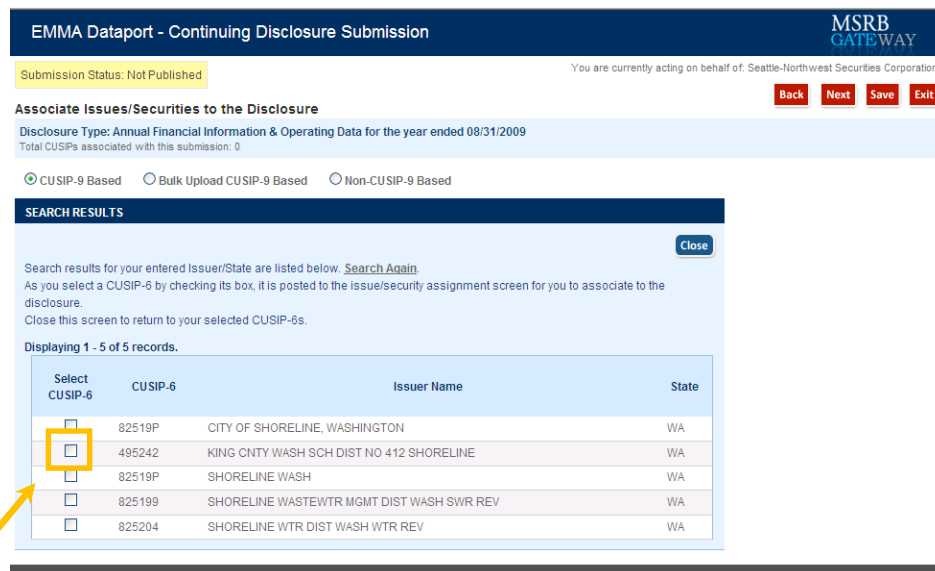
- If you know the 6-digit base for any of your bond issues, enter it in the box under CUSIP-6s and click the blue arrow. This will pull up a list of all the bond issues associated with the 6-digit base.



- 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 Washington in the drop down menu for the State. If an initial search does not return your issuer, try entering less information (ie: Shoreline instead of Shoreline School District) or entering just the county name (King instead of Shoreline School District).



| Select CUSIP-6 | CUSIP-6 | Issuer Name | State |
|--------------------------|---------|---|-------|
| <input type="checkbox"/> | 82519P | CITY OF SHORELINE, WASHINGTON | WA |
| <input type="checkbox"/> | 495242 | KING CNTY WASH SCH DIST NO 412 SHORELINE | WA |
| <input type="checkbox"/> | 82519P | SHORELINE WASH | WA |
| <input type="checkbox"/> | 825199 | SHORELINE WASTEWTR MGMT DIST WASH SWR REV | WA |
| <input type="checkbox"/> | 825204 | SHORELINE WTR DIST WASH WTR REV | WA |

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

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

EMMA Dataport - Continuing Disclosure Submission MSRB GATEWAY

Submission Status: Not Published You are currently acting on behalf of: Seattle-Northwest Securities Corporation

Back **Next** **Save** **Exit**

Associate Issues/Securities to the Disclosure

Disclosure Type: Annual Financial Information & Operating Data for the year ended 08/31/2009
Total CUSIPs associated with this submission: 0

CUSIP-9 Based Bulk Upload CUSIP-9 Based Non-CUSIP-9 Based

CUSIP-6s

Enter CUSIP-6

> Search for CUSIP-6s

> KING CNTY WASH SCH DIST NO 412 SHORELINE, WA, (495242) Remove

[+] Add CUSIP-9s

[+] Existing Groups

[+] Associated Securities

KING CNTY WASH SCH DIST NO 412 SHORELINE, WA (495242)

Displaying 1 - 20 of 28 issues (Total CUSIPs selected for this CUSIP-6: 0). [Refresh Count](#)

Next | Last Select all issues for issuer:

| Select Issue(s) | Issue Description | Dated Date | Maturity Dates | Official Statement |
|------------------------------|------------------------|------------|----------------|-------------------------|
| <input type="checkbox"/> [+] | <no issue name> | 07/01/1984 | 1986 to 2004 | |
| <input type="checkbox"/> [+] | <no issue name> | 10/01/1985 | 1987 to 2004 | |
| <input type="checkbox"/> [+] | <no issue name> | 06/01/1992 | 1993 to 2004 | |
| <input type="checkbox"/> [+] | <no issue name> | 04/01/2000 | 2001 to 2017 | Preview |
| <input type="checkbox"/> [+] | <no issue name> | 12/01/2002 | 2004 to 2022 | Preview |
| <input type="checkbox"/> [+] | <no issue name> | 11/04/2008 | 2009 to 2021 | Preview |
| <input type="checkbox"/> [+] | FLOATERS AND RESIDUALS | 02/14/2008 | 12/01/2024 | |
| <input type="checkbox"/> [+] | MERLOTS AND BRUTS | 02/21/2008 | 2023 to 2025 | |
| <input type="checkbox"/> [+] | REF | 09/01/2003 | 2003 to 2007 | Preview |

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.

