

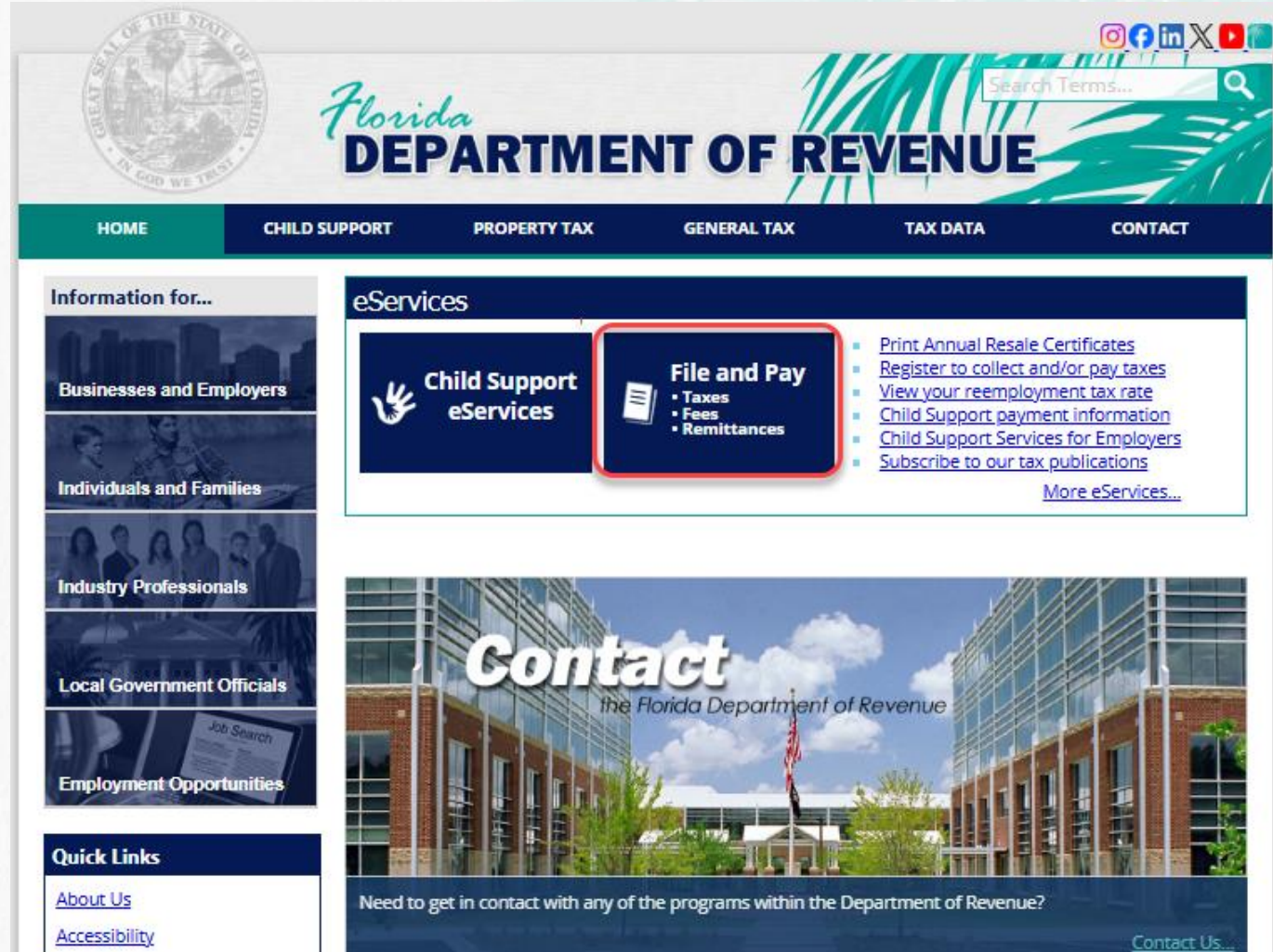
# **Secure File Transmission (Bulk Filer)**

## **Electronic File and Pay Step-by-Step Guide**



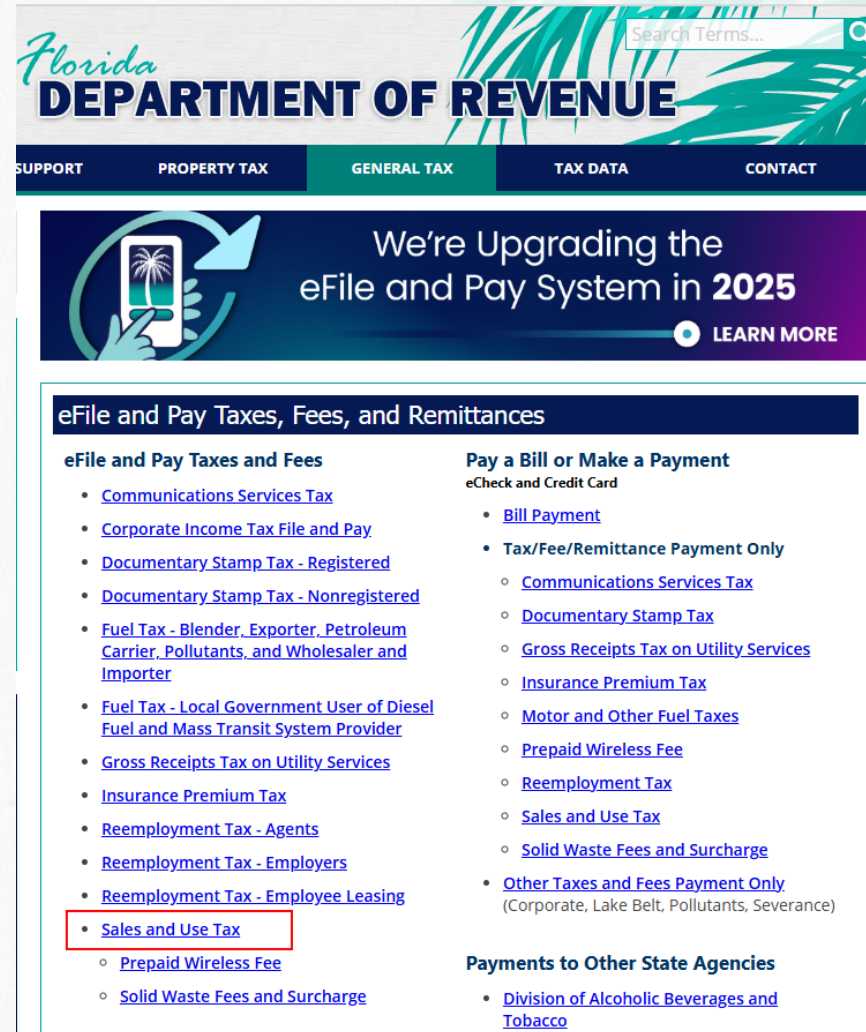
# FloridaRevenue.com

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.



Florida  
DEPARTMENT OF REVENUE

Search Terms...

