**LETTER ONLY REQUIRED IF YOU HAVE NOT REGISTERED**

**WITH THE MSRB**

January \_\_, 2024

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

Other Resources

MSRB Website: [www.msrb.org](http://www.msrb.org)

EMMA Website: <https://emma.msrb.org>

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