

# **System Aid for Registered Reemployment Tax Agents**

Revision 4/2/2018

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## I. Introduction

This document is intended for registered agents. New agents must register with Account Management by completing and submitting an *Application for Agent Registration* ([Form RTS-9](#)).

### A. The Florida Department of Revenue (Department) Website - [floridarevenue.com](http://floridarevenue.com).

The screenshot shows the Florida Department of Revenue website homepage. At the top left is the state seal. The main header features the text "Florida DEPARTMENT OF REVENUE" in a mix of red and blue fonts. A search bar is located in the top right corner. Below the header is a navigation menu with links for HOME, CHILD SUPPORT, PROPERTY TAX OVERSIGHT, GENERAL TAX, and CONTACT. The main content area is divided into several sections: "Information for..." with sub-links for Businesses and Employers, Individuals and Families, Industry Professionals, Local Government Officials, and Employment Opportunities; "eServices" with buttons for "Child Support eServices" and "File and Pay" (listing Taxes, Fees, and Remittances); a list of eServices including Child Support payment information, Child Support Employer Services, tax registration, publications, and certificates; a large banner with the slogan "Accessible, Responsive, & Serving Florida with Integrity" and a city skyline at night; and a "Quick Links" section with an "About Us" link.

### B. Using Electronic Services (e-Services)

#### 1) Benefits

- Provides a single sign-on allowing access to file and/or pay for any clients that are linked to your Agent ID.
- Allows easy access to client listing.
- Allows maintenance of client listing by adding or deleting clients online.

## 2) e-File and e-Pay Enrollment System - [floridarevenue.com/taxes/enroll](http://floridarevenue.com/taxes/enroll)

The screenshot shows the Florida Department of Revenue's e-File and e-Pay Enrollment System interface. At the top, there is a blue header with the 'myfloridarevenue.com' logo and the text 'Florida Department of Revenue e-Services Enrollment'. Below this is a dark blue banner with the text 'Welcome to e-File and e-Pay Enrollment System'. The main content area has a white background and contains a paragraph explaining the benefits of e-File and e-Pay. Below the paragraph is a 'Select a Task:' section with two sub-sections: 'Taxpayer' and 'Reemployment Agent'. Each sub-section contains three radio button options. At the bottom right of the form area is a 'Next' button. The footer contains navigation links for 'Questions and Answers', 'Report Technical Problems', 'Help with Downloading Files', and 'Privacy Notice', along with the copyright notice '© 2018 Florida Department of Revenue - Version 1.0.0.0'.

Florida Department of Revenue  
e-Services Enrollment

### Welcome to e-File and e-Pay Enrollment System

The Department encourages all taxpayers to enroll for e-Services. Enrolled taxpayers can take advantage of the following features: you can save your bank account and contact information, view your filing history, and reprint returns. You can also view bills that are posted to your account. When you enroll, you will receive a User ID and Password that will be active and can be used to Log On to the website after two business days.

**Select a Task:**

**Taxpayer**

- Enroll new account(s)
- Update e-Enrollment
- Retrieve User ID and Password

**Reemployment Agent**

- Enroll as an Agent
- Add/Delete client(s)
- Update Agent e-Enrollment
- Retrieve prior Agent submission

Next

[ [Questions and Answers](#) | [Report Technical Problems](#) | [Help with Downloading Files](#) | [Privacy Notice](#) ]  
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- Enroll as an Agent option: Use to enroll the Agent ID.
  - User ID and Password is received upon completion of enrollment.
  - Allows access to Department's File and Pay application **after 48 hours**.
- Add/Delete client(s) option:
  - **WARNING: User ID and Password will allow Clients to access stored banking information.**
- Update Agent e-Enrollment option: Use this option to:
  - Change contact information.
  - Change banking information.
  - Change filing and payment method.
- Retrieve prior Agent submission option. (Enrollment submission.)

## C. Ways to file your RT-6 or RT-8A electronically

### 1) Department's Website

- Manual entry of return information.
- Import a flat file for submission.
- Login Requirements:
  - ✓ Agents: Requires Agent's User ID and Password.
  - ✓ Employers: Have two possible methods:
    - User ID and Password, or
    - Alternate method using FEIN and RT Account number.

### 2) BSWA SecureNet

- Upload an XML file for submission.
- Requires registration on BSWA website. (see page 16)

## D. Enrollment Options

### 1) Online - Submitted through the Department's website

- A tutorial, Internet Enrollment for e-Services, is available on the Department's [Taxpayer Education](#) web page.

### 2) Batch Enrollment - Submitted through BSWA SecureNet

- If an Agent has a large number of clients to enroll, 100 or more, the Agent may be interested in developing a Batch Enrollment file. To request access to the Batch Enrollment technical specifications, send an email to [Master\\_Data\\_Team@floridarevenue.com](mailto:Master_Data_Team@floridarevenue.com).

## E. To Add, Change, or Delete Agent Clients

- The Department has an online Reemployment Agent Enrollment application that allows Agents to manage client listings.
- The online enrollment application for Reemployment Agents will allow agents to Enroll as an Agent, Add/Delete clients, Update Agent e-Enrollment, or Retrieve prior Agent submission.
- The quickest way to update the Agent listing is through the Department's online Agent Enrollment Application.
- To use the online Agent enrollment application, the Agent MUST be enrolled for e-services.

**NOTE:** Adding or Deleting clients to or from the Agent listing does NOT affect any of the e-Services profile data already on file for the taxpayer.



## II. Filing Using the Department's Website

### A. Accessing BSWA File and Pay

From the Department's Home page, [floridarevenue.com](http://floridarevenue.com), select "File and Pay."

The screenshot shows the Florida Department of Revenue website home page. The header includes the state seal, the text "Florida DEPARTMENT OF REVENUE", and a search bar. A navigation bar contains links for HOME, CHILD SUPPORT, PROPERTY TAX OVERSIGHT, GENERAL TAX, and CONTACT. On the left, there is a sidebar with "Information for..." categories: Businesses and Employers, Individuals and Families, Industry Professionals, Local Government Officials, and Employment Opportunities. Below this is a "Quick Links" section with "About Us" and "Accessibility". The main content area features an "eServices" section with two buttons: "Child Support eServices" and "File and Pay". The "File and Pay" button is highlighted with a yellow arrow and lists sub-options: Taxes, Fees, and Remittances. To the right of the "File and Pay" button is a list of services: Child Support payment information, Child Support Employer Services, Register to collect and/or pay taxes, Subscribe to our tax publications, and Print Annual Resale Certificates. Below the eServices section is a banner with the text "Accessible, Responsive, & Serving Florida with Integrity" and a city skyline image. At the bottom of the banner, it says "Welcome to the Florida Department of Revenue web site." and "Read More About Us...".

Select "Reemployment Tax - Agents"

The screenshot shows the "File and Pay Taxes, Fees or Remittances" page on the Florida Department of Revenue website. The navigation bar is the same as in the previous screenshot, but the "GENERAL TAX" link is highlighted in red. The main content area is titled "File and Pay Taxes, Fees or Remittances" and is divided into three columns. The left column is titled "File and Pay Taxes or Fees" and lists various taxes and fees. The middle column is titled "Payments to Other State Agencies" and lists several agencies. The right column is titled "Refund Application" and "Shopping Online". A yellow arrow points to the "Reemployment Tax - Agents" link in the left column. Below the "Reemployment Tax - Agents" link is a "Resources" section with links for "Payment Scheduling", "Registration", and "Retrieve Your Certificate or Account Number".

## B. Reemployment Agent Login

Enter your Agent ID and Password

The screenshot shows the login interface for the Reemployment Agent. At the top, there is a navigation bar with links for "DOR Home", "e-Service Home", "Print Page", and "Contacts". Below this is a green banner with the text "Reemployment Tax - Click for Help". The main content area features a welcome message: "Welcome to the Reemployment Website. Agent Login Page". A warning box states: "Please STOP! Verify that you do not have multiple windows or tabs open. This may cause incorrect or multiple submissions." Below this is a section titled "Enter your Agent ID and Password:" with two input fields. The first field is labeled "Agent ID:" with a sample value "e.g. A0001234". The second field is labeled "Password:" with a sample value "e.g. ABCDEFGH or 12345678". A green arrow points to the "Login" button. At the bottom, there is a disclaimer: "This website is optimized for use on a PC using Microsoft Internet Explorer. If using any other web browsers, this site may not appear or function as designed. We do not officially support the Macintosh platform." The footer contains links for "[FAQs]", "[Privacy]", and "[Disclaimer]", along with a "SECURE" logo.

## C. The Bulletin Board

This page displays alerts or messages, if any. After reviewing the message(s), click "Next" button:

The screenshot shows the Bulletin Board page. At the top, there is a navigation bar with links for "DOR Home", "e-Service Home", "Print Page", "Contacts", "Agents Only", and "Logout". Below this is a green banner with the text "Reemployment Tax - Click for Help", "RT-6 Instructions", and "Amended Instructions". The main content area features a section titled "BULLETIN BOARD" with a sub-section "What's New?". Under "What's New?", there is a link "How Are We Doing?" and a message: "Please give us your feedback on filing or paying your taxes by taking our survey after you receive your confirmation information." A green arrow points to the "Next" button. The footer contains links for "[FAQs]", "[Privacy]", "[Disclaimer]", and "[Help with Downloading files]", along with a "SECURE" logo.