SUPPORT PROPERTY TAX GENERAL TAX TAX DATA CONTACT

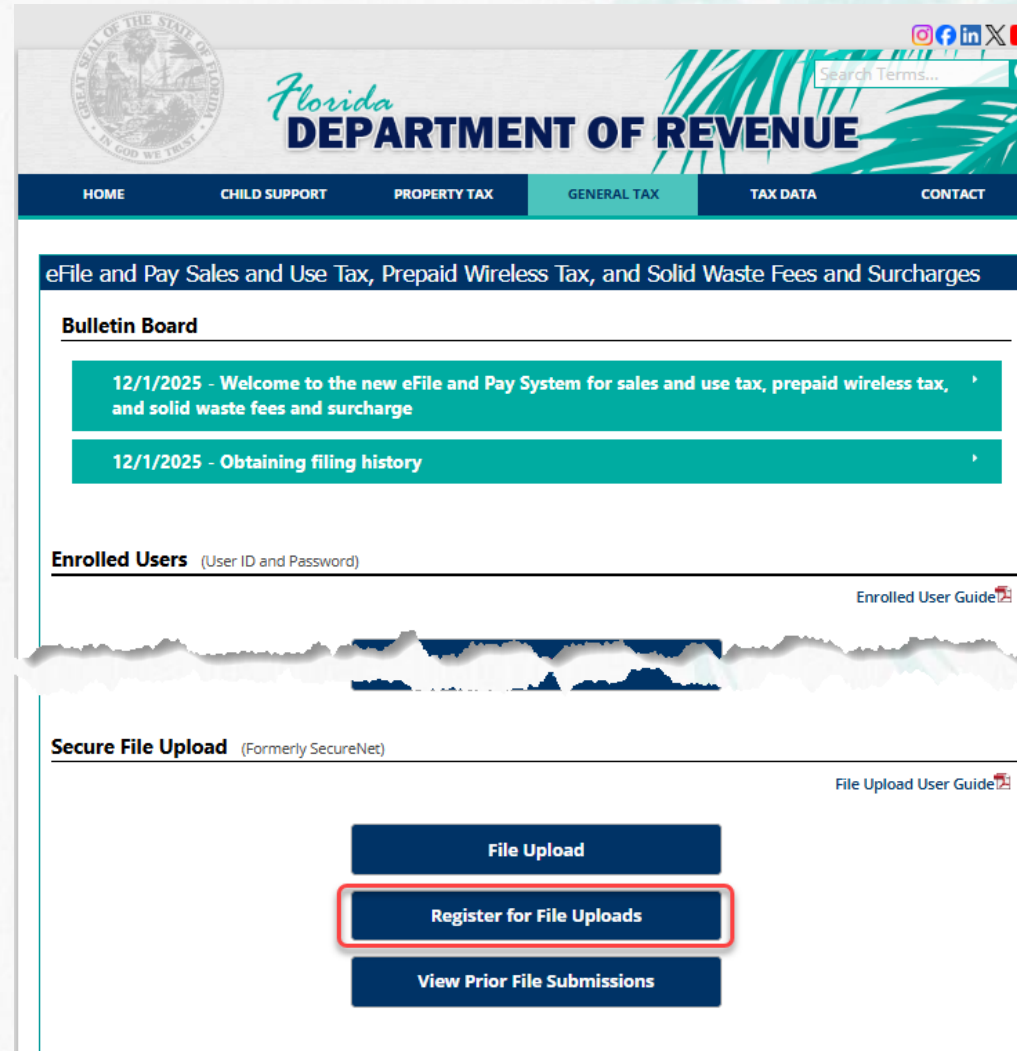
We're Upgrading the eFile and Pay System in **2025**  
LEARN MORE

### eFile and Pay Taxes, Fees, and Remittances

eFile and Pay Taxes and Fees	Pay a Bill or Make a Payment
<ul style="list-style-type: none"><li><a href="#">Communications Services Tax</a></li><li><a href="#">Corporate Income Tax File and Pay</a></li><li><a href="#">Documentary Stamp Tax - Registered</a></li><li><a href="#">Documentary Stamp Tax - Nonregistered</a></li><li><a href="#">Fuel Tax - Blender, Exporter, Petroleum Carrier, Pollutants, and Wholesaler and Importer</a></li><li><a href="#">Fuel Tax - Local Government User of Diesel Fuel and Mass Transit System Provider</a></li><li><a href="#">Gross Receipts Tax on Utility Services</a></li><li><a href="#">Insurance Premium Tax</a></li><li><a href="#">Reemployment Tax - Agents</a></li><li><a href="#">Reemployment Tax - Employers</a></li><li><a href="#">Reemployment Tax - Employee Leasing</a></li><li><b><a href="#">Sales and Use Tax</a></b><ul style="list-style-type: none"><li><a href="#">Prepaid Wireless Fee</a></li><li><a href="#">Solid Waste Fees and Surcharge</a></li></ul></li></ul>	<p>eCheck and Credit Card</p> <ul style="list-style-type: none"><li><a href="#">Bill Payment</a></li><li><b>Tax/Fee/Remittance Payment Only</b><ul style="list-style-type: none"><li><a href="#">Communications Services Tax</a></li><li><a href="#">Documentary Stamp Tax</a></li><li><a href="#">Gross Receipts Tax on Utility Services</a></li><li><a href="#">Insurance Premium Tax</a></li><li><a href="#">Motor and Other Fuel Taxes</a></li><li><a href="#">Prepaid Wireless Fee</a></li><li><a href="#">Reemployment Tax</a></li><li><a href="#">Sales and Use Tax</a></li><li><a href="#">Solid Waste Fees and Surcharge</a></li></ul></li><li><b>Other Taxes and Fees Payment Only</b> (Corporate, Lake Belt, Pollutants, Severance)</li></ul>
	<p>Payments to Other State Agencies</p> <ul style="list-style-type: none"><li><a href="#">Division of Alcoholic Beverages and Tobacco</a></li></ul>

# Login With Username and Password

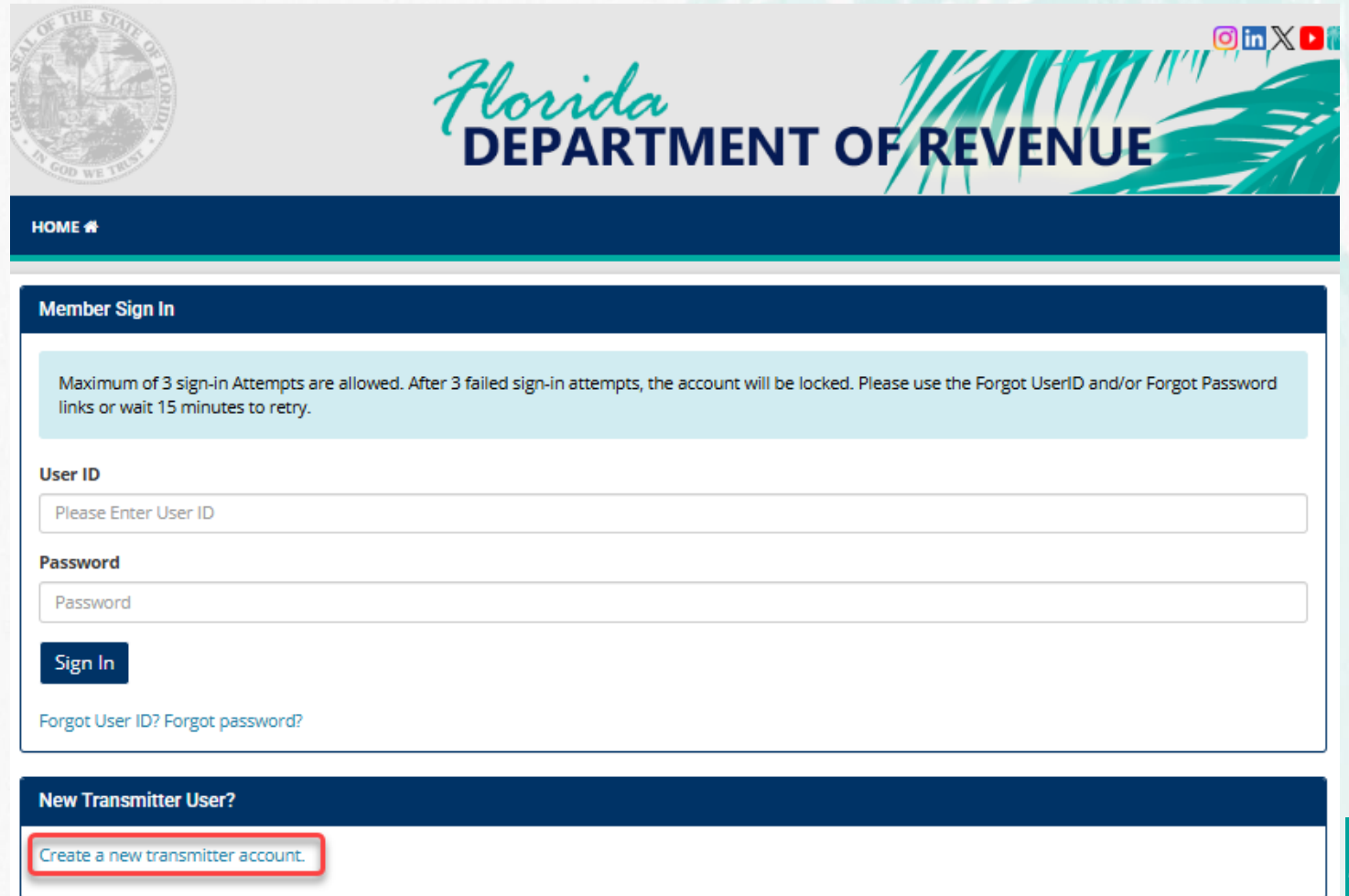
Under the Secure File Upload section, click “Register for File Uploads.”



