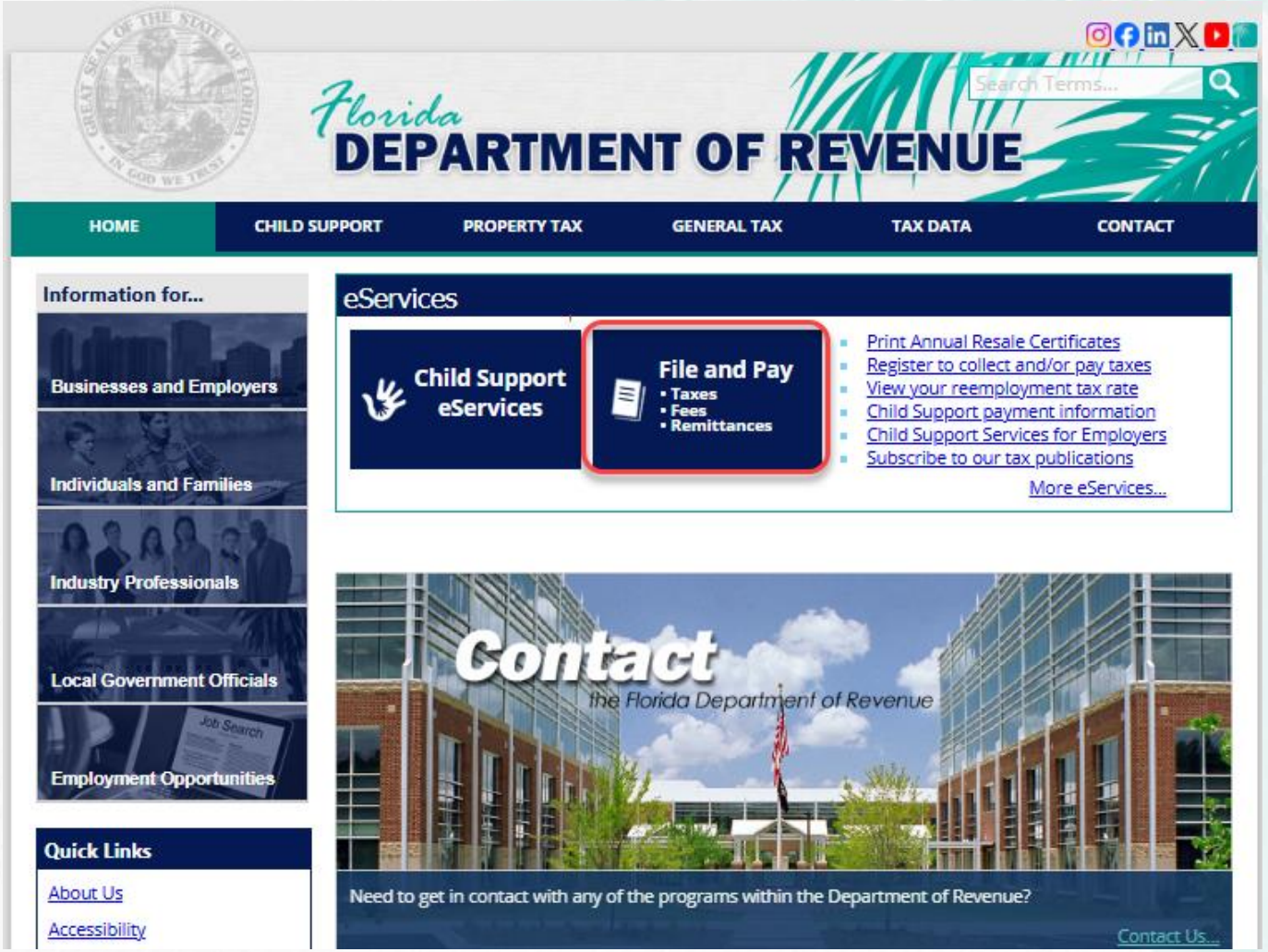
Secure File Transmission (Bulk Filer)

Electronic File and Pay Step-by-Step Guide

November 2025

FloridaRevenue.com

From the floridarevenue.com home page, click the File and Pay icon.

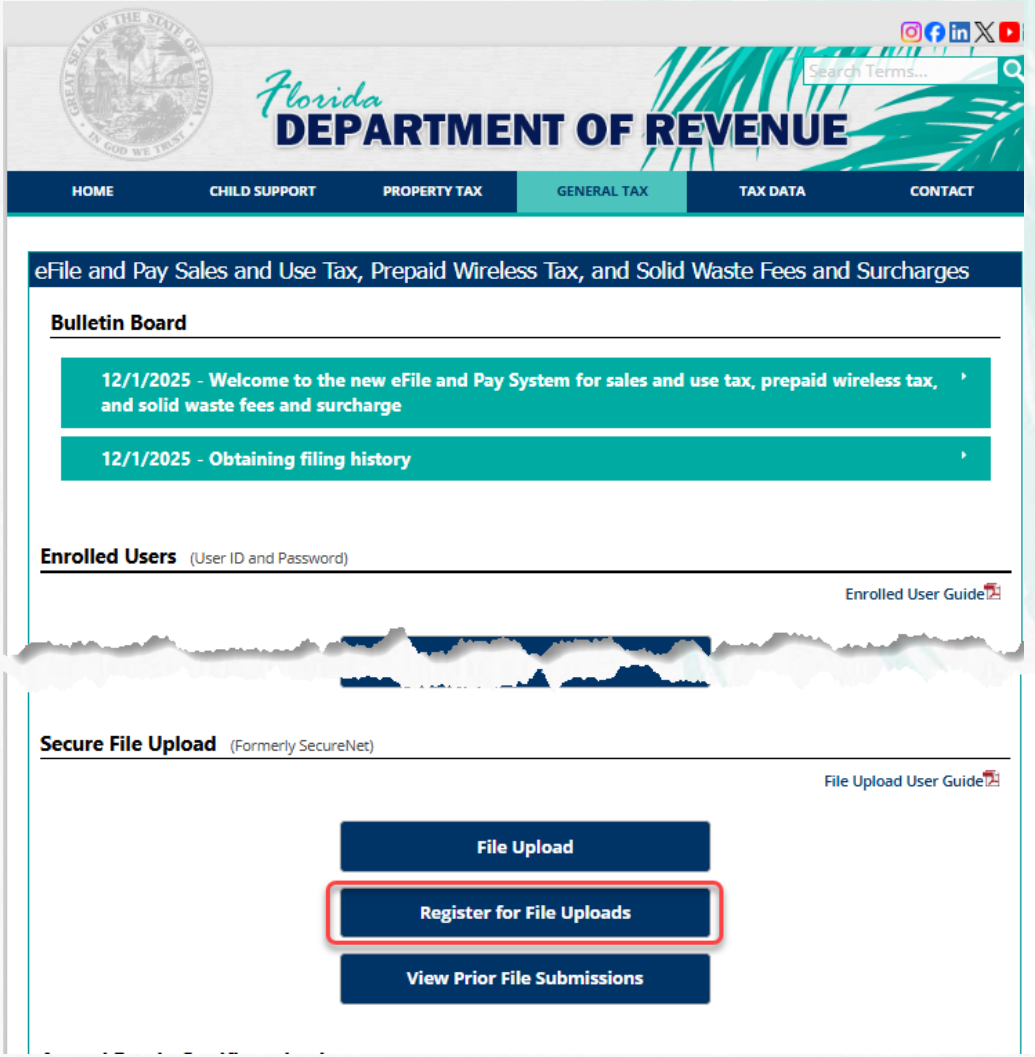


Select Sales and Use Tax Under eFile and Pay

Under the eFile and Pay Taxes, Fees, and Remittances section, select the Sales and Use Tax link.

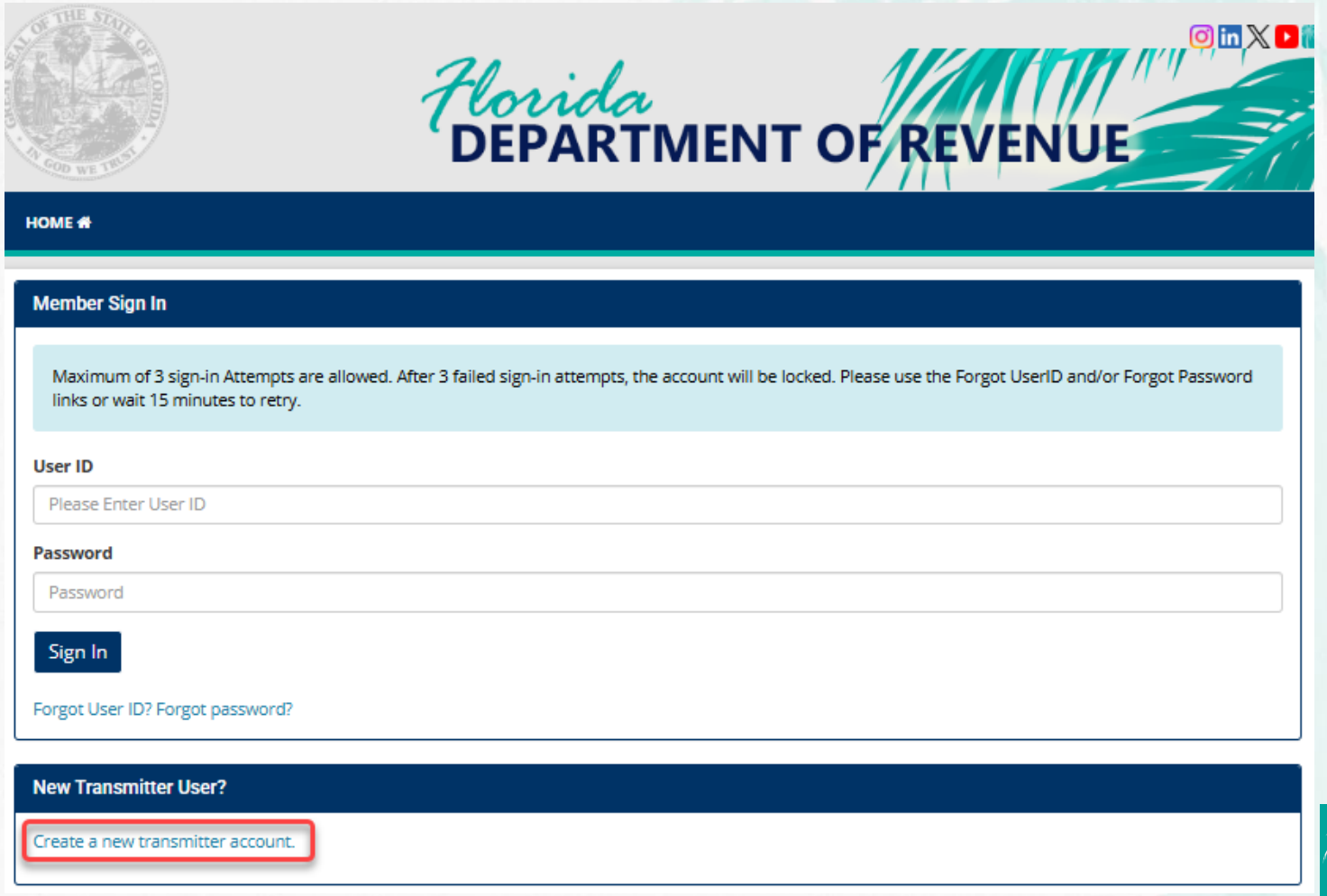
Login With Username and Password

Under the Secure File Upload section, click “Register for File Uploads.”



