

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.

Welcome to SecureNet

Not Registered ?

New User

click above to register

Registered User Login

UserID

Password

Login

[Forgot UserID or Password? Click Here...](#)

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

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

NEW USER REGISTRATION

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...

Please be carefull 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...

UserID

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

Contact Name

Company Name

E-mail

Submit to Enroll! Cancel

[Forgot UserID or Password? Click Here...](#)

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

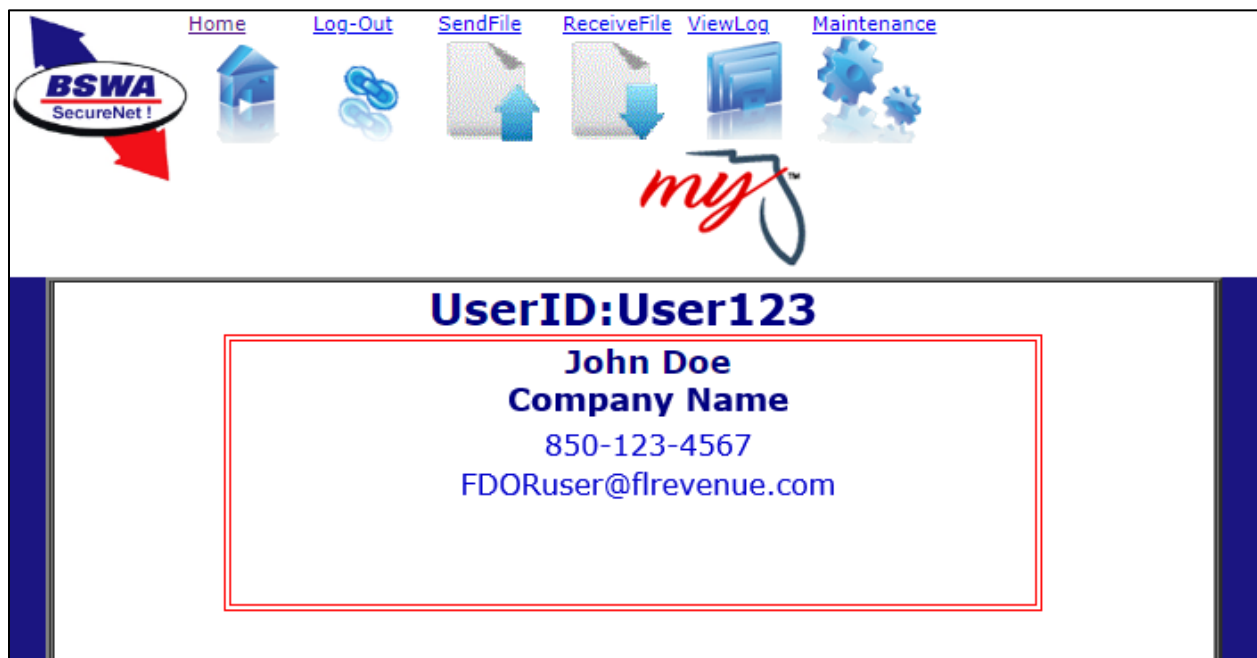
From: secure@bswa.net <support@bswa.com>
Subject: UserID and Password Delivery

* 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.

