

Sales and Use Tax: Creating a Transmitter Account (Bulk Filer)

Electronic File and Pay Step-by-Step Guide



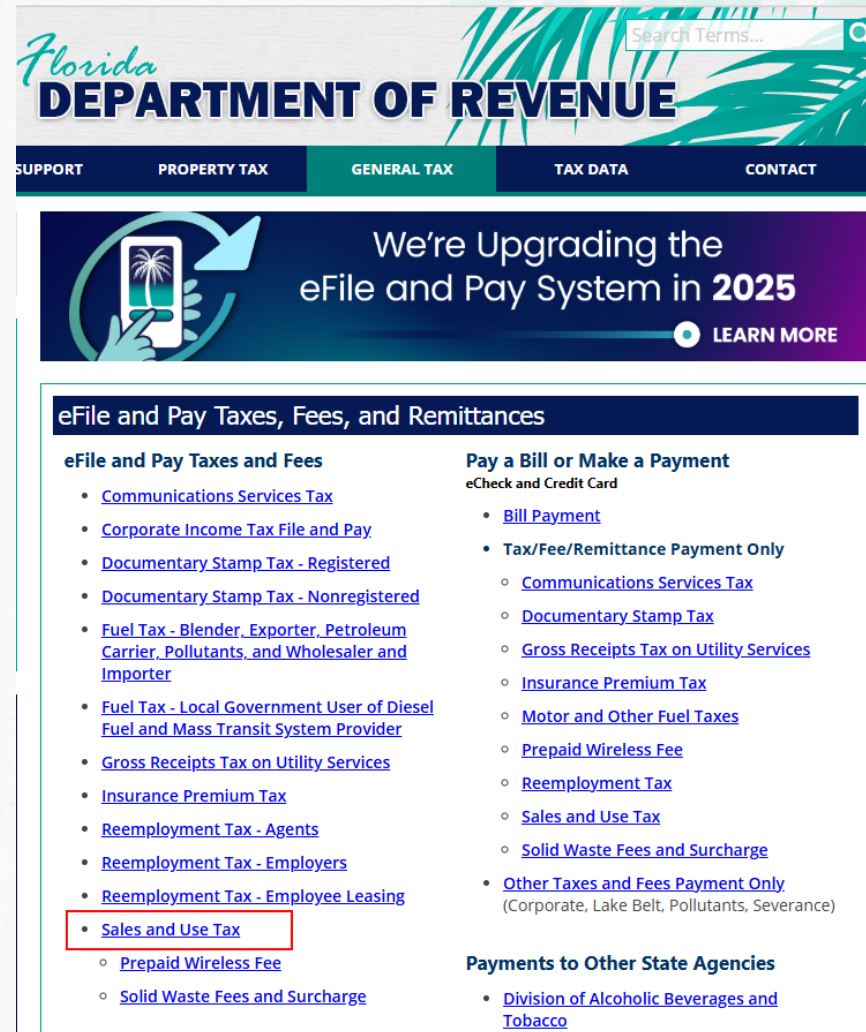
FloridaRevenue.com

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
Communications Services Tax Corporate Income Tax File and Pay Documentary Stamp Tax - Registered Documentary Stamp Tax - Nonregistered Fuel Tax - Blender, Exporter, Petroleum Carrier, Pollutants, and Wholesaler and Importer Fuel Tax - Local Government User of Diesel Fuel and Mass Transit System Provider Gross Receipts Tax on Utility Services Insurance Premium Tax Reemployment Tax - Agents Reemployment Tax - Employers Reemployment Tax - Employee Leasing Sales and Use Tax Prepaid Wireless Fee Solid Waste Fees and Surcharge	eCheck and Credit Card Bill Payment Tax/Fee/Remittance Payment Only Communications Services Tax Documentary Stamp Tax Gross Receipts Tax on Utility Services Insurance Premium Tax Motor and Other Fuel Taxes Prepaid Wireless Fee Reemployment Tax Sales and Use Tax Solid Waste Fees and Surcharge Other Taxes and Fees Payment Only (Corporate, Lake Belt, Pollutants, Severance)
	Payments to Other State Agencies Division of Alcoholic Beverages and Tobacco