## D. The Agent Company Listing

**NOTE:** Section 1, Search the DOR Registered Employer Database for Active Accounts, is only available for Agents with a **Reemployment Tax Data Release Agreement (Form RT-19)** on file with the Department, which applies to those having 100 or more clients. Under the *Reemployment Tax Data Release Agreement*, the Department may provide to the Agent confidential employment information.

my Florida.com  
State of Florida  
**Department of Revenue**

[DOR Home](#) [e-Service Home](#) [Print Page](#) [Contacts](#) [Agents Only](#) [Logout](#)  
[Reemployment Tax - Click for Help](#) [RT-6 Instructions](#) [Amended Instructions](#)

**Agent A0009999 Company Listings**

Section 1 { Search the DOR Registered Employer Database for Active Accounts  
FEIN:

Section 2 { To file a RT-6 or RT-8A for an Employer, enter the following and Submit:  
Enter RT#:  or FEIN:

Section 3 { To download an Agent listing of all related companies choose the following option:

[\[FAQs\]](#) [\[Privacy\]](#) [\[Disclaimer\]](#) [\[Help with Downloading files\]](#)

**SECURE** DATA ENCRYPTED



1) **Section 1 – Search for Active Accounts by FEIN**

Enter the **client FEIN** and click the “**Submit**” button.

The screenshot shows the State of Florida Department of Revenue website. At the top left is the 'myfloridatax.com' logo. The main header reads 'State of Florida Department of Revenue'. A green navigation bar contains links: 'DOR Home', 'e-Service Home', 'Print Page', 'Contacts', 'Agents Only', and 'Logout'. Below this bar, there are additional links: 'Reemployment Tax - Click for Help', 'RT-6 Instructions', and 'Amended Instructions'. The main content area features a green box with the text 'Agent A0009999 Company Listings'. Below this is the instruction 'Search the DOR Registered Employer Database for Active Accounts'. A search form contains a text input field with 'FEIN: 599999999' and a 'Submit' button. A yellow arrow points to the input field. Below the search form is a horizontal line, followed by the instruction 'To file a RT-6 or RT-8A for an Employer, enter the following and Submit:'. This is followed by a form with 'Enter RT#: [input] or FEIN: [input]' and a 'Submit' button. Another horizontal line is below, followed by the instruction 'To download an Agent listing of all related companies choose the following option:' and a 'Download' button. At the bottom, there is a green bar with links: '[FAQs]', '[Privacy]', '[Disclaimer]', and '[Help with Downloading files]'. A 'SECURE' logo with a padlock icon and the text 'network solutions' is at the bottom center.

Section 1 – If client is registered: The RT#, FEIN, Name and Address is displayed.

**Agent A0009999 Company Listings**

Search the DOR Registered Employer Database for Active Accounts

FEIN:


 RT# : 0123456  
FEIN : 599876543  
NAME : Client #1  
ADDRESS : 123 MAIN ST, ANYTOWN, FL 98765

Section 1 – If client is NOT registered: An error message is displayed.

**Agent A0009999 Company Listings**

Search the DOR Registered Employer Database for Active Accounts


FEIN:

 Account Not on File.

2) Section 2 – File a RT-6 or RT-8A for an Employer

Enter the **client RT#** or **FEIN** and click the “**Submit**” button.

The screenshot shows the State of Florida Department of Revenue website. At the top left is the 'my' logo with 'MyFlorida.com' above it. To the right is the text 'State of Florida Department of Revenue'. Below this is a navigation bar with links: 'DOR Home', 'e-Service Home', 'Print Page', 'Contacts', 'Agents Only', and 'Logout'. Underneath these are 'Reemployment Tax - Click for Help', 'RT-6 Instructions', and 'Amended Instructions'. A green box highlights the text 'Agent A0009999 Company Listings'. Below this is the heading 'Search the DOR Registered Employer Database for Active Accounts'. There is a form with 'FEIN:' followed by an empty input box and a 'Submit' button. A horizontal line separates this from the next section: 'To file a RT-6 or RT-8A for an Employer, enter the following and Submit:'. Below this is 'Enter RT#: 9876543 or FEIN:' followed by an empty input box and a 'Submit' button. A green arrow points to the '9876543' in the RT# field. Another horizontal line follows, with the text 'To download an Agent listing of all related companies choose the following option:' and a 'Download' button. At the bottom, there are links for '[FAQs]', '[Privacy]', '[Disclaimer]', and '[Help with Downloading files]'. A 'SECURE' badge with a lock icon and 'DATA ENCRYPTED' is visible at the bottom center.



# State of Florida Department of Revenue

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[DOR Home](#)
[e-Service Home](#)
[Print Page](#)
[Contacts](#)
[Agents Only](#)
[Logout](#)

[Reemployment Tax - Click for Help](#)
[RT-6 Instructions](#)
[Amended Instructions](#)

Joe Smith  
123 Main Street  
Anytown, FL 98765

Access ID: A0009999  
RT Account#: 0123456  
FEIN/SSN: 599876543

| 2018 Payment or Return-with-Payment submission deadlines |                  |               |                  |                  |               |
|--|------------------|---------------|------------------|------------------|---------------|
| Reporting Period   | Quarterly (RT-6) | Annual (RT-7) | Reporting Period | Quarterly (RT-6) | Annual (RT-7) |
| DEC 2017   | JAN 30, 2018     | JAN 30, 2018  | SEPT 2018        | OCT 30, 2018     |               |
| MAR 2018   | APR 27, 2018     |               | DEC 2018         | JAN 30, 2019     | JAN 30, 2019  |
| JUN 2018   | JUL 30, 2018     |               |                  |                  |               |

Note: All Transactions must be submitted AND confirmed prior to 5 PM EST on the date indicated above.

Choose Activity  
File and Pay

RT-6 Original Return

Quarterly RT-6

Import Quarterly RT-6

Check Import File Format/Quarterly RT-6

RT-8A Corrected Return

Quarterly RT-8A

Import Quarterly RT-8A

Check Import File-Format/Quarterly RT-8A

Payment Only

(Choice does NOT include a tax return)

Make a Payment Only

Other Options

View/Download Import Process Error Report(s)

Reprint Confirmation Page(s)

Cancel Submission(s)

View Canceled Submission(s)

Update e-Services Profile

Check for Bills

Change Business Address and/or Account Status


View Tax Rates

View Installments Plan

NOTE: Cancellations must be executed before 5:00 p.m. EST on the date of submission. If the submission is completed after 5:00 p.m. EST, on a weekend, or holiday the cancellation must be executed prior to 5:00 p.m. EST the next business day. By canceling a submission, you are permanently deleting the submission from our database.

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[\[FAQs\]](#)
[\[Privacy\]](#)
[\[Disclaimer\]](#)
[\[Help with Downloading files\]](#)



### Explanation of Options:

- File and Pay:
  - Quarterly RT-6 or Quarterly RT-8A:
    - ✓ Data is manually entered for the File or File and Pay.
  - Import Quarterly RT-6 or Quarterly RT-8A File:
    - ✓ Import a flat file to submit.
  - Check Import File Format Quarterly RT-6 or RT-8A:
    - ✓ Run a format-check on a flat file before importing.
- Payment Only:
  - Make a Payment Only:
    - ✓ Make a payment without filing.
- Other Options:
  - View/Download Import Process Error Report(s)
  - Reprint Confirmation Page(s):
    - ✓ Display a list of filings made through this website.
    - ✓ Allows a summary reprint of a selected Confirmation.
  - Cancel Submission(s):
    - ✓ Allows same day cancellation of a web filing.
    - ✓ **NOTE: Cancellations must be executed before 5:00 p.m. Eastern Time (ET) on the date of submission. If the submission is completed after 5:00 p.m. ET, on a weekend or holiday, the cancellation must be executed prior to 5:00 p.m. ET the next business day. By canceling a submission, you are permanently deleting the submission from the Department's database.**
  - View Canceled Submission(s):
    - ✓ Displays listing of canceled filings.
  - Update e-Services Profile:
    - ✓ Redirects to the Department's e-Enrollment application: [floridarevenue.com/taxes/eEnroll](http://floridarevenue.com/taxes/eEnroll)
      - Update contact information.
      - Update banking information.
      - Update file and/or payment method.
  - Check for Bills:
    - ✓ Redirects to the Department's Bill Pay application.
    - ✓ <https://taxapps.floridarevenue.com/OnlineBillPayment/SelectBillType.aspx>
      - Allows payment only for billings that have been sent out by the Department.
  - Change Business Address and/or Account Status:
    - ✓ Redirects to the Department's Request a Change of Address or Account Status application.
    - ✓ [floridarevenue.com/taxes/updateaccount](http://floridarevenue.com/taxes/updateaccount)
  - View Tax Rates:
    - ✓ Redirects to display list of Reemployment Tax Rates.
  - View Installment Plan



3) Section 3 – Download Agent’s Client Listing

To display a selection list of Agent’s clients click the “**Download**” button.

