



# Email Reminders for Recurring Financial Disclosures

Scheduling email reminders on the Electronic Municipal Market Access (EMMA<sup>®</sup>) website can help ensure timely filing of annual and quarterly financial disclosures, including annual financial information, audited financial statements, annual budgets and quarterly financial statements.



## About EMMA<sup>®</sup>

The Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA<sup>®</sup>) website is a comprehensive, centralized online source for free access to municipal disclosures, market transparency data and educational materials about the municipal securities market. The MSRB protects investors, state and local governments and other municipal entities, and the public interest by promoting a fair and efficient municipal securities market. Learn more about the MSRB at [msrb.org](http://msrb.org).

This feature is available to municipal securities issuers, obligated persons and other continuing disclosure submitters that have an MSRB Gateway account and use this account to log in to EMMA Dataport. Additional email recipients can be added to a scheduled reminder. This helps ensure anyone with a role in preparing and filing financial disclosures is advised of upcoming filing deadlines. For example, issuers may wish to send email reminders to appropriate internal staff, their financial advisor or bond counsel.

## Access Email Reminders

- Log in to the EMMA website at [emma.msrb.org](http://emma.msrb.org) and click the "EMMA Dataport" tab.
- Click on the "Login" button. Enter your MSRB account user ID and password and click "Login." You will be directed to the EMMA Dataport Submission Portal.
- From the Continuing Disclosure tab, click on "Schedule and manage email reminders for recurring financial disclosures." This can also be accessed from the continuing disclosure submission confirmation screen.
- Click the "Create Reminder" link to access the scheduling form.

## ► MSRB Support

<b>Phone:</b>	<b>Email:</b>	<b>Hours:</b>
703-797-6668	<a href="mailto:MSRBsupport@msrb.org">MSRBsupport@msrb.org</a>	7:30 a.m. – 6:30 p.m. ET



Subscribe to issuer education and EMMA email updates from the MSRB.