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Executive Director

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To: School District Personnel
From: Arizona School Facilities Board Staff
RE: ACTION REQUIRED: Districts must have SFB Online Profile to Receive Payment Notification

SFB funding awards are remitted to the district's county treasurer. When the SFB releases funds, a payment notification email is generated and sent to the district's business manager. If the business manager email address in the SFB's system is invalid, the district will not receive the important notification.

It's crucial that each district maintain valid contact information on file with the SFB.

If you are a district employee responsible for handling SFB funds, you must create your own account profile on the SFB website and then choose to receive the notification. Here's how:

1. Visit www.azsfb.gov and click DISTRICT ACCESS
2. Click CREATE ACCOUNT
3. Fill in all required fields then click REGISTER
4. Once registered, change your password and login to your account
5. Under MAIN, click USER PROFILE then check the box next to each 'District Award Notification' and click 'SAVE SELECTED'

It's vital that districts receive the email notifying them SFB funds are available. Please make sure you receive this important, time-sensitive information by registering today.

About the Arizona School Facilities Board

Created in 1998, the Arizona School Facilities Board (AZSFB) is a cabinet-level, state-government agency managing nearly \$300 Million in state funding appropriated for K-12 school district facilities. The 10-member board meets monthly to grant funding for new school construction and to correct deficiencies at existing school facilities. AZSFB staff is a partner and advocate for school districts in facilitating successful grant requests.