

Local Bond Monitoring: Getting Started Guide

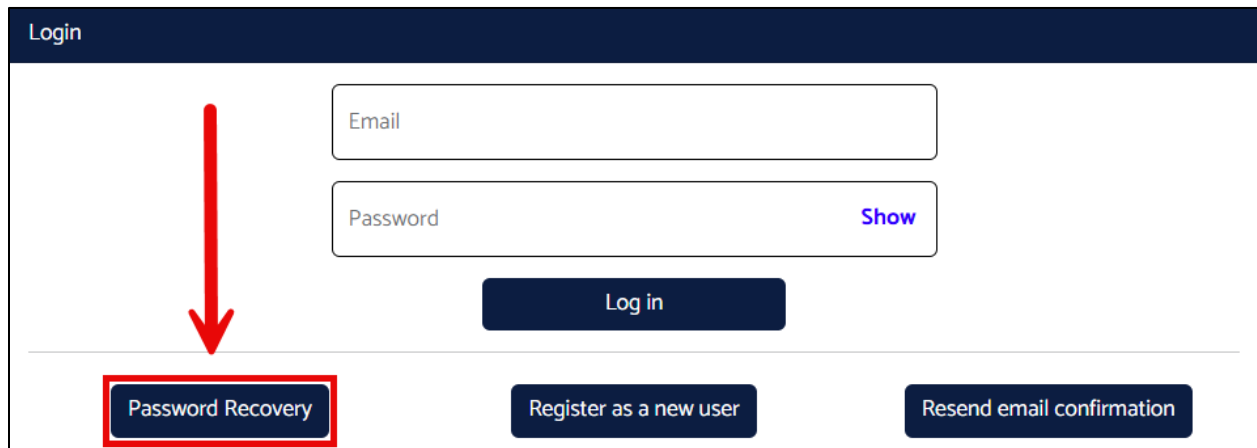
<https://bondissue.sbafla.com/>

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.

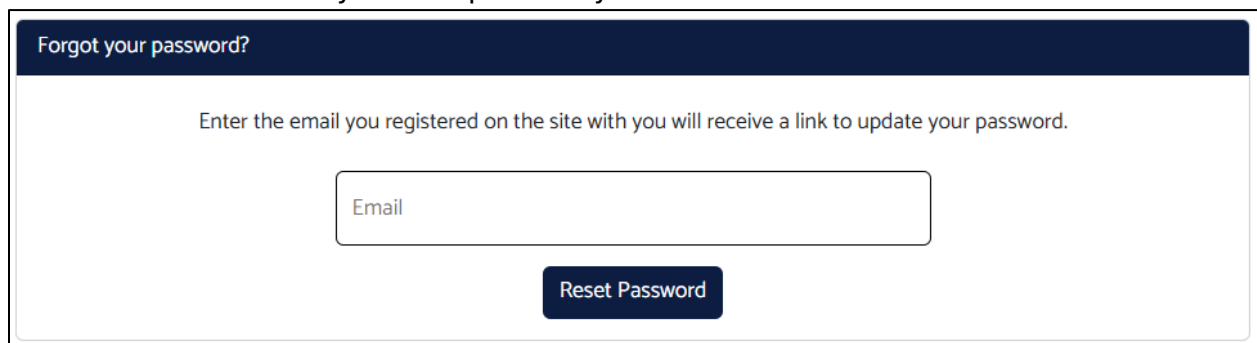
1. If you have logged in since July 1, 2025, your email address has been migrated over to the new site. Click Login. Otherwise, skip to step 10.