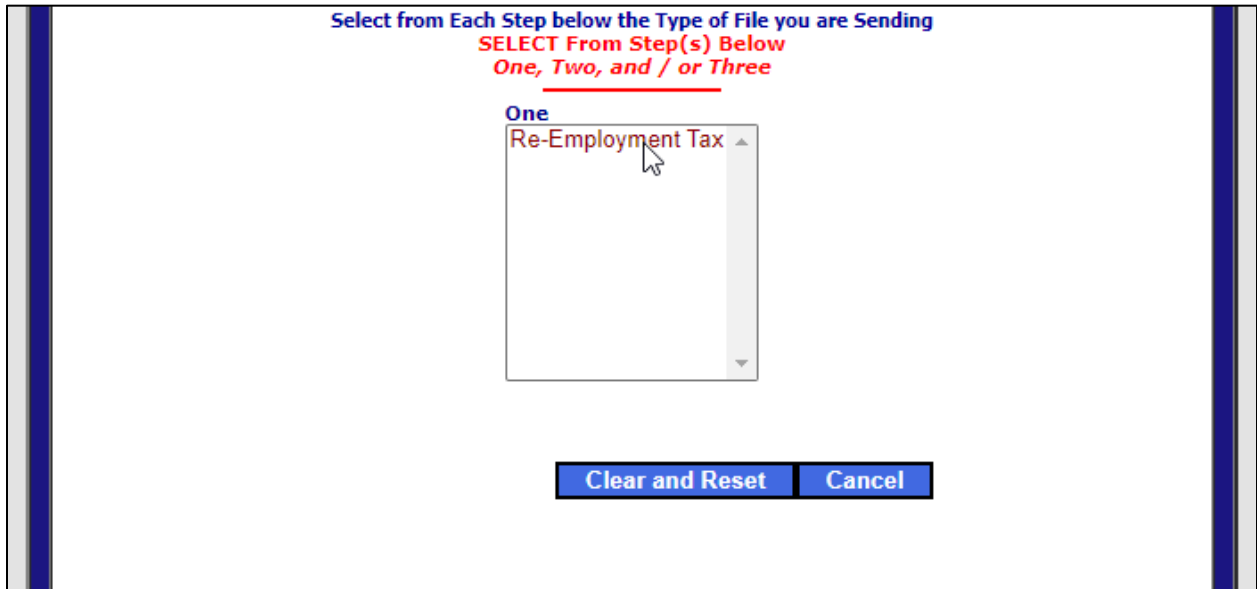


SecureNet Homepage

SendFile Screen

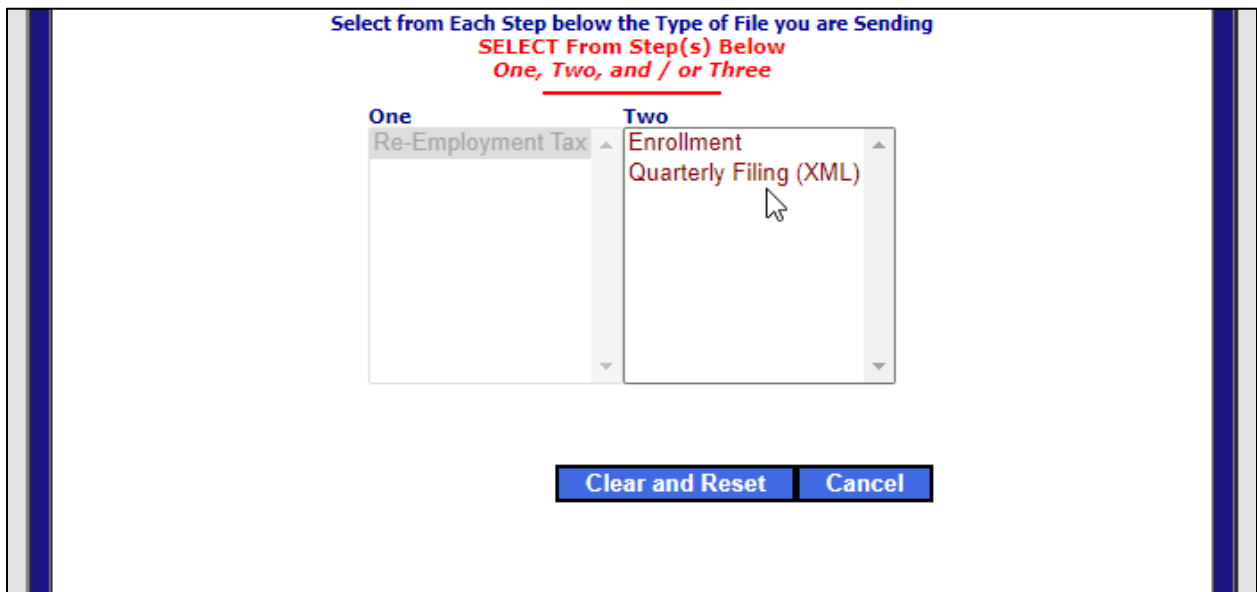
The SendFile screen is where you will upload your XML return or bulk enrollment file.

Step 1: Click “Re-Employment Tax”.



The screenshot shows a web interface titled "Select from Each Step below the Type of File you are Sending". Below the title, it says "SELECT From Step(s) Below" and "One, Two, and / or Three". Under the heading "One", there is a dropdown menu with "Re-Employment Tax" selected. At the bottom, there are two buttons: "Clear and Reset" and "Cancel".

Step 2: Click “Quarterly Filing (XML)” for employer’s quarterly filing or “Enrollment” for bulk enrollment.