You may check either the box under “Select Issues,” “Select all issues for issuer,” 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 there it may be easier to select all issues for an issuer. Check the list against the bond issues you believe to be outstanding to confirm that they all appear. In some cases an issuer will have multiple 6-digit root CUSIPS. This is usually the result of confusion at the time CUSIPs are assigned. The person creating the CUSIPs may not be able to find existing CUSIP numbers for an entity and will assign a new 6-digit root (ie: “Shoreline School District No. 412, King County” vs. “King County School District No. 412 (Shoreline)”) 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.”

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**.

EMMA Dataport - Continuing Disclosure Submission

MSRB GATEWAY

Submission Status: Not Published

You are currently acting on behalf of: Seattle-Northwest Securities Corporation

Back Next Save Exit

Associate Contacts to the Disclosure (Contact information will be posted on EMMA)*

Disclosure Type: Annual Financial Information & Operating Data for the year ended 08/31/2009
Issues/Securities: KING CNTY WASH SCH DIST NO 412 SHORELINE - UNLTD TAX SER B + 27 additional issue(s)
Total CUSIPs associated with this submission: 302

Submitter's Contact Information

Company: Seattle-Northwest Securities Corporation
Name: RYAN SWANSON
Address: 1420 FIFTH AVENUE SUITE 4300
City, State, Zip: SEATTLE, WA 98101
Phone Number: 206-689-2706
Email: rswanson@snwsc.com

Issuer's Contact Information

Select Contact >> Enter New Contact

Obligor's Contact Information

Select Contact >> Enter New Contact

*If no issuer/obligor's contact information is provided, then submitter information will be posted on EMMA.

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MSRB, protecting investors through prudent regulation & expert market leadership.

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Portions of EMMA data provided by Standard & Poor's Securities Evaluations, Inc., CUSIP Service Bureau & American Bankers Association.

1.0.4656.4929-43-P

10. **Browse** for the document(s) you wish to upload. NOTE: All documents submitted after January 1, 2010 are required to be in a searchable PDF format. Any other document type will not be accepted.

EMMA Dataport - Continuing Disclosure Submission

MSRB GATEWAY

Submission Status: Not Published

You are currently acting on behalf of: Seattle-Northwest Securities Corporation

Back Save Publish Exit

Upload Disclosure Document

Disclosure Type: Annual Financial Information & Operating Data for the year ended 01/07/2010
Issues/Securities: KING CNTY WASH SCH DIST NO 412 SHORELINE - UNLTD TAX SER B + 27 additional issue(s)
Total CUSIPs associated with this submission: 302

Continuing Disclosure Document

Currently no documents exist

UPLOAD CONTINUING DISCLOSURE DOCUMENT

Only PDFs accepted. Effective 1/1/2010 all PDF's need to be word searchable.

Upload

+Upload Multiple Files

Browse...

Done Internet 100%

11. Once the first document has been attached, you may Add File(s) by clicking on the green words “Financial Operating Filing.” Behind those words an Options menu will appear. Hover your cursor over “Options” and a box will appear allowing you to Add File, Replace Document or Delete.

The image contains two screenshots of the MSRB Gateway EMMA Dataport interface. The top screenshot shows the 'Financial Operating Filing' link highlighted in yellow. The bottom screenshot shows the 'Options' menu for the 'Financial Operating Filing' link, with 'Add File', 'Replace Document', and 'Delete' options highlighted in yellow. The interface includes a header with 'EMMA Dataport - Continuing Disclosure Submission' and 'MSRB GATEWAY', a submission status of 'Not Published', and a disclosure type of 'Annual Financial Information & Operating Data for the year ended 08/31/2009'. The user is identified as 'Seattle-Northwest Securities Corporation'.

12. Continue to upload the Continuing Disclosure Document(s) as needed and once all documents are entered finish by clicking **Publish**.
13. You will be prompted to review your information one more time, and with that...

You have completed your Continuing Disclosure Filing.