



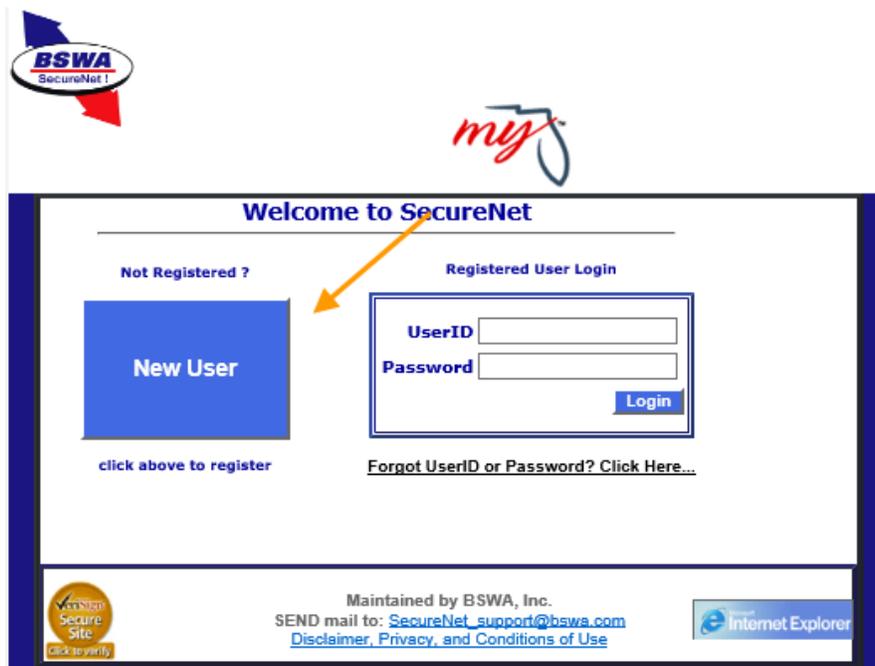
**SecureNet Instructions for Submitting  
Sales and Use Tax, Motor Fuel Tax, and  
Communications Services Tax**

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## SecureNet Registration

Note: New User Registration is required by the SecureNet website application. Click the **New User** button to begin a registration.



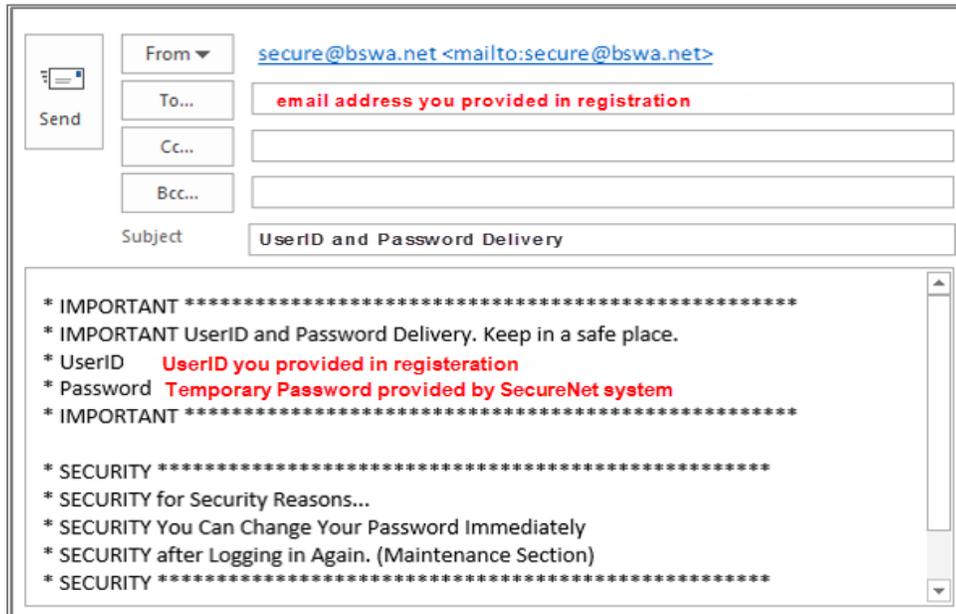
The screenshot shows the 'Welcome to SecureNet' page. At the top left is the BSWA SecureNet logo, and at the top right is a 'my' logo. The main content area is divided into two sections: 'Not Registered?' on the left and 'Registered User Login' on the right. An orange arrow points from the 'Registered User Login' section to the 'New User' button. The 'Not Registered?' section contains a blue button labeled 'New User' with the text 'click above to register' below it. The 'Registered User Login' section contains a form with 'UserID' and 'Password' input fields and a 'Login' button. Below the login form is a link: 'Forgot UserID or Password? Click Here...'. At the bottom, there is a 'Verified Secure Site' logo, the text 'Maintained by BSWA, Inc. SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com) Disclaimer, Privacy, and Conditions of Use', and an 'Internet Explorer' logo.

On the **SecureNet New User Registration** page, enter the **UserID** you choose and your contact information. Click the **Submit to Enroll** button.



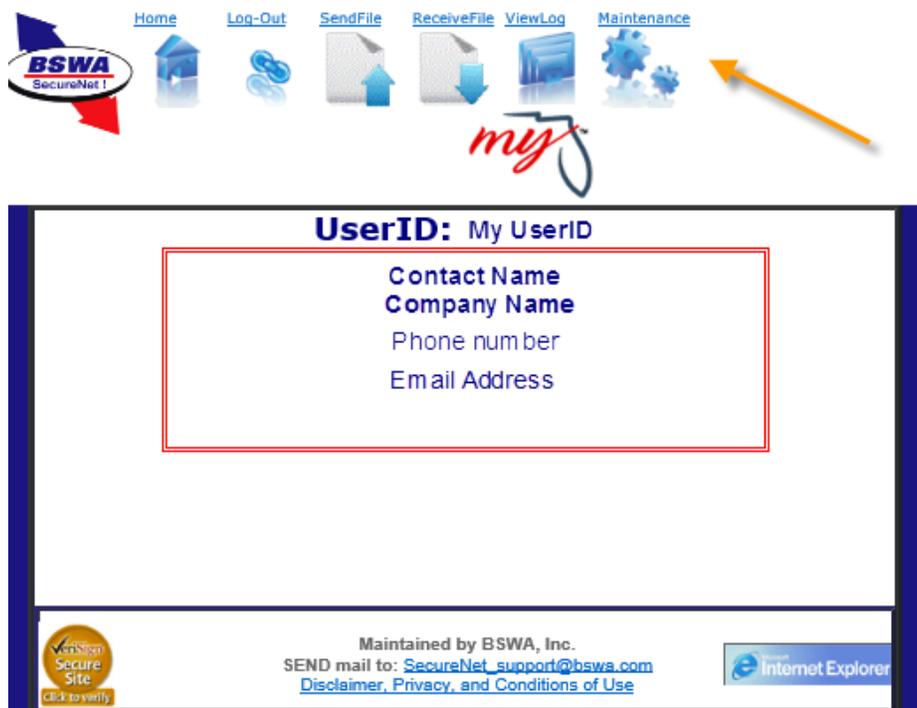
The screenshot shows the 'NEW USER REGISTRATION' page. At the top left is the BSWA SecureNet logo, and at the top right is a 'my' logo. The main content area contains the following text: '**Only One Unique UserID per eMail address allowed.** This UserID will allow you to send as many files as you need to... You can also send a "zipped" file containing any number of files...' followed by '**Please be careful when entering your e-mail address!** Your Password will be sent to you via this e-mail address. You will not be able to enter SecureNet without receiving the automated e-mail containing your unique password. After logging in using this password, you will be able to change it if you desire...'. Below this is a form with the following fields: 'UserID' (with an orange arrow pointing to it), 'Phone Number' (with '( i.e. 999-999-9999 )' next to it), 'Contact Name', 'Company Name', and 'E-mail'. Below the form are two buttons: 'Submit to Enroll!' (with an orange arrow pointing to it) and 'Cancel'. Below the buttons is a link: 'Forgot UserID or Password? Click Here...'. At the bottom, there is a 'Verified Secure Site' logo, the text 'Maintained by BSWA, Inc. SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com) Disclaimer, Privacy, and Conditions of Use', and an 'Internet Explorer' logo.