Member Sign In

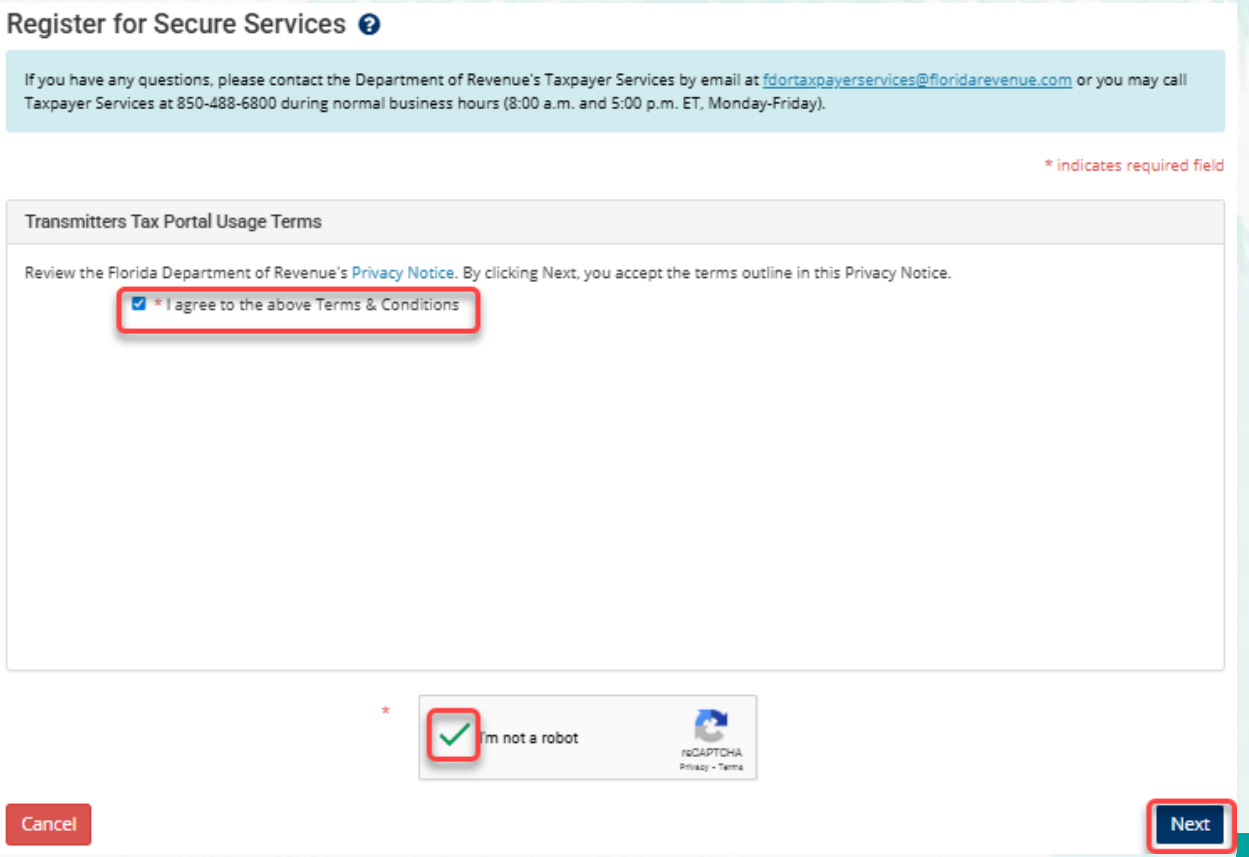
Under the New Transmitter User? section, click on “Create a new transmitter account.”



Register for Secure Services

Click the “I agree to the above Terms & Conditions” checkbox, then click the “I’m not a robot” reCAPTCHA verification.

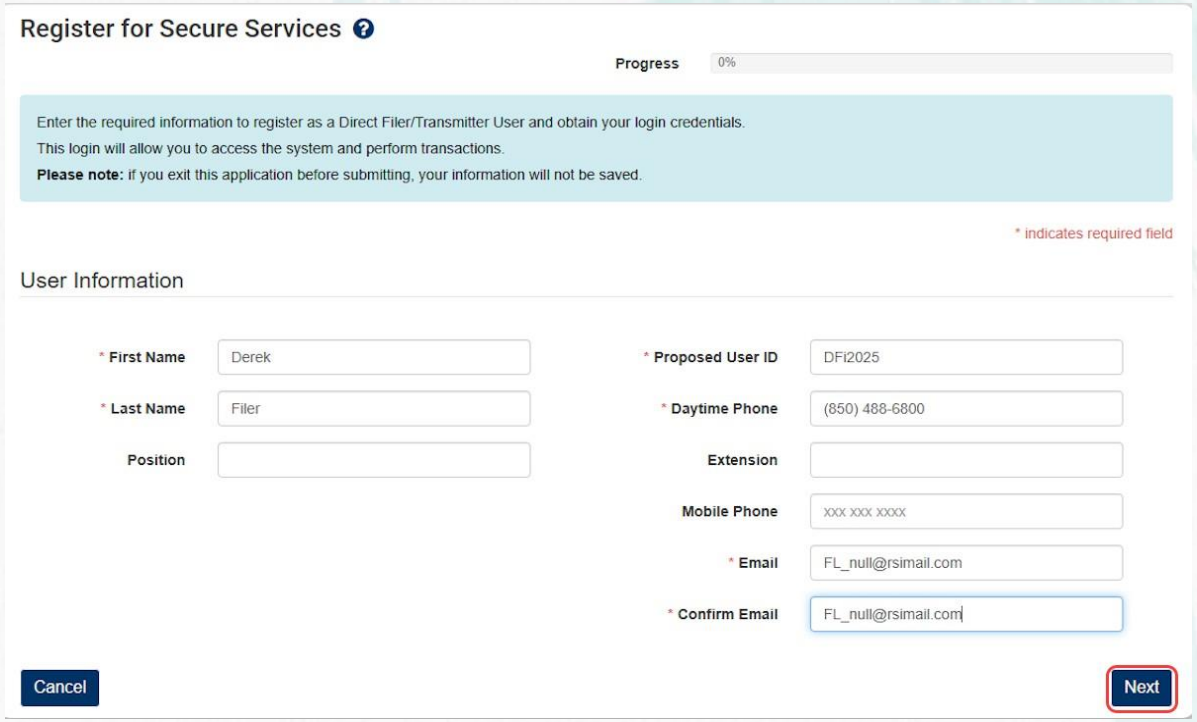
Click Next to move to the next screen.



Register for Secure Services

Enter all of the required User Information.

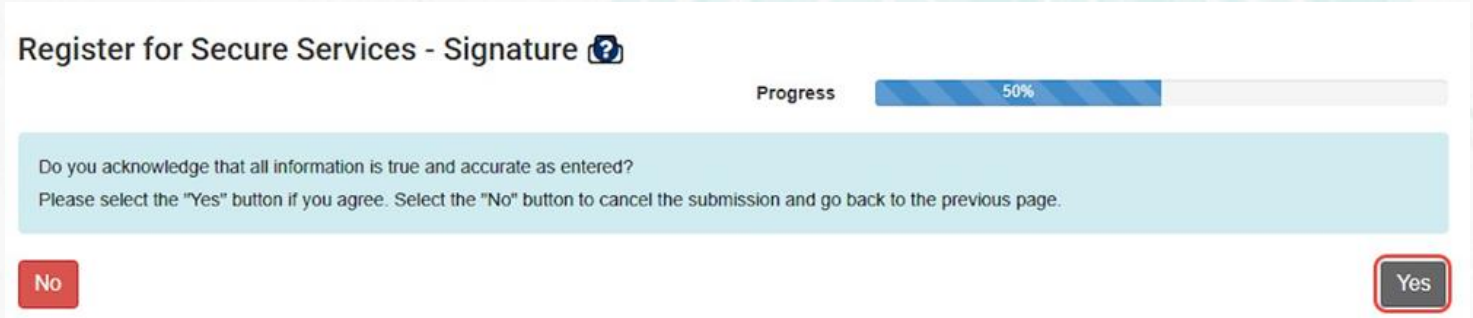
Click Next.



Tip: The proposed User ID must be different from the User ID assigned to you by the Department for the File and Pay websites.

