

Overview

Subscribers must complete and submit annual information about their use of the MSRB Market Transparency Subscription Service via the Service Usage Report by January 31st of the following year. Service Usage Reports must be submitted online through MSRB Gateway.

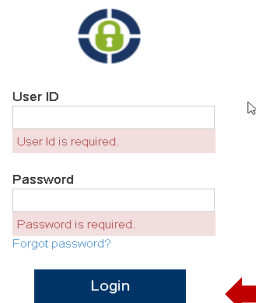
Key Information to Submit Service Usage Report

1. First designate a Master Account Administrator (MAA)
2. Your MAA has sole access to submit the report
3. See below for the role functions and definitions

Instructions to Submit Service Usage Report

- Go to www.msrb.org
- Click on the “**LOGIN**” link located in the upper right hand of the MSRB homepage
- Enter the **Userid** and **Password** (for the designated Master Account Administrator) on the Gateway log in screen
- Click on the “**LOGIN**” button

Log into MSRB Gateway



User ID
User Id is required.

Password
Password is required.
[Forgot password?](#)

Login

- Click on the “**Manage Your Subscription Account**” located on the MSRB Gateway Main Menu page

MSRB Gateway Main Menu

Welcome to MSRB Gateway! Your User Account has the following access rights:

Subscriptions

- [Manage Your Subscription Account](#)



- Click on the “**Submit**” or “**Resubmit**” link

The Service Usage Report link will be located at the top of the company information screen in the upper left hand of the screen. If submitting the SUR for the first time the link will state “Submit” if you have already submitted the SUR and want to make updates the link will indicate the last updated date of the SUR and display a “Resubmit” option



[MSRB Home](#) | [MSRB Gateway](#) ▾

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Subscriber Account Management

Service Usage Report, last updated 08/26/2021 [Resubmit](#)



[Company Information](#)

Company

You will be taken to the online SUR form

Note: THE SUR will only list the subscription services you are currently subscribed to.

- You must fill out all the required fields and then click the green “**Submit**” button.
- All required information must be completed for you to be able to submit the form.

Service Usage Report, *last updated 09/26/2021*

This usage report displays all your current subscriptions, please complete this report in its entirety for all your purchased subscriptions. If your answer to #1 is "Yes," proceed to question #2 and skip questions #3 and #4. If your answer to #1 is "No," skip question #2 and proceed to questions #3 and #4

MSRB Subscription Service	Continuing Disclosure	Primary Market Disclosure	Short-Term Obligation Rate Transparency	Real-time Transaction Data	Comprehensive Transaction Data
1. Is the MSRB subscription service used only by internal users in your firm and/or in your firm's affiliates (i.e. no external redistribution)?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
2. In the previous calendar year, has your firm contributed data to the MSRB data subscription service to which the firm subscribes (e.g., your firm has a Transaction Data Subscription (Real-time or Comprehensive) and submitted trade information to RTRS pursuant to MSRB rules)?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
3. To how many firms (outside your firm/affiliates) do you directly redistribute/provide access (such as website access) to MSRB subscription data for professional use?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. To how many other firms (excluding their affiliates) do the firms in #3 above further redistribute/provide access to MSRB subscription service data?	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know



Subscription Roles and Definitions

- **Master Account Administrator (MAA):** Individual responsible for managing all company level information for your subscription account, including requesting modifications to the company address, billing and MAA information, requesting the purchase of additional subscription services and submitting the annual Service Usage Report
- **Business Contact:** Individual responsible for managing the subscription service contact information for the subscription service(s) to which they have been assigned by your organization
- **Password Expiration/Modification Email Contact:** Individual(s) assigned by your organization as responsible for receiving and managing system login credentials to access subscription data

About the MSRB

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. The MSRB fulfills this mission by regulating the municipal securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB provides market transparency through its Electronic Municipal Market Access (EMMA[®]) website, the official repository for information on all municipal bonds. The MSRB also serves as an objective resource on the municipal market and conducts extensive education and outreach to market stakeholders. The MSRB is a self-regulatory organization governed by a board of directors that has a majority of public members, in addition to representative of regulated entities. The MSRB is overseen by the Securities and Exchange Commission and Congress.

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This resource is for informational purposes only and should be considered in conjunction with the applicable MSRB rules and any related interpretations. The complete text of all MSRB rules and interpretations is available at <http://www.MSRB.org/Rules-and-Interpretations/MSRB-Rules.aspx>.