The **SecureNet** system will send a temporary password to the email address you provided in registration.



The **SecureNet Maintenance** page provides registration update ability.

Registered users may use the **Maintenance** option from the activity ribbon on the **SecureNet Main Page** at any future date to keep profile information up-to-date.



To complete the **New User Registration**, enter your preferred long-term password and click the **Update User Information** button.

Home Log-Out SendFile ReceiveFile ViewLog Maintenance

**BSWA**  
SecureNet!

*my*

**UPDATE USER INFORMATION**  
Only **one unique UserID per eMail address allowed.**  
This UserID will allow you to send as many files as you need to...  
You can also send a "zipped" file (containing **ONLY ONE** file)...

UserID UserID you provided in registration

Password **enter your longterm password**

Re-type Password **re-enter your longterm password**

Phone Number 999-999-9999 ( i.e. 999-999-9999 )

Contact Name Contact name provided in registration

Company Name Co. name provided in registration

E-mail e-mail provided in registration

Manifest  [Receive the manifest as an attachment in the email.](#)

[Update User Information](#) [Cancel](#)

Verified Secure Site  
Click to verify

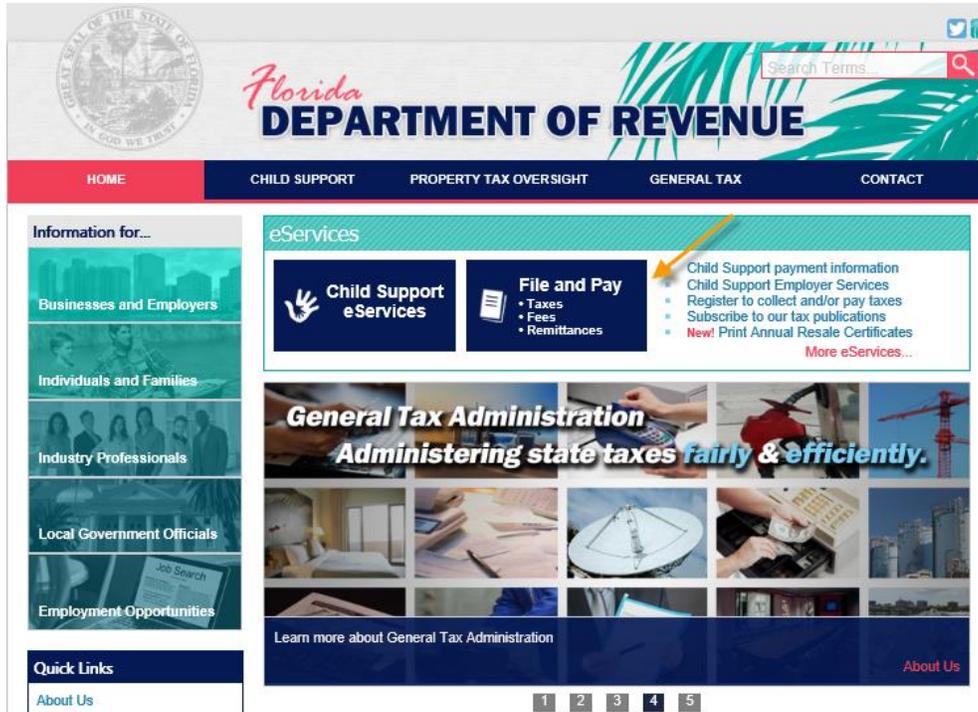
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## Submitting Sales and Use Tax

Access the SecureNet system from the Department's website ([floridarevenue.com](http://floridarevenue.com)). On the main page, select the File and Pay button.



To navigate from the "File and Pay" page ([floridarevenue.com/dor/eservices/filepay.html](http://floridarevenue.com/dor/eservices/filepay.html)) to the **BSWA SecureNet** welcome page, select the **Sales and Use Tax** option under the section, **Upload a File Using Secure Net**.



The **BSWA SecureNet Welcome** page provides login access.

Click the **MyFlorida** box to open the **Login** page.

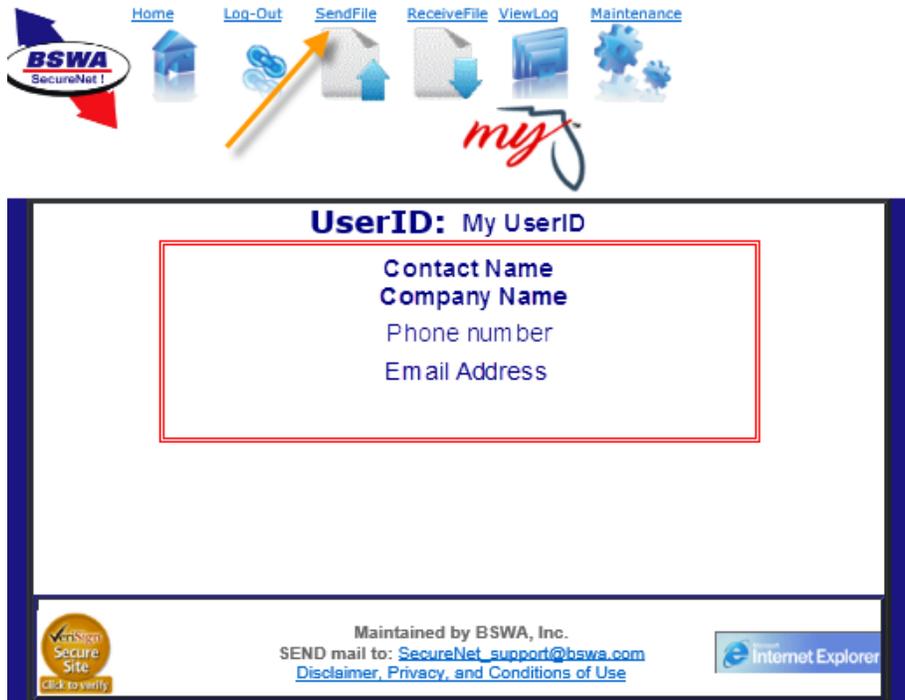


The **SecureNet Login** page allows registered users access to the website.

Enter **UserID** and **Password**, then click on the **Login** button.



The **SendFile** option in the activity ribbon provides the ability to upload a file.



Select **SendFile** and follow these steps:

**Step One:** Select the tax type.



## Step Two: Select XML Prod or XML Test.

Home Log-Out SendFile ReceiveFile ViewLog Maintenance

**BSWA**  
SecureNet!

my

Select from Each Step below the Type of File you are Sending  
**SELECT From Step(s) Below**  
**One, Two, and / or Three**

One	Two
Communications Services Tax	XML Prod
Fuel EDI (terminal operators & suppliers)	XML Test
Fuel XML (terminal operators & suppliers)	
Insurance Premium Tax	
Sales Tax	
State Internal Use Only	

Clear and Reset Cancel

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Once Step One and Step Two selections are made, the **Click to Continue** button will display.

**Click to Continue** navigates the user to the **Select a File to Upload** page.

Home Log-Out SendFile ReceiveFile ViewLog Maintenance

**BSWA**  
SecureNet!

my

Select from Each Step below the Type of File you are Sending  
**SELECT From Step(s) Below**  
**One, Two, and / or Three**

One	Two
Communications Services Tax	XML Prod
Fuel EDI (terminal operators & suppliers)	XML Test
Fuel XML (terminal operators & suppliers)	
Insurance Premium Tax	
Sales Tax	
State Internal Use Only	

Click to Continue !

Clear and Reset Cancel

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On the **Select a File to Upload** page, click the **Browse** button to locate your file, then click the **Upload file** button to upload the selected file.