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

Member Sign In

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
Please Enter User ID

Password
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 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

Register for Secure Services

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

Register for Secure Services - Signature 

Progress 

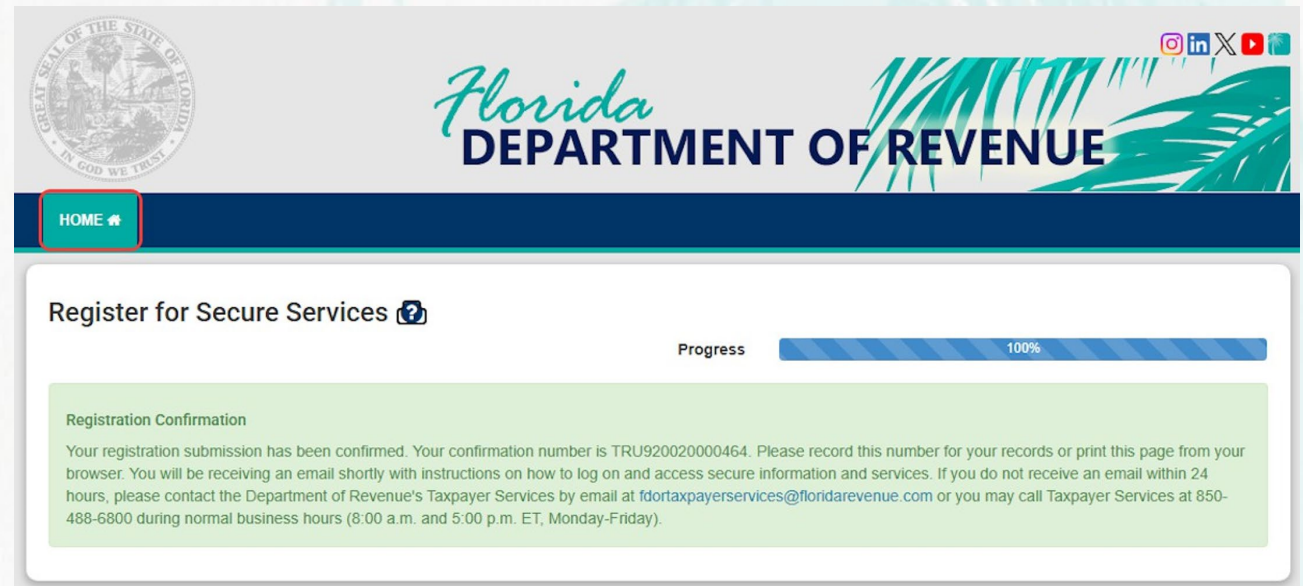
Do you acknowledge that all information is true and accurate as entered?
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

Register for Secure Services

The green
Registration
Confirmation banner
displays.

Click Home to
complete the
registration.