The screenshot displays the Florida Department of Revenue website. At the top, there is a header with the state seal, the department's name, and social media icons. Below this is a navigation bar with links to HOME, CHILD SUPPORT, PROPERTY TAX, GENERAL TAX, TAX DATA, and CONTACT. The main content area features a section for eFile and Pay Sales and Use Tax, Prepaid Wireless Tax, and Solid Waste Fees and Surcharges. Under this section is a Bulletin Board with two items: "12/1/2025 - Welcome to the new eFile and Pay System for sales and use tax, prepaid wireless tax, and solid waste fees and surcharge" and "12/1/2025 - Obtaining filing history". Below the Bulletin Board is the Enrolled Users section, which includes a link to the Enrolled User Guide. The Secure File Upload section (Formerly SecureNet) is highlighted with a red border. It contains three buttons: "File Upload", "Register for File Uploads" (which is highlighted with a red border), and "View Prior File Submissions". A link to the File Upload User Guide is also present.

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

## Member Sign In



The screenshot shows the Florida Department of Revenue website header with the state seal and social media icons. Below the header is a dark blue navigation bar with a 'HOME' link. The main content area is titled 'Member Sign In' and contains a warning message about sign-in attempts. It features input fields for 'User ID' and 'Password', a 'Sign In' button, and links for 'Forgot User ID?' and 'Forgot password?'. At the bottom, there is a section titled 'New Transmitter User?' with a link 'Create a new transmitter account.' highlighted by a red rectangle.

Florida  
DEPARTMENT OF REVENUE

HOME

### Member Sign In

Maximum of 3 sign-in Attempts are allowed. After 3 failed sign-in attempts, the account will be locked. Please use the Forgot UserID and/or Forgot Password links or wait 15 minutes to retry.

**User ID**

**Password**

**Sign In**

[Forgot User ID?](#) [Forgot password?](#)

### New Transmitter User?

[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 ?

If you have any questions, please contact the Department of Revenue's Taxpayer Services by email at [fdortaxpayerservices@floridarevenue.com](mailto:fdortaxpayerservices@floridarevenue.com) or you may call Taxpayer Services at 850-488-6800 during normal business hours (8:00 a.m. and 5:00 p.m. ET, Monday-Friday).

\* indicates required field

Transmitters Tax Portal Usage Terms

Review the Florida Department of Revenue's [Privacy Notice](#). By clicking Next, you accept the terms outline in this Privacy Notice.

☒ \* I agree to the above Terms & Conditions

\* ☒ I'm not a robot

reCAPTCHA  
Privacy - Terms

Cancel Next

# Register for Secure Services

Enter all of the  
required User  
Information.

Click Next.

Register for Secure Services ?

Progress 0%

Enter the required information to register as a Direct Filer/Transmitter User and obtain your login credentials.  
This login will allow you to access the system and perform transactions.  
**Please note:** if you exit this application before submitting, your information will not be saved.

\* indicates required field

User Information

\* First Name

Derek

\* Last Name

Filer

Position

\* Proposed User ID

DFI2025

\* Daytime Phone

(850) 488-6800

Extension

Mobile Phone

XXX XXX XXXX

\* Email

FL\_null@rsimail.com

\* Confirm Email

FL\_null@rsimail.com


Cancel


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 - Signature 

Progress 

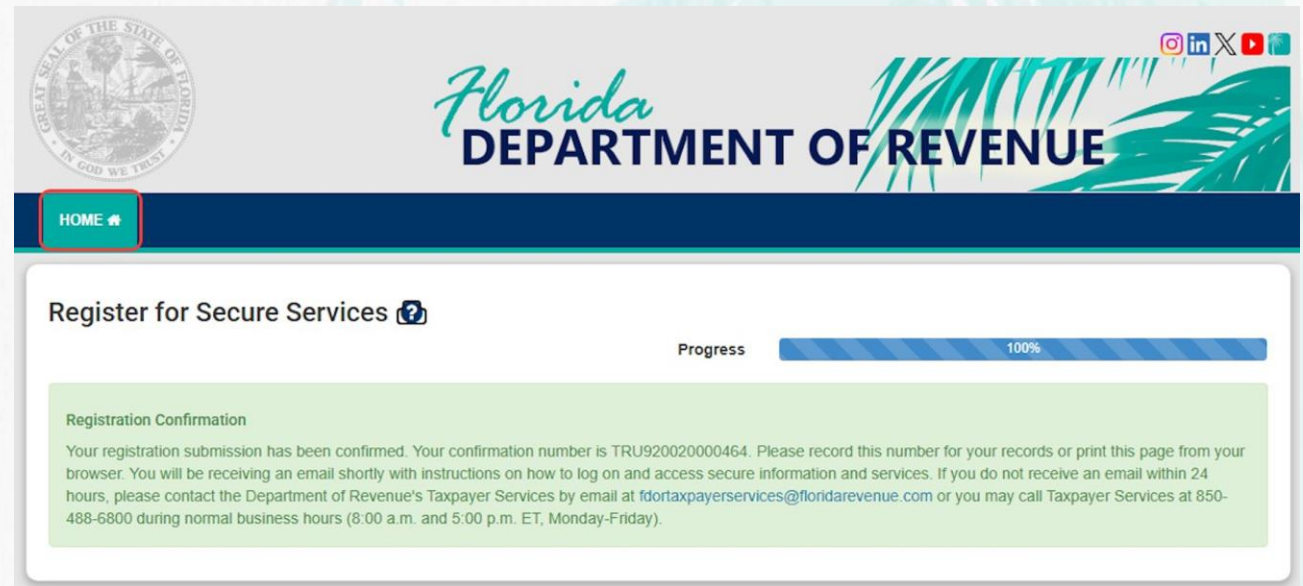
Do you acknowledge that all information is true and accurate as entered?  
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

# Register for Secure Services

The green  
Registration  
Confirmation banner  
displays.

Click Home to  
complete the  
registration.