The screenshot shows the 'Select a File to Upload' page. At the top, there is a navigation bar with links: Home, Log-Out, SendFile, ReceiveFile, ViewLog, and Maintenance. Below the navigation bar is the BSWA SecureNet logo and a 'my' signature. The main content area has a title 'Select a File to Upload' and a warning: 'Please do not use ZIPPED files unless doing so is specifically called for by the application you are submitting to...'. Below this, it says 'Use "Select File" button to select a File to Upload...' and a note: 'NOTE: filename will appear to be from &Ccc:\fakepath\&C for safety reasons the correct file will be sent, but your folder name will be hidden and secure.' There are two input fields: 'First:' with a text box containing 'C:\Users\Public\Desk' and a 'Browse...' button, and 'Then:' with an 'Upload file' button. Two orange arrows point to the 'Browse...' and 'Upload file' buttons. A note below the 'Upload file' button states: 'NOTE: The progress bar is no longer used in Secure.Bswa.Net'. At the bottom, there is a 'Verified Secure Site' logo, contact information for BSWA, Inc. (SEND mail to: SecureNet\_support@bswa.com, Disclaimer, Privacy, and Conditions of Use), and an Internet Explorer logo.

Next, the **Here is Your Result** page automatically displays, providing the **File Trace Number** and details regarding the file uploaded. This information confirms that your file has been received. It does not confirm that your submission is successful. You must retrieve your manifest and view results for confirmation.

The screenshot shows the 'Here is Your Result' page. At the top, there is a navigation bar with links: Home, Log-Out, SendFile, ReceiveFile, ViewLog, and Maintenance. Below the navigation bar is the BSWA SecureNet logo and a 'my' signature. The main content area has a title '!!! Here is Your Result !!!' and a note: 'NOTE: The progress bar is no longer used in Secure.Bswa.Net'. Below this, it says 'IMPORTANT: Please allow 24 to 48 hours for us to analyze and process your file. We will post a final acknowledgment with confirmation or error(s) to your BSWA SecureNet account when processing is complete.' There are three lines of red text: 'File Trace Number = RF-2019021105760151', 'File Type = SALES\_XML\_2015\_Test', and 'Name of File Received = SUT Test File.xml'. Below this, it says 'Received File Status = RECEIVED SUCCESSFULLY' in green. At the bottom, there are two buttons: 'Send Another File !' and 'Cancel'. At the bottom of the page, there is a 'Verified Secure Site' logo, contact information for BSWA, Inc. (SEND mail to: SecureNet\_support@bswa.com, Disclaimer, Privacy, and Conditions of Use), and an Internet Explorer logo.

Two emails are sent from the **SecureNet** system when a file is received, similar to the email below:

Sender: secure@bswa.net  
Subject: Received File Trace Number  
Body:

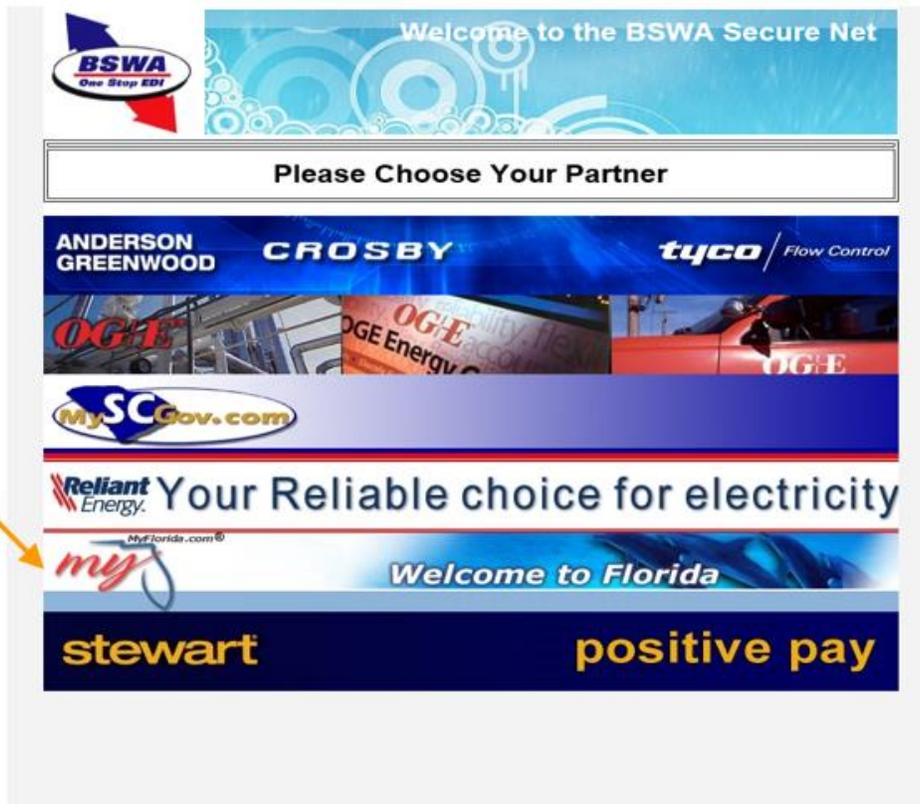
```
*****  
* This is an auto-generated email, please do not respond to this message.  
*****  
  
*****  
* File Trace Number = RF-[yyymmdd0nnnnnnn]  
* Received File - Date and Time = [date] [time] [time zone]  
*****  
File Type           = SALES_XML_2017_Test  
Name of File Received = [filename]  
Received File Status = RECEIVED SUCCESSFULLY  
  
***** IMPORTANT *****  
*           Please allow 24 to 48 hours for us to analyze and process your file. We will post a final  
* acknowledgment with confirmation or error(s) to your BSWA SecureNet account when  
* processing is complete.  
*****
```

The second email provided is a manifest notification sent to the registered email address, displaying the manifest name that is ready to be retrieved from the **Receive File** page. Click the **SecureNet** link in the email to log in to your account.

Sender: secure@bswa.net  
Subject: You have a file at Ritx-Secure.Bswa.Net  
Body:

```
You have a new file ready for view or download at BswaSecure.net Please use the following link to  
open the login page  
  
https://Ritx-Secure.Bswa.Net/FloridaDor ←  
  
Your XML Manifest filename: SutManifestV1_[nnnnnnn].xml
```

To access the manifest if you have timed out of the website, click on the MyFlorida.com logo to open the **SecureNet Welcome** page to Login.



From the **SecureNet** main page, the options to **ReceiveFile** or **ViewLog** are available from the activity ribbon.



The **ReceiveFile** option provides the ability to access manifests.

Select **ReceiveFile** in the activity ribbon to view manifests in table format. To open and save the manifest number listed in the notification email, click the appropriate manifest name/number in the table. This will change the status from Pending to Verified.

Click for Old View

Please Click A File Below

File to Receive	Status	Creation Date
manifestV5_4469258.xml	Pending	11/06/2018
manifestV5_3742314.xml	Pending	11/01/2018
manifestV5_4461542.xml	Verified	10/30/2018
manifestV5_4451580.xml	Verified	10/29/2018
manifestV5_4451958.xml	Verified	10/29/2018
manifestV5_4432932.xml	Verified	10/24/2018
manifestV5_4393864.xml	Verified	10/17/2018
manifestV5_3575616.xml	Pending	08/01/2018

1 2 3 4

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The **ViewLog** option provides the ability to view a list of previously submitted files.

Select **ViewLog** in the activity ribbon to view your file submission history displayed in a table format. The file trace number listed was included in the manifest notification email you received.

View Log File

Received Date	File Trace No.	Original Name	File Type
2/11/2019 10:10:01 AM	RF-2019021105760151	SUT Test File.xml	SALES_XML_2015_Test
2/5/2019 2:20:38 PM	RF-2019020505754577	SUT Test File Multiple Filers.XML	SALES_XML_2015_Test
1/30/2019 10:09:57 AM	RF-2019013005752783	FLInempl_01_28_2019_199 (AC).xml	SALES_XML_2015_Test
1/30/2019 9:23:26 AM	RF-2019013005752765	FLInempl_01_28_2019_199.xml	SALES_XML_2015_Test
1/30/2019 7:44:48 AM	RF-2019013005752757	FLInempl_01_28_2019_199.xml	SALES_XML_2015_Test

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SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com)  
[Disclaimer, Privacy, and Conditions of Use](#)

Manifests are produced for successful and rejected submissions.

Successful transmissions receive a confirmation number and the file is accepted. (Test files once transmitted are NOT loaded to the Department's production environment.)