The screenshot shows the State of Florida Department of Revenue website. At the top left is the 'myFlorida.com' logo. The main header reads 'State of Florida Department of Revenue'. Below this is a green navigation bar with links: 'DOR Home', 'e-Service Home', 'Print Page', 'Contacts', 'Agents Only', and 'Logout'. Underneath are more links: 'Reemployment Tax - Click for Help', 'RT-6 Instructions', and 'Amended Instructions'. The main content area features a green box with the text 'Agent A0009999 Company Listings'. Below this is a search section: 'Search the DOR Registered Employer Database for Active Accounts'. It contains a text input field for 'FEIN:' and a 'Submit' button. A horizontal line separates this from the next section: 'To file a RT-6 or RT-8A for an Employer, enter the following and Submit:'. This section has input fields for 'Enter RT#:' and 'FEIN:', with an 'or' between them, and a 'Submit' button. Another horizontal line follows. The next section says: 'To download an Agent listing of all related companies choose the following option:'. Below this text is a 'Download' button, which is highlighted with a yellow arrow pointing to it. At the bottom of the page is a green footer bar with links: '[FAQs]', '[Privacy]', '[Disclaimer]', and '[Help with Downloading files]'. Below the footer bar is a 'SECURE' badge with a lock icon and the text 'DATA ENCRYPTED'.

After clicking the “Download” button, the question “Do you want to open or save **myCompanysA0009999.txt** (811 KB) from **vrTx-fl-uc.bswa.net**?” will be displayed at the bottom of the screen. Select “Open” to display Agent’s Client Listing.

A popup box will appear with a list of the Agent's clients.



# State of Florida Department of Revenue

[DOR Home](#)   [e-Service Home](#)   [Print Page](#)   [Contacts](#)   [Agents Only](#)   [Logout](#)  
[Reemployment Tax - Click for Help](#)   [RT-6 Instructions](#)   [Amended Instructions](#)

## Agent A0009999 Company Listings

Search the DOR Registered Employer Database for Active Accounts

FEIN:

To file a RT-6 or RT-8A for an Employer, enter the following and Submit:

Enter RT#:  or FEIN:

| Account | FEIN      | Trade Name                | Status          | Begin Date | End Date   |
|---------|-----------|---------------------------|-----------------|------------|------------|
| 0123456 | 597777777 | THIS IS MY BUSINESS       | Active-Required | 2012-01-01 | 9999-12-31 |
| 0234567 | 596666666 | THIS IS NOT MY BUSINESS I | Reinstated      | 2013-04-01 | 9999-12-31 |
| 9876543 | 595555555 | YOSEMITE SAM DAGNABBIT    | Active-Required | 2012-10-01 | 2014-06-30 |
| 0654321 | 271111111 | MARVIN MARTIAN MARINI     | Reinstated      | 2008-07-01 | 2014-12-31 |
| 8888888 | 268888888 | CUPCAKES ARE WONDERFUL    | Active-Required | 2011-01-01 | 2012-07-31 |
| 7777777 | 207777777 | HOPEFULLY MY LIST IS GETT | Reinstated      | 2012-04-01 | 9999-12-31 |

[\[downloading files\]](#)

**NOTE:** An Agent may only file for clients on the listing.

### III. Filing through BSWA Securenet

#### A. Gaining Access to Securenet

From the Department's Home page, [floridarevenue.com](http://floridarevenue.com), select "File and Pay."

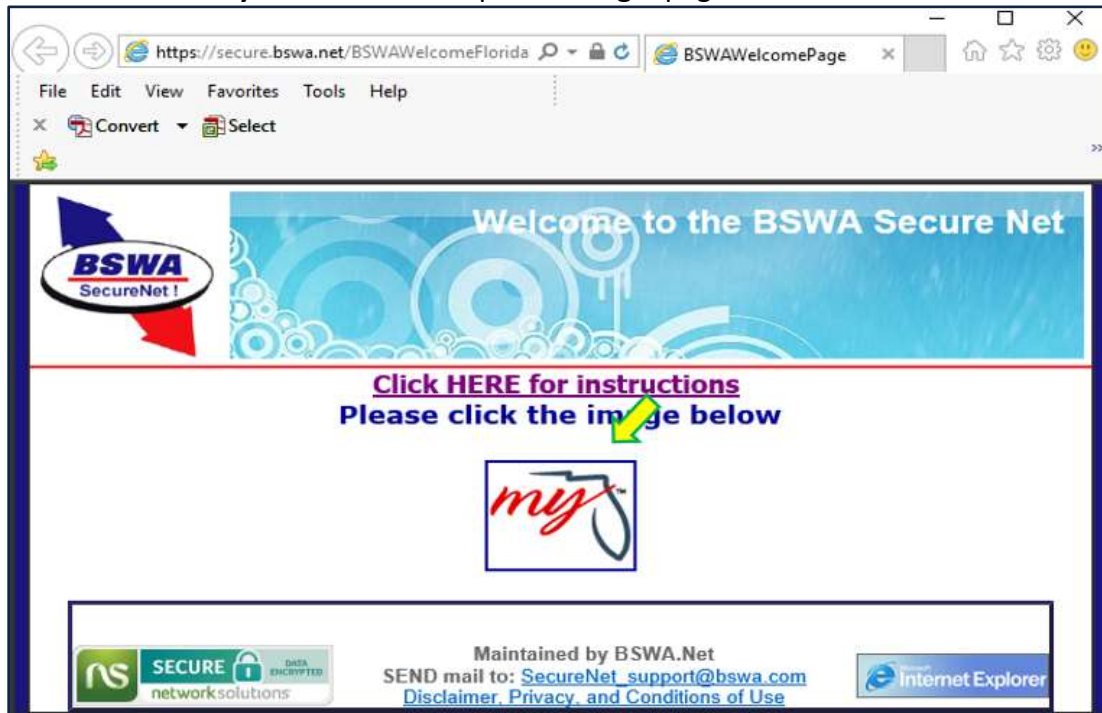


Under the **Upload a File Using SecureNet** section, select "Reemployment (Unemployment) Tax."



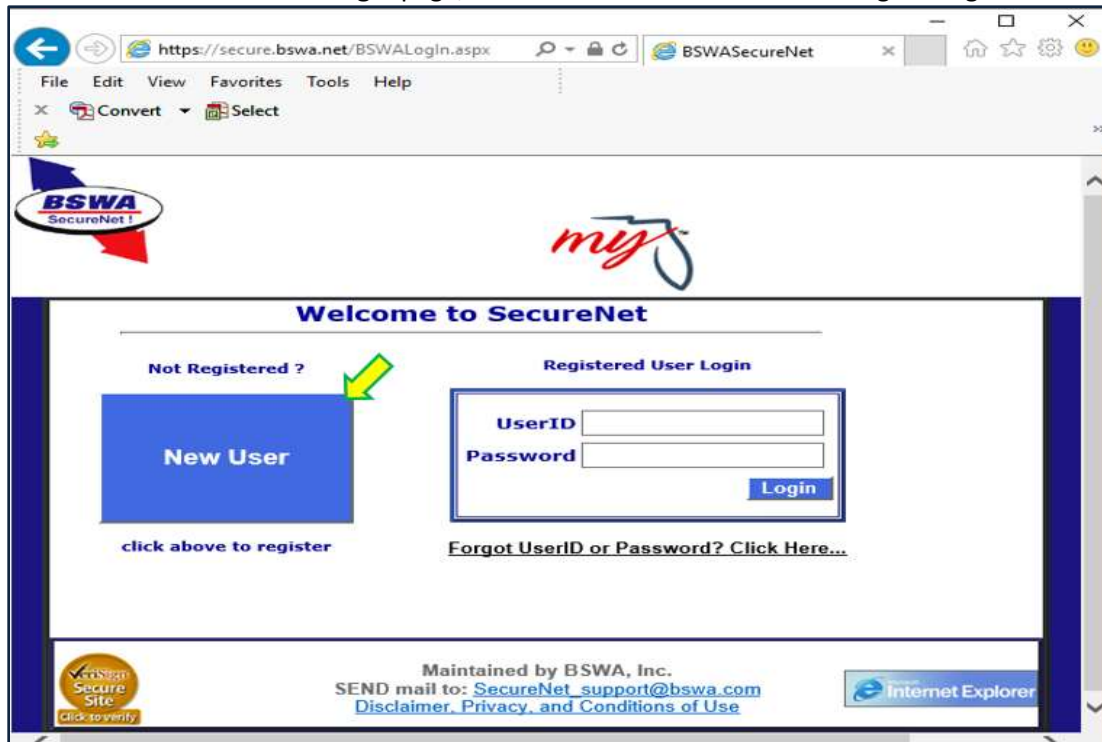
**B. BSWA SecureNet Welcome page provides login access**

Click the “My Florida” box to open the Login page.



1) **New User Registration** is required by the SecureNet website application.

On the SecureNet Login page, click the “New User” button to begin a registration.