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

DoNotReply <DoNotReply@sbafla.com>

To [REDACTED]

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

Wed 12/10/2025 9:48 AM

Summarize

Reply Reply All Forward

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:

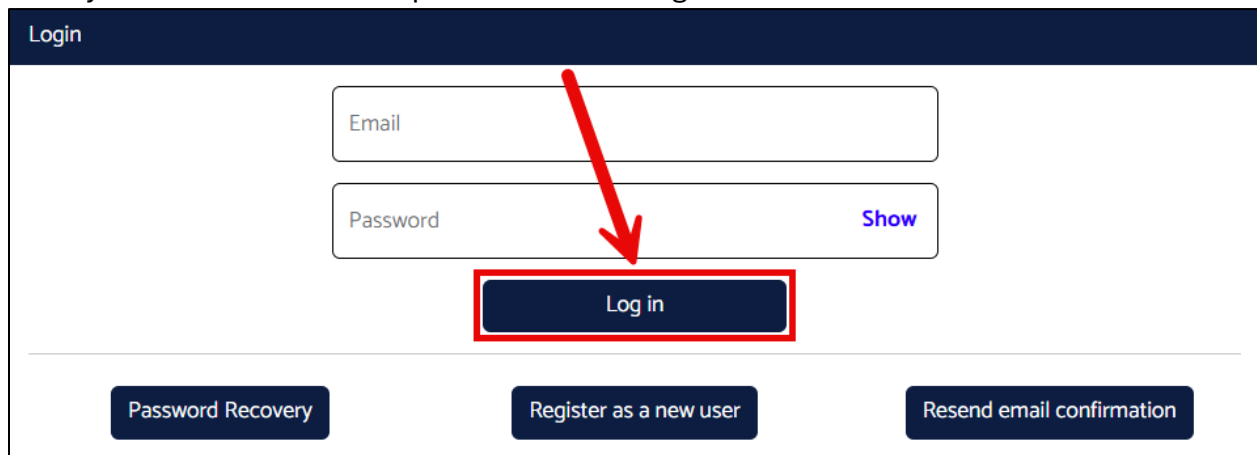
- 14 characters in length
- Contain 1 uppercase letter
- Contain 1 lowercase letter
- Contain 1 numeric character
- Contain 1 non-alphanumeric character (!, %, \$, et al.)

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.



The image shows a login form with a dark blue header containing the word "Login". Below the header, there are two input fields: "Email" and "Password". A red arrow points from the top of the "Email" field down to the "Log in" button. The "Log in" button is a dark blue rectangle with white text, and it is highlighted with a red rectangular border. To the right of the "Password" field is a blue link labeled "Show". Below the input fields, there are three buttons: "Password Recovery", "Register as a new user", and "Resend email confirmation".

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.



The image shows the header of the "STATE OF FLORIDA DIVISION OF BOND FINANCE LOCAL BOND MONITORING" website. On the left is the Florida state seal. To its right is the text "STATE OF FLORIDA" in gold, "DIVISION OF BOND FINANCE" in white, and "LOCAL BOND MONITORING" in blue. In the bottom left corner is a "Home" link. In the bottom right corner are "Login" and "Register" links. The "Register" link is highlighted with a red rectangular border, and a red arrow points from the top right of the header area down to it.