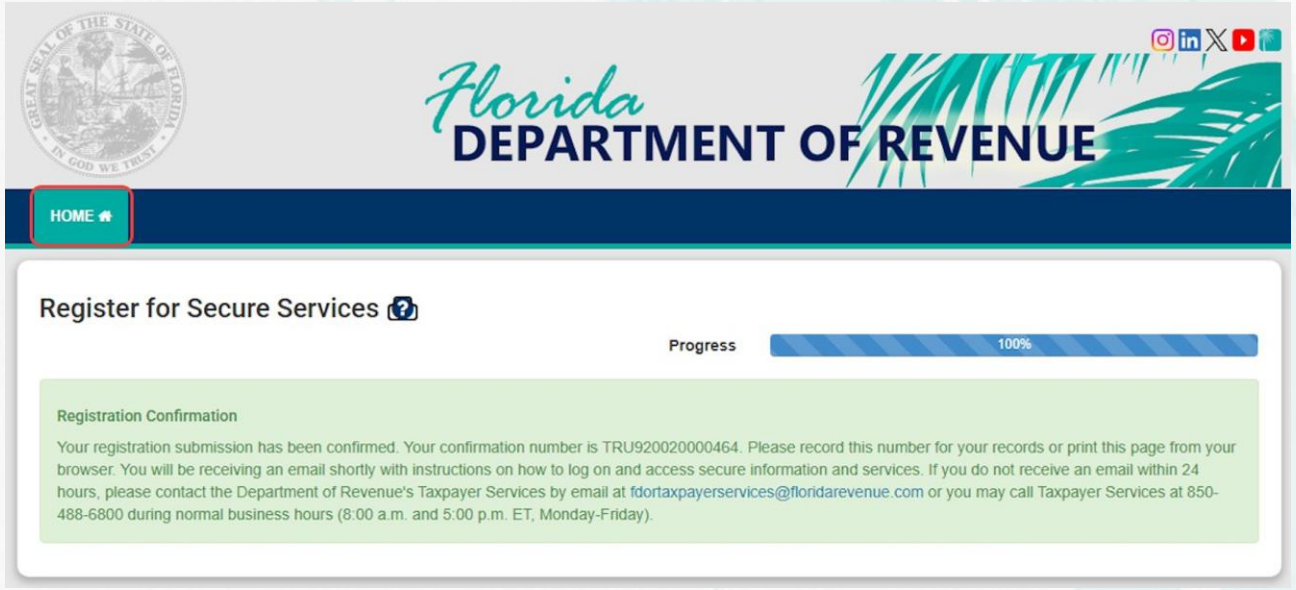
Register for Secure Services

If all of the information is true and accurate, click Yes.



Register for Secure Services

The green Registration Confirmation banner displays.



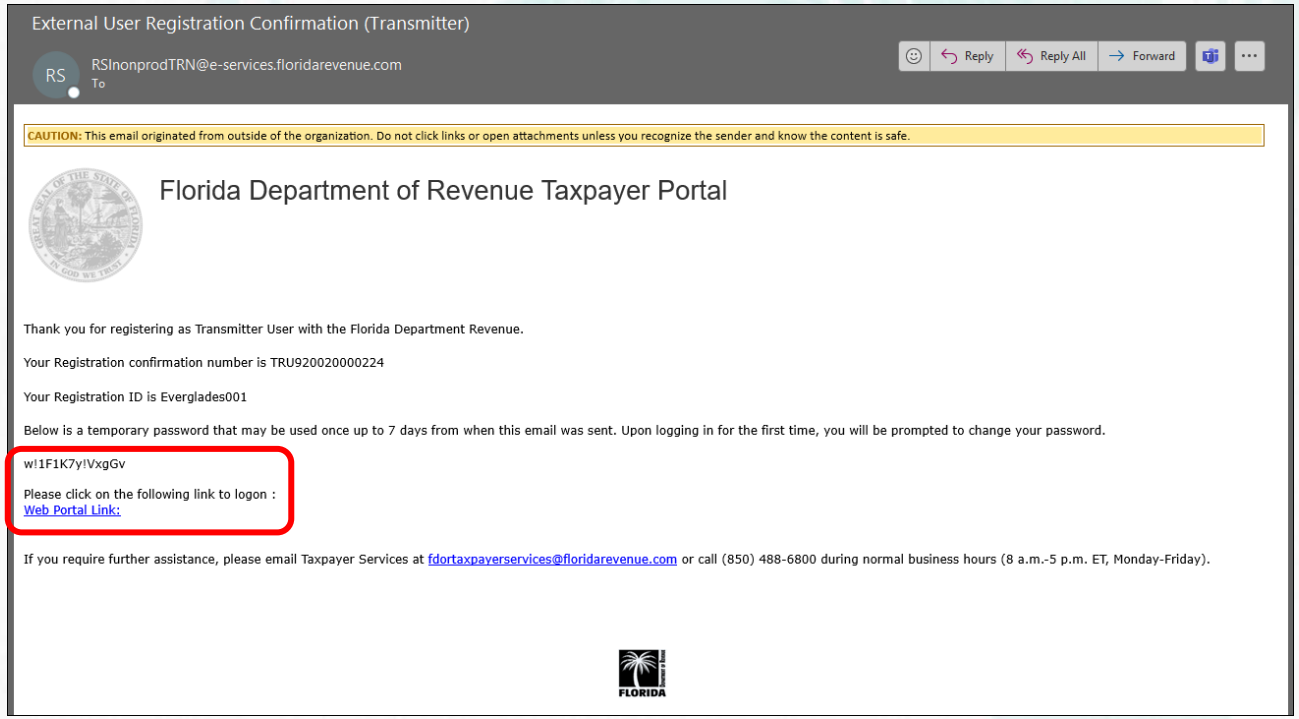
Click Home to complete the registration.

*Tip: The green confirmation banner will include the registration **Confirmation Number** (TRU###).*
An email will be sent to the address provided to continue the transmitter account registration.

Registration Confirmation

The Registration Confirmation email you will receive includes next steps and a temporary password.

Click Web Portal Link.



External User Registration Confirmation (Transmitter)

RS RSInonprodTRN@e-services.floridarevenue.com
To

Reply | Reply All | Forward

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Florida Department of Revenue Taxpayer Portal

Thank you for registering as Transmitter User with the Florida Department Revenue.

Your Registration confirmation number is TRU920020000224

Your Registration ID is Everglades001

Below is a temporary password that may be used once up to 7 days from when this email was sent. Upon logging in for the first time, you will be prompted to change your password.

w!1F1K7y!VxgGv

Please click on the following link to logon :
Web Portal Link:

If you require further assistance, please email Taxpayer Services at fdortaxpayerservices@floridarevenue.com or call (850) 488-6800 during normal business hours (8 a.m.-5 p.m. ET, Monday-Friday).

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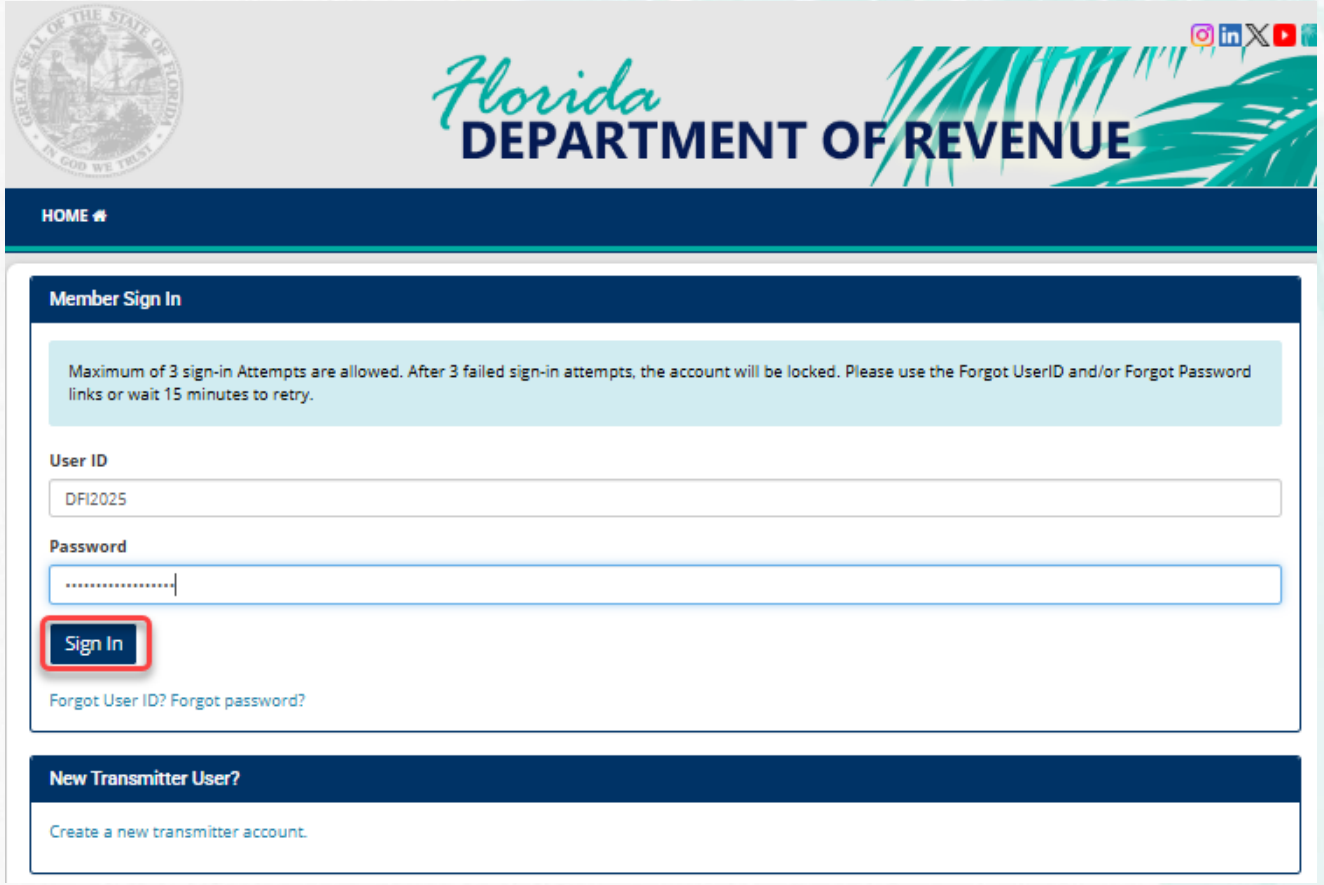
Register as Transmitter User