The screenshot shows the same web interface as Step 1. Under the heading "One", "Re-Employment Tax" is still selected. A second dropdown menu under the heading "Two" is now visible, with "Quarterly Filing (XML)" selected. The "Clear and Reset" and "Cancel" buttons remain at the bottom.

Step 3: Click “Test Only” to submit your file into the test environment. Click "Production" to submit your file into the production environment.

Step 4: Verify that all 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	Three
Re-Employment Tax	Enrollment	Production
	Quarterly Filing (XML)	Test Only

Click to Continue !

Clear and Reset Cancel

Step 5: Choose which file you will upload by clicking “Choose File”.

Step 6: 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.

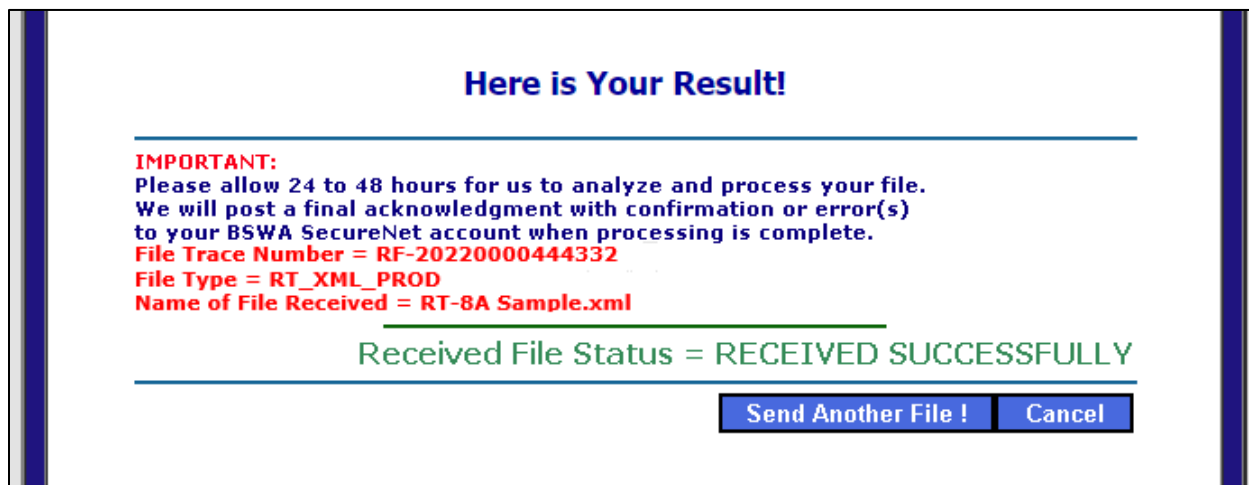
First:

No file chosen

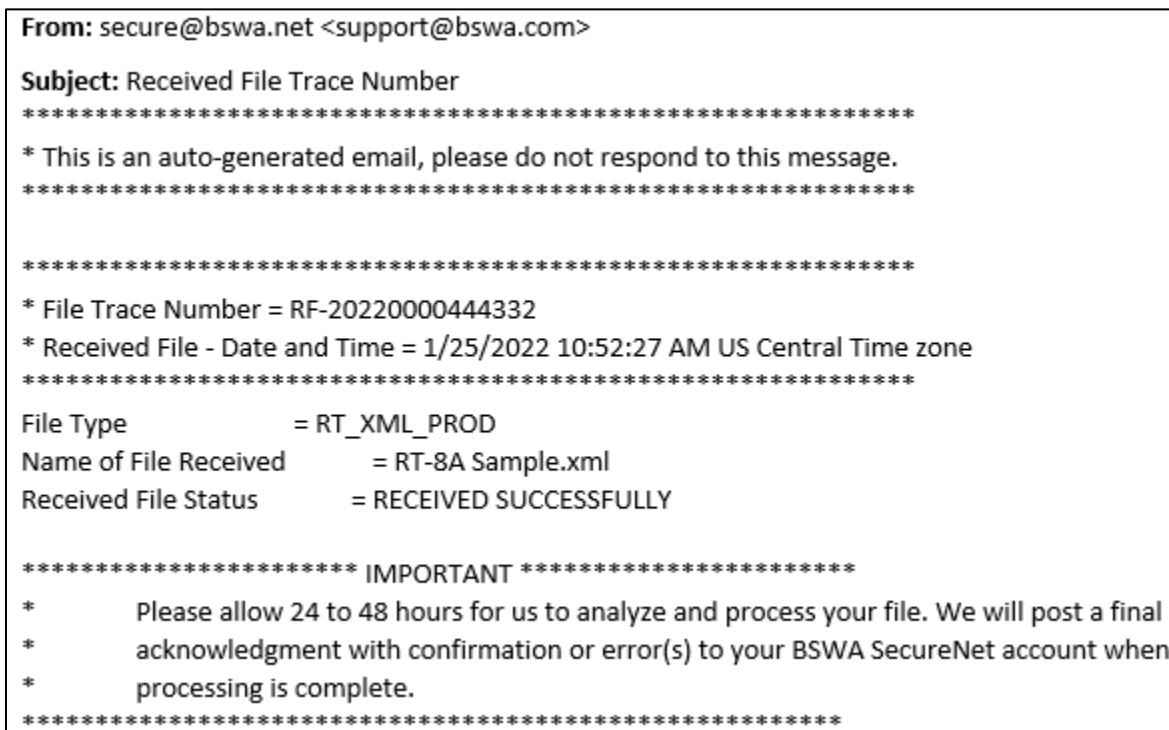
Then:

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**.



- The second email, "BRTX You have a file at 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: secure@bswa.net <support@bswa.com>
Subject: BRTX You have a file at Secure.Bswa.Net
Please log on to your account at
<https://secure.bswa.net>
to retrieve manifestV5_6444332.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

Search **Reset Search**

File to Receive	Status	Creation Date
 manifestV5_0444332.xml	Pending	01/25/2022

Click to select file.

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: manifestV5_0444332.xml
File Status: Received
Available On: 1/25/2022 11:46 AM
Downloaded On:

Back **Download** **Delete**

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"?>
<AcknowledgementAction xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.irs.gov/e
  <Acknowledgement>
    <TransmissionAcknowledgement>
      <TransmissionId>5956890</TransmissionId>
      <TransmissionTimestamp>2022-04-13T19:19:54</TransmissionTimestamp>
      <OriginAcknowledgement>
        <OriginId>aaaaaaaaaaaaaaaa</OriginId>
        <ItemAcknowledgement>
          <TransmissionHeader>
            <ProcessType>P</ProcessType>
          </TransmissionHeader>
          <OriginHeader>
            <OriginId>aaaaaaaaaaaaaaaa</OriginId>
            <AgentIdentifier>A0000000</AgentIdentifier>
          </OriginHeader>
          <UTAccountResults>
            <ProcessingDate>2022-04-13T21:23:41:31.4922562-04:00</ProcessingDate>
            <TINTypeValue>123456789</TINTypeValue>
            <StateEINValue>9999999</StateEINValue>
            <UTFilingYear>2022</UTFilingYear>
            <UTFilingQuarter>1</UTFilingQuarter>
            <UITotalWages>50000.04</UITotalWages>
            <ExcessWages>36000.04</ExcessWages>
            <OutOfStateWages>0</OutOfStateWages>
            <UITaxableWages>14000000</UITaxableWages>
            <ConfirmationNumber>5555555555</ConfirmationNumber>
          <Errors>
            <Error />
          </Errors>
        </UTAccountResults>
      </ItemAcknowledgement>
    </OriginAcknowledgement>
    <Process>P</Process>
  </TransmissionAcknowledgement>
</Acknowledgement>
</AcknowledgementAction>
```

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"?>
<AcknowledgementAction xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.irs.gov/e
  <Acknowledgement>
    <TransmissionAcknowledgement>
      <TransmissionId>10186957</TransmissionId>
      <TransmissionTimestamp>2016-12-17T09:30:47</TransmissionTimestamp>
      <OriginAcknowledgement>
        <OriginId></OriginId>
        <ItemAcknowledgement>
          <TransmissionHeader>
            <ProcessType>P</ProcessType>
          </TransmissionHeader>
          <OriginHeader>
            <OriginId></OriginId>
            <AgentIdentifier>A1234567</AgentIdentifier>
          </OriginHeader>
          <UTAccountResults>
            <ProcessingDate>2022-06-28T14:19:02.7737819-04:00</ProcessingDate>
            <Errors>
              <Error>
                <ErrorCodeID="1">
                  </ErrorCodeID>>E40</ErrorCodeID>
                  <ErrorMessage>E40 Invalid Software ID</ErrorMessage>
                </Error>
              </Errors>
            </UTAccountResults>
          </ItemAcknowledgement>
        </OriginAcknowledgement>
        <Process>P</Process>
      </TransmissionAcknowledgement>
    </Acknowledgement>
  </AcknowledgementAction>
```

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	RT-8A Sample.xml	RT_XML_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.