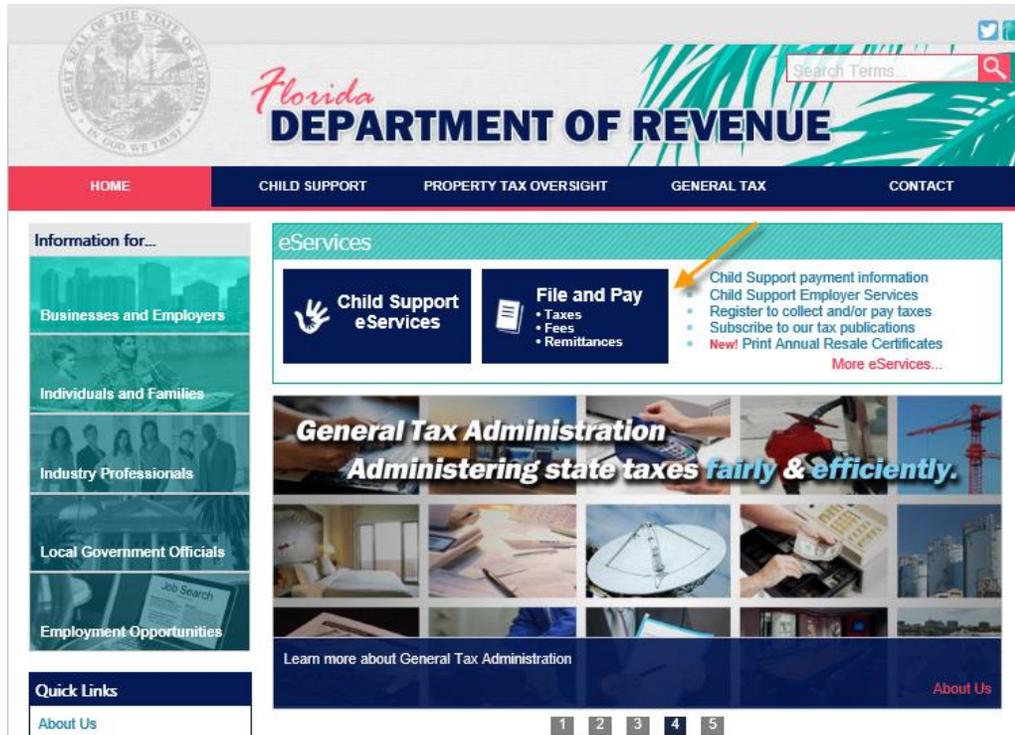
```
1 <?xml version="1.0" encoding="UTF-8"?>
2 <AcknowledgementList>
3   <Count>1</Count>
4   <Acknowledgement>
5     <SubmissionId>00000000000000000000</SubmissionId>
6     <ConfirmationNumber>999999999999</ConfirmationNumber>
7     <EFIN>00000000</EFIN>
8     <SubmissionType>DR-15</SubmissionType>
9     <TaxYear>2017</TaxYear>
10    <SubmissionCategory>T</SubmissionCategory>
11    <EIN>00000000</EIN>
12    <StateTaxpayerID>8080123456781</StateTaxpayerID>
13    <TaxPeriodEndDate>2017-11-01</TaxPeriodEndDate>
14    <TotalTax>5526.00</TotalTax>
15    <ErrorList errorCount="0" />
16  </Acknowledgement>
17 </AcknowledgementList>
18
```

Failed transmissions receive Error Code(s) and the file is rejected. The error(s) indicated by the Error Code(s) must be corrected and a corrected file must be submitted. Rejected transmissions are not submitted to the Department.

```
1 <?xml version="1.0" encoding="utf-8"?>
2 <AcknowledgementList>
3   <Count>1</Count>
4   <Acknowledgement>
5     <SubmissionId>1234567</SubmissionId>
6     <EFIN />
7     <SubmissionType />
8     <TaxYear />
9     <SubmissionCategory>T</SubmissionCategory>
10    <EIN />
11    <StateTaxpayerID />
12    <TaxPeriodEndDate />
13    <TotalTax />
14    <ErrorList>
15      <Error>
16        <ErrorCategory>SCHEMA</ErrorCategory>
17        <ErrorMessage>The 'TestIndicator' element is invalid - The value '' is invalid according to its datatype
18        'TestIndicatorType' - The Enumeration constraint failed.</ErrorMessage></ErrorMessage>
19        <RuleNumber>X02</RuleNumber>
20        <Severity>Critical</Severity>
21      </Error>
22    </ErrorList>
23  </Acknowledgement>
24 </AcknowledgementList>
```

## Submitting Motor Fuel Tax

Access the SecureNet system from the Department's website ([floridarevenue.com](http://floridarevenue.com)). On the main page, select the **File and Pay** button.



On the "File and Pay" page ([floridarevenue.com/dor/eservices/filepay.html](http://floridarevenue.com/dor/eservices/filepay.html)), the **Upload a File Using Secure Net** section provides the **Fuel Tax – Terminal Operator or Supplier** option. Select this option to navigate to the **BSWA SecureNet** welcome page.



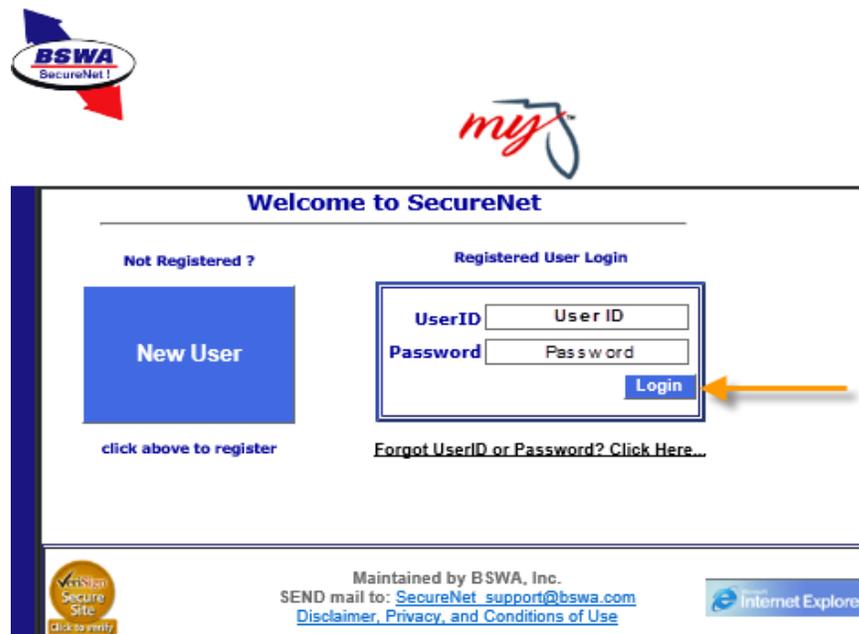
The **BSWA SecureNet Welcome** page provides login access.

Click the **MyFlorida** box to open the **Login** page.

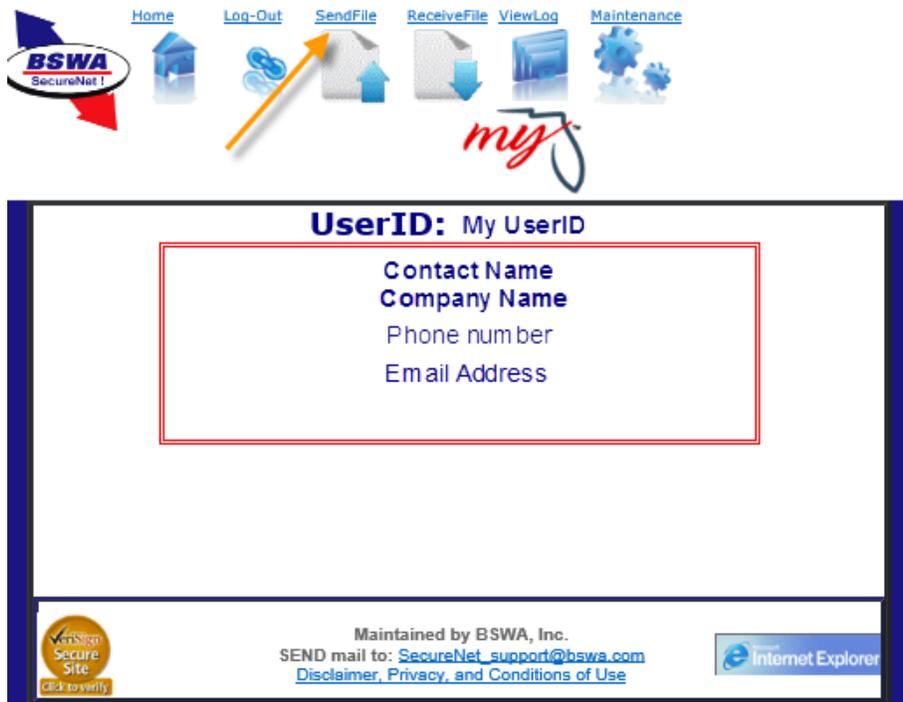


The **SecureNet Login** page allows registered users to access the website.