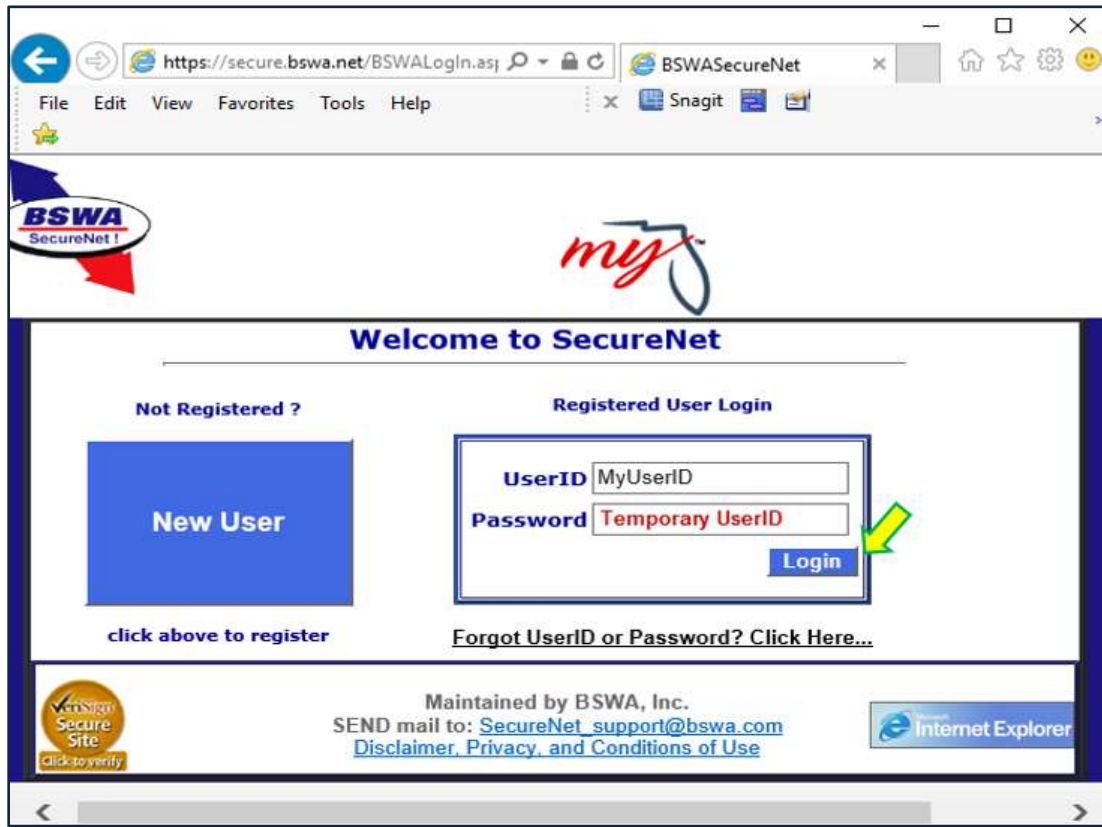


On the SecureNet **New User Registration** page, enter the UserID you select and your contact information, then click the **“Submit to Enroll”** button.

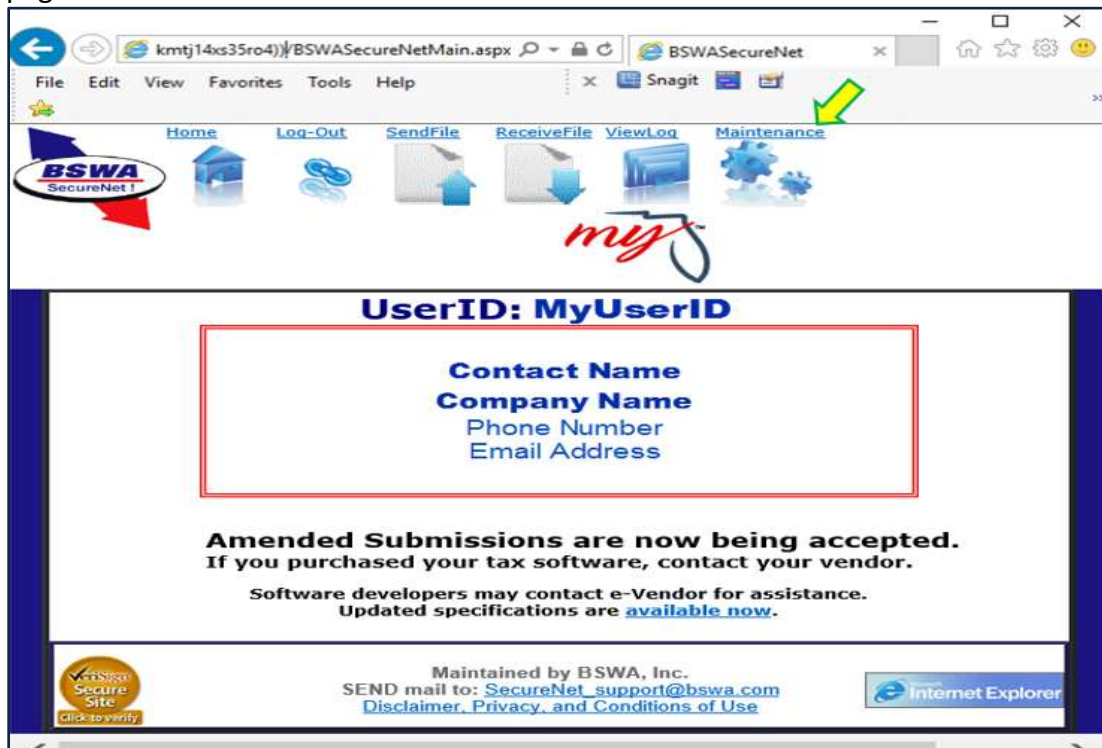
The SecureNet system will email a **temporary password** to the email address provided during registration.



Use the UserID and **temporary password** provided by the SecureNet system email to “Login”.



On the SecureNet **Main** page, select the “Maintenance” option to access the Maintenance page.



C. The SecureNet Maintenance page provides registration update ability

To complete your New User registration, enter your preferred longterm password(s) and click the **“Update User Information”** button.

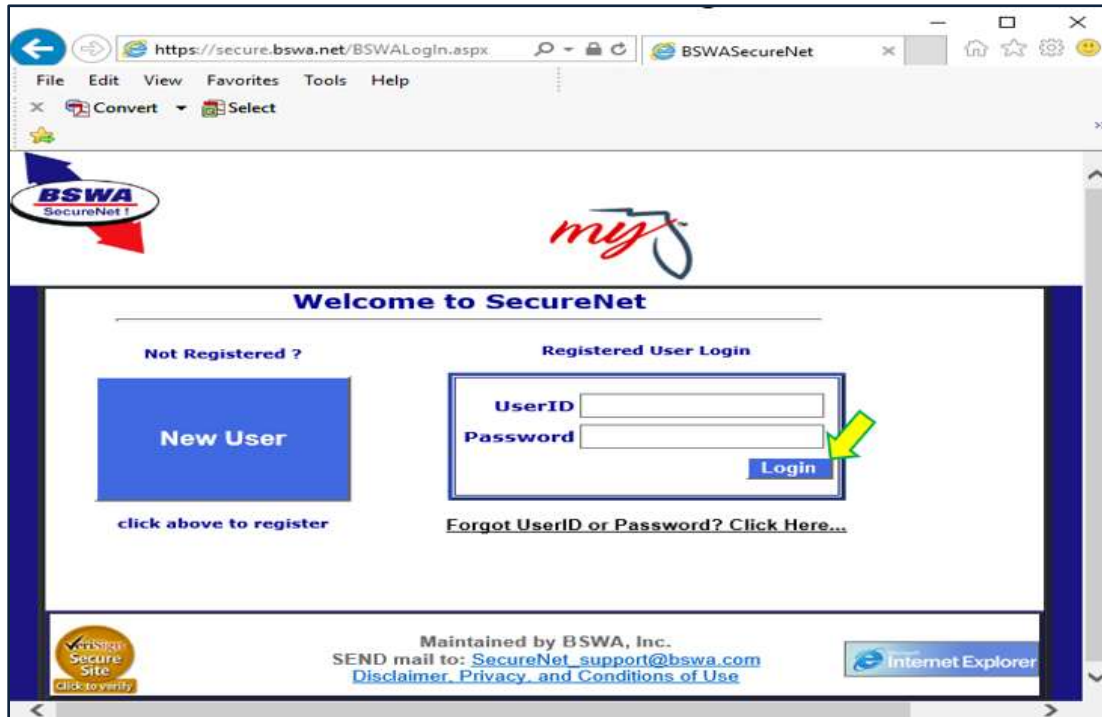
Registered users may use the **“Maintenance”** option at any future date to keep information accurate and up to date.