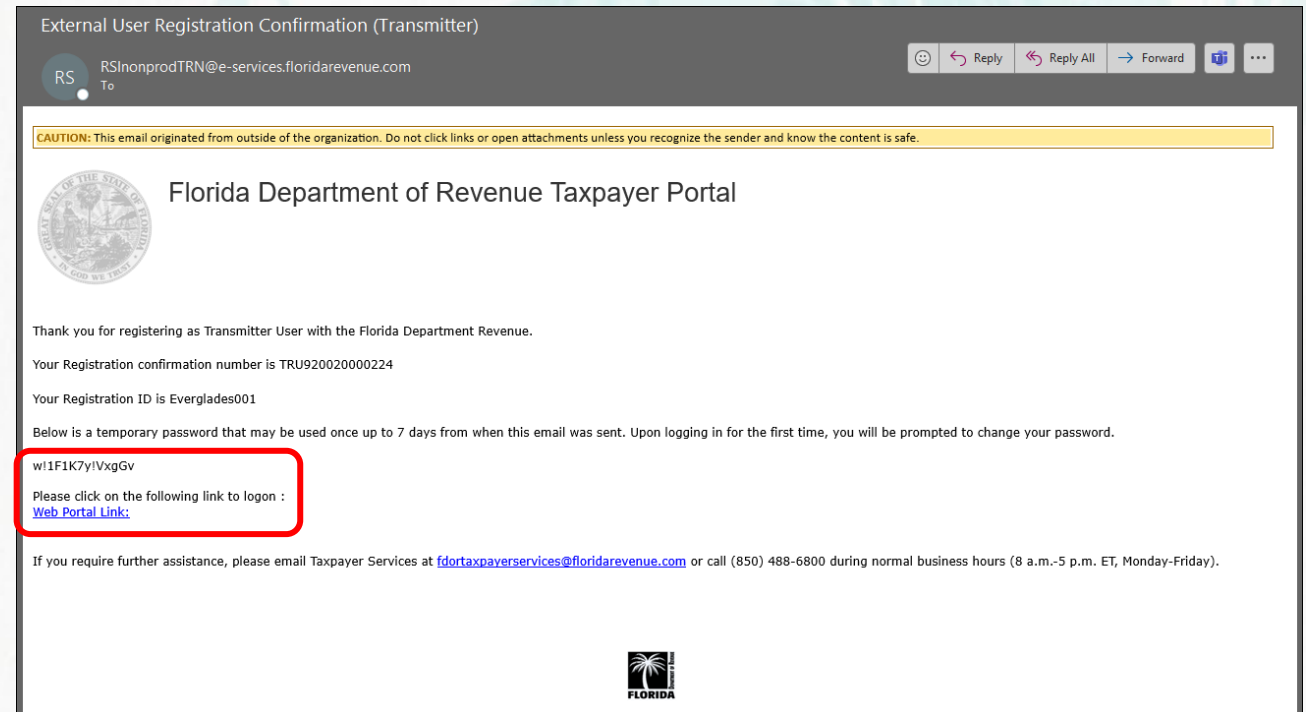
*Tip: The green confirmation banner will include the registration **Confirmation Number** (TRU###).
An email will be sent to address provided to continue