Local Bond Monitoring: Getting Started Guide
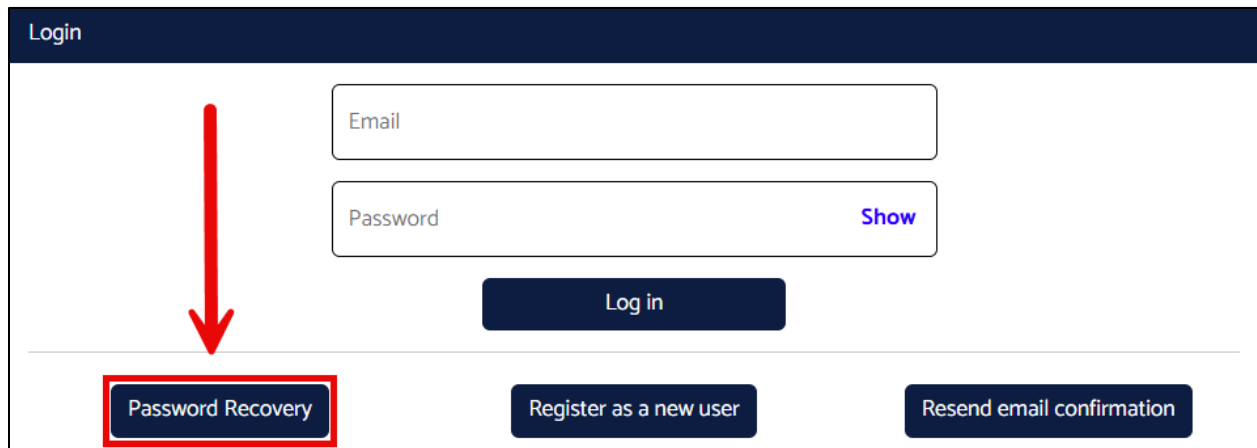
https://bondissue.sbafla.com/

The new site will be live on January 6, 2026 and will have a similar look and feel as the Division of Bond Finance's main site and the Private Activity Bond site.
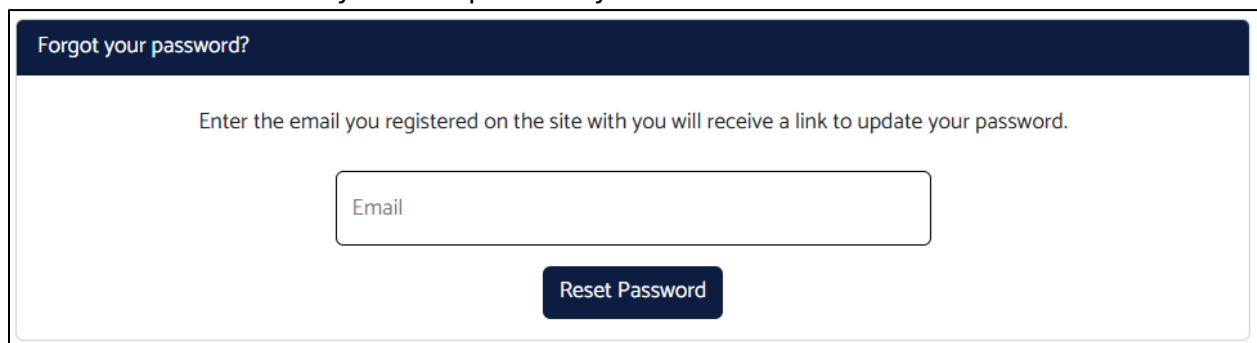
1. If you have logged in since July 1, 2025, your email address has been migrated over to the new site. Click Login. Otherwise, skip to step 10.

2. Click Password Recovery to create a new password. Your existing password will no longer work.

3. Enter the email address you used previously to access LBM and click Reset Password.

4. You will receive the following message.

Password Reset Email Sent

The email has been sent.

If you have an account on the site, you should receive a notice in the next few minutes.

5. You will receive an email from DoNotReply@sbafla.com allowing you to reset your password. Click "clicking here" within the email.