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

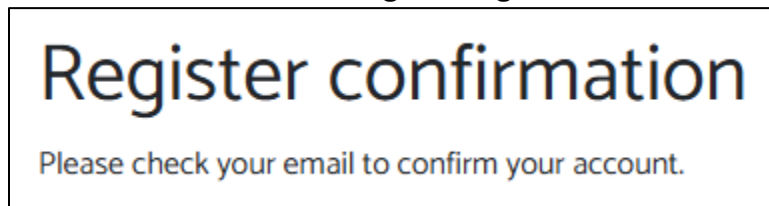
Register

Password Requirements

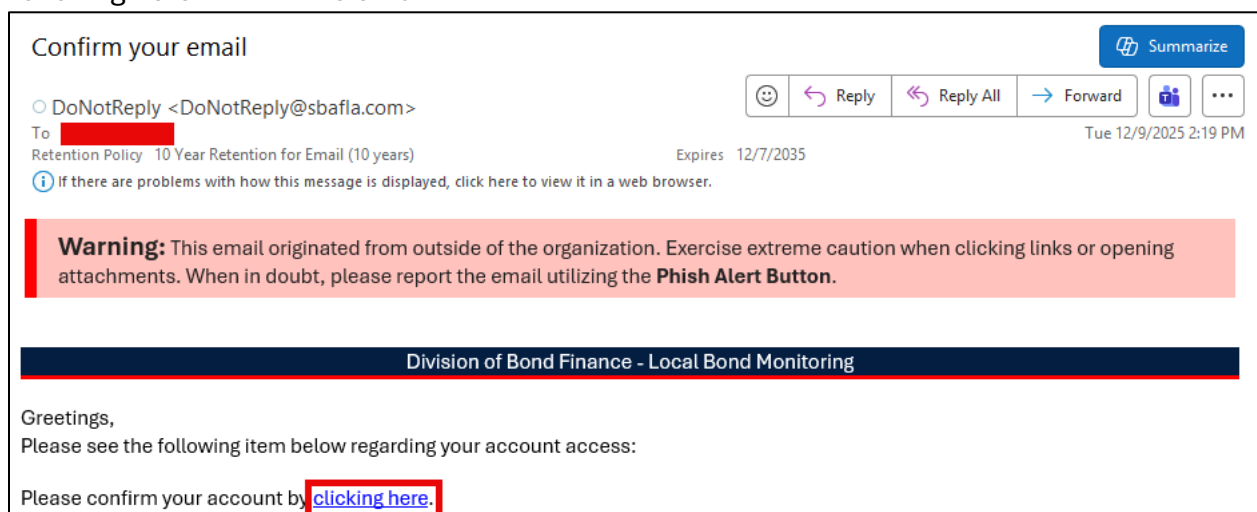
All passwords must have the following:

- 14 characters in length
- Contain 1 uppercase letter
- Contain 1 lowercase letter
- Contain 1 numeric character
- Contain 1 non-alphanumeric character (!, %, \$, et al.)

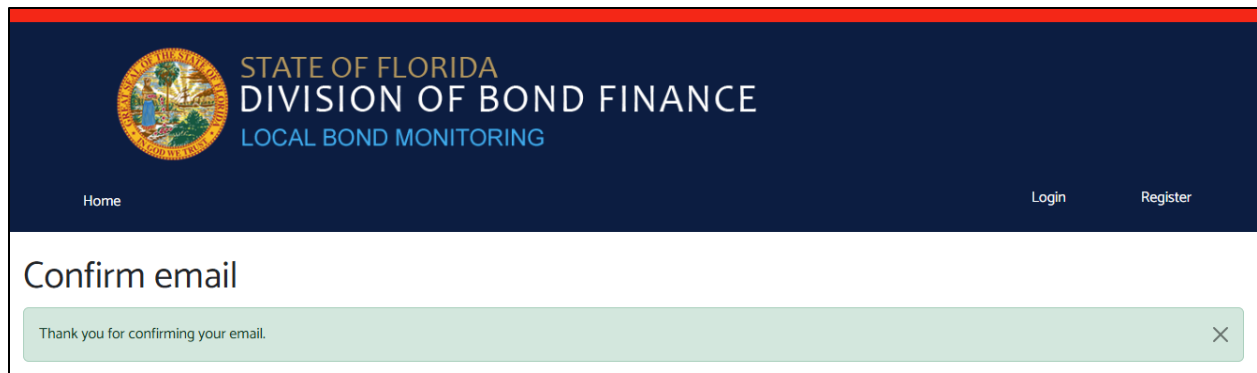
12. You will receive the following message.



