

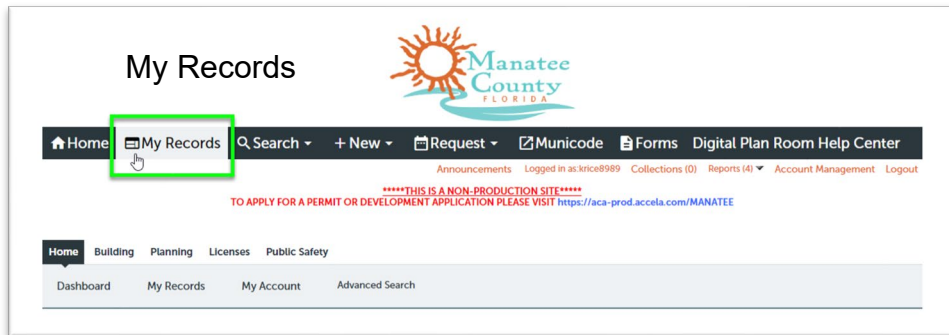
# ACA Sub-Bond Application Process

This guide will outline the process of apply for a Sub-Bond application from Accela Citizen Access.

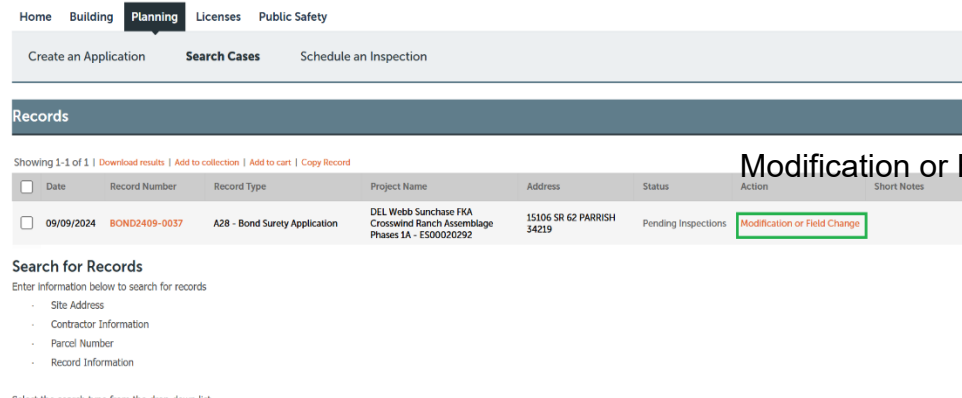
Sub-bonds are applied for in relation to existing A-28 Surety Bond Applications as a “Modification or Field Change”. This helps to keep the sometimes-complex structures of large development project more organized. A Sub-Bond can only be applied for as a “Child” of an existing A-28 Bond Surety Application for the same development project.

To Apply:

1. Users will need to login to the Manatee County [Online Services Portal](#).
2. Once logged in, users will navigate to the “My Records” section, located on the header bar:



3. User will expand the Planning dropdown menu and navigate to Initial Surety Bond Application for the target project and select the Amendment Button:



4. Users will now need to supply Application Specific information:

Fields marked with a red asterisk \* are required, otherwise fields are optional, although it is recommended to provide as much accurate information to aid staff in processing the application.

**Sub Bond**

1 Application Detail 2 People 3 Documents 4 Review 5 Record Issuance

**Step 1: Application Detail > Application Detail** \* indicates a required field.

**Detail Information**

Please provide the Project Name and a detailed description of the proposed project below:

\* Project Name:  
Sub-Bond Demo

\* Project Description:  
Sub Bond Demonstration guide.

**Project Information**

PROJECT INFORMATION

Project Developer: 123ABC Inc.

Project Phase Number: 2

Project Sub-Phase Number: 2-A

\* Construction Plan Record Number: PLN2301-0001

\* Has a Final Plat been applied for in relation to this Project?: ☒ Yes ☐ No

What is the record number for the Final Plat Application?: pln2302-0001

**Fill in all Asterisk fields**

- Users will need then need to provide the required contacts, Applicant, Agent, and Developer. Contacts can either be added directly from the users account (Select from Account) or added as a new contact (Add New). Please note that the Add New feature will not associate the targeted users ACA account with the Application and they will not be able to Access the record from the Online Services Portal Account, it is simply a reference:

**Step 2: People > Contact Information** \* indicates a required field.

**Applicant**

Enter contact information, use 'Select from Account' option to copy your contact information from your registration.  
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Select from Account

**Agent**

Enter contact information, use 'Select from Account' option to copy your contact information from your registration.  
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Select from Account

**Developer**


Enter contact information, use 'Select from Account' option to copy your contact information from your registration.  
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Select from Account Add New

Save and resume later Continue Application »

**Agent, Applicant and Developer Contact information**

6. Users will then be required to upload supporting Documents to their application:

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Sub Bond**

1 Application Detail

2 People

3 Documents

4 Review

5 Record Issuance

**Step 3: Documents > Documents**

\* indicates a required field.

**Attachment**

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

The maximum file size allowed is 1000 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Virtual Folders	Size	Description	Document Status	Status Date	Upload Date	Action
image_2023-05-08_092008431.png	Cost Estimate		64.56 KB	Cost Estimate document	Uploaded	05/08/2023	05/08/2023	Actions ▾


Add

Upload documents

Save and resume later

Continue Application »

7. User will then be brought to the Application Review Screen, where they can review all information, contact, and documents provided for their record. Once they have completed review and ensured all information is correct, they can press the “Continue Application” button.
8. This will successfully submit the Sub-Bond Application:

**Your application has been successfully submitted.**

Thank you for using our online services.  
**Your Record Number is BOND2305-0001.**

You will need this number to check the status of your application.

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You will be notified when your application has been approved or when additional information is needed.

You may need to pay additional fees prior to completion of application review.

View Record Details »

Sucessfully Submitted