Reset Password

☐ Summarize

○ DoNotReply <DoNotReply@sbafla.com>

😊 | ← Reply | ← Reply All | → Forward | 🗑 | •••

To ▓▓▓▓▓▓

Wed 12/10/2025 9:48 AM

Retention Policy   10 Year Retention for Email (10 years)   Expires   12/8/2035

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Warning: This email originated from outside of the organization. Exercise extreme caution when clicking links or opening attachments. When in doubt, please report the email utilizing the **Phish Alert Button**.

Division of Bond Finance - Local Bond Monitoring

Greetings,
Please see the following item below regarding your account access:

Please reset your password by clicking here.

6. You should be directed back to the LBM site and be able to reset your password by entering your email address and the new password twice. As you complete the Password Requirements, the red dots will turn green to indicate acceptance. Click Reset Password.

Reset your Local Bond Monitoring password

Email

Password

Confirm password

Reset Password

Password Requirements
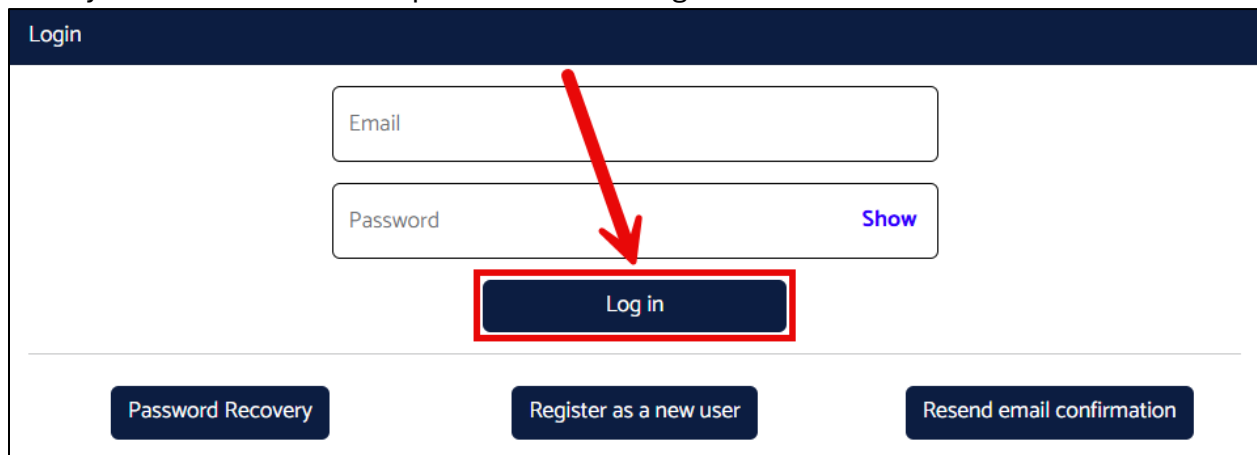All passwords must have the following:
- 14 characters in length
- Contain 1 uppercase letter
- Contain 1 lowercase letter
- Contain 1 numeric character
- Contain 1 non-alphanumeric character
(!, %, $, et al.)

7. You will receive the following message. Click "click here to log in."

Reset password confirmation

Your password has been reset. Please click here to log in.

8. Enter your email address and password. Click Log in.

9. Skip to step 16 for completing a Notice of Sale.

10. If you have not logged in since July 1, 2025, begin by creating a new account. Click Register.

11. Complete all the fields shown. Your organization should be listed in the Select Organization drop down. As you complete the Password Requirements, the red dots will turn green to indicate acceptance. Click Register.

