

**LETTER ONLY REQUIRED IF YOU HAVE NOT REGISTERED  
WITH THE MUNICIPAL SECURITIES RULEMAKING BOARD (MSRB)**

January \_\_, 20XX

Municipal Securities Rulemaking Board  
Attention: Market Information Department  
1300 I Street NW, Suite 1000  
Washington DC 20005

Dear Sir or Madam:

Please grant [County/City/Authority's authorized filer] (MSRB ID: XXXXXID) access on the EMMA system to make secondary market disclosure filings and notice of material events filings on behalf of the [County/City/Authority] for whom you are authorized to file debt issues). Attached, please find the required manual confirmation document. **(The confirmation document from the online registration must be sent with this letter to complete the registration process. For additional assistance and contact information, please see the following page.)**

Should you have any questions, please do not hesitate to contact us.

Sincerely,

City/County /Authority Manager or Administrator

## Website Resources

ELECTRONIC MUNICIPAL MARKET ACCESS (EMMA): <https://emma.msrb.org>

MUNICIPAL SECURITIES RULEMAKING BOARD (MSRB): [www.msrb.org](http://www.msrb.org)

## Electronic Municipal Market Access (EMMA) Contact Information

202-838-1330

[MSRBSupport@msrb.org](mailto:MSRBSupport@msrb.org)

Municipal Securities Rulemaking Board  
1300 I Street NW, Suite 1000  
Washington, DC 20005  
Tel: 202-838-1500  
Fax: 202-898-1500