

SecureNet
User Instructions

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New User Registration

If this is your first time accessing SecureNet, you will need to create an account with a UserID and Password.

Step 1: Click the “New User” button to begin a registration.



Step 2: On the “New User Registration” screen, enter a UserID and your contact information.

Step 3: Click the “Submit to Enroll!” button.



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

From: Email-vrsq|securenet02 <support@bswa.com>
Subject: UserID and Password Delivery

* IMPORTANT *****
* IMPORTANT UserID and Password Delivery. Keep in a safe place.
* UserID **Chosen UserID**
* Password **Temporary Password**
* IMPORTANT *****

* SECURITY *****
* SECURITY for Security Reasons...
* SECURITY You Can Change Your Password Immediately
* SECURITY after Logging in Again. (Maintenance Section)
* SECURITY *****

Step 4: To complete the new user registration, log in to the SecureNet website using the UserID that you created and the temporary password that was emailed to you.

Make sure that you change your password once logged in. See the [Maintenance Screen](#) section for additional instructions.

The screenshot shows the SecureNet homepage with a navigation bar at the top containing links for Home, Log-Out, SendFile, ReceiveFile, ViewLog, and Maintenance. Below the navigation bar is the BSWA SecureNet logo and a 'my' logo. The main content area displays the user's login information: UserID:User123, John Doe, Company Name, 850-123-4567, and FDORuser@flrevenue.com. The user information is enclosed in a red rectangular box.

SecureNet Homepage

SendFile Screen

The SendFile screen is where you will upload your XML return or bulk enrollment file.

Step 1: Click the tax type for the file you want to upload.

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

One

- Communications Services Tax
- Fuel XML (terminal operators & suppliers)
- Insurance Premium Tax
- Sales Tax
- State Internal Use Only

Clear and Reset Cancel

Step 2: Click "Test Only" to submit your file into the test environment. Click "Production" to submit your file into the production environment.

Note: Production selection will vary based on tax type.

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 XML (terminal operators & suppliers)	XML Test
Insurance Premium Tax	
Sales Tax	
State Internal Use Only	

Clear and Reset Cancel

Step 3: Verify that both selections are correct and then click the “Click to Continue!” button. This will direct you to the “Select a File to Upload” screen.

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 XML (terminal operators & suppliers)	XML Test
Insurance Premium Tax	
Sales Tax	
State Internal Use Only	

Click to Continue !

Clear and Reset **Cancel**

Step 4: Choose which file you will upload by clicking “Choose File”.

Step 5: Click “Upload File”. This will automatically display the “Here is Your Result!” screen.

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 "c:\fakepath\" for safety reasons the correct file will be sent, but your folder name will be hidden and secure.

Filenames greater that 100 characters in length will be rejected.

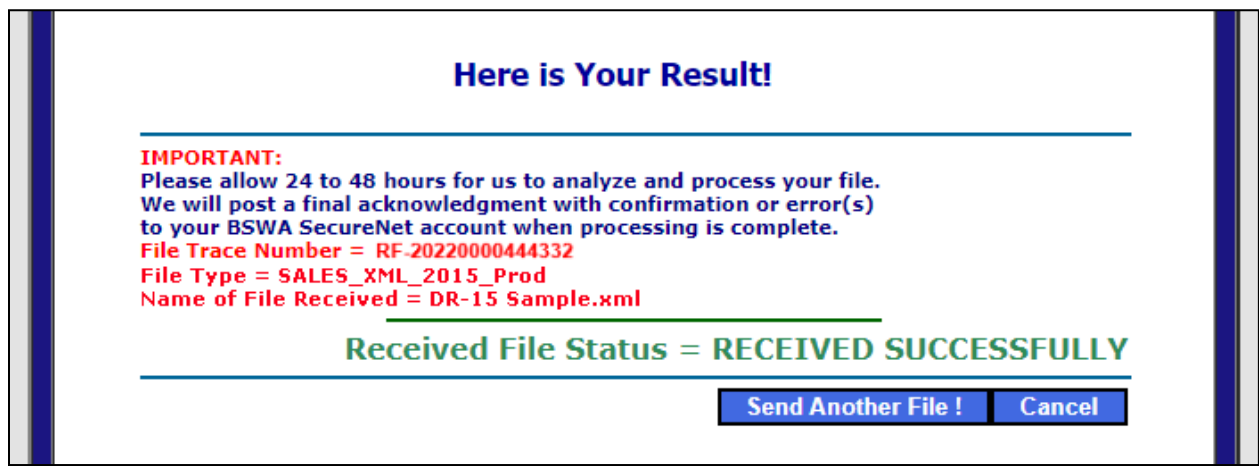
First:

No file chosen

Then:

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

- This screen provides the Trace Number, type of filing, and name of the file uploaded. This screen only confirms that your file has been received; **it does not confirm that your submission is successful**. You must retrieve your manifest and view the results (see ReceiveFile section).



