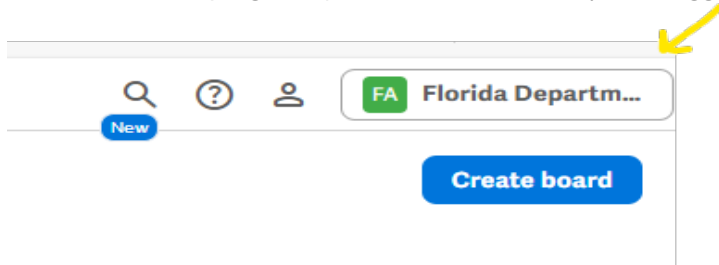


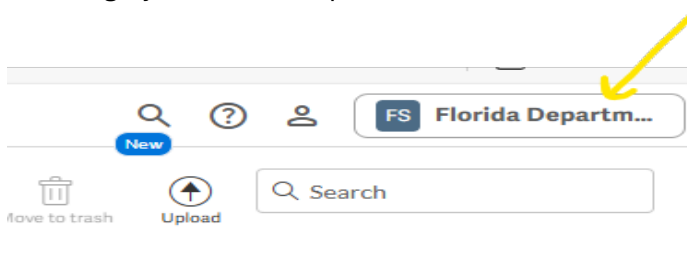
Updating your Agency's Note(s) in Workiva

If your agency has been identified as an agency that participates in completing certain information for the notes presented in the SEFA Report each year, our team will give access to your Editors to go into these notes and update the information to be current with this year's SEFA Data. Please ensure you follow the directions below to access this area since it is located in a different place than your SEFA Workbooks. Once you are in your assigned note you will update the blue cells only with any information or changes.

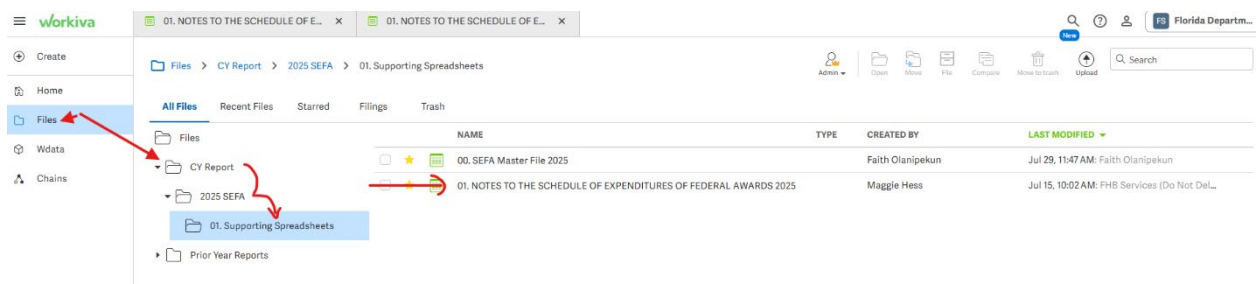
- At the top right of your Workiva screen (once logged in) you will see



- Click on the green FA Florida Department of Financial Services ACFR and then select the grey FS Florida Department of Financial Services SEFA



- From there on the left you will click Files, then 2025 SEFA folder, then 01.Supporting Spreadsheets, then click on the 01. Notes to the Schedule of Expenditures of Federal Awards 2025 link to the right.



- Once you click the link to the notes, your note(s) that you need to fill in should show up. Please ensure they are correct and match the data that you submitted in your SEFA workbook. Then let the SEFA Coordinator know when it is complete.