the transmitter account registration.*



Registration Confirmation

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

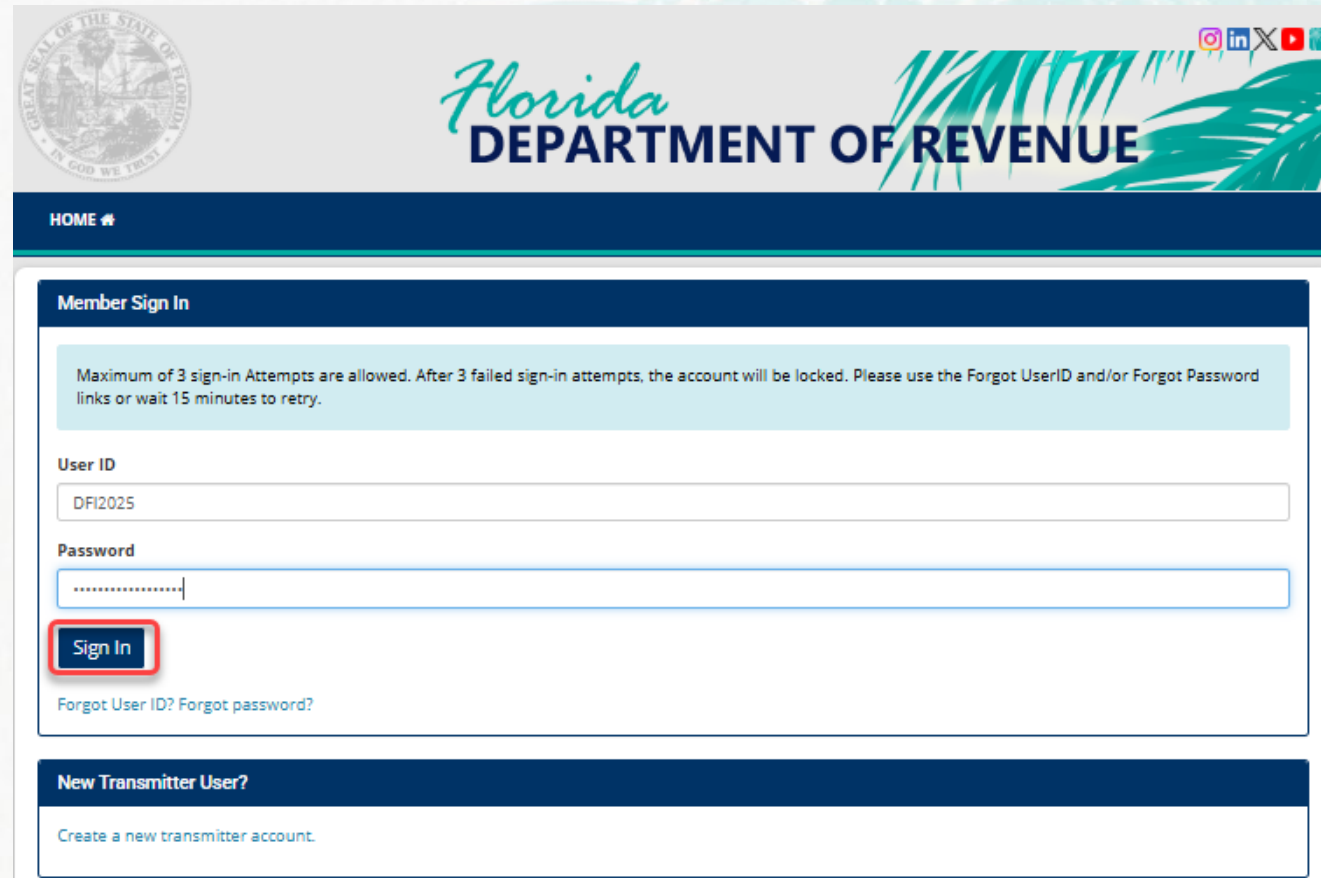
Click Web Portal Link.