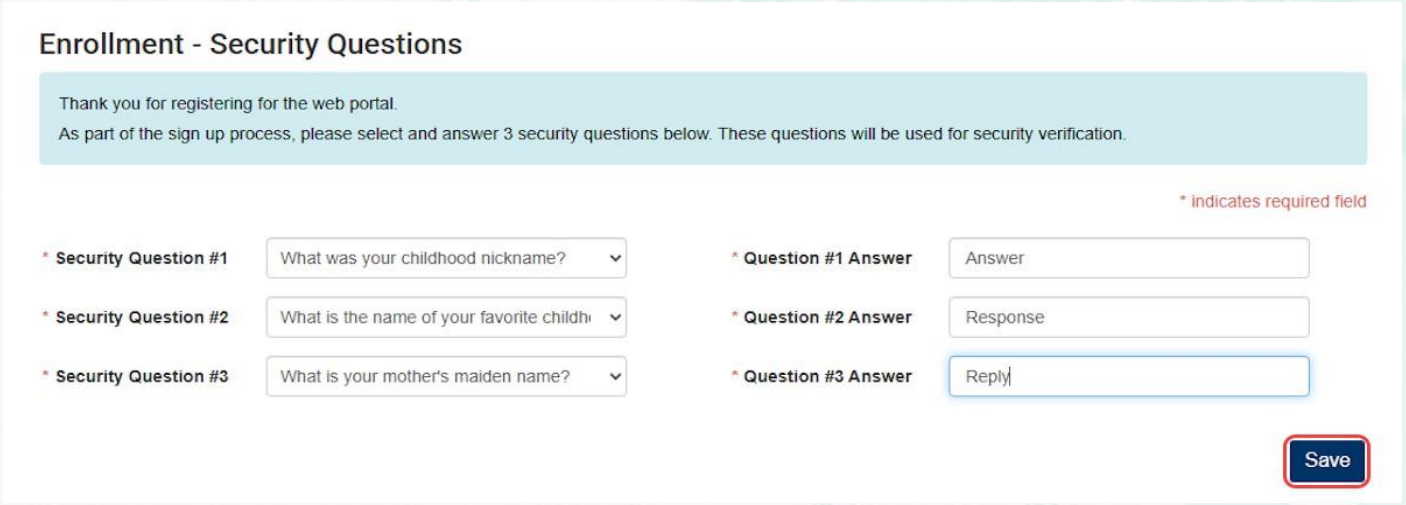
Enter the User ID you created and the temporary password from the confirmation email.

Click Sign In.



Register as Transmitter User

Select three different security questions and provide unique answers.



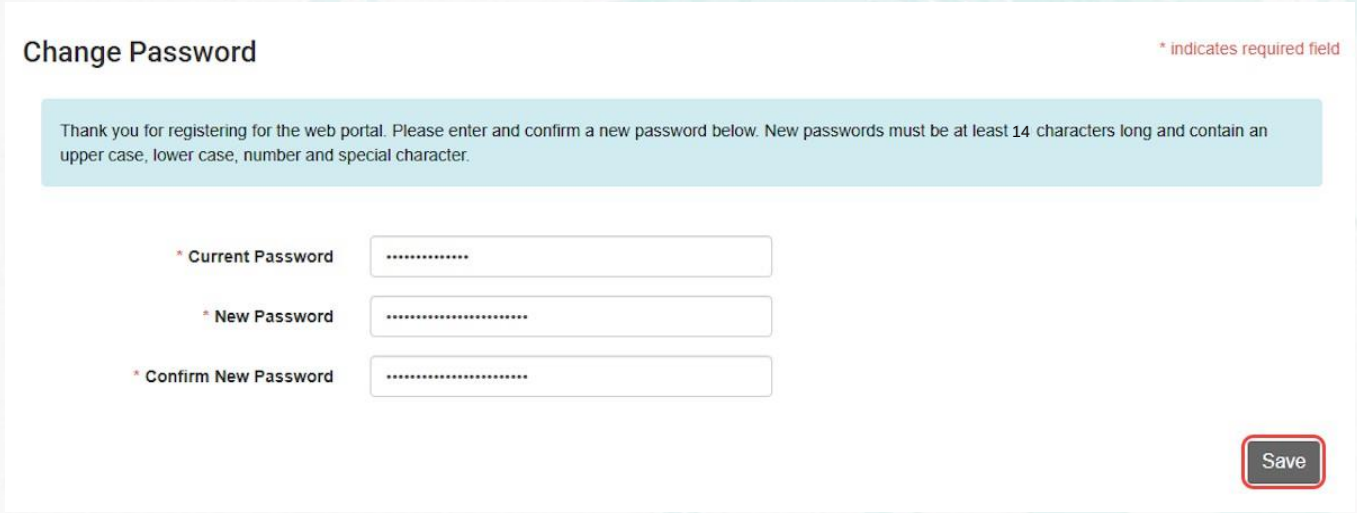
Click Save.

Register as Transmitter User

Enter the temporary password in the Current Password field.

Create a New Password and Confirm New Password.

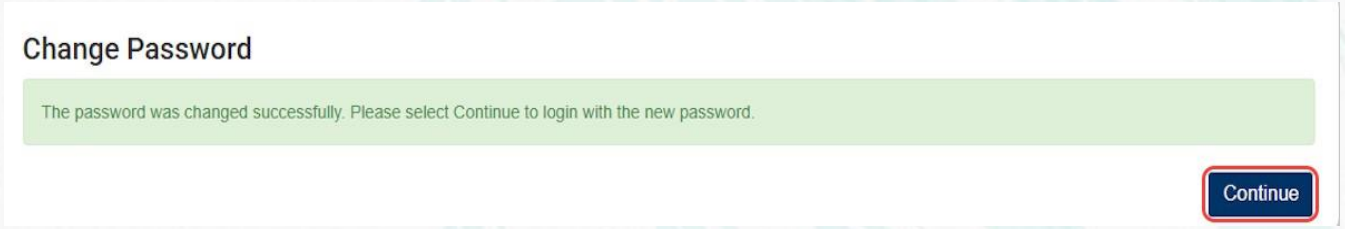
Click Save.



Tip: Refer to the blue box for password requirements.

Register as a Transmitter User

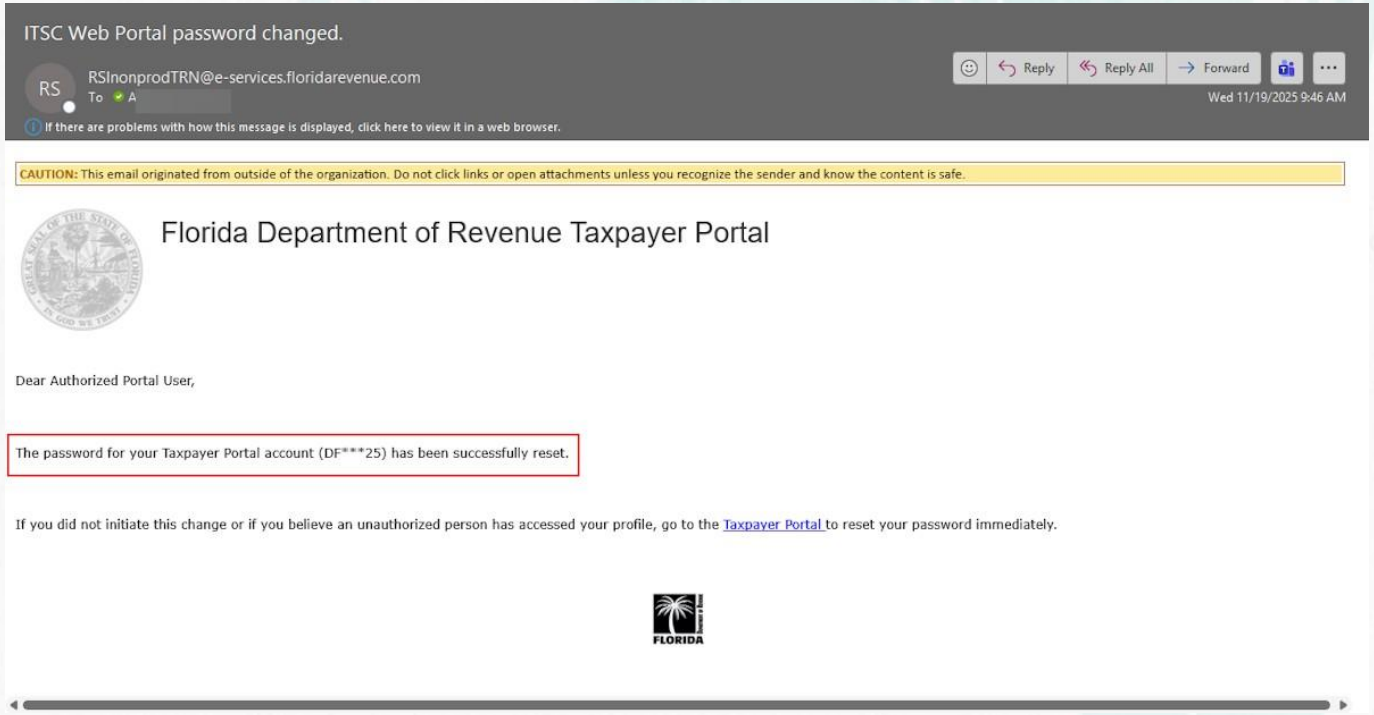
A green confirmation banner will display, verifying that the password was successfully changed.



Click Continue.

Password Change Confirmation

An email will be sent to the address provided, confirming that the password has been successfully reset.



ITSC Web Portal password changed.

RS RSInonprodTRN@e-services.floridarevenue.com
To A

Reply | Reply All | Forward | ...
Wed 11/19/2025 9:46 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Florida Department of Revenue Taxpayer Portal

Dear Authorized Portal User,

The password for your Taxpayer Portal account (DF***25) has been successfully reset.

If you did not initiate this change or if you believe an unauthorized person has accessed your profile, go to the Taxpayer Portal to reset your password immediately.