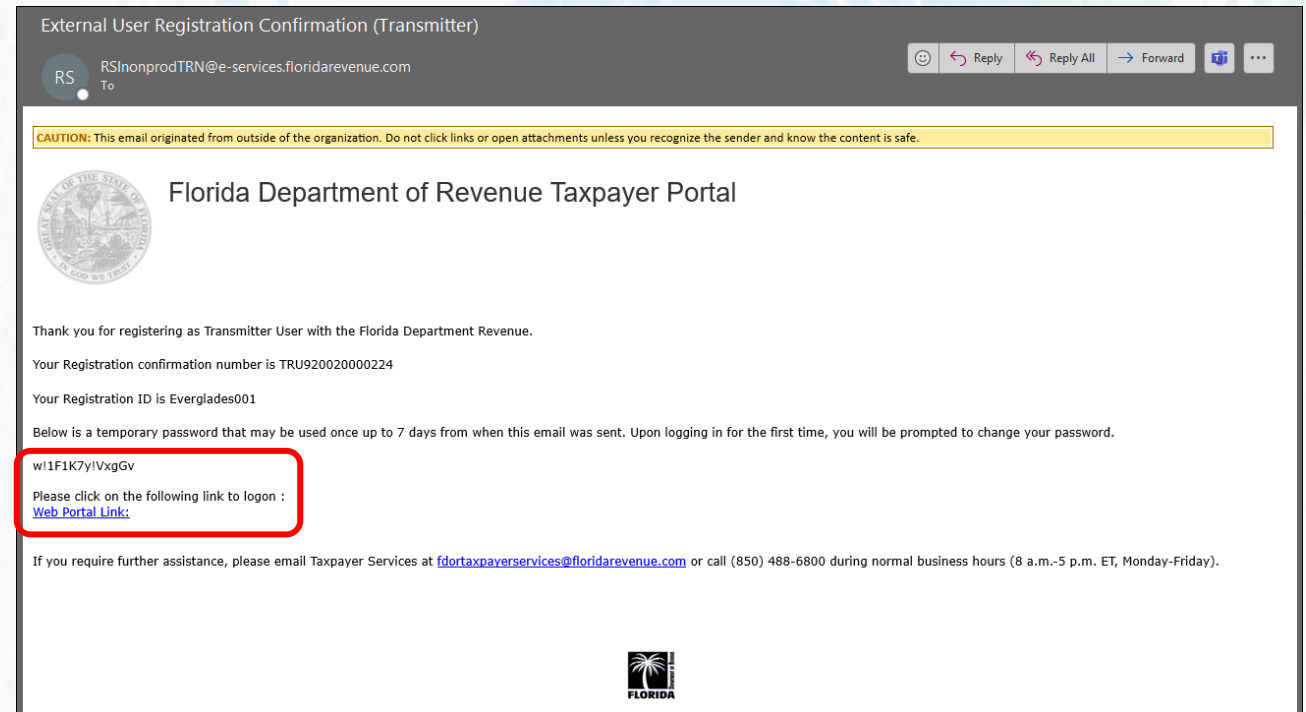
*Tip: The green confirmation banner will include the registration **Confirmation Number** (TRU###).  
An email will be sent to the address provided to continue the transmitter account registration.*



# Registration Confirmation

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

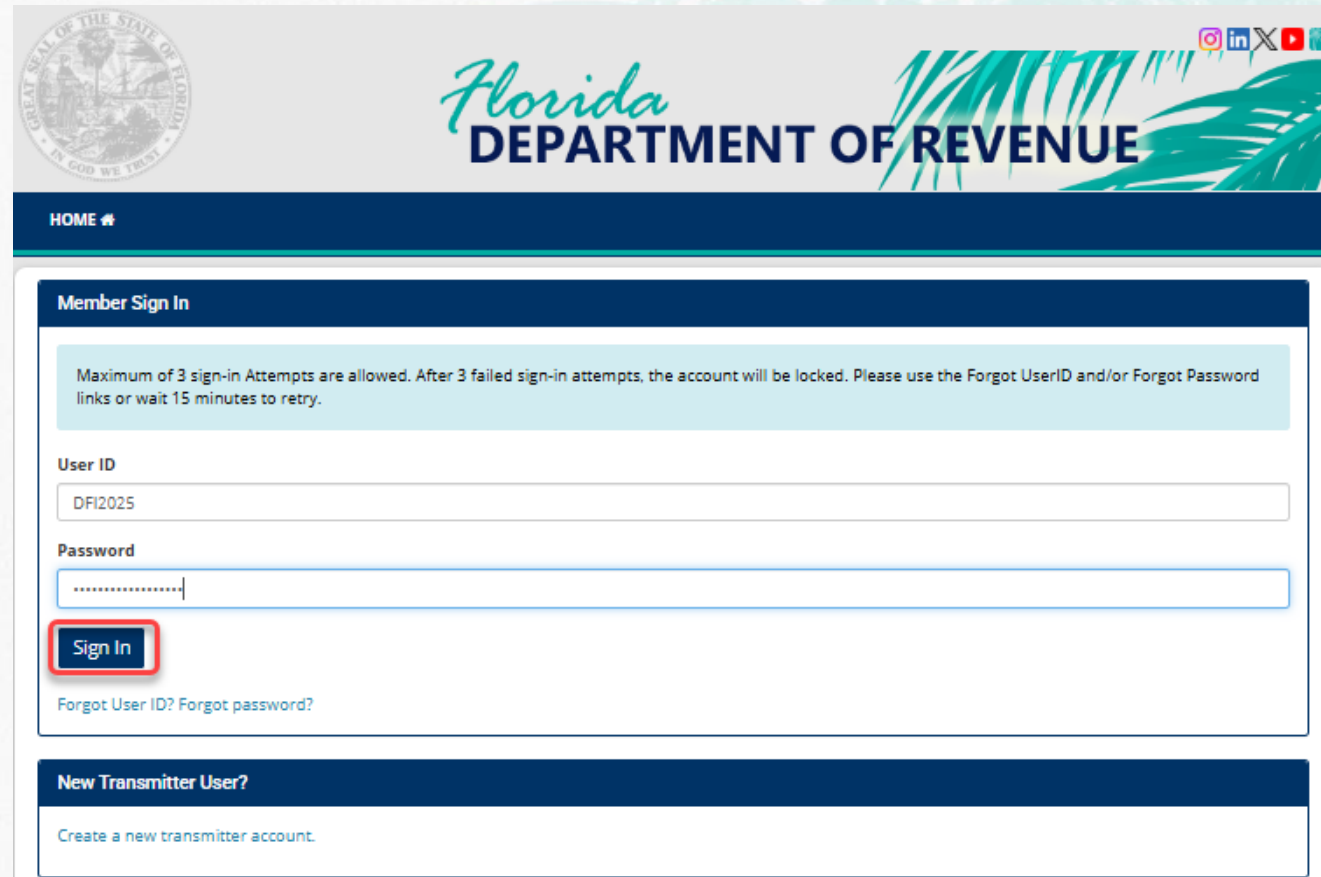
Click Web Portal Link.



# Register as Transmitter User

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

Click Sign In.



The screenshot shows the Florida Department of Revenue website's login interface. At the top, there is a header with the Florida Department of Revenue logo and social media icons. Below the header is a dark blue navigation bar with a "HOME" link. The main content area is titled "Member Sign In" and contains a warning message: "Maximum of 3 sign-in Attempts are allowed. After 3 failed sign-in attempts, the account will be locked. Please use the Forgot UserID and/or Forgot Password links or wait 15 minutes to retry." Below this, there are two input fields: "User ID" with the value "DFI2025" and "Password" with masked characters. A red box highlights the "Sign In" button. Below the button are links for "Forgot User ID?" and "Forgot password?". At the bottom, there is a section titled "New Transmitter User?" with a link to "Create a new transmitter account."