Enter **UserID** and **Password**, then click on the **Login** button.



The **SendFile** option provides the ability to upload a file.



Select **SendFile** in the activity ribbon and follow these steps.

**Step One:** Select the tax type.



## Step Two: Select Production or Test Only.

Home Log-Out SendFile ReceiveFile ViewLog Maintenance

**BSWA**  
SecureNet

*my*

Select from Each Step below the Type of File you are Sending  
SELECT From Step(s) Below  
One, Two, and / or Three

One	Two
Communications Services Tax	Production
Fuel EDI (terminal operators & suppliers)	Test Only
Fuel XML (terminal operators & suppliers)	
Insurance Premium Tax	
Sales Tax	
State Internal Use Only	

Clear and Reset Cancel

Click to verify Maintained by BSWA, Inc.  
SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com)  
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Next, the **Click to Continue** button will display to navigate the user to the **Select a File to Upload** page.

Home Log-Out SendFile ReceiveFile ViewLog Maintenance

**BSWA**  
SecureNet

*my*

Select from Each Step below the Type of File you are Sending  
SELECT From Step(s) Below  
One, Two, and / or Three

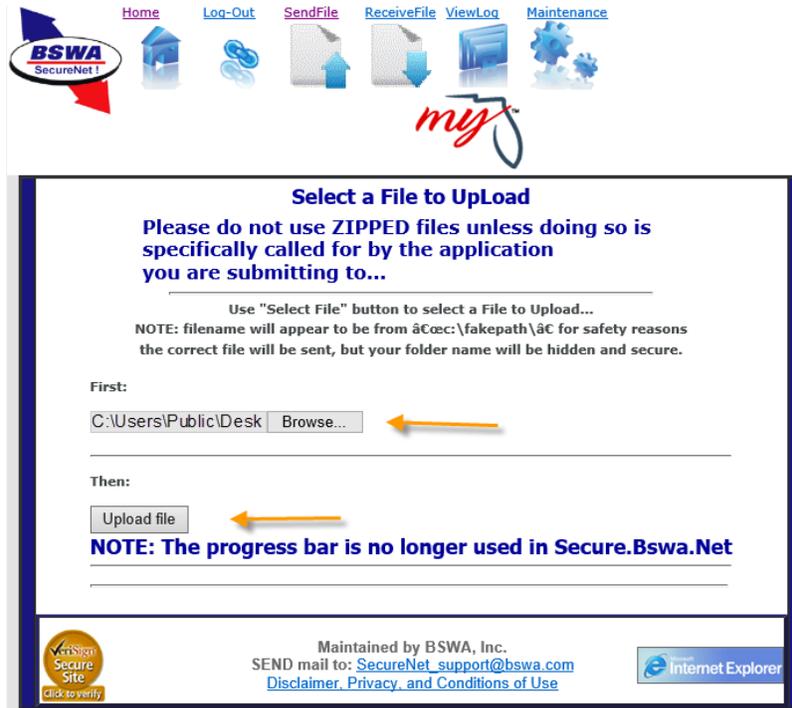
One	Two
Communications Services Tax	Production
Fuel EDI (terminal operators & suppliers)	Test Only
Fuel XML (terminal operators & suppliers)	
Insurance Premium Tax	
Sales Tax	
State Internal Use Only	

Click to Continue !

Clear and Reset Cancel

Click to verify Maintained by BSWA, Inc.  
SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com)  
[Disclaimer, Privacy, and Conditions of Use](#) Internet Explorer

On the **Select a File to Upload** page, click the **Browse** button to locate your file, then click the **Upload file** button to upload the selected file.



The **Here is Your Result** page automatically displays, providing the **File Trace Number** and details regarding the file uploaded. This information confirms that your file has been received. It does not confirm that your submission is successful. You must retrieve your manifest and view results.



Two emails are sent from the SecureNet system when a file is received. The first provides the same trace number and the filed status from the **Here is Your Result** page.

```
*****
* This is an auto-generated email, please do not respond to this message.
*****

*****
* File Trace Number = RF-[yyymmdd0nnnnnnn]
* Received File - Date and Time = [date] [time] [time zone]
*****

File Type           = MFT_XML_TEST
Name of File Received = [filename]
Received File Status = RECEIVED SUCCESSFULLY

***** IMPORTANT *****
*           Please allow 24 to 48 hours for us to analyze and process your file. We will post a final
*           acknowledgment with confirmation or error(s) to your BSWA SecureNet account when
*           processing is complete.
*****
```

The second email is a manifest notification sent to the registered email address, displaying the manifest name that is ready to be retrieved from the ReceiveFile page. Click the **SecureNet** link in the email to log in to your account.

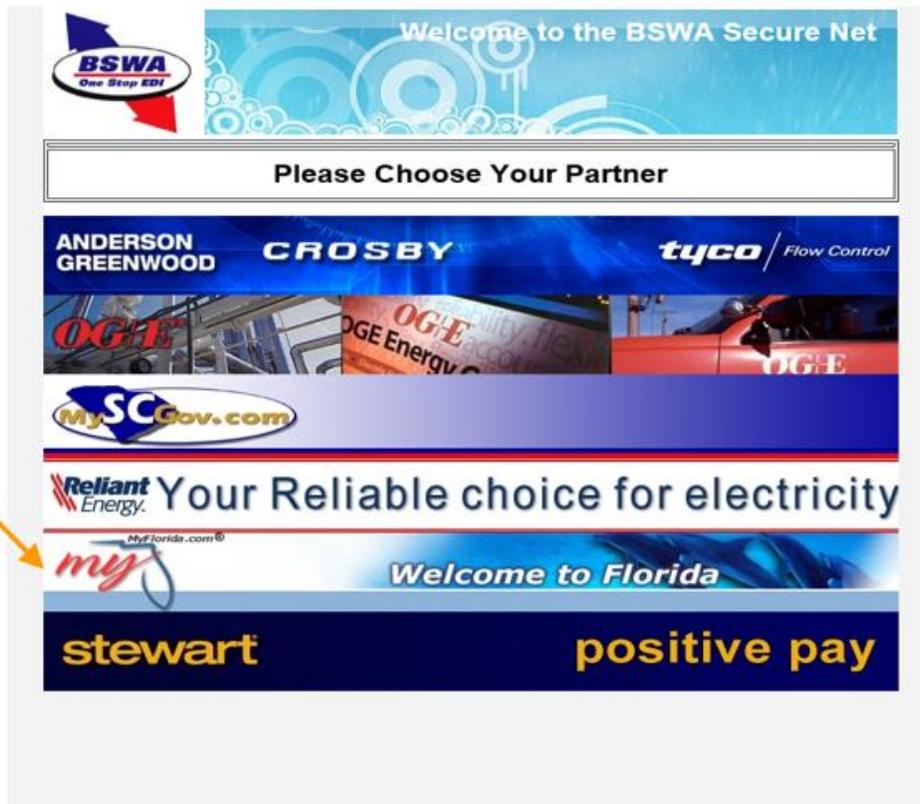
```
Sender: secure@bswa.net
Subject: You have a file at Ritx-Secure.Bswa.Net
Body:
```

You have a new file ready for view or download at BswaSecure.net Please use the following link to open the login page

<https://Ritx-Secure.Bswa.Net/FloridaDor> ←

Your XML Manifest filename: MftManifestV1\_[nnnnnnn].xml

To access the manifest if you have timed out, click on the MyFlorida.com logo to open the **SecureNet Welcome** page to Login.