**UPDATE USER INFORMATION**  
**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 ONLY ONE file)...**

UserID   
Password   
Re-type Password   
Phone Number   
Contact Name   
Company Name   
E-mail   
Manifest  [Receive the manifest as an attachment in the email.](#)

Maintained by BSWA, Inc.  
SEND mail to: [SecureNet\\_support@bswa.com](mailto:SecureNet_support@bswa.com)  
[Disclaimer, Privacy, and Conditions of Use](#)

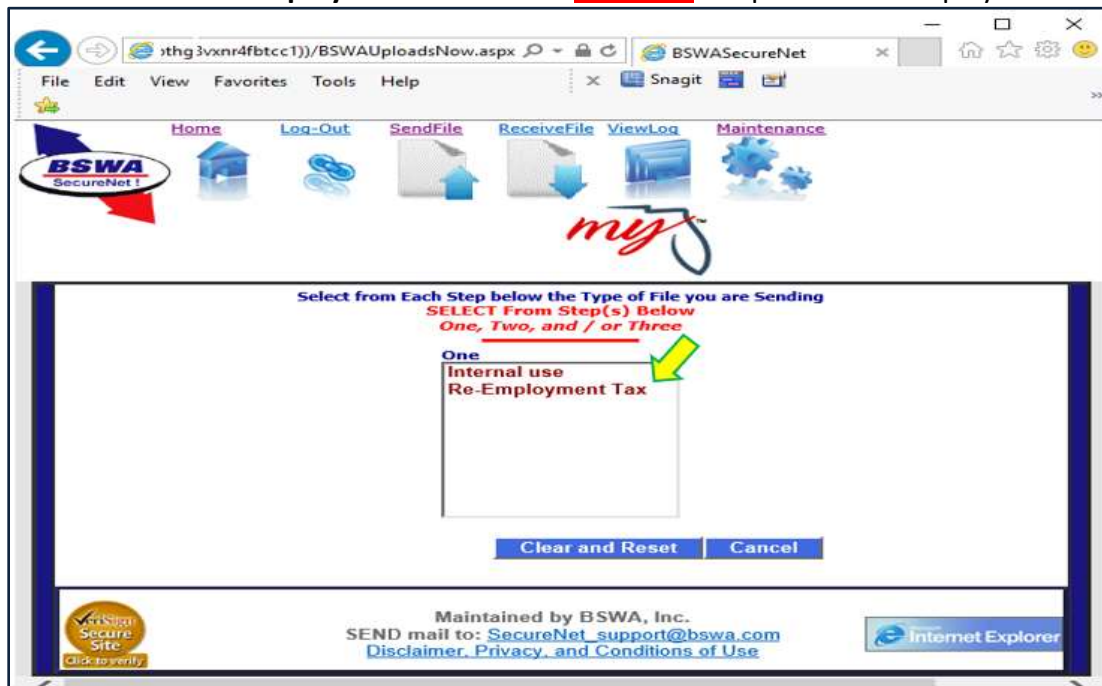
D. The SecureNet **Login** page allows registered users to access the website  
Enter UserID and Password and click on “Login” button.



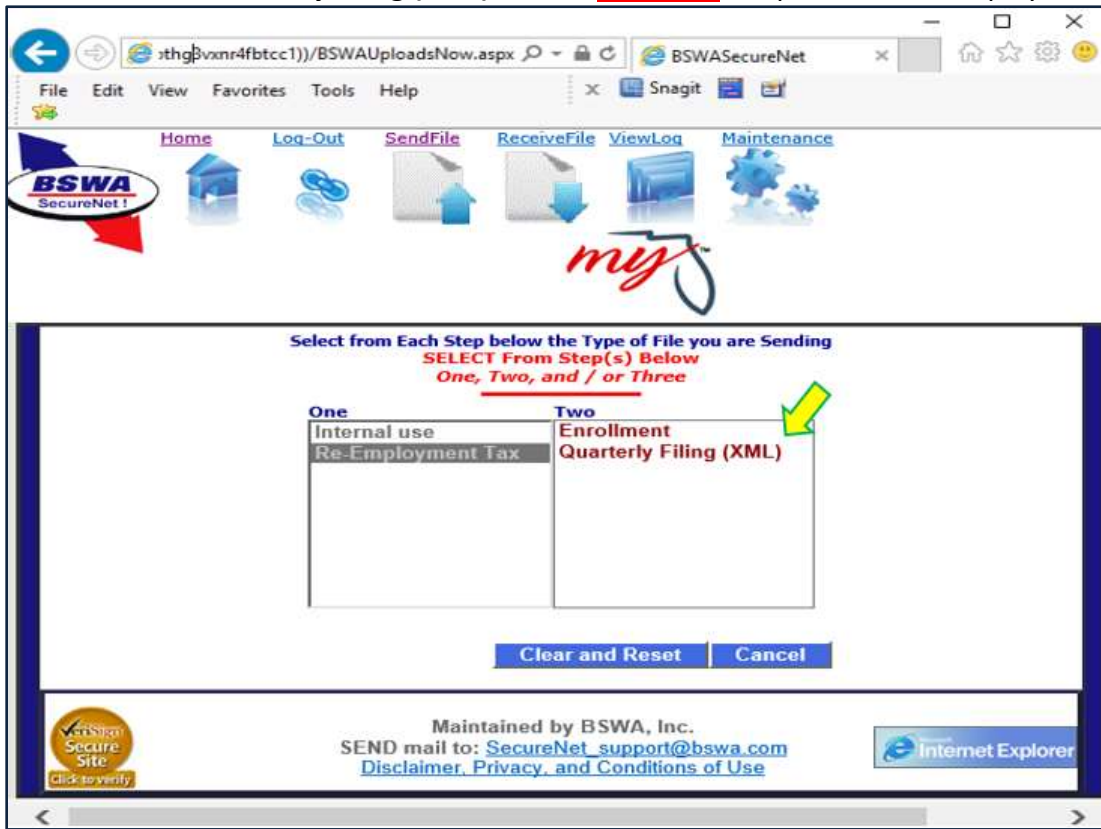
E. The SendFile option provides the ability to upload a file.

Select “Send a File” in the activity ribbon and follow the steps.

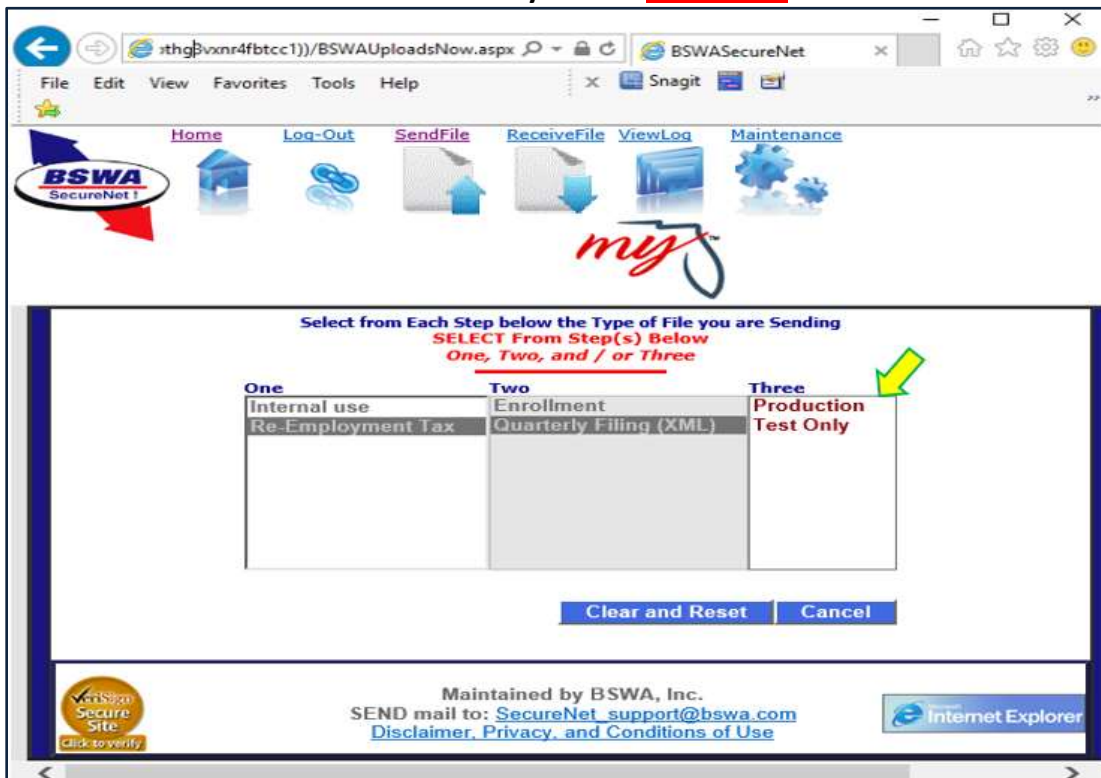
Select “Re-Employment Tax” under **Step One**. Step Two then displays.



Select "Quarterly Filing (XML)" under **Step Two**. Step Three then displays.

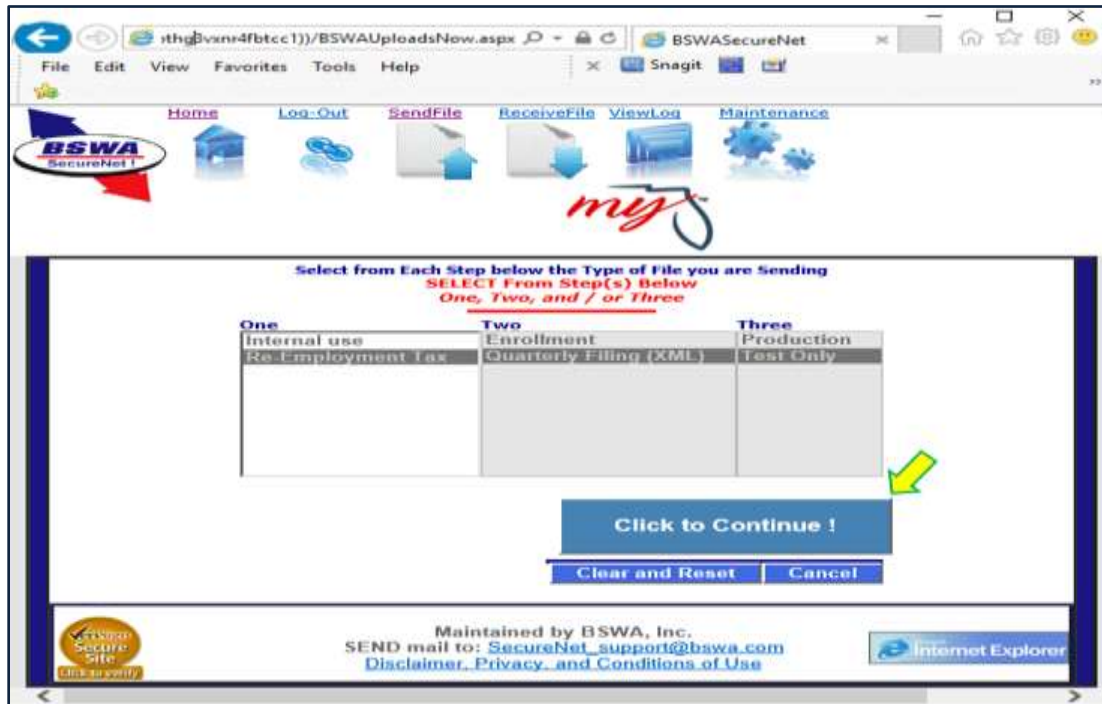


Select "Production" or "Test Only" under **Step Three**.