Florida  
DEPARTMENT OF REVENUE

HOME

Member Sign In

Maximum of 3 sign-in Attempts are allowed. After 3 failed sign-in attempts, the account will be locked. Please use the Forgot UserID and/or Forgot Password links or wait 15 minutes to retry.

User ID  
DFI2025

Password  
.....

Sign In

[Forgot User ID?](#) [Forgot password?](#)

New Transmitter User?

[Create a new transmitter account.](#)

# Register as Transmitter User

Select three different security questions and provide unique answers.

Click Save.

**Enrollment - Security Questions**

Thank you for registering for the web portal.  
As part of the sign up process, please select and answer 3 security questions below. These questions will be used for security verification.

\* indicates required field

* Security Question #1	What was your childhood nickname? ▾	* Question #1 Answer	Answer
* Security Question #2	What is the name of your favorite childh ▾	* Question #2 Answer	Response
* Security Question #3	What is your mother's maiden name? ▾	* Question #3 Answer	Reply

Save

# Register as Transmitter User

Enter the temporary password in the Current Password field.

Create a New Password and Confirm New Password.

Click Save.

## Change Password

\* indicates required field

Thank you for registering for the web portal. Please enter and confirm a new password below. New passwords must be at least 14 characters long and contain an upper case, lower case, number and special character.

\* Current Password

\* New Password

\* Confirm New Password

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.**

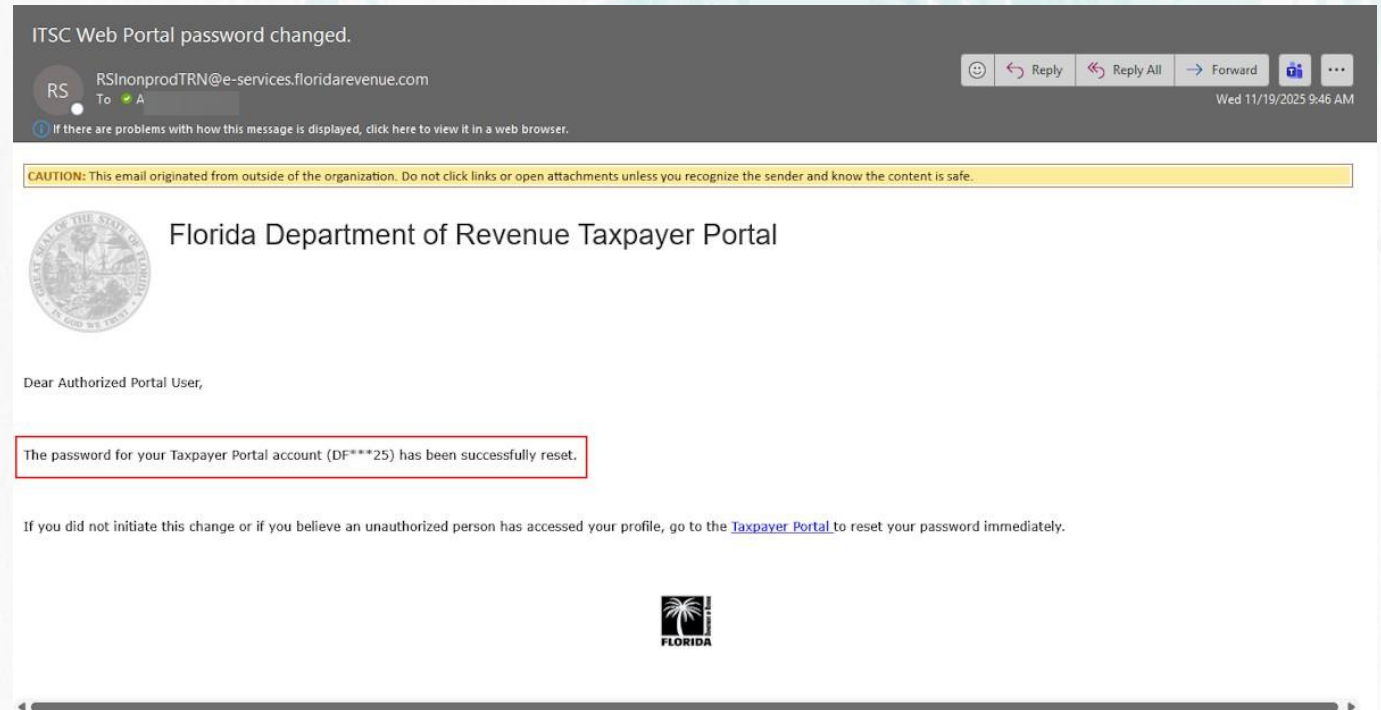
### Change Password

The password was changed successfully. Please select Continue to login with the new password.

Continue

# Password Change Confirmation

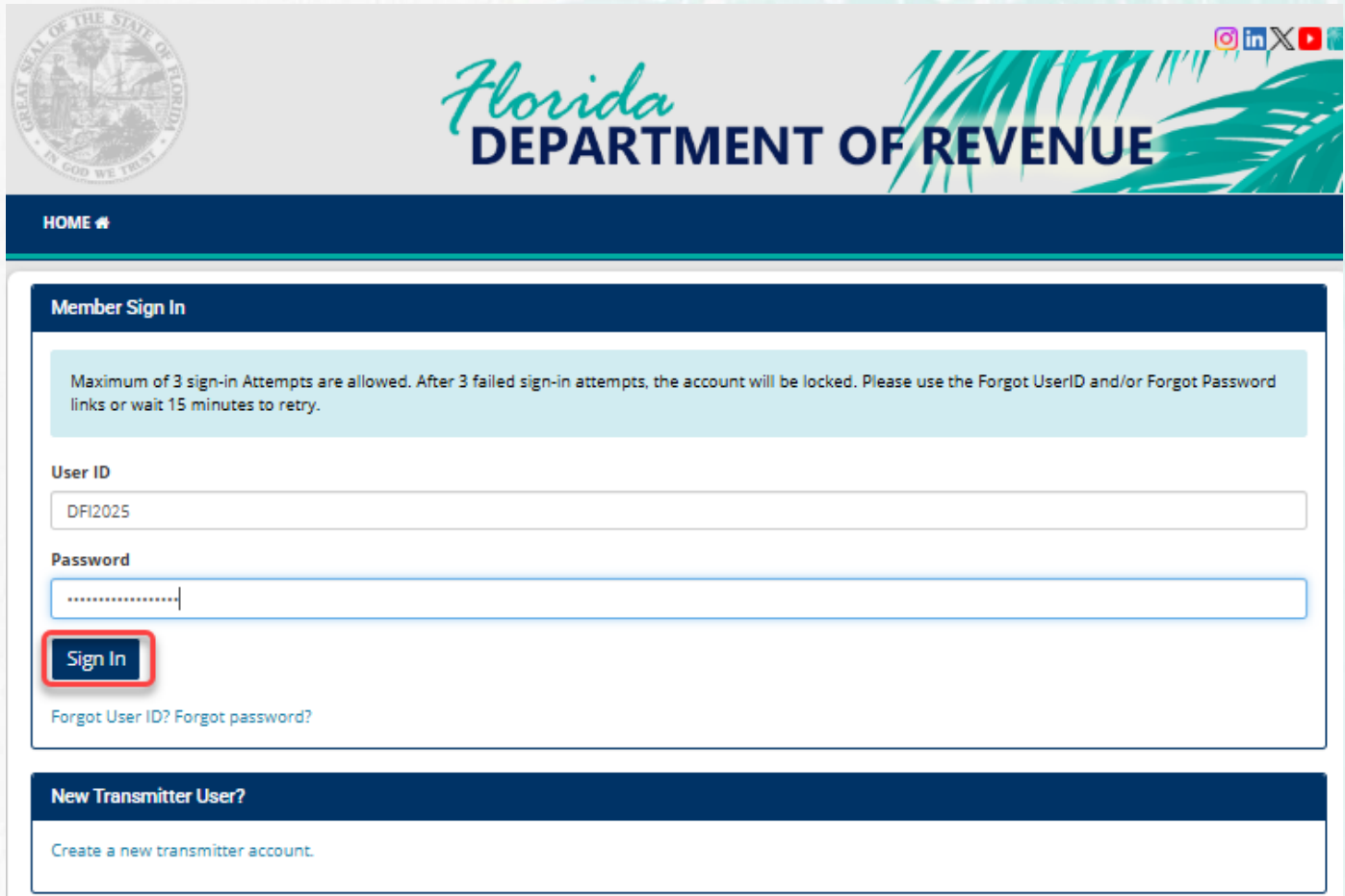
An email will be sent to the address provided, confirming that the password has been successfully reset.