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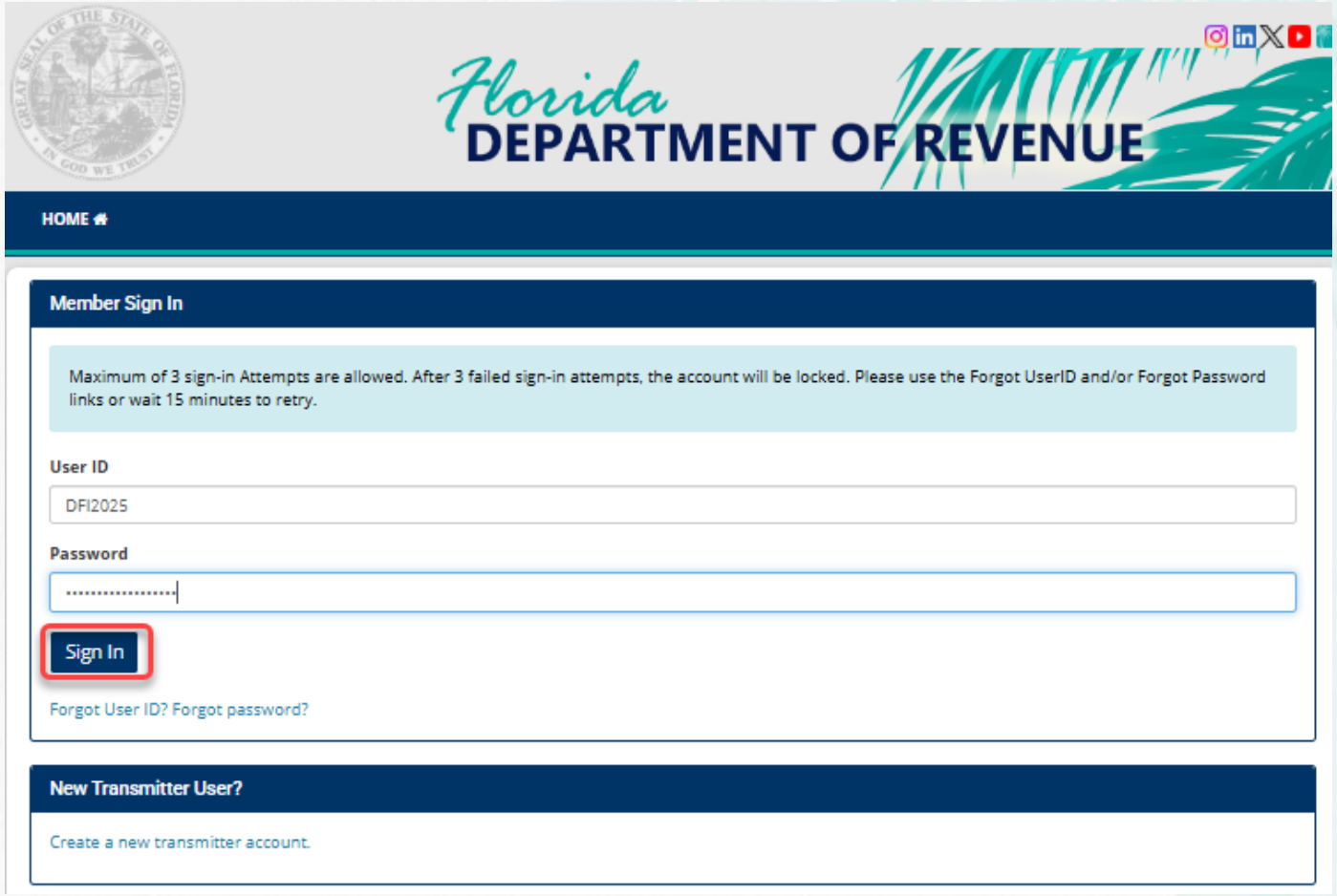
Login With User ID and Password

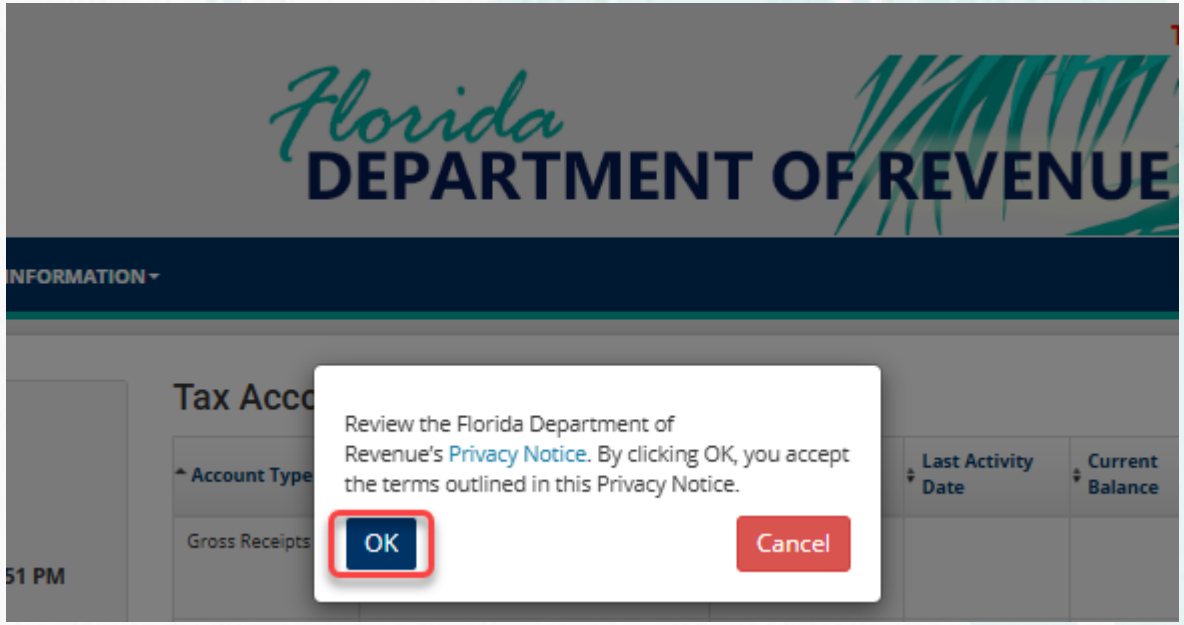
Enter the User ID you created and the new Password.

Click Sign In.



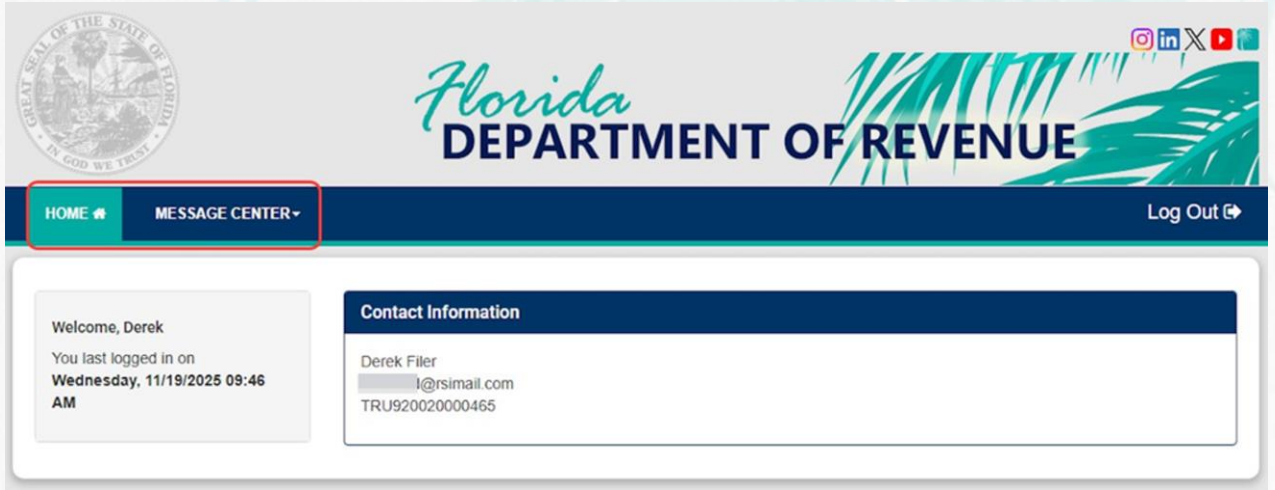
Florida Department of Revenue Privacy Notice

To view the Florida Department of Revenue's Privacy Notice, click the hyperlink. Otherwise, to continue, click OK.



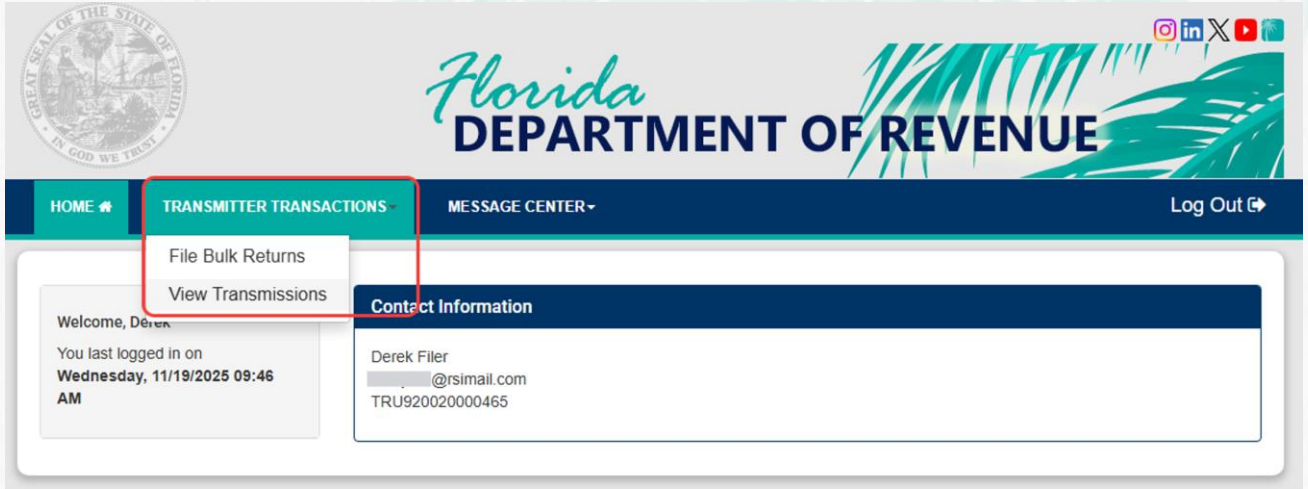
User Homepage

The initial user homepage will show minimal information.
It will take approximately 30 minutes after account creation for the Transmitter account to become active and fully functional.