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 Member Sign In page. 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 message are two input fields: "User ID" with the value "DFI2025" and "Password" with masked characters. A "Sign In" button is highlighted with a red box. Below the button are links for "Forgot User ID?" and "Forgot password?". At the bottom of the form is a section titled "New Transmitter User?" with a link to "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 10 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.

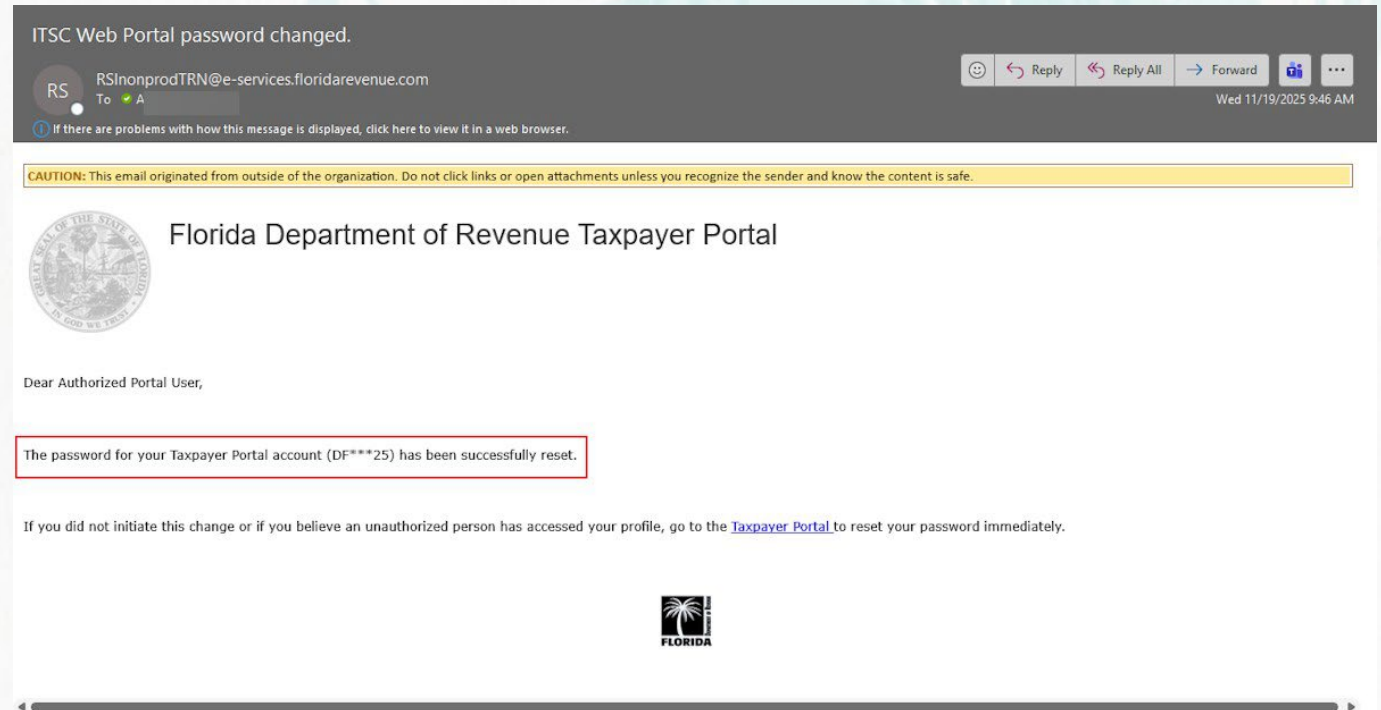
Change Password

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
new Password.

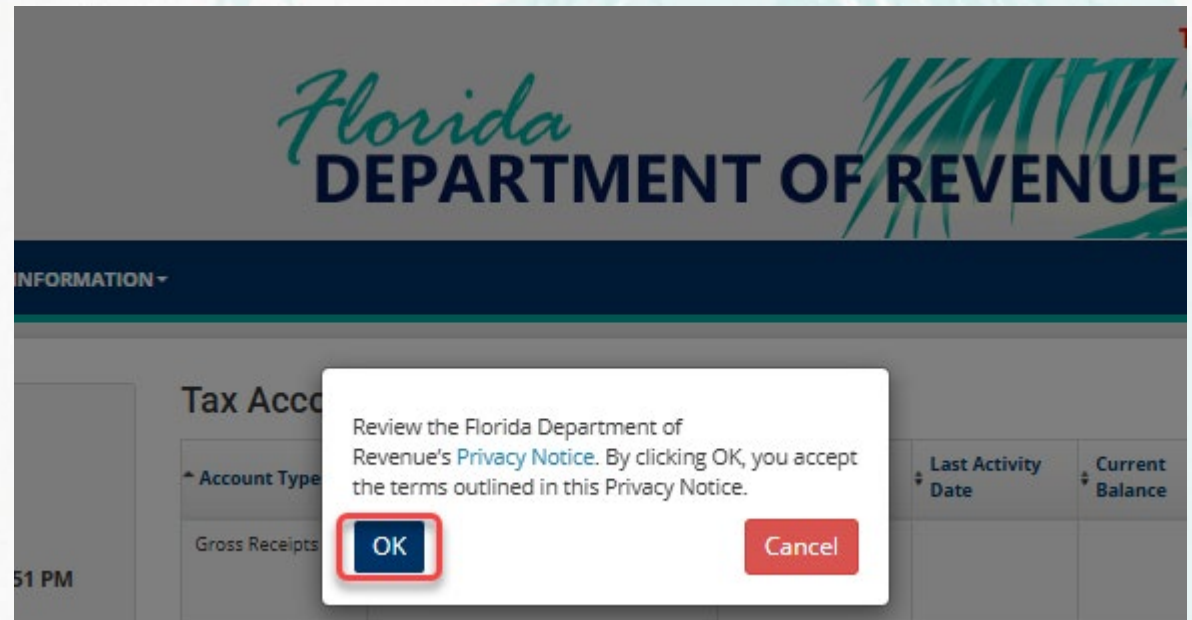
Click Sign In.



The screenshot shows the Florida Department of Revenue 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". Below this title, there is a light blue box containing 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 the warning box, there are two input fields: "User ID" with the text "DFI2025" and "Password" with masked characters. Below the password field is a "Sign In" button, which is highlighted with a red border. 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