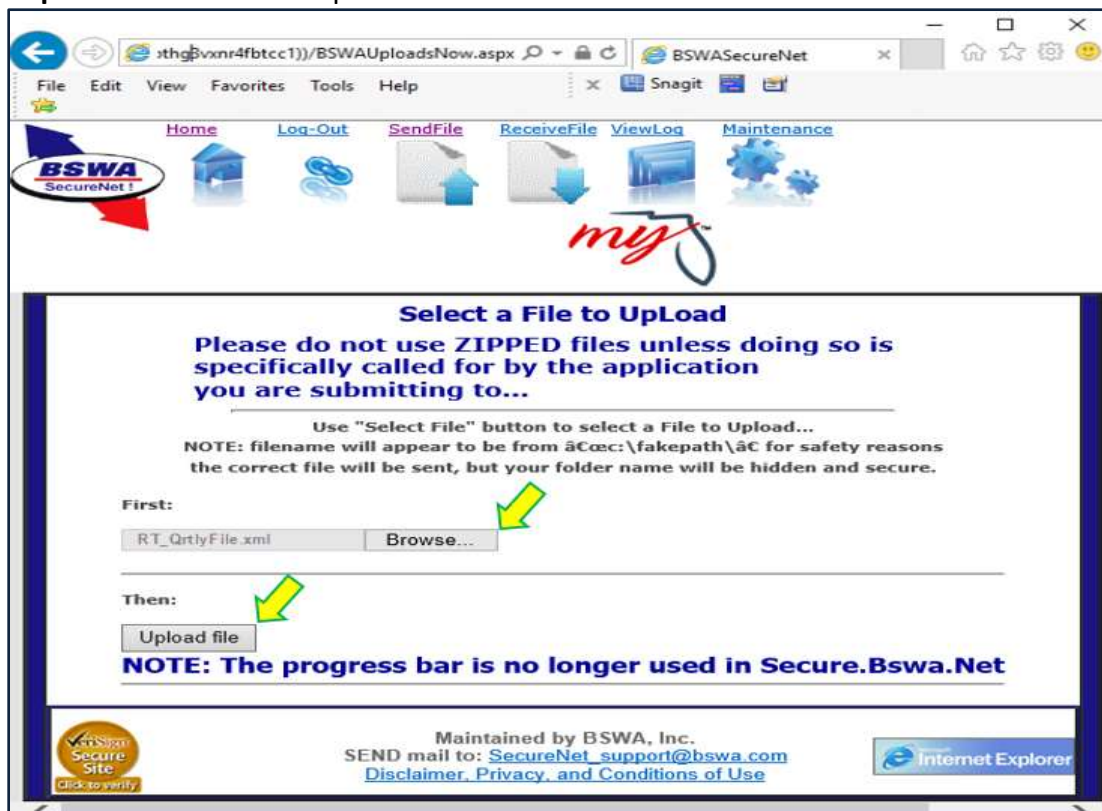




Once **Step 1, Step 2 and Step 3** selections are made, the “Click to Continue” button will display.  
Clicking “Click to Continue” navigates the user to the **Browse and Upload** page.

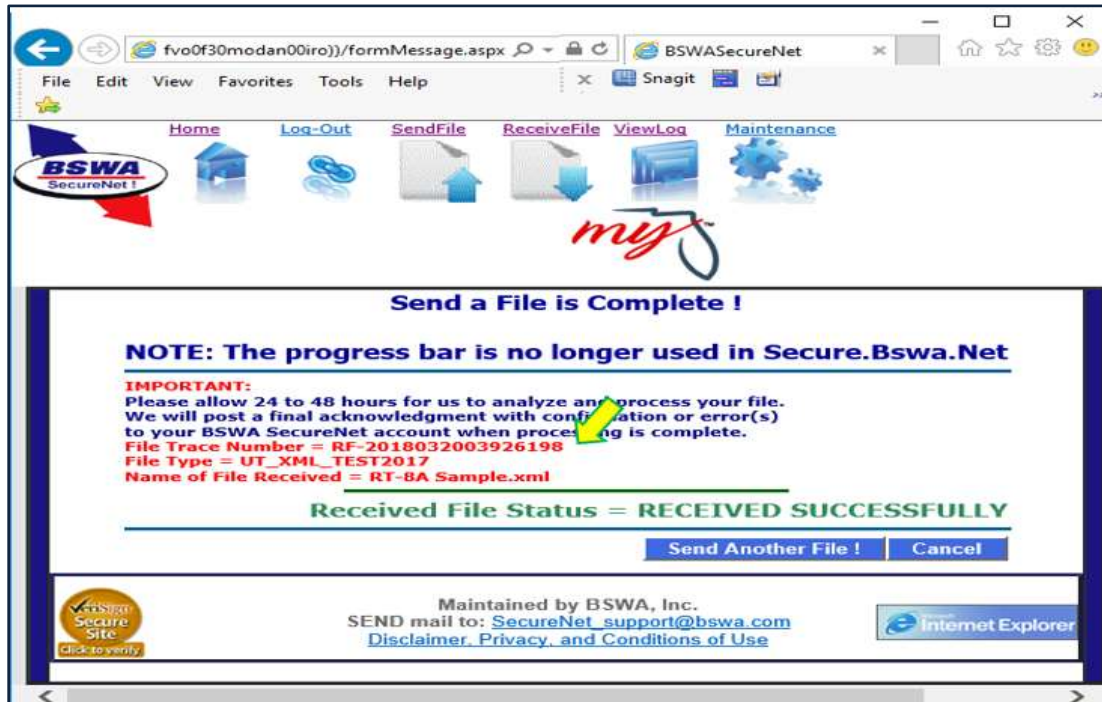


On the **Browse and Upload** page, click the “Browse” button to locate your file, then click the “Upload file” button to upload the selected file.



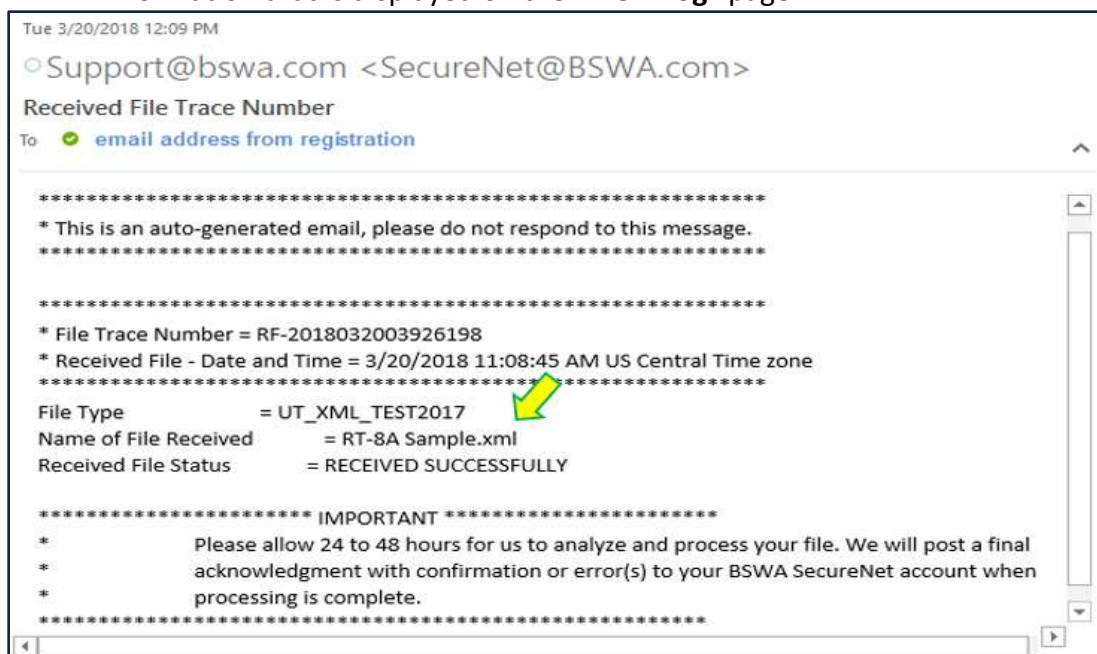


The **Send a File is Complete** page automatically displays, providing a **Trace number** and details regarding the file uploaded. This information signifies that your file has been received. It does signify that your submission is successful. **Note:** You must retrieve your manifest and view results.