# Login With User ID and Password

Enter the User ID  
you created and the  
new Password.

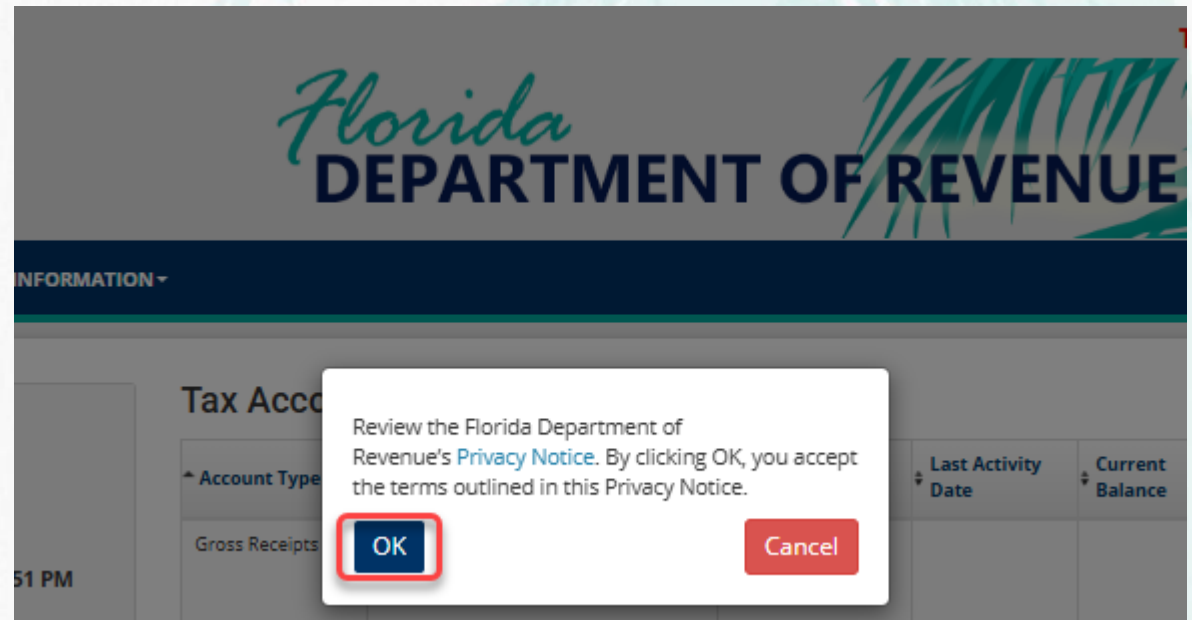
Click Sign In.



The screenshot shows the Florida Department of Revenue website's login interface. At the top, there is a header with the Florida Department of Revenue logo on the left and social media icons on the right. Below the header is a dark blue navigation bar with the word "HOME" and a small icon. The main content area is titled "Member Sign In" in a dark blue bar. Below this, a light blue box contains a warning: "Maximum of 3 sign-in Attempts are allowed. After 3 failed sign-in attempts, the account will be locked. Please use the Forgot UserID and/or Forgot Password links or wait 15 minutes to retry." Below the warning, there are two input fields: "User ID" with the text "DFI2025" and "Password" with masked characters. A red rectangle highlights the "Sign In" button. Below the button is a link that says "Forgot User ID? Forgot password?". At the bottom of the form, there is a section titled "New Transmitter User?" with a link that says "Create a new transmitter account."

# Florida Department of Revenue Privacy Notice

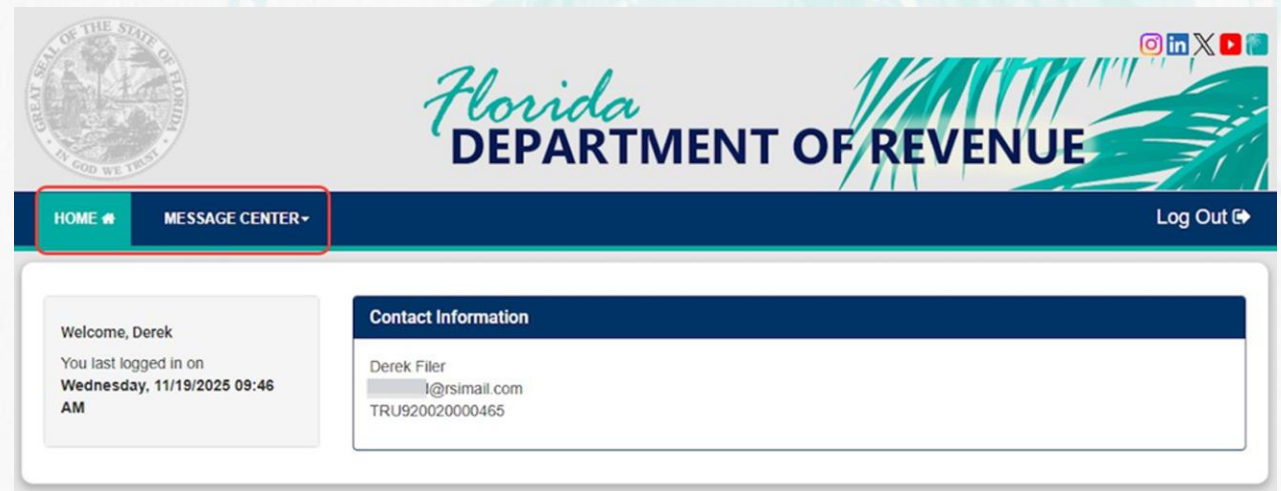
To view the Florida Department of Revenue's Privacy Notice, click the hyperlink. Otherwise, to continue, click OK.



## User Homepage

The initial user homepage will show minimal information.

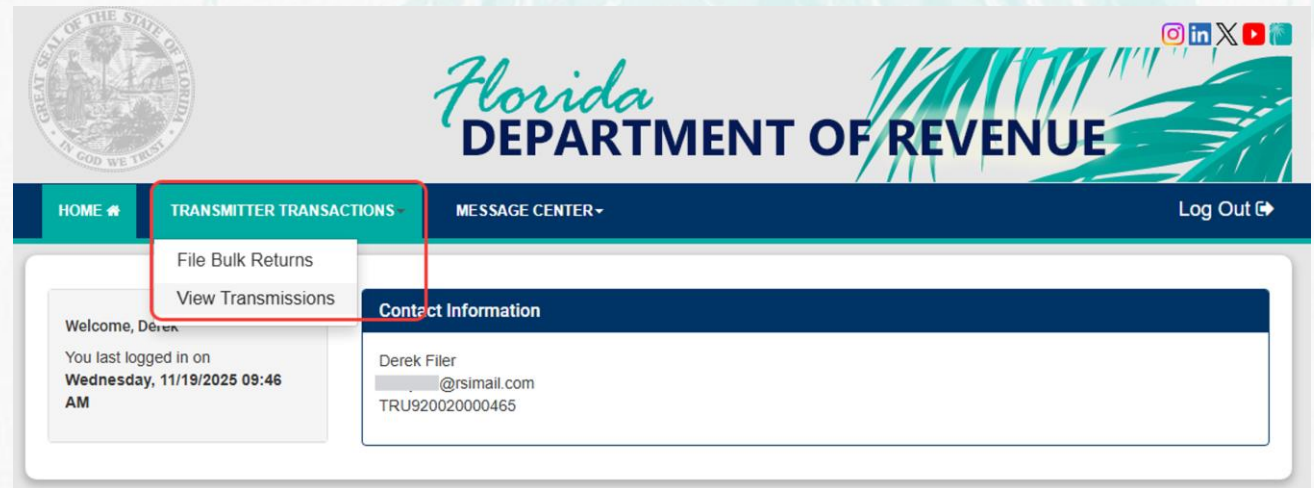
It will take approximately 30 minutes after account creation for the Transmitter account to become active and fully functional.