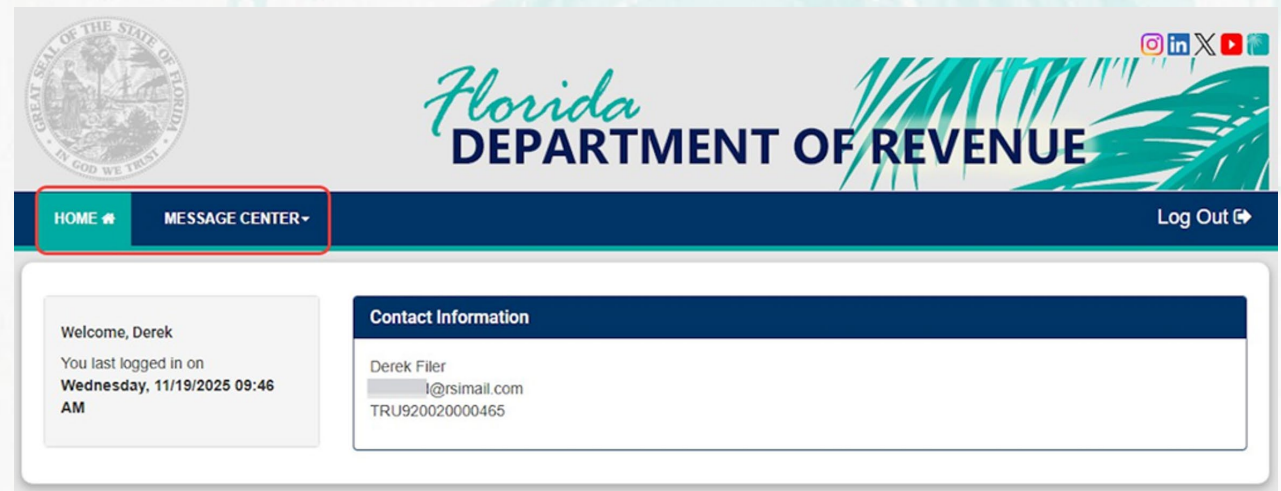
To view the Florida Department of Revenue's Privacy Notice, click the hyperlink. Otherwise, to continue, click OK.



User Homepage

The initial user homepage will show minimal information.

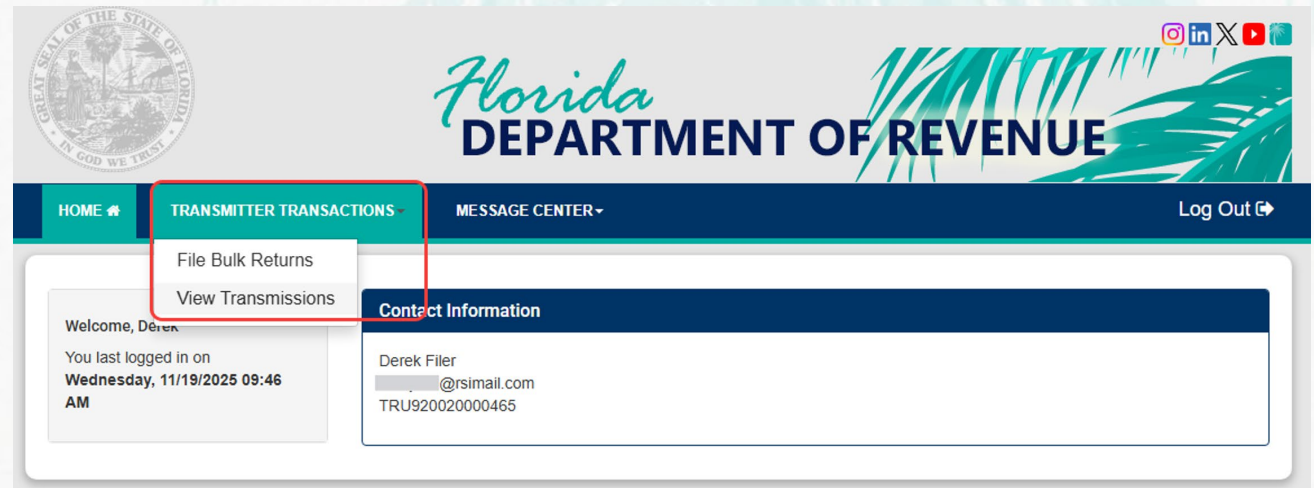
A back-end job runs to connect Transmitter User accounts. Until the job runs, no Transmitter functionality will be available.



User Homepage

Once the job runs,
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.



Logout

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