User Homepage

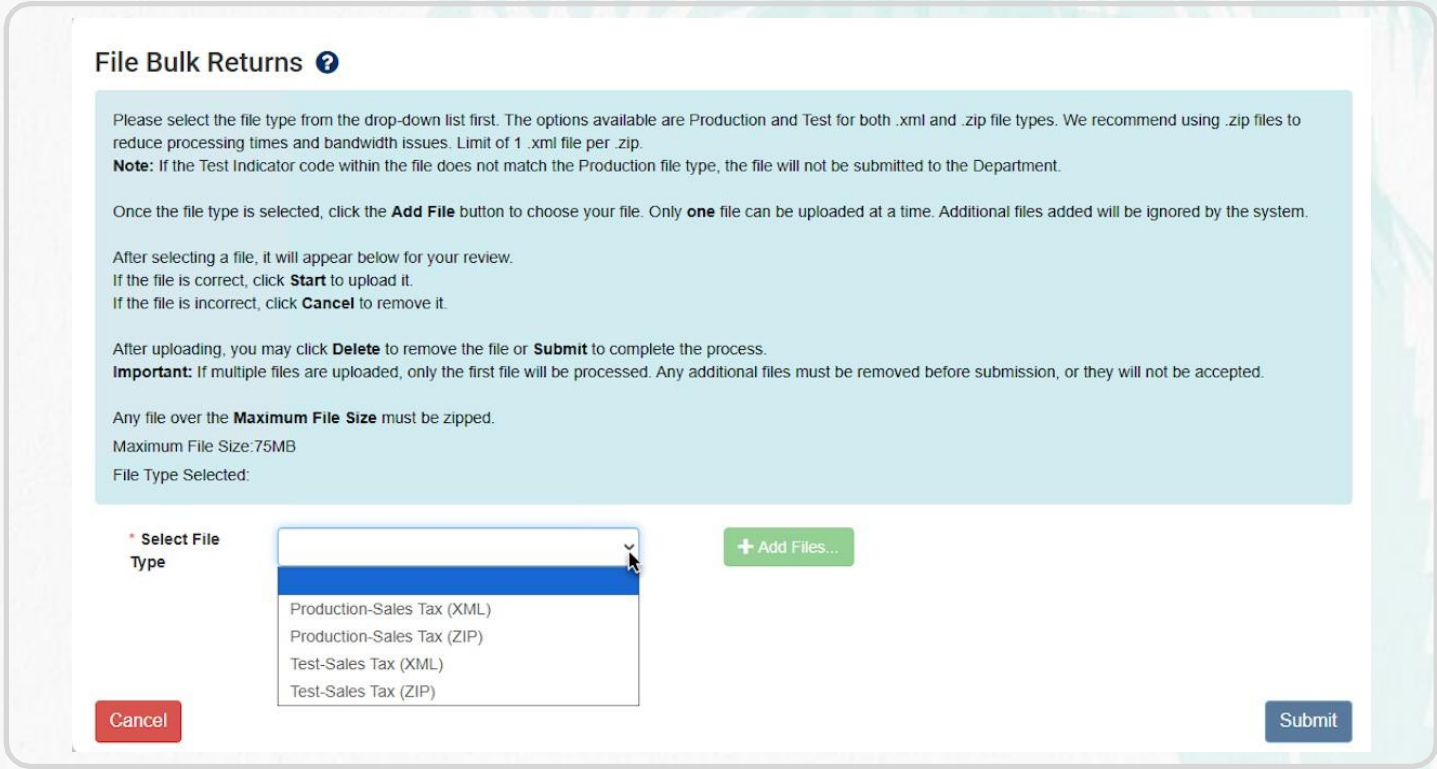
Once the account is active the Transmitter functionality will be available from the user homepage.



To file a return, click on TRANSMITTER TRANSACTIONS.
Select File Bulk Returns from the dropdown options.

Select the Bulk File Type

Select the File Type from the available options in the drop-down list.



*Tip: Review text in the **Blue Box** for important information and steps.*
Review the next slide for detailed information about file types.

Bulk File Types

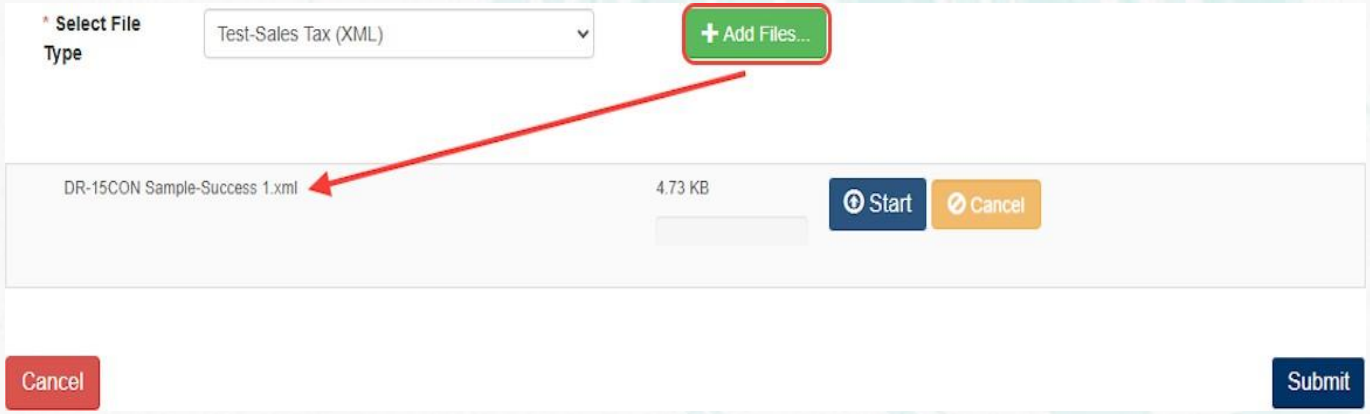
Bulk File Types	Accepts:
Production-Sales Tax(XML)	**Only XML** file with TestIndicator = "P" (Production). File submitted with TestIndicator = "T" will be rejected with error code 011.
Production-Sales Tax(ZIP)	**Only ZIP** file containing a single XML file with TestIndicator = "P" (Production). File submitted with TestIndicator = "T" will be rejected with error code 011.
Test-Sales Tax(XML)	**Only XML** file with TestIndicator = "T" (Test). File submitted with TestIndicator = "P" will be rejected with error code 010.
Test-Sales Tax(ZIP)	**Only ZIP** file containing a single XML file with TestIndicator = "T" (Test). File submitted with TestIndicator = "P" will be rejected with error code 010.

Add Files

After selecting the File Type, click the +Add Files button.

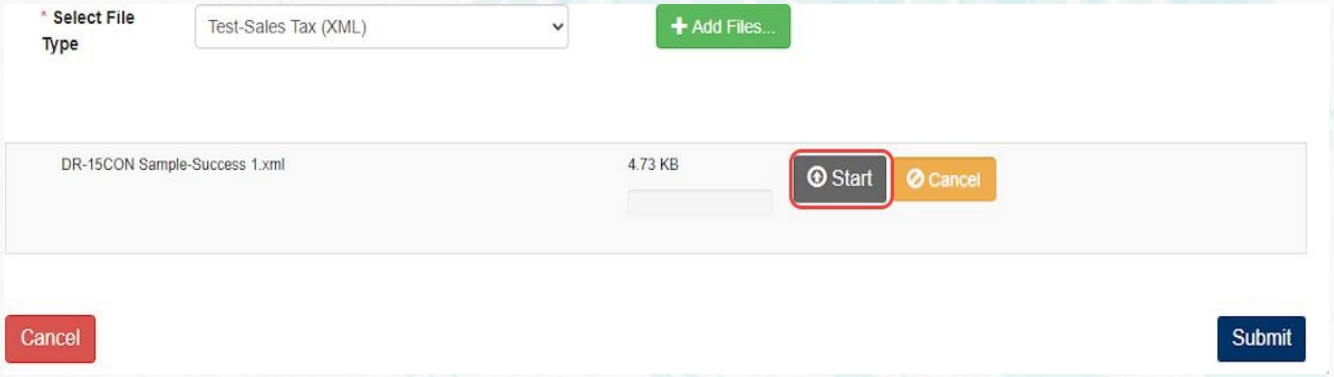
Select the File to Upload

Select the file you want to upload from your device. After it is selected, the file name will appear grayed out on the File Bulk Returns page.



Start the File Uploading Process

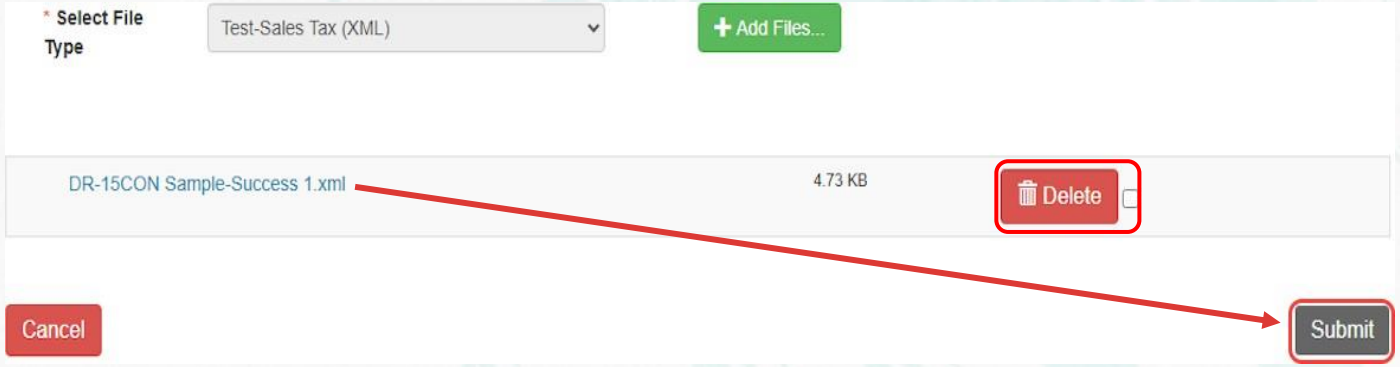
Click the Start button to begin the file uploading process.



Submit the File

Once the file name turns blue, it is ready to be submitted.
Click the Submit button.

Only ONE file can be submitted at a time.