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



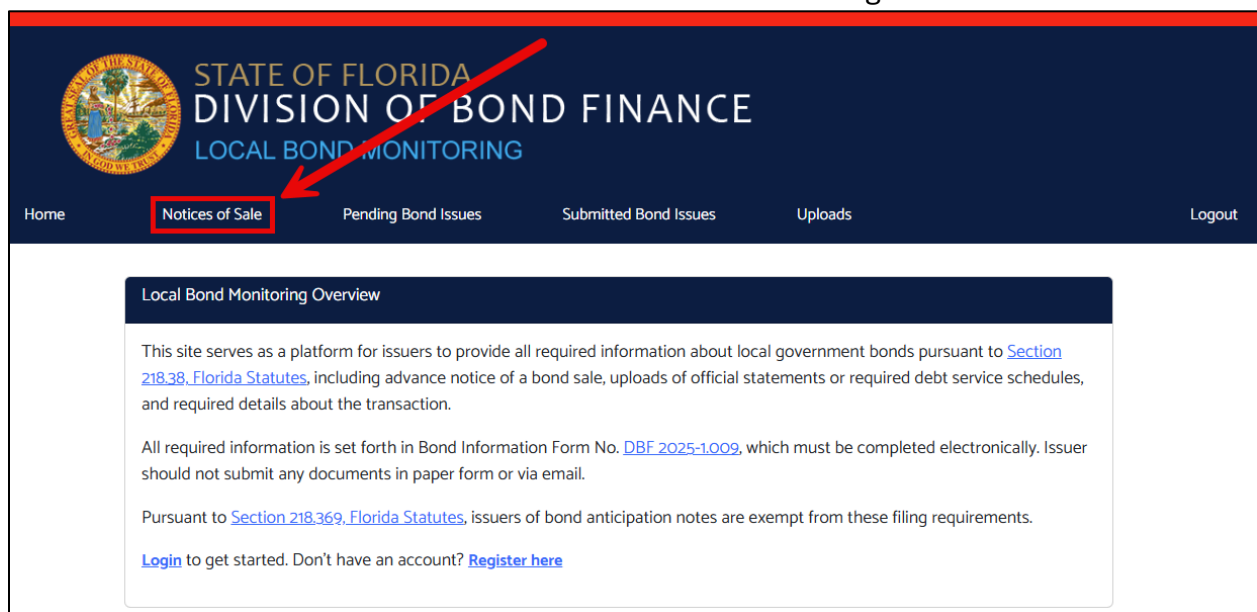
14. You should be directed back to the LBM site and receive the following message.



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

The screenshot shows the "Login" page. It has a dark blue header with the word "Login" on the left. The main content area is white and contains two input fields: "Email" and "Password". To the right of the "Password" field is a blue link labeled "Show". Below these fields is a dark blue button with the text "Log in", which is highlighted with a red rectangle. At the bottom of the page, there are three dark blue buttons: "Password Recovery", "Register as a new user", and "Resend email confirmation". A red arrow points from the "Email" field down to the "Log in" button.

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



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

X

Issuer Name

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

Name of Bond Issue

Anticipated Sale Date*

Anticipated Closing Date*

* - 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

X

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.

Create Notice of Sale

Anticipated Sale Date Range

Start Date

12/01/2025

End Date

01/31/2026

Update Dates

Search for Text:

Issuer Name	Name of Bond Issue	EMMA	Sale Date	Closing Date	Submitted			
Bay County IDA	Industrial Development Bonds	No Link	Dec 10, 2025	Dec 17, 2025	☐			
Emily Test	Test Bond Issue	Link	Dec 31, 2025	Jan 05, 2026	☐			

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.