From the **SecureNet** main page, the options to **ReceiveFile** or **ViewLog** are available from the activity ribbon.



The **ReceiveFile** option provides the ability to access manifests.

Select **ReceiveFile** in the activity ribbon to view manifests in table format. To open and save the manifest number listed in the notification email, click the appropriate manifest name/number in the table. This will change the status from Pending to Verified.

Click for Old View

Please Click A File Below

File to Receive	Status	Creation Date
manifestV5_4469258.xml	Pending	11/06/2018
manifestV5_3742314.xml	Pending	11/01/2018
manifestV5_4461542.xml	Verified	10/30/2018
manifestV5_4451580.xml	Verified	10/29/2018
manifestV5_4451958.xml	Verified	10/29/2018
manifestV5_4432932.xml	Verified	10/24/2018
manifestV5_4393864.xml	Verified	10/17/2018
manifestV5_3575616.xml	Pending	08/01/2018

1 2 3 4

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The **ViewLog** option provides the ability to view a list of previously submitted files.

Select **ViewLog** in the activity ribbon. A file submission history is displayed in a table format. The file trace number listed was included in the manifest notification email you received.

View Log File

Received Date	File Trace No.	Original Name	File Type
2/11/2019 10:10:01 AM	RF-2019021105760151	SUT Test File.xml	SALES_XML_2015_Test
2/8/2019 2:20:38 PM	RF-2019020505754577	SUT Test File Multiple Filers .XML	SALES_XML_2015_Test
1/30/2019 10:09:57 AM	RF-2019013005752783	FLUnempl_01_28_2019_199 (AC).xml	SALES_XML_2015_Test
1/30/2019 9:23:26 AM	RF-2019013005752765	FLUnempl_01_28_2019_199.xml	SALES_XML_2015_Test
1/30/2019 7:44:48 AM	RF-2019013005752757	FLUnempl_01_28_2019_199.xml	SALES_XML_2015_Test

Cancel

Maintained by BSWA, Inc.  
SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com)  
[Disclaimer, Privacy, and Conditions of Use](#)

Manifests are produced for successful and rejected submissions.

Successful transmissions receive a confirmation number and the file is accepted. (Test files once transmitted are NOT loaded to the Department's production environment.)

```
2 <Acknowledgement xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema"
3 submissionVersion="NA" validatingSchemaVersion="00001" xmlns="http://www.irs.gov/efile">
4   <SubmissionId>8080123456781</SubmissionId>
5   <StateEIN>00000000</StateEIN>
6   <Jurisdiction>FL</Jurisdiction>
7   <SubmissionType>Original</SubmissionType>
8   <SubmissionCategory>MFET</SubmissionCategory>
9   <ElectronicPostmark>2019-02-01T16:54:40-06:00</ElectronicPostmark>
10  <AcceptanceStatus>A</AcceptanceStatus>
11  <ContainedAlerts>>false</ContainedAlerts>
12  <StatusDate>2019-02-01</StatusDate>
13  <TaxPeriodEndDate>2019-01-31</TaxPeriodEndDate>
14  <ErrorList errorCount="0" />
15  <AlertList alertCount="0" />
16 </Acknowledgement>
```

Failed transmissions receive Error Code(s) and the file is rejected. The error(s) indicated by the Error Code(s) must be corrected and a corrected file must be submitted. Rejected transmissions are not submitted to the Department.

```
2 <Acknowledgement xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema"
3 submissionVersion="NA" validatingSchemaVersion="00001" xmlns="http://www.irs.gov/efile">
4   <SubmissionId>00000000</SubmissionId>
5   <StateEIN>00000000</StateEIN>
6   <Jurisdiction>FL</Jurisdiction>
7   <SubmissionType>Original</SubmissionType>
8   <SubmissionCategory>MFET</SubmissionCategory>
9   <ElectronicPostmark>2018-02-01T16:55:01-06:00</ElectronicPostmark>
10  <AcceptanceStatus>R</AcceptanceStatus>
11  <ContainedAlerts>>true</ContainedAlerts>
12  <StatusDate>2018-02-01</StatusDate>
13  <TaxPeriodEndDate>2019-01-31</TaxPeriodEndDate>
14  <ErrorList errorCount="1">
15    <Error errorId="52">
16      <DocumentID>0</DocumentID>
17      <XPath>/MotorFuelsFiling/MotorFuelsHeader/TypeOfFiling</XPath>
18      <ErrorCategory>Invalid Collection Period</ErrorCategory>
19      <ErrorMessage>-(E52) Cannot file more than one Original return for filing period.</ErrorMessage>
20      <RuleNumber>52</RuleNumber>
21      <Severity>Critical</Severity>
22      <DataValue>Original</DataValue>
23    </Error>
24  </ErrorList>
25 </Acknowledgement>
```

**Note:** After submission of your files, the acknowledgment system will provide a manifest, a list of alerts messages in TXT and CSV formats, and a PDF mockup of the return.

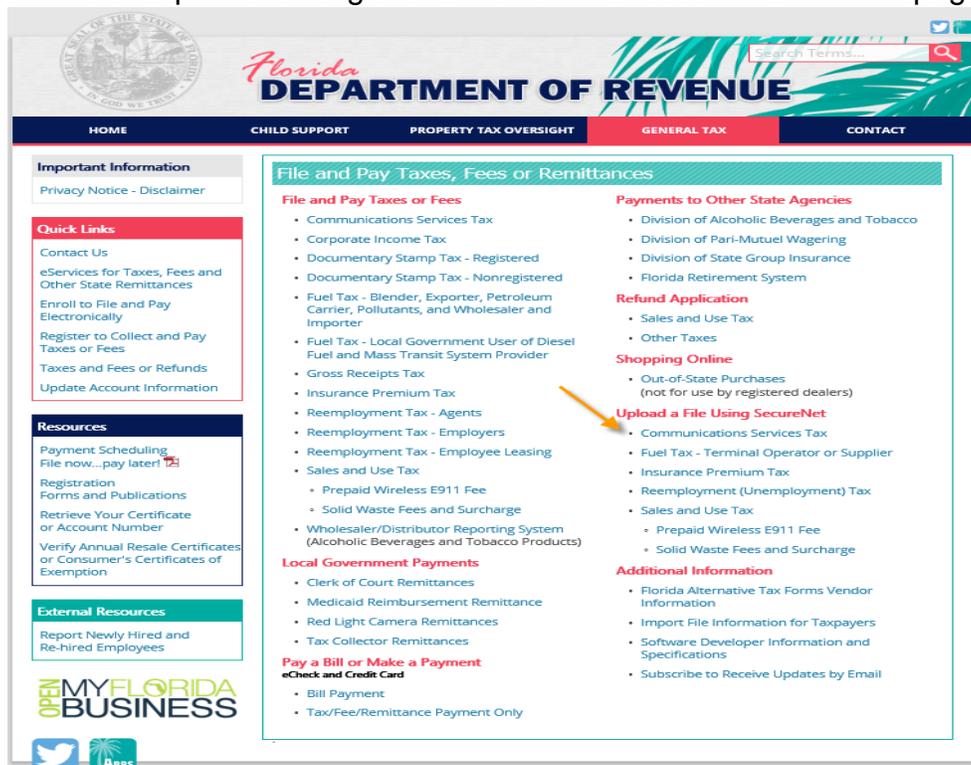


## Submitting Communications Services Tax

Access the SecureNet system from the Department's website ([floridarevenue.com](http://floridarevenue.com)). On the main page, select the File and Pay button.



On the "File and Pay" page ([floridarevenue.com/dor/eservices/filepay.html](http://floridarevenue.com/dor/eservices/filepay.html)), the **Upload a File Using Secure Net** section provides the **Communications Services Tax** option. Select this option to navigate to the **BSWA SecureNet** welcome page.



The **BSWA SecureNet Welcome** page provides login access.

Click the **MyFlorida** box to open the **Login** page.