## 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.

### File Bulk Returns ?

Please select the file type from the drop-down list first. The options available are Production and Test for both .xml and .zip file types. We recommend using .zip files to reduce processing times and bandwidth issues. Limit of 1 .xml file per .zip.

**Note:** If the Test Indicator code within the file does not match the Production file type, the file will not be submitted to the Department.

Once the file type is selected, click the **Add File** button to choose your file. Only **one** file can be uploaded at a time. Additional files added will be ignored by the system.

After selecting a file, it will appear below for your review.  
If the file is correct, click **Start** to upload it.  
If the file is incorrect, click **Cancel** to remove it.

After uploading, you may click **Delete** to remove the file or **Submit** to complete the process.  
**Important:** If multiple files are uploaded, only the first file will be processed. Any additional files must be removed before submission, or they will not be accepted.

Any file over the **Maximum File Size** must be zipped.  
Maximum File Size: 75MB  
File Type Selected:

Select File Type

Production-Sales Tax (XML)

Production-Sales Tax (ZIP)

Test-Sales Tax (XML)

Test-Sales Tax (ZIP)

Cancel

+ Add Files...

Submit

*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)	<b>Only XML</b> file with TestIndicator = "P" (Production). File submitted with TestIndicator = "T" will be rejected with error code 011.
Production-Sales Tax(ZIP)	<b>Only ZIP</b> 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)	<b>Only XML</b> file with TestIndicator = "T" (Test). File submitted with TestIndicator = "P" will be rejected with error code 010.
Test-Sales Tax(ZIP)	<b>Only ZIP</b> file containing a single XML file with TestIndicator = "T" (Test). File submitted with TestIndicator = "P" will be rejected with error code 010.

## Add Files

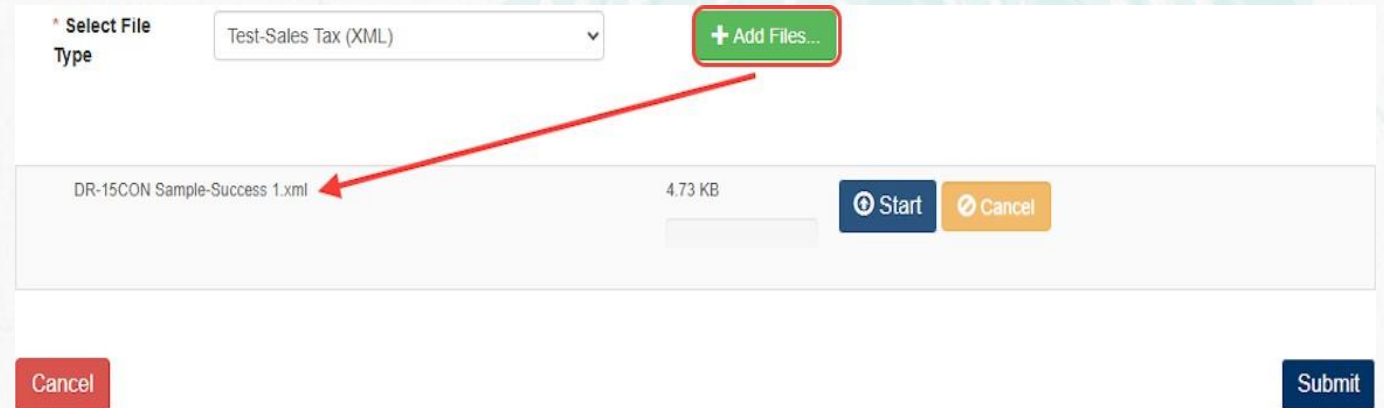
**After selecting the File Type, click the +Add Files button.**



The screenshot shows a web interface for adding files. On the left, the text '\* Select File Type' is displayed. To its right is a dropdown menu with 'Test-Sales Tax (XML)' selected. A red rectangular box highlights this dropdown, and a red arrow points from it to a green button labeled '+ Add Files...'. Below the dropdown, there is a red 'Cancel' button on the left and a dark blue 'Submit' button on the right.

## 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.



The screenshot displays a web interface for file uploads. At the top, there is a label '\* Select File Type' next to a dropdown menu currently set to 'Test-Sales Tax (XML)'. To the right of the dropdown is a green button with a plus icon and the text '+ Add Files...'. Below this, a file named 'DR-15CON Sample-Success 1.xml' is listed, with its size '4.73 KB' shown to the right. A red arrow points from the '+ Add Files...' button to the file name. To the right of the file name are two buttons: a blue 'Start' button and an orange 'Cancel' button. At the bottom left of the interface is a red 'Cancel' button, and at the bottom right is a blue 'Submit' button.

# Start the File Uploading Process

**Click the Start button to begin the file uploading process.**

\* Select File Type: Test-Sales Tax (XML) [v] [Add Files...]

DR-15CON Sample-Success 1.xml	4.73 KB	[Start] [Cancel]
-------------------------------	---------	------------------

[Cancel] [Submit]

## 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.*

* Select File Type	
Test-Sales Tax (XML)	+ Add Files...

File Name	Size	Actions
DR-15CON Sample-Success 1.xml	4.73 KB	Delete

Cancel Submit

*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.**

## Confirmation

Your SUT XML file has been uploaded. Please review the transmission history or manifest for any warning message(s). The Trace Number is provided below.

Trace Number: 20251205120532

# File Submitted Failed

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

The Description column will tell you why it failed.

**File Bulk Returns ?**

Bulk file upload failed. Please see errors below

Please select the file type from the drop-down list first. The options available are Production and Test for both .xml and .zip file types. We recommend using .zip files to reduce processing times and bandwidth issues. Limit of 1 .xml file per .zip.  
**Note:** If the Test Indicator code within the file does not match the Production file type, the file will not be submitted to the Department.

Once the file type is selected, click the **Add File** button to choose your file. Only **one** file can be uploaded at a time. Additional files added will be ignored by the system.

After selecting a file, it will appear below for your review.  
If the file is correct, click **Start** to upload it.  
If the file is incorrect, click **Cancel** to remove it.

After uploading, you may click **Delete** to remove the file or **Submit** to complete the process.  
**Important:** If multiple files are uploaded, only the first file will be processed. Any additional files must be removed before submission, or they will not be accepted.