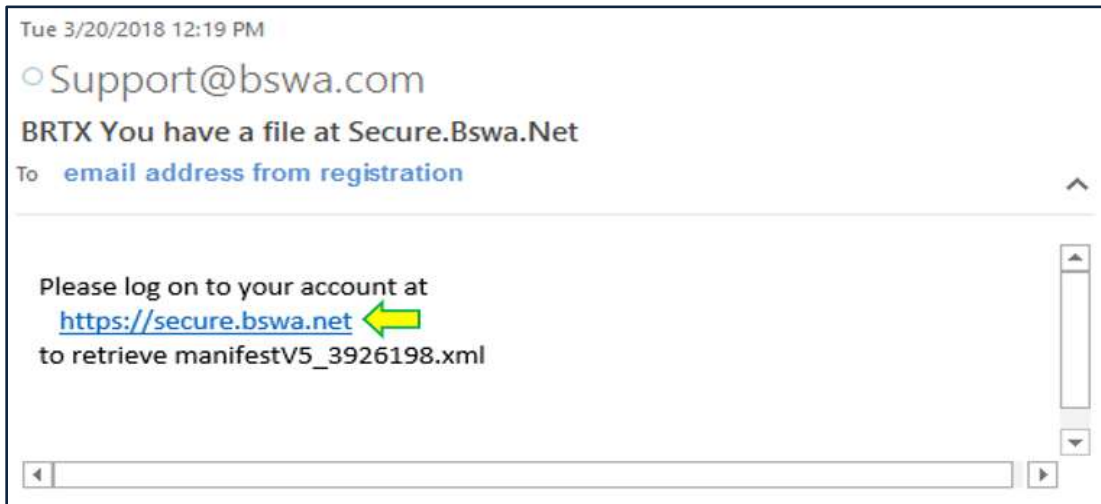


1) Two courtesy emails are sent from the Secure Net system for each submission.

**First**, a **trace number** email is sent to the registered email address, displaying the trace information that is displayed on the “**View Log**” page.



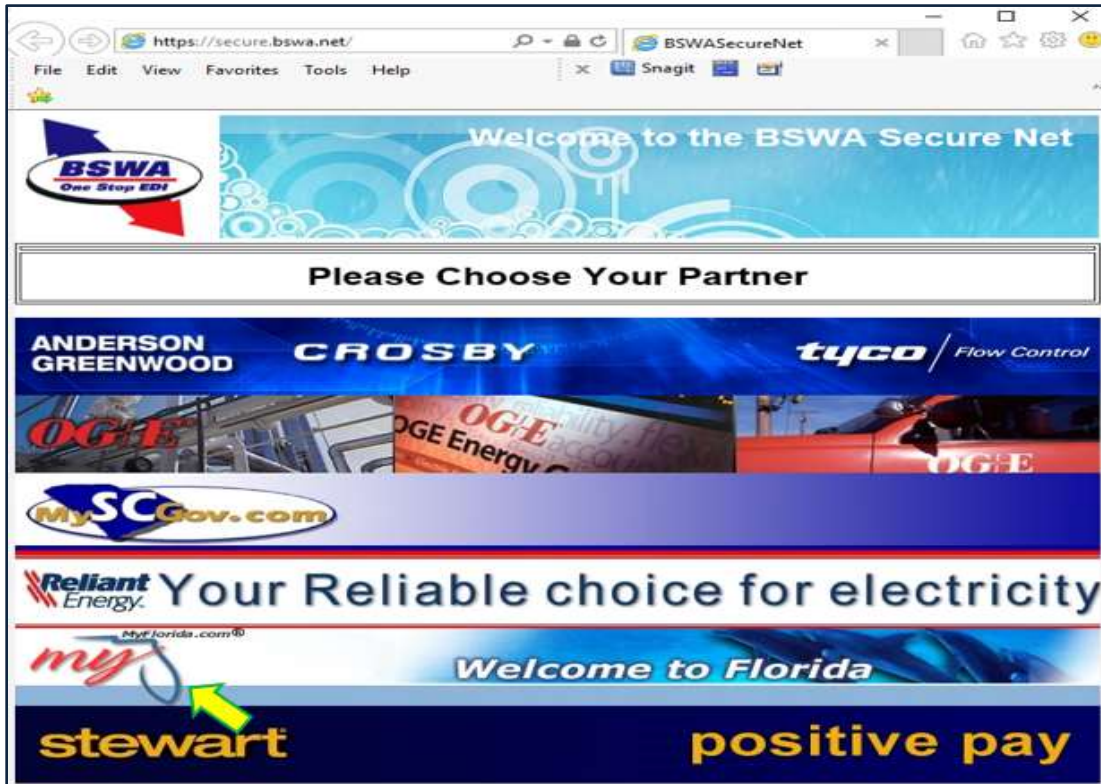
**Second**, a **manifest notification** email is sent to the registered email address, displaying the manifest name that is ready to retrieve from the “**Receive File**” page.



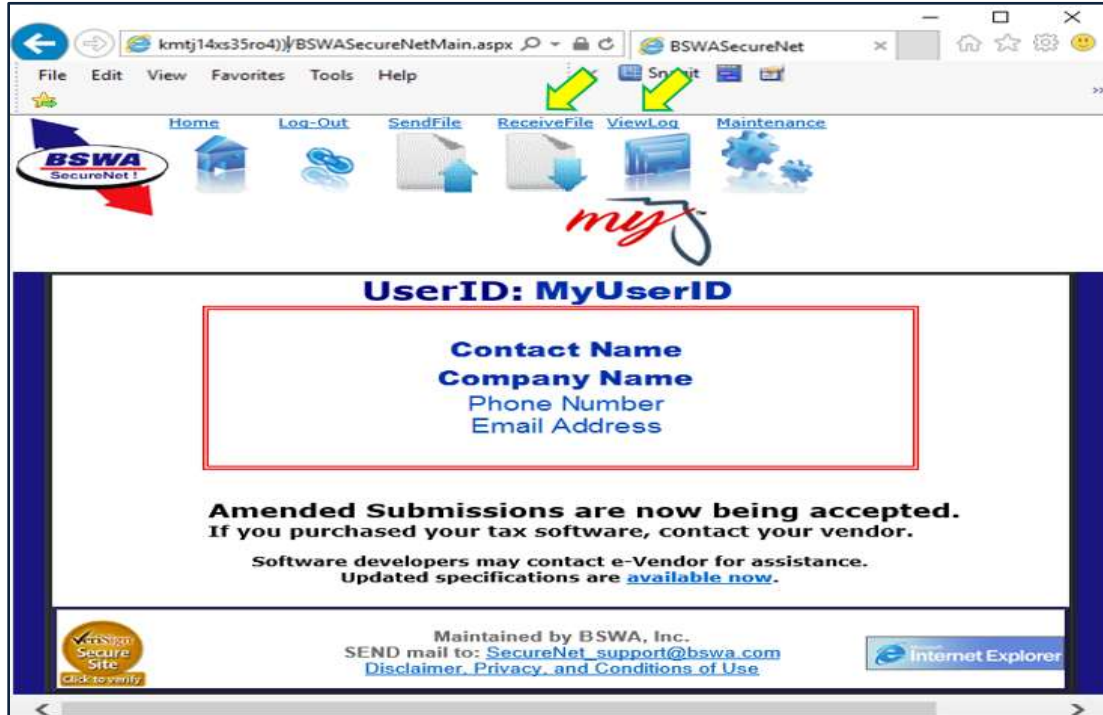
You may click on the **web address URL** in the manifest email for direct access to **SecureNet**.

See the **SecureNet** page linked from email.

Click on the “**MyFlorida.com**” **LOGO**, to open the **SecureNet Welcome** page to login.

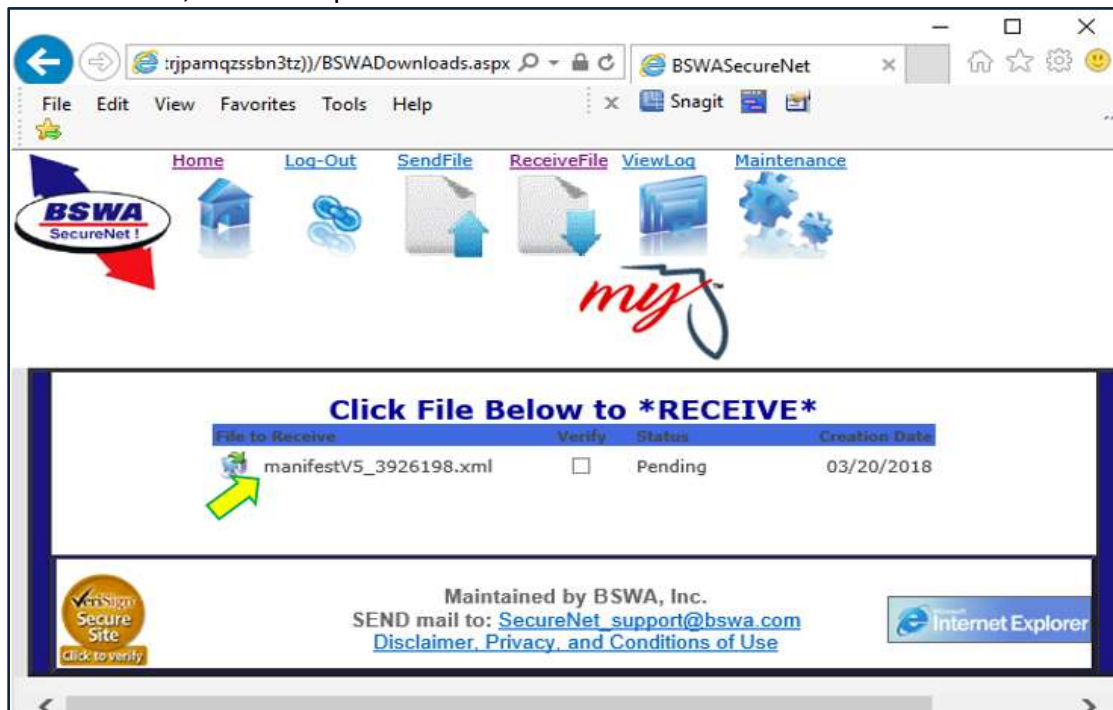


From the SecureNet **Main** page, the options to “**ReceiveFile**” or “**ViewLog**” are available from the ribbon.



