

WHO CAN DESIGNATE AGENTS?

To designate an Agent, you must be:

- a. a Primary G-40 Contact (who is also the Master Account Administrator for your firm), or
- b. you must have an “Agent Designation” account access right assigned to you by the Master Account Administrator or by the Account Administrator who is appointed by the Master Account Administrator

For information about MSRB Gateway user types and privileges, please refer to the MSRB Gateway User Account Management User Manual, which is accessible from the MSRB Gateway login page.


To designate ImageMaster to submit primary market documents on behalf of your company, follow the steps below.

1. LOG INTO MSRB GATEWAY

Go to www.msrb.org and click on “Login”.

The screenshot shows the MSRB website homepage. At the top, the MSRB logo is on the left, and a navigation menu includes 'Login', 'About MSRB', 'Publications', 'Glossary', 'Email Notification', 'Contact and Support', and 'System Status'. A red circle highlights the 'Login' link in the top menu, with a red arrow pointing to it. Below the navigation bar is a search bar and a secondary menu with items like 'Municipal Bond Market', 'Rules and Interpretations', 'Market Disclosures and Data', 'Market Topics', 'News and Events', and 'MSRB for...'. The main content area features a 'Researching Bonds' section, a 'What's New' section with several news items, and an 'EMMA' section. A red circle highlights the 'Login to MSRB system' button in the right-hand side of the page, with a red arrow pointing to it. At the bottom, there is a footer with 'Terms and Conditions | Privacy Statement | Site Map | ©2010 Municipal Securities Rulemaking Board' and the address '1900 Duke Street, Suite 600, Alexandria, VA 22314'.

Enter your User ID and Password in MSRB Gateway and click on “**Login**”.
If you are experiencing log-in problems, contact the MSRB via e-mail at GatewaySupport@msrb.org or call the Market Information Department at (703)797-6668.

 **MSRB**
Municipal Securities
Rulemaking Board MSRB Home | Contact and Support

User ID

Password

Login

[Forget your password?](#)

Welcome to MSRB Gateway, the secure access point for all MSRB applications including EMMA. For guidance on user account management and information about the MSRB's applications and how to use them, please refer to the [appropriate MSRB User Manual](#). If you are an issuer, obligated person or primary or secondary market agent making continuing disclosure submissions to EMMA, please see the [Continuing Disclosure Submission Manual](#) for information on creating an account in MSRB Gateway.

To return to MSRB.org from within MSRB Gateway application, click on the MSRB Home link at the top right corner of the current web page.

If you are experiencing log-in or other system related problems, please check the [MSRB System Status Page](#) for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at (703) 797-6668.

2. INVITE IMAGEMASTER

From the MSRB Gateway Main Menu, expand the “**Account and Company Management**” menu option, then select “**Manage Agents**”.

MSRB Gateway Main Menu

Welcome to MSRB Gateway! Your User Account has the following Access Rights:

(Click on a section to expand)

- [-] Account and Company Management**
Manage profile information for your User Account or for your Company.
 - > **Manage User Accounts**
 - > **Manage Company Profile**
View name, address and phone information for your company.
 - > **Manage Groups**
Use Groups to help organize your company's User Accounts.
 - > **Manage Agents**
Designate Agents to submit certain information to MSRB systems on your behalf.
 - > **Manage Principals**
Accept and decline invitations from companies that have designated your company as Agent to submit certain information to MSRB systems on their behalf.
 - > **View Account Administrators**
View your company's Account Administrators.

My Profile Ed

User ID: LDOE
Role: Master Account Administrator
User Name: LARRY DOE
Company Name: Sample Company 0
Email Address: ldoe@company.org [Change Password](#)

Click “Add a New Agent”.

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Welcome to MSRB Gateway

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GATEWAY

Logout

Agent Management

You can designate Agents to submit certain information to MSRB systems on your organization's behalf. Please be advised that all actions taken on MSRB systems on behalf of your company by an Agent you have designated shall be your company's responsibility. Care should be taken in designating Agents to act on your company's behalf.

[Add a New Agent](#)

Pending Agent Invitations (What's this?)

There are currently no pending Agent invitations.

Approved Agents (What's this?)

There are currently no agents that can submit on your behalf.

[Return to Account Management](#)

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Search for ImageMaster using “ImageMaster, LLC” or “D009LU”.