Create a new account for Local Bond Monitoring

First Name

Last Name

Email

Confirm Email

-- Select Organization --
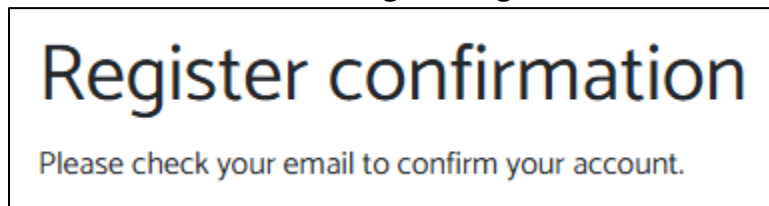
Password   Show
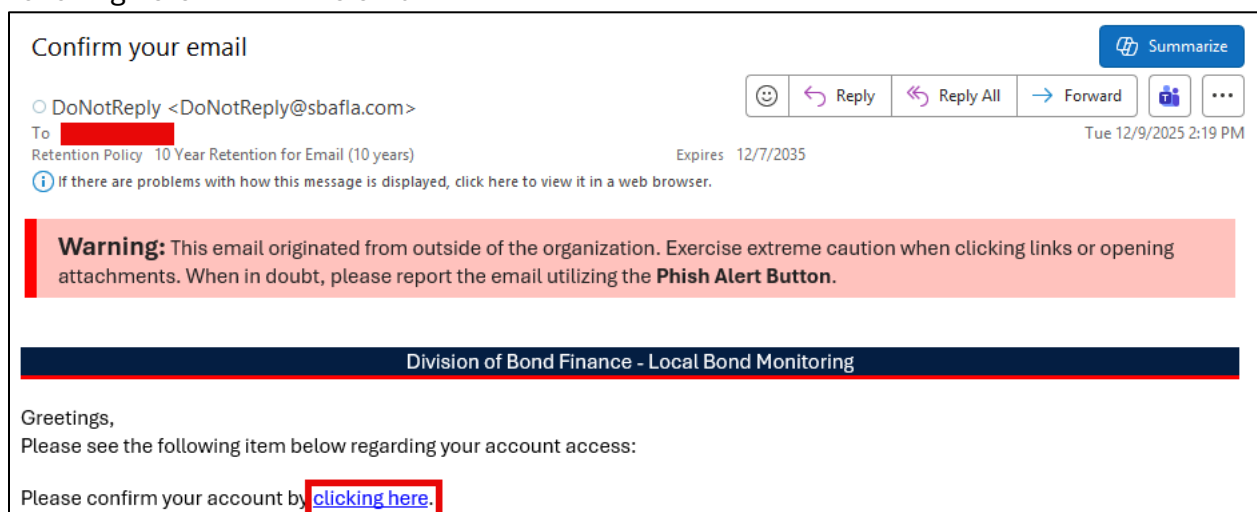
Confirm Password   Show

Password Requirements
All passwords must have the following:
- 14 characters in length
- Contain 1 uppercase letter
- Contain 1 lowercase letter
- Contain 1 numeric character
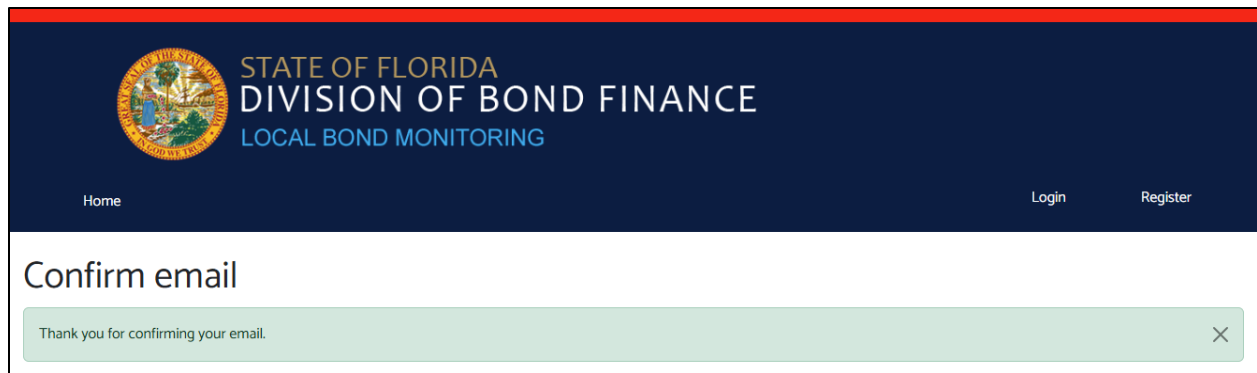- Contain 1 non-alphanumeric character (!, %, $, et al.)