- Two emails are sent from the SecureNet system when a file is received. The first email, "Received File Trace Number", provides the same information you received on the "Here is Your Result!" screen. **It does not confirm that your submission is successful**.

```
From: Email-vrsqsecurenet02 <support@bswa.com>
Subject: Received File Trace Number
*****
* This is an auto-generated email, please do not respond to this message.
*****

*****
* File Trace Number = RF-20220000444332
* Received File - Date and Time = 1/25/2022 10:52:27 AM US Central Time zone
*****
File Type           = SALES_XML_2015_Prod
Name of File Received   = DR-15 Sample.xml
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, "You have a file at Ritx-Secure.Bswa.Net", provides the name of the manifest associated with your file submission and indicates that it is ready to be retrieved. For your convenience, a link to SecureNet is provided in the email.

From: Email-vrsqsecurenet02 <support@bswa.com>
Subject: You have a file at Ritx-Secure.Bswa.Net

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_00444332.xml

ReceiveFile Screen

The ReceiveFile screen provides the ability to download your submission manifests.

File to Receive: Name of submission manifest.


Status: The "Pending" status indicates the manifest has not been selected. The "Received" status indicates the manifest has been selected. The "Verified" status indicates the manifest has been downloaded.

Creation Date: Date your manifest was generated by the system.

Step 1: Click to select a manifest file.

[Click for Old View](#)

Please Click A File Below

File to Receive		Status	Creation Date
 SutManifestV1_00444332.xml <input type="button" value="Click to select file."/>	Pending	1/25/2022	

After clicking a manifest file link, you are taken to the "File Information" screen. On this screen, you are provided with the options to download or delete your manifest.

File Information

User ID: Chosen UserID
File Name: SutManifestV1_00444332.xml
File Status: Received
Available On: 1/25/2022 11:46 AM
Downloaded On:

Step 2: Download your manifest for each submission to verify if the submission was rejected or accepted, received any warnings and/or errors, and to retrieve your confirmation number (if the submission was accepted).

Manifests are provided for both successful and rejected submissions.

- Successful transmissions receive a confirmation number. Successful transmissions are transmitted to the Department. Test submissions/files are **NOT** transmitted to the Department.

```
<?xml version="1.0" encoding="UTF-8"?>
<AcknowledgementList>
  <Count>1</Count>
  <Acknowledgement>
    <SubmissionId>00000000000000000000</SubmissionId>
    <ConfirmationNumber>999999999999</ConfirmationNumber>
    <EFIN>00000000</EFIN>
    <SubmissionType>DR-15</SubmissionType>
    <TaxYear>2017</TaxYear>
    <SubmissionCategory>T</SubmissionCategory>
    <EIN>000000000</EIN>
    <StateTaxpayerID>8080123456781</StateTaxpayerID>
    <TaxPeriodEndDate>2017-11-01</TaxPeriodEndDate>
    <TotalTax>5526.00</TotalTax>
    <ErrorList errorCount="0" />
  </Acknowledgement>
</AcknowledgementList>
```

Successful Submission Example

- Failed submissions receive error codes. The error(s) indicated in the submission manifest must be corrected, and a new or corrected file must be submitted. Rejected submissions are not transmitted to the Department.

```
<?xml version="1.0" encoding="utf-8"?>
<AcknowledgementList>
  <Count>1</Count>
  <Acknowledgement>
    <SubmissionId>00000000000000000000</SubmissionId>
    <EFIN>000000000</EFIN>
    <SubmissionType>DR15</SubmissionType>
    <TaxYear>2017</TaxYear>
    <SubmissionCategory>I</SubmissionCategory>
    <EIN>000000000</EIN>
    <StateTaxpayerID>8080123456781</StateTaxpayerID>
    <TaxPeriodEndDate>2017-11-30</TaxPeriodEndDate>
    <TotalTax>0.00</TotalTax>
    <ErrorList errorCount="1">
      <Error errorId="23">
        <XPath>/ReturnState/ReturnDataState/EntityFiling/JurisdictionTax/TotalTaxDue</XPath>
        <ErrorCategory>Total Amount Tax Collected</ErrorCategory>
        <ErrorMessage>- (E23) Total Amount of Tax Collected must equal the sum of Sales/Services
        <RuleNumber>E23</RuleNumber>
        <Severity>Critical</Severity>
        <DataValue>0.01</DataValue>
      </Error>
    </ErrorList>
  </Acknowledgement>
</AcknowledgementList>
```

Rejected Submission Example

Note: If the XML return file submitted contains multiple accounts, review each account individually. Multiple account submissions can have both confirmations and errors within the same manifest.

Maintenance Screen

The Maintenance screen provides the ability to update your profile information.

You can update your password, phone number, contact name, company name, and email address. You can also select if you would like your manifests emailed to you as an attachment by clicking the box near "Manifest". Once you have made your changes, click "Update User Information".

UserID	<input type="text" value="Chosen UserID"/>
Password	<input type="password"/>
Re-type Password	<input type="password"/>
Phone Number	<input type="text" value="850-123-4567"/> (i.e. 999-999-9999)
Contact Name	<input type="text" value="John Doe"/>
Company Name	<input type="text" value="Company Name"/>
E-mail	<input type="text" value="Chosen Email Address"/>
Manifest	<input type="checkbox"/> Receive the manifest as an attachment in the email.
<input type="button" value="Update User Information"/> <input type="button" value="Cancel"/>	

ViewLog Screen

The ViewLog screen provides the ability to view a history of your previously submitted files.

A file submission history is displayed in a table format. Received date, trace number, file name, and file type are displayed.

Note: The trace number listed was included in the manifest notification email you received.

View Log File			
Received Date	File Trace No.	Original Name	File Type
1/25/2022 10:52:27	RF-20220000444332	DR-15 Sample.xml	SALES_XML_2015_Prod

Contact Us

If you require filing assistance with your upload, contact Taxpayer Assistance at (850) 488-6800 or e-services@floridarevenue.com.

If you are a software developer and require technical assistance, contact the Business Technology Office - EDI/XML Development Team (EXD) at e-vendor@floridarevenue.com.