*Tip: Once the file is uploaded, the **Delete** button will become available.*

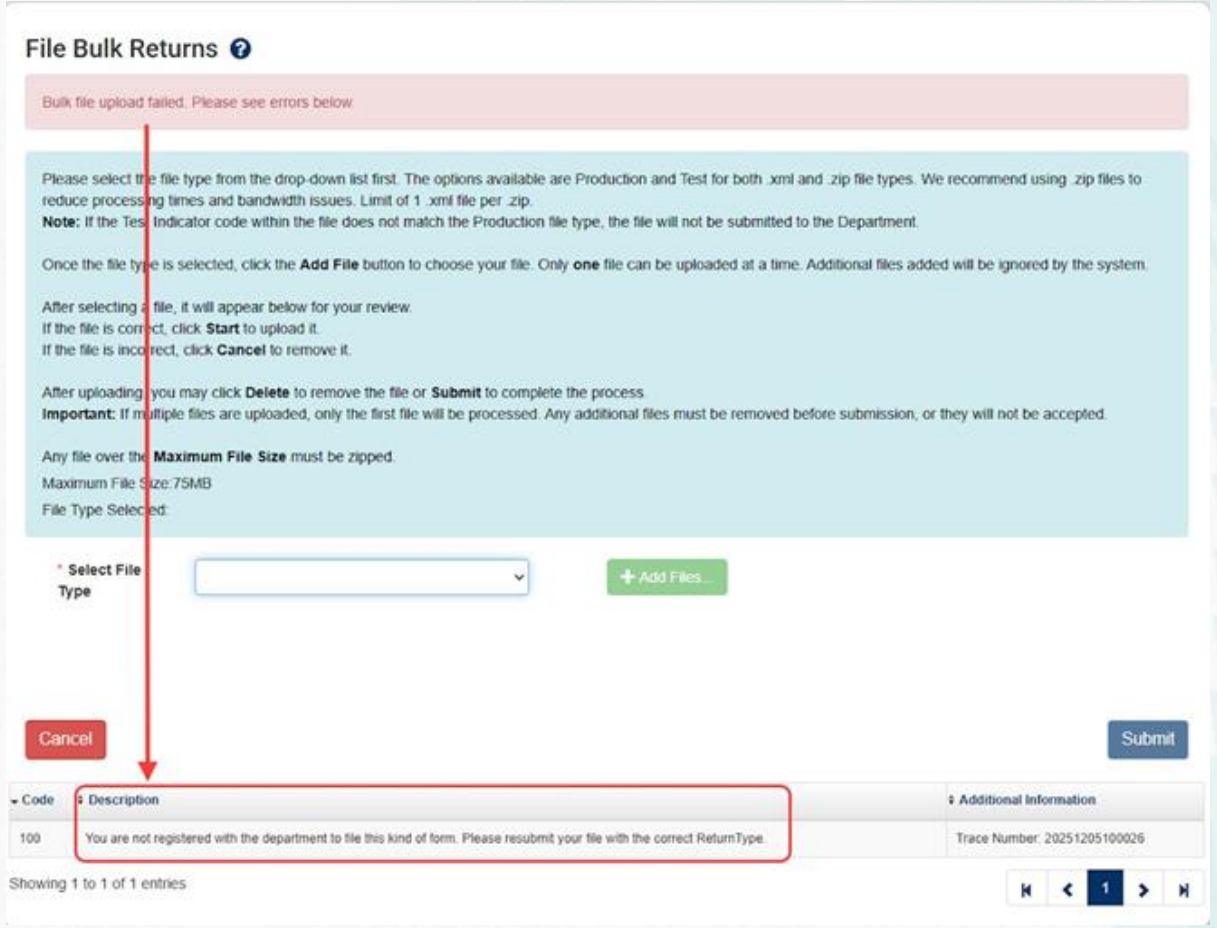
File Submitted Successfully

A green Confirmation banner will display if the file was uploaded successfully.

File Submitted Failed

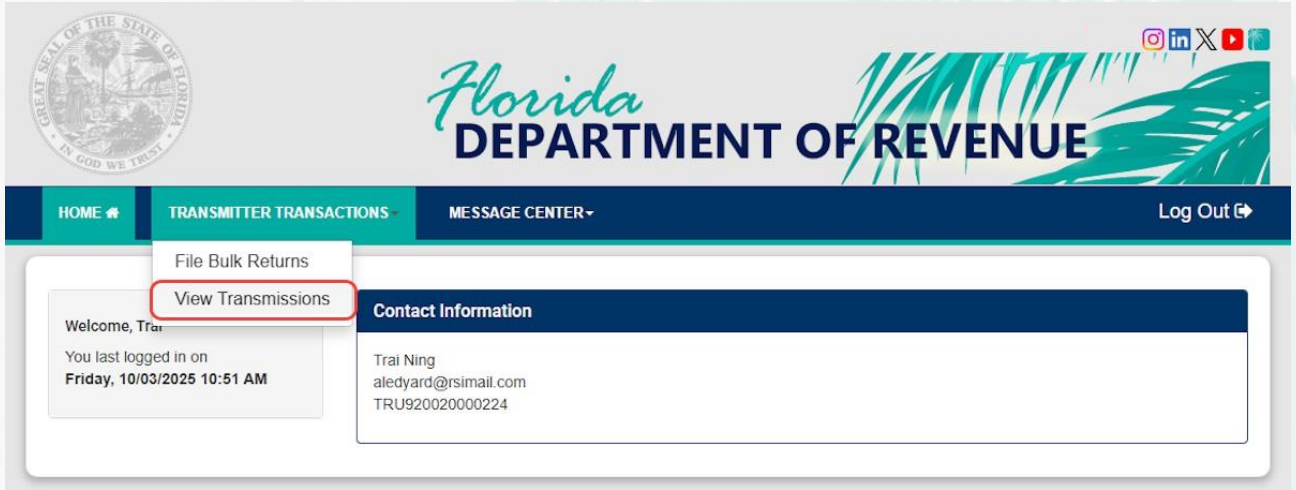
A red error banner will display if the file upload failed.

The Description column will tell you why it failed.



View Transmissions (Manifest Downloads)

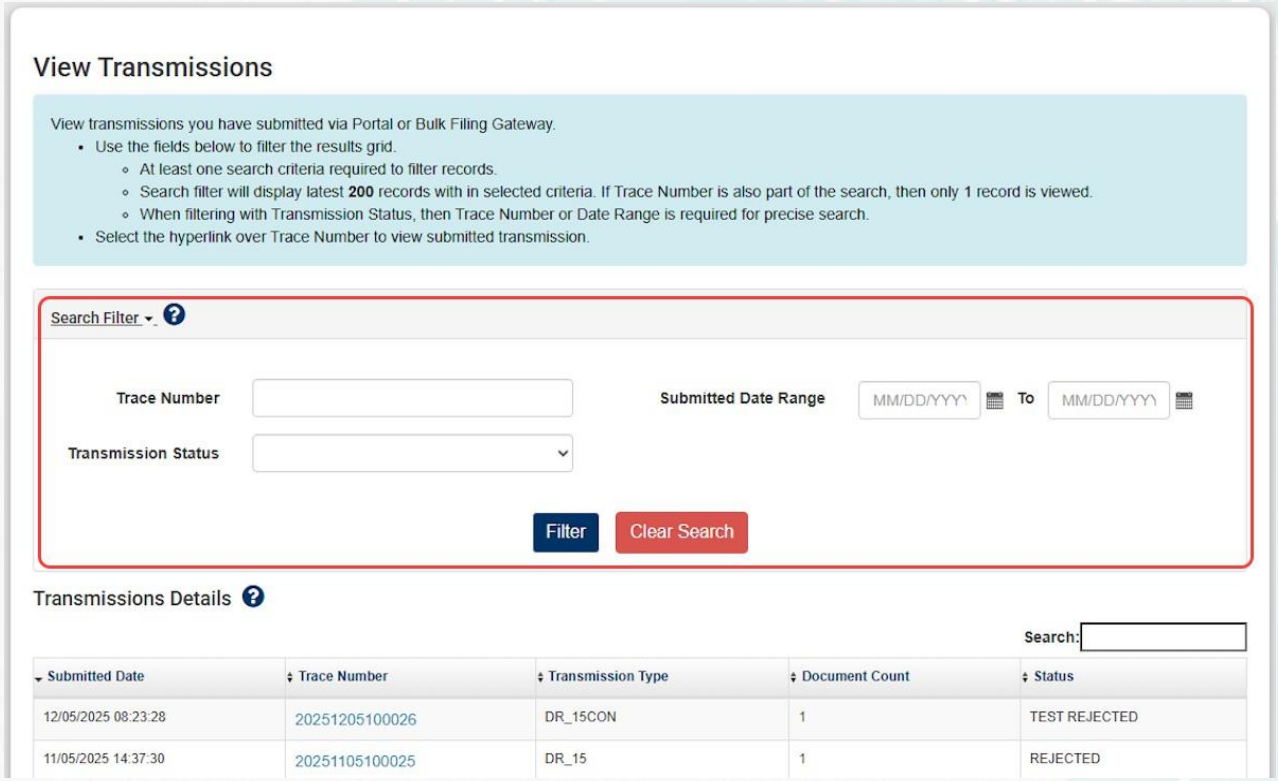
Click on the Transmitter Transactions tab, then select View Transmissions from the dropdown options.