Register
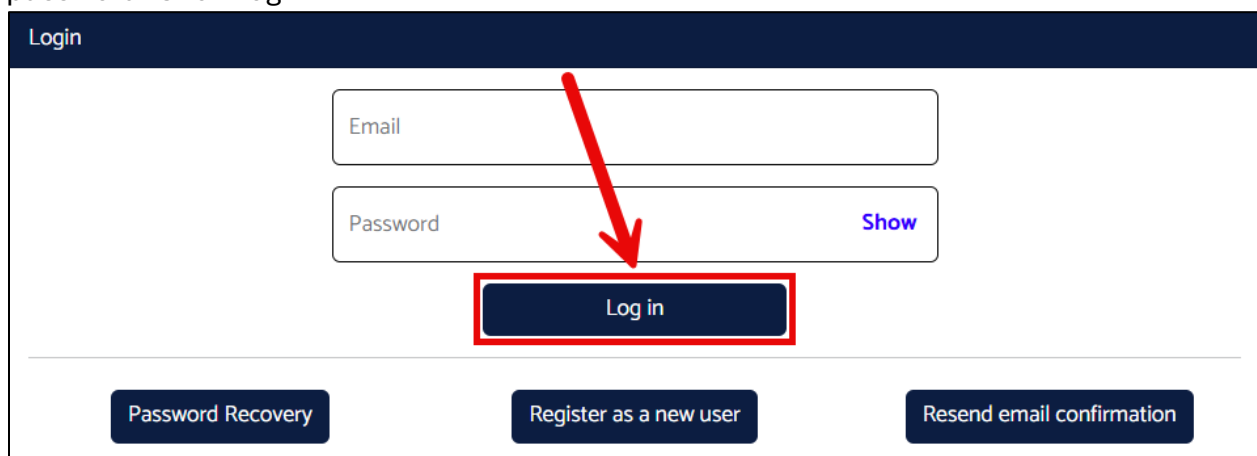
12. You will receive the following message.

Register confirmation

Please check your email to confirm your account.

13. You will receive an email from DoNotReply@sbafla.com to confirm your account. Click "clicking here" within the email.

Confirm your email   Summarize

○ DoNotReply <DoNotReply@sbafla.com>
To
Retention Policy   10 Year Retention for Email (10 years)   Expires   12/7/2035   Tue 12/9/2025 2:19 PM
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

☺ Reply   Reply All   → Forward   ⋯

Warning: This email originated from outside of the organization. Exercise extreme caution when clicking links or opening attachments. When in doubt, please report the email utilizing the **Phish Alert Button**.

Division of Bond Finance - Local Bond Monitoring

Greetings,
Please see the following item below regarding your account access:

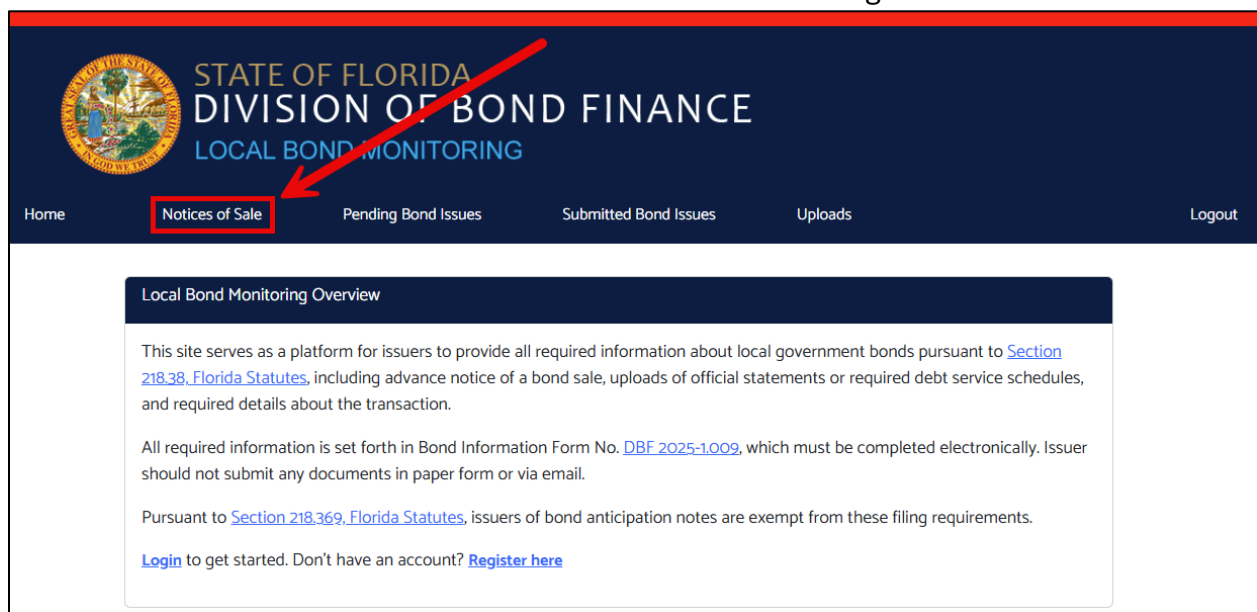Please confirm your account by clicking here.

14. You should be directed back to the LBM site and receive the following message.

15. Once you have confirmed your account, you may Login. Enter your email address and password. Click Log in.

16. Click Notices of Sale in the header to create and access existing NOS'.

Local Bond Monitoring Overview

This site serves as a platform for issuers to provide all required information about local government bonds pursuant to Section 218.38, Florida Statutes, including advance notice of a bond sale, uploads of official statements or required debt service schedules, and required details about the transaction.

All required information is set forth in Bond Information Form No. DBF 2025-1.009, which must be completed electronically. Issuer should not submit any documents in paper form or via email.

Pursuant to Section 218.369, Florida Statutes, issuers of bond anticipation notes are exempt from these filing requirements.

Login to get started. Don't have an account? **Register here**

17. Click Create Notice of Sale.

| Create Notice of Sale | Anticipated Sale Date Range | Start Date 09/11/2025 | End Date 03/11/2026 | Update Dates | Search for Text: |

18. Complete the fields on the prompt. Click Save Notice of Sale.

Issuer Name

Link to Issuer's Electronic Municipal Market Access (EMMA) Page

https://

Name of Bond Issue

Anticipated Sale Date*

mm/dd/yyyy

Anticipated Closing Date*

mm/dd/yyyy

* - Date cannot be updated once Notice of Sale is Submitted

Close   Save Notice of Sale

19. You will receive the following message. Click Close.

Local Bond Monitoring - Message

Information:

Notice of Sale Test Bond Issue was saved.

Close

20. If you wish to review a previous Notice of Sale or need to modify information that can be changed regarding a record but do not see it due to the date range, you can update the

Anticipated Sale Date to help locate it.

21. You can review and edit 4 of the 5 fields of your NOS by clicking the pencil icon Or, you can print a PDF using the printer icon or delete the entry using the X icon. The toggle icon in the Submitted column indicates whether the record has been submitted or not.

22. To submit, click Pending Bond Issues in the header.

23. Update the Anticipated Sale Date Range to locate your record. Click the pencil icon to edit your record.

24. Complete all the fields on the Add Bond Issue Record prompt. Here you can either Save Bond Issue for Later or Submit Bond Issue.