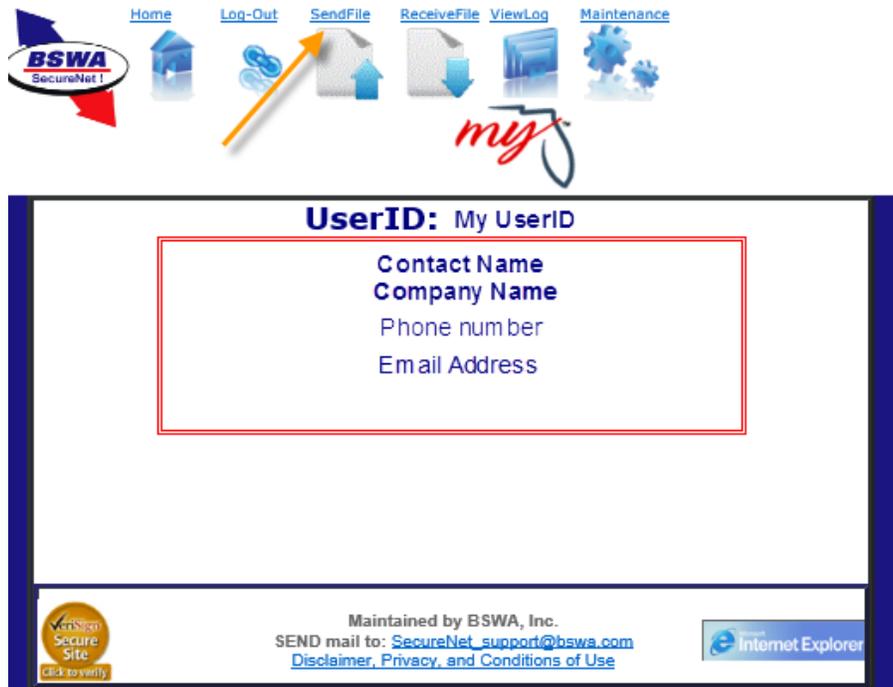


The **SecureNet Login** page allows registered users to access the website.

Enter **UserID** and **Password**, then click on the **Login** button.

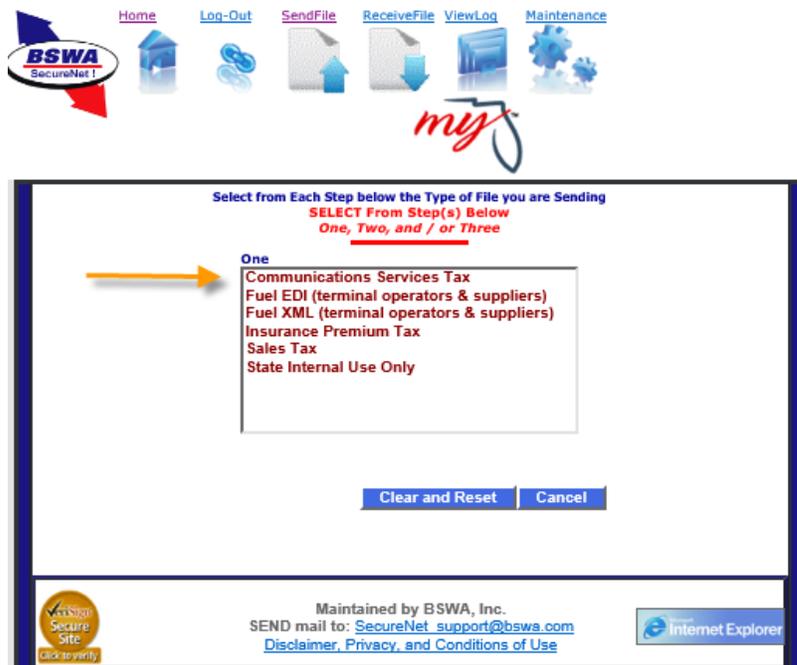


The **SendFile** option provides the ability to upload a file.



Select **SendFile** in the activity ribbon and follow these steps:

**Step One:** Select the tax type.



## Step Two: Select **Production** or **Test Only**.

Home Log-Out SendFile ReceiveFile ViewLog Maintenance

BSWA SecureNet 1

my

Select from Each Step below the Type of File you are Sending  
**SELECT From Step(s) Below**  
**One, Two, and / or Three**

One	Two
Communications Services Tax	<b>Production</b>
Fuel EDI (terminal operators & suppliers)	<b>Test Only</b>
Fuel XML (terminal operators & suppliers)	
Insurance Premium Tax	
Sales Tax	
State Internal Use Only	

Clear and Reset Cancel

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Internet Explorer

Once Step One and Step Two selections are made, the **Click to Continue** button will display.

**Click to Continue** navigates the user to the **Select a File to Upload** page.

Home Log-Out SendFile ReceiveFile ViewLog Maintenance

BSWA SecureNet 1

my

Select from Each Step below the Type of File you are Sending  
**SELECT From Step(s) Below**  
**One, Two, and / or Three**

One	Two
Communications Services Tax	<b>Production</b>
Fuel EDI (terminal operators & suppliers)	<b>Test Only</b>
Fuel XML (terminal operators & suppliers)	
Insurance Premium Tax	
Sales Tax	
State Internal Use Only	

**Click to Continue !**

Clear and Reset Cancel

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Internet Explorer

On the **Select a File to Upload** page, click the **Browse** button to locate your file, then click the **Upload file** button to upload the selected file.

The screenshot shows the 'Select a File to Upload' page. At the top, there is a navigation bar with links: Home, Log-Out, SendFile, ReceiveFile, ViewLog, and Maintenance. Below the navigation bar is the BSWA SecureNet logo and a stylized 'my' logo. The main content area has a blue border and contains the following text:

**Select a File to Upload**  
Please do not use ZIPPED files unless doing so is specifically called for by the application you are submitting to...

Use "Select File" button to select a File to Upload...

NOTE: filename will appear to be from &Coc:\fakepath\&C for safety reasons the correct file will be sent, but your folder name will be hidden and secure.

First:  
C:\Users\Public\Desktop | Browse... (An orange arrow points to the 'Browse...' button)

Then:  
Upload file (An orange arrow points to the 'Upload file' button)

**NOTE: The progress bar is no longer used in Secure.Bswa.Net**

At the bottom, there is a footer with the text: 'Maintained by BSWA, Inc. SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com) Disclaimer, Privacy, and Conditions of Use'. There is also an 'Internet Explorer' logo on the right.

The **Here is Your Result** page, automatically displays, providing the **File Trace Number** and details regarding the file uploaded. This information confirms that your file has been received. It does not confirm that your submission is successful. You must retrieve your manifest and view results.

The screenshot shows the 'Here is Your Result' page. At the top, there is a navigation bar with links: Home, Log-Out, SendFile, ReceiveFile, ViewLog, and Maintenance. Below the navigation bar is the BSWA SecureNet logo and a stylized 'my' logo. The main content area has a blue border and contains the following text:

**!!! Here is Your Result !!!**

**NOTE: The progress bar is no longer used in Secure.Bswa.Net**

**IMPORTANT:**  
Please allow 24 to 48 hours for us to analyze and process your file. We will post a final acknowledgment with confirmation or error(s) to your BSWA SecureNet account when processing is complete.

File Trace Number = RF-2019021105760151 (An orange arrow points to this text)

File Type = C ST\_Test

Name of File Received = SUT Test File.xml

**Received File Status = RECEIVED SUCCESSFULLY**

At the bottom, there are two buttons: 'Send Another File!' and 'Cancel'.

At the bottom, there is a footer with the text: 'Maintained by BSWA, Inc. SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com) Disclaimer, Privacy, and Conditions of Use'. There is also an 'Internet Explorer' logo on the right.

Two emails are sent from the SecureNet system when a file is received. The first email provides the same trace number and the file status from the **Here is Your Result** page.

```
*****
This is an auto-generated email, please do not respond to this message.
*****

*****
*      File Trace Number= RF-[yyyymmdd0nnnnnnn]
*      Received File - Date and Time = [date][time][time zone]
*****

File Type           = CST_TEST
Name of File Received   = [filename]
Received File Status   = RECEIVED SUCCESSFULLY

*****IMPORTANT*****
*      Please allow 24 to 48 hours for us to analyze and process your file. We will post a final *
*      acknowledgment with confirmation or error(s) to your BSWA SecureNet account when
*      processing is complete.
*****
```

The second email is a manifest notification sent to the registered email address, displaying the manifest name that is ready to be retrieved from the **Receive File** page. Click the **SecureNet** link in the email to log in to your account.