Find Transmission with Search Filter

Use the Search Filter to find a specific Transmission by:

- *Trace Number*
- *Transmission Status*
- *Date Range*



*Tip: Review text in the **Blue Box** for important information and steps.*

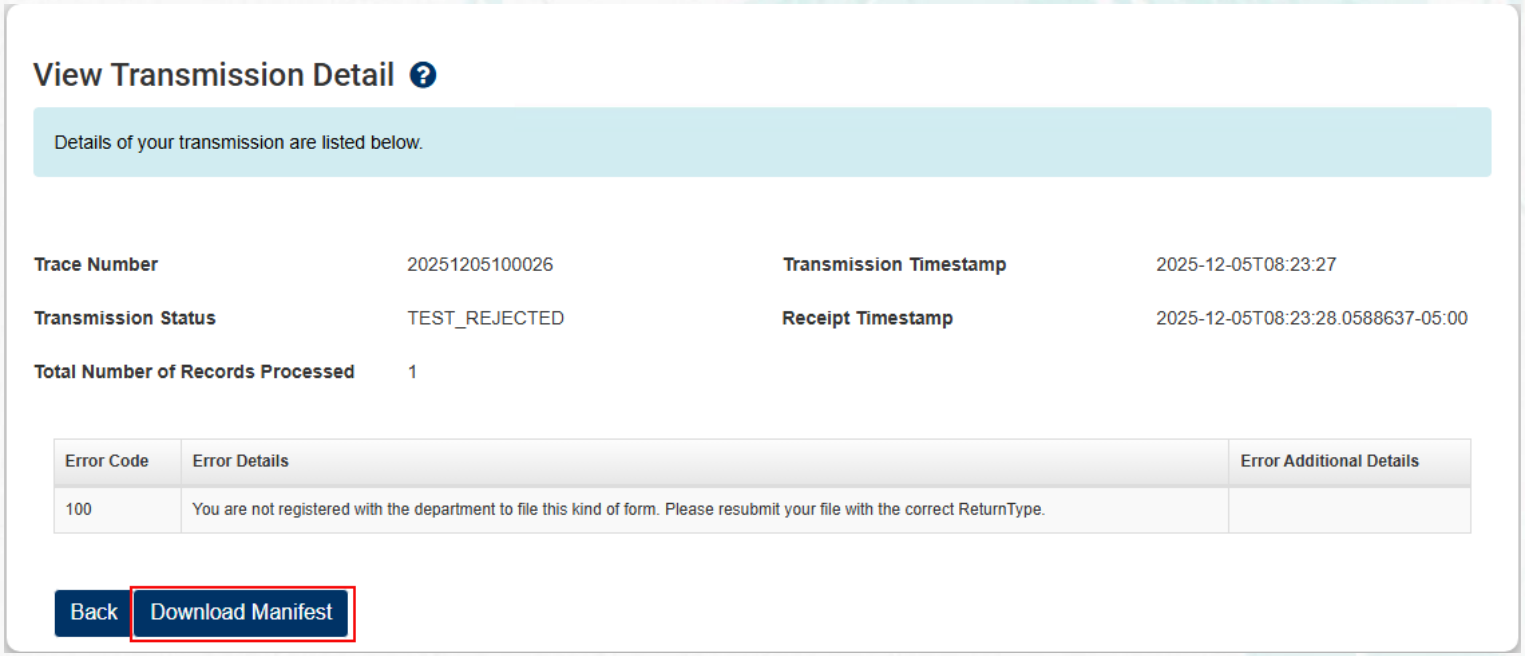
Select the Transmission Trace Number

Click on the Trace Number to view Transmission Details.

View Transmission Details & Download Manifest

View Transmission Detail, including any error codes for failed uploads.

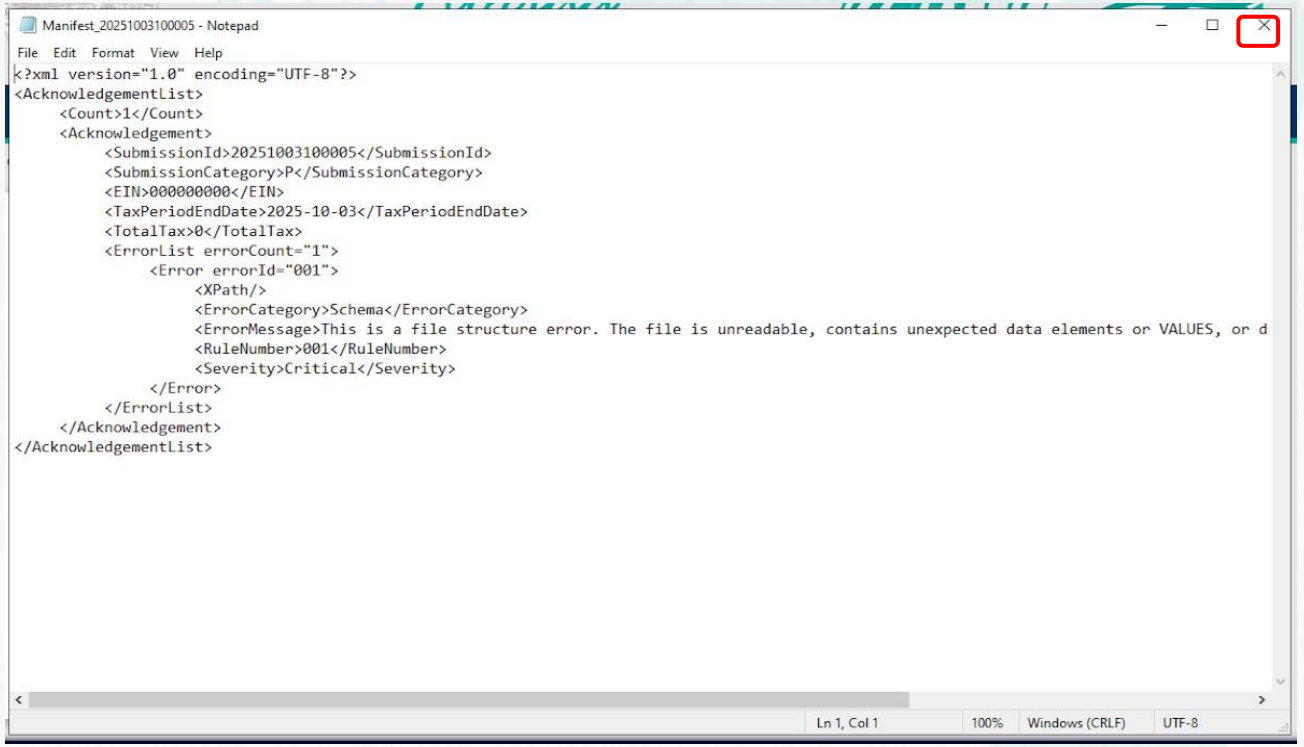
Click on Download Manifest.



Open Downloaded Manifest File

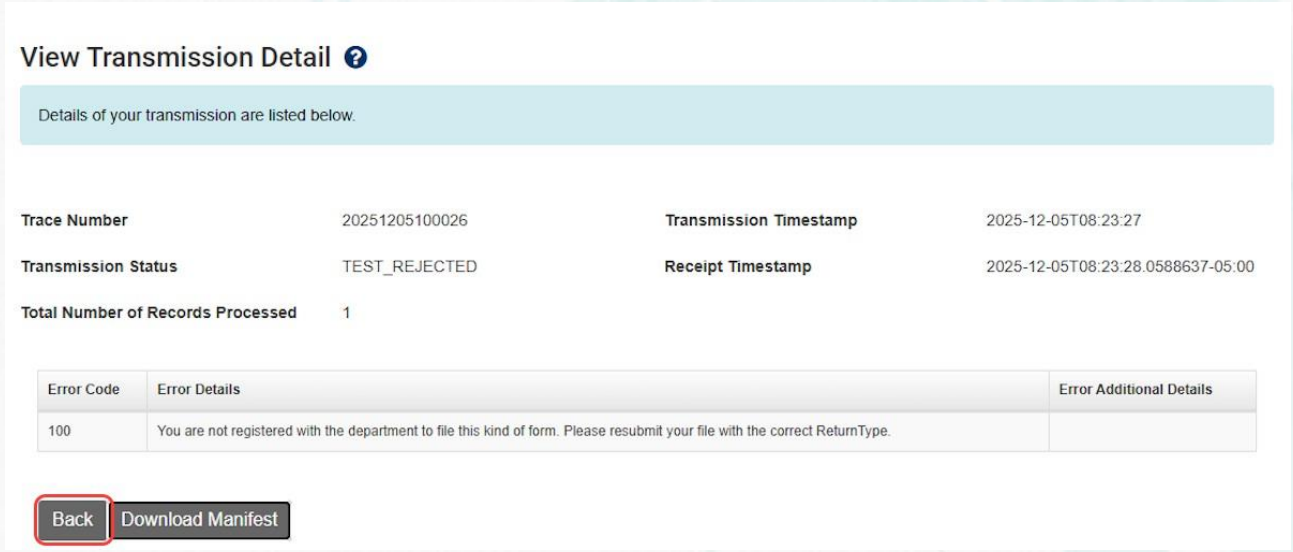
Open the Downloaded Manifest to view the Manifest_TraceNumber_ UniqueIdentifier.xml File.

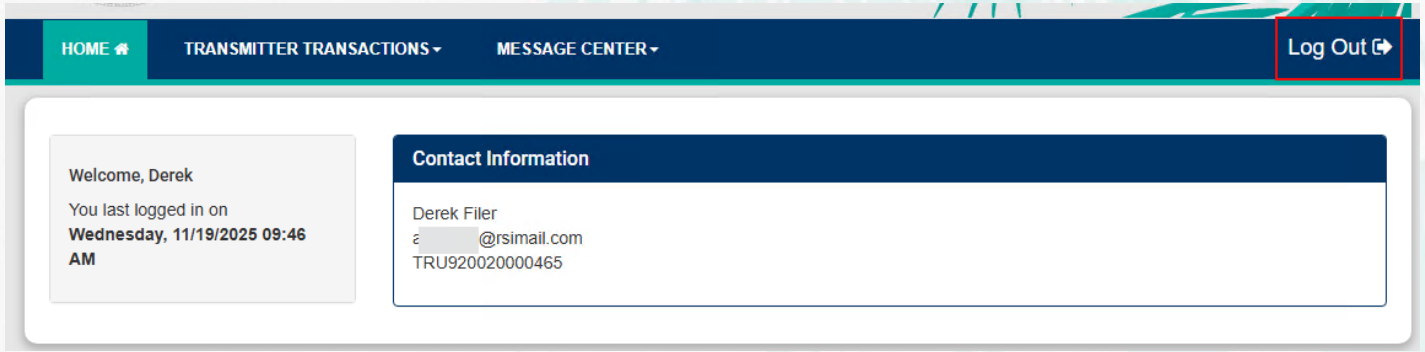
Click the “x” in the upper- right corner of the screen to close the Manifest File.



Back to View Transmissions Page

Click the Back button to return to the View Transmissions page.



Logout

To exit, click Log Out in the upper right-hand corner on the main toolbar.