Add Bond Issue Record   [x]

Respondent Information

Name

Email

Phone Number

Organization

Role ❓

Florida SBA

Bond Information

Name of Government Unit

Purpose of Issue

-- Select a Purpose for Issue -- ⌄

Type of Issuer

-- Select a Type of Issuer -- ⌄

Type of Issue

-- Select a Type of Issue -- ⌄

Legal Authority for Issuance

-- Select a Legal Authority -- ⌄

Revenues Pledged

-- Select a Revenues Pledged -- ⌄

Sale Date:

mm/dd/yyyy 📅

Delivery Date:

mm/dd/yyyy 📅

Sale Type

-- Select a Sale Type -- ⌄

Private Activity Bond ○ Yes   ● No

Add Rating

-- Select a Rating -- ⌄   Other Rating: Value: **Delete**

Insurance or Credit Enhancements? ○ Yes ● No

Add Amount Issued

Amount Issued	Refunding?	Amount Issued as New Money	Amount Issued as Refunding	Delete
	○ Yes ● No			Delete

Deal Participants

Underwriter
Add Another Underwriter **Add New UW to Dropdown**

-- Select a Underwriter -- Total Spread: [   ] Delete

Bond Counsel
Add Another Bond Counsel **Add New BC to Dropdown**

-- Select a BondCounsel -- Fee: [   ] Delete

Disclosure Counsel
Add Another Disclosure Counsel **Add New DC to Dropdown**

-- Select a DisclosureCounsel -- Fee: [   ] Delete

Municipal Advisor
Add Another Municipal Advisor **Add New MA to Dropdown**

-- Select a MunicipalAdvisor -- Fee: [   ] Delete

Other Professionals
Add Another Other Professional

Final EMMA Link/File Upload

Link to EMMA filing of Final Official Statement:

[   ]

or Upload File (**Note:** Only upload a file when you are submitting, not when Saving for later.)

| Choose File | No file chosen |

Close   **Save Bond Issue for Later**   **Submit Bond Issue**

25. You will receive the following message when clicking Save Bond Issue for Later.

Local Bond Monitoring - Message   [x]

Information:

Bond Detail information is saved for submission later.

[Close]

And, when clicking Submit Bond Issue:

Local Bond Monitoring - Message   [x]

Information:

Bond Issue has been submitted.

[Close]

26. To see submitted records, click Submitted Bond Issues in the header.

STATE OF FLORIDA
DIVISION OF BOND FINANCE
LOCAL BOND MONITORING

Home   Notices of Sale   Pending Bond Issues   **Submitted Bond Issues**   Uploads

27. Update the Submission Date Range if necessary.

Submission Date Range	Start Date 12/01/2025	End Date 01/31/2026	Update Dates	Search for Text:			
Issuer Name	**Name of Bond Issue**	**Submit Date**	**Last Edit Date**	**Submitted By:**			
Emily Test	Bond Issue Test	Dec 11, 2025	Dec 11, 2025	Emily.White@sbafla.com	✎	🖶

28. You can update your record by clicking the pencil icon or you can print a PDF of the record by clicking the printer icon.

Submission Date Range	Start Date	End Date		Search for Text:		
	12/01/2025	01/31/2026	Update Dates			

Issuer Name	Name of Bond Issue	Submit Date	Last Edit Date	Submitted By:		
Emily Test	Bond Issue Test	Dec 11, 2025	Dec 11, 2025	Emily.White@sbafla.com	✏	🖨

29. If you need to add additional files to a submitted Bond Issue, click Uploads in the header.

STATE OF FLORIDA
DIVISION OF BOND FINANCE
LOCAL BOND MONITORING

Home   Notices of Sale   Pending Bond Issues   Submitted Bond Issues   Uploads

30. Use the drop-down menu to select your Bond Issue. Click Choose File to search for your file. And, click Upload File.

Uploads

If you would like to add additional files to a submitted Bond Issue, you can select one of the submissions below and upload a file to attach to it.