Create Notice of Sale

Anticipated Sale Date Range

Start Date

12/01/2025

End Date

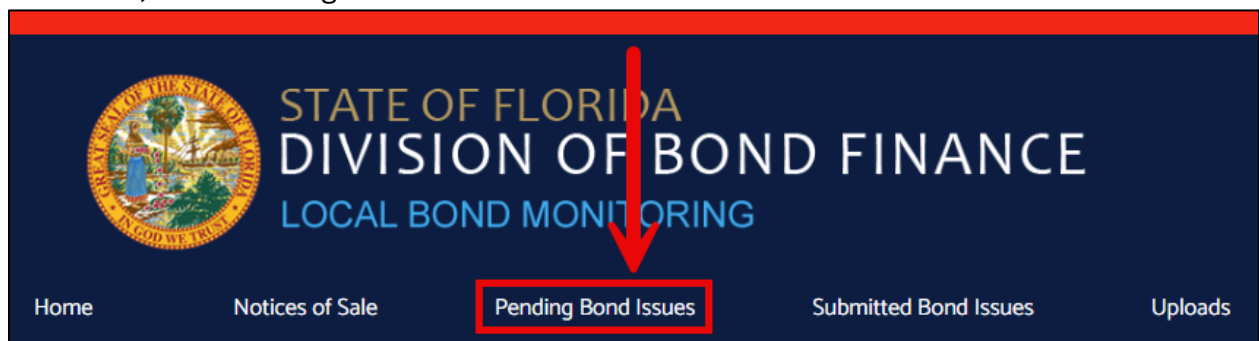
01/31/2026

Update Dates

Search for Text:

Issuer Name	Name of Bond Issue	EMMA	Sale Date	Closing Date	Submitted			
Bay County IDA	Industrial Development Bonds	No Link	Dec 10, 2025	Dec 17, 2025	☐			
Emily Test	Test Bond Issue	Link	Dec 31, 2025	Jan 05, 2026	☐			

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.

Anticipated Sale Date Range

Start Date

12/01/2025

End Date

01/31/2026

Update Dates

Search for Text:

Issuer Name	Name of Bond Issue	Anticipated Sale Date	Created By:			
Leon County	2025 Leon County Series X Issue	Nov 20, 2025	jason.verschage@sbafla.com			
Bay County IDA	Industrial Development Bonds	Dec 10, 2025	donna.biggin@sbafla.com			
Emily Test	Test Bond Issue	Dec 31, 2025	Emily.White@sbafla.com			

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



Respondent Information

Name

Email

Phone Number

Organization

Florida SBA

Role 

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

-- Select a Underwriter -- Total Spread:

Bond Counsel

-- Select a BondCounsel -- Fee:

Disclosure Counsel

-- Select a DisclosureCounsel -- Fee:

Municipal Advisor

-- Select a MunicipalAdvisor -- Fee:

Other Professionals

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.)

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

Local Bond Monitoring - Message ✕

Information:
 Bond Detail information is saved for submission later.

Close

And, when clicking Submit Bond Issue:

Local Bond Monitoring - Message ✕

Information:
 Bond Issue has been submitted.

Close

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



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 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	 

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



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.