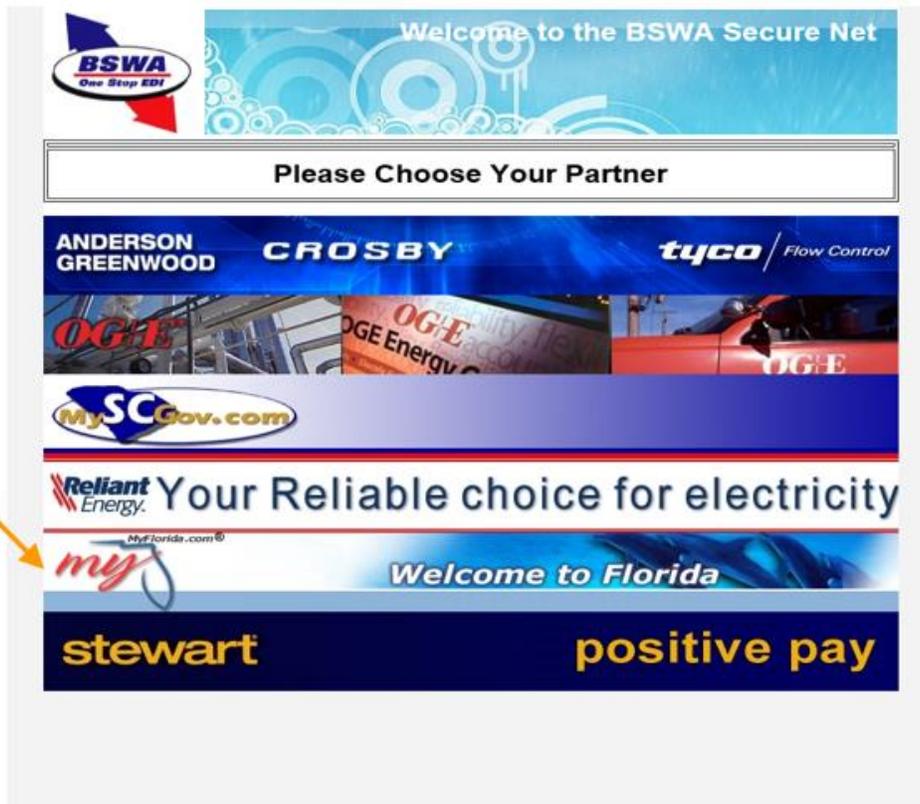
- 1.1 Sender: [secure@bswa.net](mailto:secure@bswa.net)
- 1.2 Subject: You have a file at Ritx-Secure.Bswa.Net
- 1.3 Body:

```
You have a new file ready for view or download at BswaSecure.net Please use the following link to open the
login page

https://Ritx-Secure.Bswa.Net/FloridaDor

Your CST Test filename: [nnnnnnn].xml
```

To access the manifest if you have timed out, click on the MyFlorida.com logo to open the **SecureNet Welcome** page to Login.



From the **SecureNet** main page, the options to **ReceiveFile** or **ViewLog** are available from the activity ribbon.



The **ReceiveFile** option provides the ability to access manifests.

Select **ReceiveFile** in the activity ribbon to view manifests in table format. To open and save the manifest number listed in the notification email, click the appropriate manifest name/number in the table.

Home Log-Out SendFile **ReceiveFile** ViewLog Maintenance

Click for Old View

Please Click A File Below

Search Reset Search

File to Receive	Status	Creation Date
manifestV5_4469258.xml	Pending	11/06/2018
manifestV5_3742314.xml	Pending	11/01/2018
manifestV5_4461542.xml	Verified	10/30/2018
manifestV5_4451580.xml	Verified	10/29/2018
manifestV5_4451958.xml	Verified	10/29/2018
manifestV5_4432932.xml	Verified	10/24/2018
manifestV5_4393864.xml	Verified	10/17/2018
manifestV5_3575616.xml	Pending	08/01/2018

1 2 3 4

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The **ViewLog** option provides the ability to view a list of previously submitted files.

Select **ViewLog** in the activity ribbon. A file submission history is displayed in table format. The file trace number listed was included in the manifest notification email you received.

Home Log-Out SendFile ReceiveFile **ViewLog** Maintenance

View Log File

Received Date	File Trace No.	Original Name	File Type
2/11/2019 10:10:01 AM	RF-2019021105760151	SUT Test File.xml	SALES_XML_2015_Test
2/5/2019 2:20:38 PM	RF-2019020505754577	SUT Test File Multiple Filers .XML	SALES_XML_2015_Test
1/30/2019 10:09:57 AM	RF-2019013005752783	FLUnempl_01_28_2019_199 (AC).xml	SALES_XML_2015_Test
1/30/2019 9:23:26 AM	RF-2019013005752765	FLUnempl_01_28_2019_199.xml	SALES_XML_2015_Test
1/30/2019 7:44:48 AM	RF-2019013005752757	FLUnempl_01_28_2019_199.xml	SALES_XML_2015_Test

Cancel

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SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com)  
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Manifests are produced for successful and rejected submissions.

Successful transmissions receive a confirmation number and the file is accepted. (Test files once transmitted are NOT loaded to the Department's production environment.)

```
I00 -- This is being processed in TEST --
I00 =====
I00 The Communications Services Tax Direct File Specifications are available at:
I00 http://floridarevenue.com/taxes/eservices/Pages/developerinfo.aspx
I00 =====
I00 A Confirmation number message is prefixed with I99
I00 Informational messages are prefixed with I00 through I98
I00 Error messages are prefixed with E00 through E99
I00 Below are details and result codes from your submission
I00 =====
I00 Process date: Apr 11 2018 9:30AM
I00 Business Partner number:000222222
I00 Contact Object number:00011111111
I00 Applied date: 20180331
I94 Received Date: Apr 11 2018 9:19AM
I95 Applied Date: 20180331
I96 Business Partner: 000222222
I97 Contract Object#: 00011111111
I98 Confirmation Date: Apr 11 2018 9:30AM
I99 Confirmation Number: 201804114439
I00 =====
I00 Note: The jurisdiction of Hastings within St. Johns County dissolved
I00 February 28, 2018. Dealers reporting tax to Hastings should only report
I00 tax collected on bills prior to February 28, 2018. Beginning March 1,
I00 2018, dealers should report taxes to the Unincorporated area of St. Johns
I00 County. The Department is redirecting funds reported to Hastings until
I00 December 31, 2018, when Hastings will no longer appear on the return.
I00 =====
```

Failed transmissions receive Error Code(s) and the file is rejected. The error(s) indicated by the Error Code(s) must be corrected and a corrected file must be submitted. Rejected transmissions are not submitted to the Department.

---

```
I00 -- This is being processed in TEST --
I00 =====
I00 The Communications Services Tax Direct File Specifications are available at:
I00 http://floridarevenue.com/taxes/eservices/Pages/developerinfo.aspx
I00 =====
I00 A Confirmation number message is prefixed with I99
I00 Informational messages are prefixed with I00 through I98
I00 Error messages are prefixed with E00 through E99
I00 Below are details and result codes from your submission
I00 =====
I00 Process date: Apr 11 2018 2:55PM
I00 Business Partner number: 000222222
I00 Contact Object number:00011111111
I00 Applied date: 20180331
I00 =====
I00 Note: The jurisdiction of Hastings within St. Johns County dissolved
I00 February 28, 2018. Dealers reporting tax to Hastings should only report
I00 tax collected on bills prior to February 28, 2018. Beginning March 1,
I00 2018, dealers should report taxes to the Unincorporated area of St. Johns
I00 County. The Department is redirecting funds reported to Hastings until
I00 December 31, 2018, when Hastings will no longer appear on the return.
I00 =====
E00 Type 09: Missing or invalid Business Partner (Id) No. (0992379171)
E98 SEVERE ERROR- UNABLE TO PROCESS FILE
```