Bond Issue: Bond Issue Test ⌄

File to Upload: Choose File   Test Doc.docx

Upload File

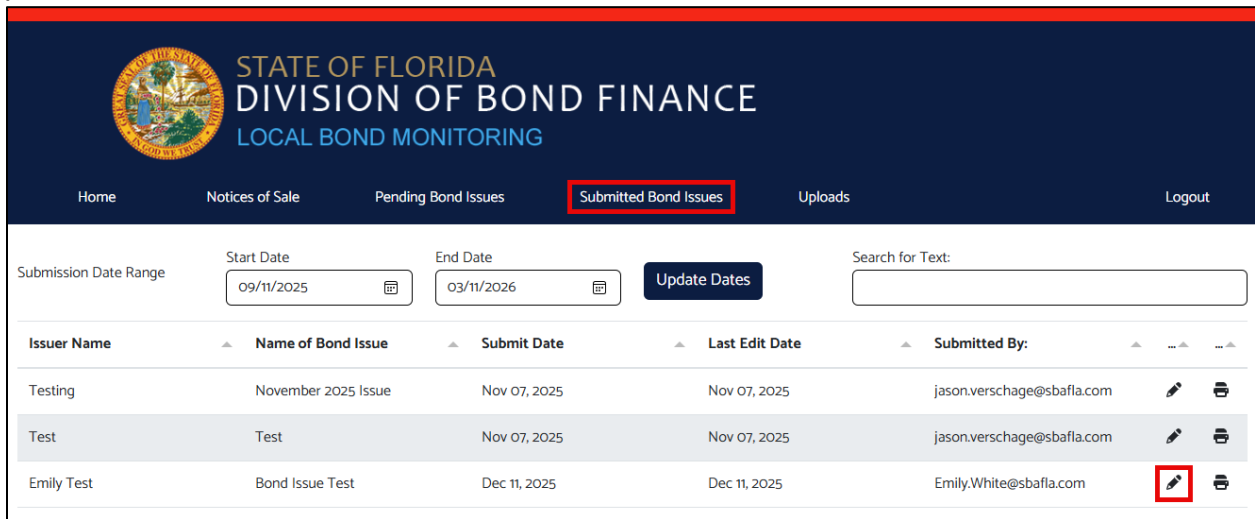31. You will receive the following message after clicking Upload File.

Local Bond Monitoring - Message   [x]

Information:

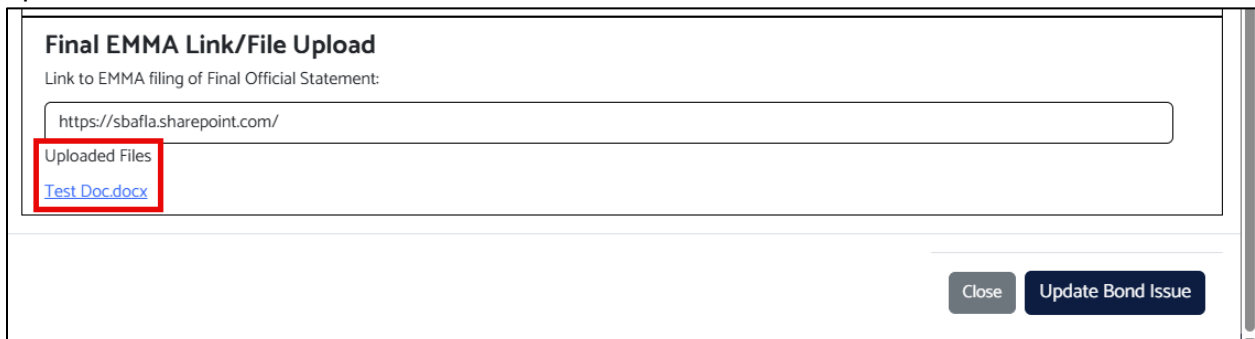File was uploaded and attached to the Bond Detail successfully.

Close

32. You can verify the attachment by navigating back to Submitted Bond Issues and clicking the pencil icon of that record.

33. Scroll down to the bottom of the Update Bond Issue Record prompt to see the recently uploaded file.

34. To logout, click Logout in the header.

35. For questions or issues, please contact the Division of Bond Finance at 850-488-4782 or via email at bond@sbafla.com. Thank you.