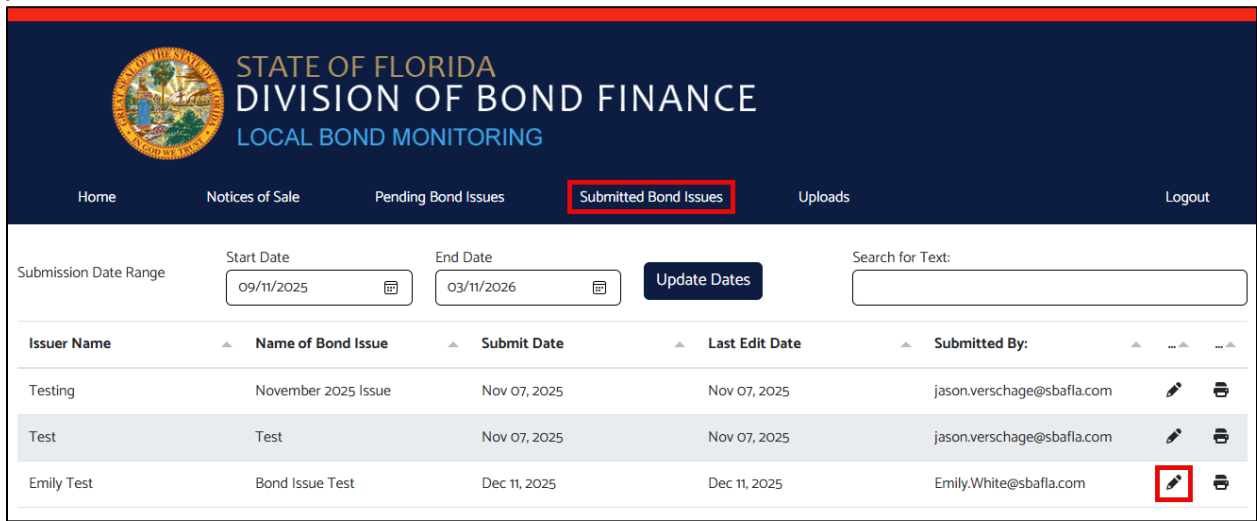
Local Bond Monitoring - Message

Information:

File was uploaded and attached to the Bond Detail successfully.

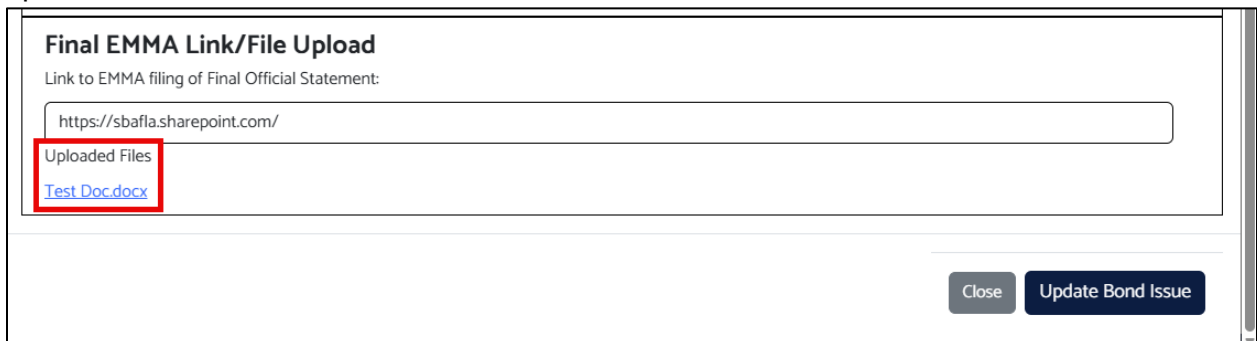
Close

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



Issuer Name	Name of Bond Issue	Submit Date	Last Edit Date	Submitted By:		
Testing	November 2025 Issue	Nov 07, 2025	Nov 07, 2025	jason.verschage@sbafla.com		
Test	Test	Nov 07, 2025	Nov 07, 2025	jason.verschage@sbafla.com		
Emily Test	Bond Issue Test	Dec 11, 2025	Dec 11, 2025	Emily.White@sbafla.com		

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



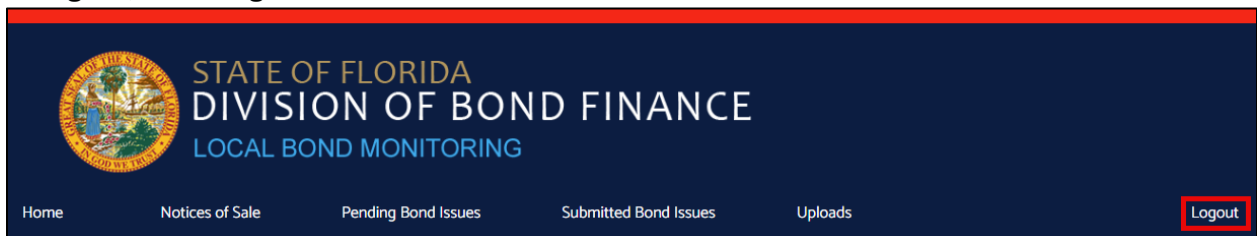
Final EMMA Link/File Upload

Link to EMMA filing of Final Official Statement:

Uploaded Files

[Test Doc.docx](#)

34. To logout, click Logout in the header.



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

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.