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Add a New Agent

To designate an Agent, you must first search to see if the Agent has already registered. Please be advised that all actions taken on MSRB systems on behalf of your company by an Agent you have designated shall be your company's responsibility. Care should be taken in designating Agents to act on your company's behalf.

Search by:

Organization Name:

or

MSRB ID:

[Search](#) [Reset](#)

The following agents have been found. If you are unable to find the correct Agent, refine your search criteria or select "Add an Agent" below.

Showing (1 - 0) of 0

[ImageMaster, LLC](#)

[Add an Agent](#)

[Back to Agent Management](#) [Return to Account Management](#)

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When the search yields the appropriate result, click on ImageMaster, LLC to extend an invitation.

Select EMMA - Primary Market Disclosure, then click on “**Confirm Invitation**” to extend an invitation to ImageMaster.

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Agent Invitation - Registered Agent

You have chosen to invite the Agent below to submit documents to the MSRB on your behalf. An invitation to serve as your Agent will be sent to this prospective Agent. You will be notified by email if the invitation is accepted or declined.

Agent Name: ImageMaster, LLC
MSRB ID: D009LU
Phone Number: (734)821-2511
Address: 1182 Oak Valley Drive
Ann Arbor, MI 48108
US

Submission Type: SHORT System
SHORT system
EMMA - Primary Market Disclosure

[Confirm Invitation](#) [Cancel Invitation](#)

[Back to Agent List](#) [Return to Account Management](#)

You will receive a confirmation that an e-mail invitation was sent to ImageMaster.

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Agent Invitation Confirmation

An email invitation to serve as your Agent has been sent to the following prospective Agent. You will be notified by email if the invitation is accepted or declined.

Agent Name: ImageMaster, LLC
MSRB ID: D009LU
Phone Number: (734)821-2511
Address: 1182 Oak Valley Drive
Ann Arbor, MI 48108
US

Invitation sent on: 12/16/2008 2:40:15 PM
Submission Type: EMMA - Primary Market Disclosure

[Back to Agent Management](#) [Return to Account Management](#)

3. APPROVE IMAGEMASTER'S DESIGNATION

Once ImageMaster has accepted the invitation, you log into the MSRB Gateway and approve the designation of ImageMaster.

Go to “**Account Management**” on the MSRB Gateway Main Menu and click on “**Manage Agents**”. Locate the Agent under “**Pending Agent Invitations**” and click on “**Process Agent.**”

Agent Management

You can designate Agents to submit certain information to MSRB systems on your organization's behalf. Please be advised that all actions taken on MSRB systems on behalf of your company by an Agent you have designated shall be your company's responsibility. Care should be taken in designating Agents to act on your company's behalf.

[Add a New Agent](#)

Pending Agent Invitations (What's this?)

MSRB ID	Name	Submission Type	Status	Action
D009LY	ImageMaster, LLC	EMMA - Primary Market Disclosure	Approval needed	Process Agent

Approved Agents (What's this?)

There are currently no agents that can submit on your behalf.

[Return to Account Management](#)

On the Agent Approval screen click “**Approve Designation**”.

Agent Approval

Test Company (G00002) has registered with MSRB Gateway to act as your Agent per your invitation and is now awaiting your approval. The Agent will not be able to submit documents or information to MSRB systems until you have provided your approval below.

[Approve Designation](#) [Reject Designation](#)

Agent Name: ImageMaster, LLC
MSRB ID: D009LU
Phone Number: (734)821-2511
Address: 1182 Oak Valley Drive
Ann Arbor, MI 48108
Email: msrb@imagemaster.com
Submission Type: EMMA Primary Market Disclosure

[Back to Agent Management](#) [Return to Account Management](#)

A confirmation screen is displayed stating that you have successfully designated ImageMaster.

Agent Designation

Agent successfully designated. Designated agents will only be able to make submissions of primary market documents to the MSRB on behalf of dealers when EMMA's electronic submission service is launched.

Agent Name: ImageMaster, LLC
MSRB ID: D009LU
Phone Number: (734)821-2511
Address: 1182 Oak Valley Drive
Ann Arbor, MI 48108
US
Email: msrb@imagemaster.com
Submission Type: EMMA - Primary Market Disclosure

[Back to Agent Management](#)

[Return to Account Management](#)

You can now view ImageMaster under the “**Approved Agents**” section on the Agent Management screen, and ImageMaster will be allowed to submit documents through MSRB Gateway on your company’s behalf.