Any file over the **Maximum File Size** must be zipped.  
Maximum File Size: 75MB  
File Type Selected:

\* Select File Type

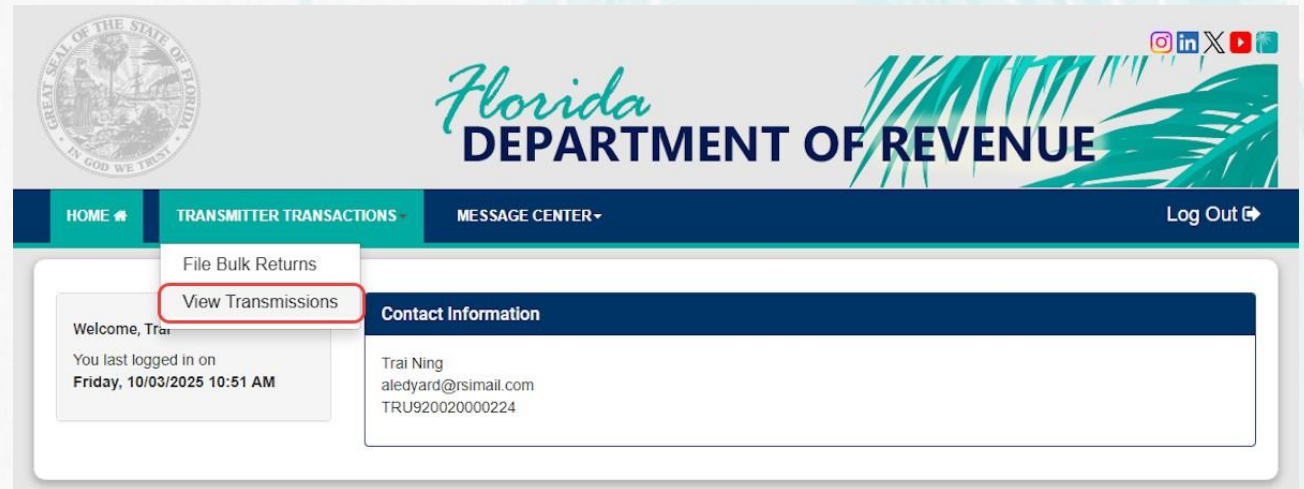
Code	Description	Additional Information
100	You are not registered with the department to file this kind of form. Please resubmit your file with the correct ReturnType.	Trace Number: 20251205100026

Showing 1 to 1 of 1 entries

« < 1 > »

# 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*

**View Transmissions**

View transmissions you have submitted via Portal or Bulk Filing Gateway.

- Use the fields below to filter the results grid.
  - At least one search criteria required to filter records.
  - Search filter will display latest **200** records with in selected criteria. If Trace Number is also part of the search, then only 1 record is viewed.
  - When filtering with Transmission Status, then Trace Number or Date Range is required for precise search.
- Select the hyperlink over Trace Number to view submitted transmission.

**Search Filter** ?

Trace Number

Submitted Date Range  To

Transmission Status

**Filter** **Clear Search**

**Transmissions Details** ?

Search:

Submitted Date	Trace Number	Transmission Type	Document Count	Status
12/05/2025 08:23:28	20251205100026	DR_15CON	1	TEST REJECTED
11/05/2025 14:37:30	20251105100025	DR_15	1	REJECTED

*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.

Transmissions Details ?

Search:

Submitted Date	Trace Number	Transmission Type	Document Count	Status
12/05/2025 12:35:14	20251205120532	DR_15EZ	1	ACCEPTED
12/04/2025 17:31:02	20251204120526	DR_15	1	ACCEPTED
12/04/2025 14:34:52	20251204120524	DR_15	1	ACCEPTED
12/04/2025 12:31:51	20251204120523	DR_15CON	1	ACCEPTED

# View Transmission Details & Download Manifest

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

Click on Download Manifest.

**View Transmission Detail** ?

Details of your transmission are listed below.

<b>Trace Number</b>	20251205100026	<b>Transmission Timestamp</b>	2025-12-05T08:23:27
<b>Transmission Status</b>	TEST_REJECTED	<b>Receipt Timestamp</b>	2025-12-05T08:23:28.0588637-05:00
<b>Total Number of Records Processed</b>	1		

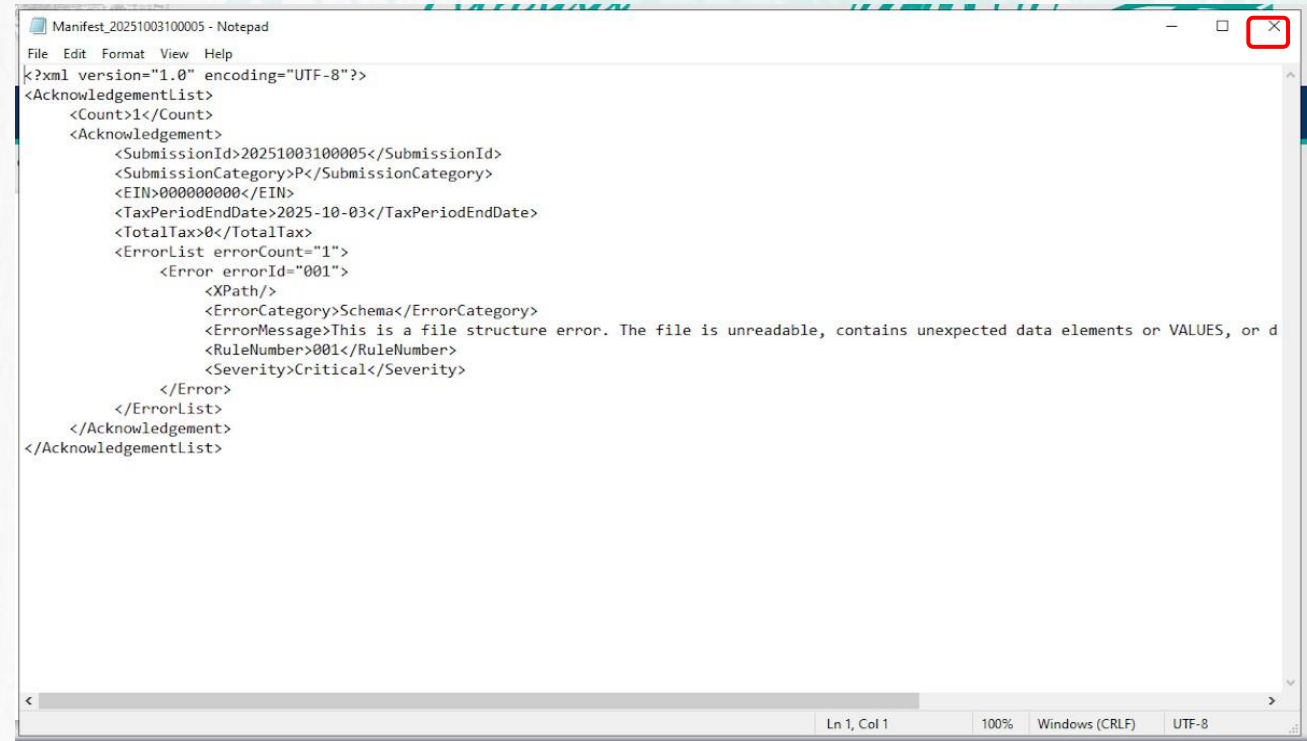
Error Code	Error Details	Error Additional Details
100	You are not registered with the department to file this kind of form. Please resubmit your file with the correct Return Type.	

Back Download Manifest

# Open Downloaded Manifest File

Open the Downloaded Manifest to view the Manifest\_TraceNumber\_UniquelIdentifier.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.

## View Transmission Detail ?

Details of your transmission are listed below.

Trace Number	20251205100026	Transmission Timestamp	2025-12-05T08:23:27
Transmission Status	TEST_REJECTED	Receipt Timestamp	2025-12-05T08:23:28.0588637-05:00
Total Number of Records Processed	1		

Error Code	Error Details	Error Additional Details
100	You are not registered with the department to file this kind of form. Please resubmit your file with the correct ReturnType.	

Back

Download Manifest

# Logout

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