**F. The ReceiveFile option provides the ability to access manifests.**

Select “**ReceiveFile**” in the activity ribbon. Manifests are displayed in a table format. By clicking on a manifest, it can be opened or saved. Note that the **manifest name** is the same as emailed.

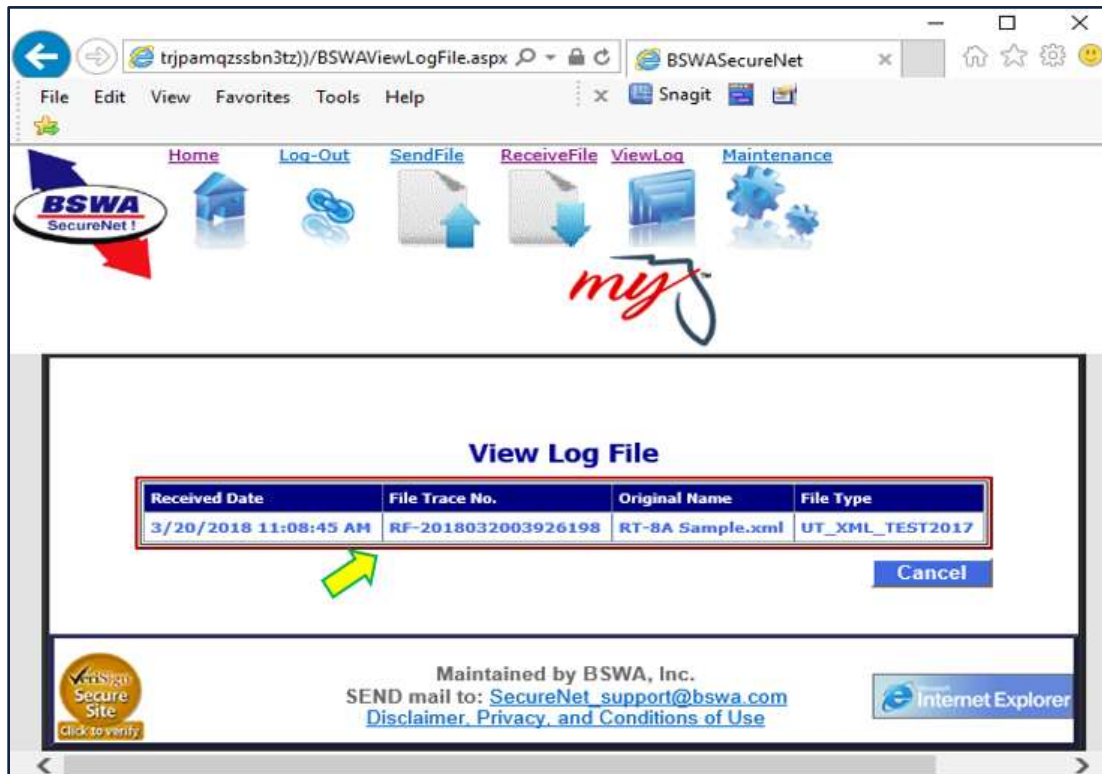


**G. The ViewLog option provides the ability to view a list of previously submitted files.**

Select “ViewLog” in the activity ribbon. A view only submission history is displayed in a table format.

Note that the log table displays:

- 1) Date/Time you submitted a file
- 2) Trace number from the file notification email
- 3) File name that you uploaded
- 4) Filing type you selected ( test or production)





## H. Manifests are produced for successful and rejected submissions.

**NOTE:** If the submission file is for **multiple accounts**, review each account individually. **Multiple account submissions** can have both **confirmations** and **errors** within the same manifest.

**Successful transmissions receive a Confirmation Number, and the file is accepted.** Successful production submissions are transmitted to the Department. (Test 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/efile
D:/FLORIDA/Uc_Test2010_XML/schema/message/FLefileMessage.xsd" xmlns="http://www.irs.gov/efile">
  <Acknowledgement>
    <TransmissionAcknowledgement>
      <TransmissionId>3273208</TransmissionId>
      <TransmissionTimestamp>2016-12-17T09:30:47</TransmissionTimestamp>
      <OriginAcknowledgement>
        <OriginId>-</OriginId>
        <ItemAcknowledgement>
          <TransmissionHeader>
            <ProcessType>T</ProcessType>
          </TransmissionHeader>
          <OriginHeader>
            <OriginId>-</OriginId>
            <AgentIdentifier>E1234567</AgentIdentifier>
          </OriginHeader>
          <UTAccountResults>
            <ProcessingDate>2017-02-10T13:23:01.9303674-05:00</ProcessingDate>
            <TINTypeValue>00000000</TINTypeValue>
            <StateEINValue>1234567</StateEINValue>
            <UTFilingYear>2016</UTFilingYear>
            <UTFilingQuarter>2</UTFilingQuarter>
            <UITotalWages>58229.78</UITotalWages>
            <ExcessWages>51229.78</ExcessWages>
            <OutOfStateWages>0</OutOfStateWages>
            <UITaxableWages>7000</UITaxableWages>
            <ConfirmationNumber>17041000001</ConfirmationNumber>
            <Errors>
              <Error />
            </Errors>
          </UTAccountResults>
        </ItemAcknowledgement>
      </OriginAcknowledgement>
      <Process>P</Process>
    </TransmissionAcknowledgement>
  </Acknowledgement>
</AcknowledgementAction>
```

## Failed transmissions receive Error Code(s), and the file is rejected.

The error(s) indicated by the Error Code(s) must be corrected and a corrected file must be submitted. Rejected submissions are not transmitted to the Department.

### Schema error reject example.

```
<?xml version="1.0" encoding="utf-8"?>
<AcknowledgementList>
  <Count>1</Count>
  <Acknowledgement>
    <SubmissionId>3413346</SubmissionId>
    <EFIN />
    <SubmissionType />
    <TaxYear />
    <SubmissionCategory>P</SubmissionCategory>
    <EIN />
    <StateTaxpayerID />
    <TaxPeriodEndDate />
    <TotalTax />
    <ErrorList>
      <Error>
        <ErrorCategory>SCHEMA</ErrorCategory>
        <ErrorMessage>The 'http://www.irs.gov/efile:SSN' element has an invalid value according to its data type.</ErrorMessage>
        <RuleNumber>X02</RuleNumber>
        <Severity>Critical</Severity>
      </Error>
    </ErrorList>
  </Acknowledgement>
</AcknowledgementList>
```



**Business Rule reject example.**

```
<?xml version="1.0" encoding="utf-8"?>
<AcknowledgementAction xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.irs.gov/efile
D:/FLORIDA/Uc_Test2010/XML/schema/message/FlEfileMessage.xsd" xmlns="http://www.irs.gov/efile">
  <Acknowledgement>
    <TransmissionAcknowledgement>
      <TransmissionId>3273250</TransmissionId>
      <TransmissionTimestamp>2016-12-17T09:30:47</TransmissionTimestamp>
      <OriginAcknowledgement>
        <OriginId></OriginId>
        <ItemAcknowledgement>
          <TransmissionHeader>
            <ProcessType>T</ProcessType>
          </TransmissionHeader>
          <OriginHeader>
            <OriginId></OriginId>
            <AgentIdentifier>E1234567</AgentIdentifier>
          </OriginHeader>
          <UTAccountResults>
            <ProcessingDate>2017-02-10T15:37:01.0438944-05:00</ProcessingDate>
            <TIINTypeValue>00000000</TIINTypeValue>
            <StateEINValue>1234567</StateEINValue>
            <UTFilingYear>2016</UTFilingYear>
            <UTFilingQuarter>2</UTFilingQuarter>
            <Errors>
              <Error>
                <ErrorCode>E11</ErrorCode>
                <ErrorMessage>E11 DUPLICATE SSN numbers {0} within RE group</ErrorMessage>
              </Error>
            </Errors>
          </UTAccountResults>
        </ItemAcknowledgement>
      </OriginAcknowledgement>
      <Process>P</Process>
    </TransmissionAcknowledgement>
  </Acknowledgement>
</AcknowledgementAction>
```

