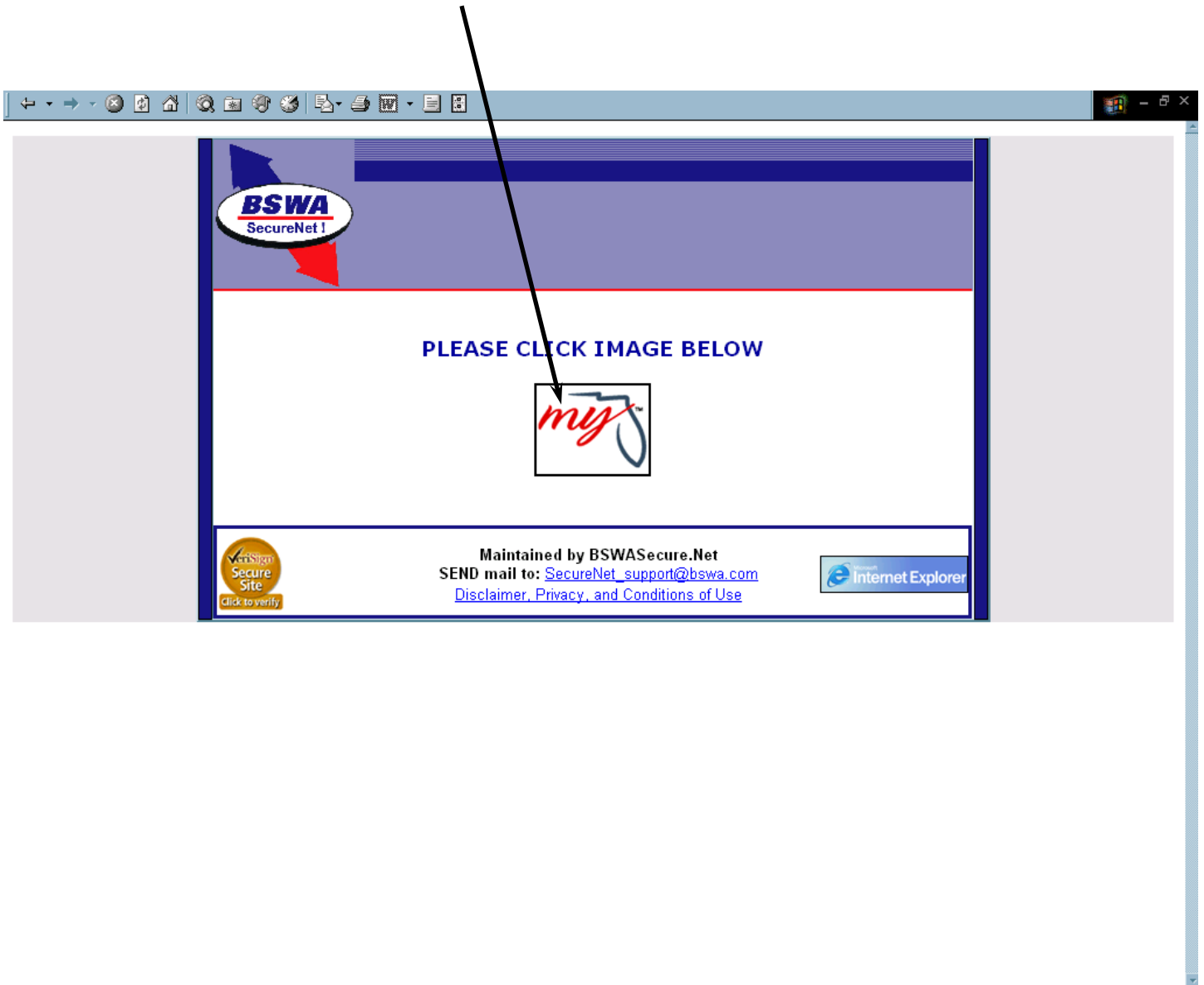


At your Internet explorer browser, type <https://secure.BSWA.net> to access DOR's secure Internet file transfer application.

Click on Welcome to Florida.

Hit the **Enter** key or **Go** button. Click on the image button in the center of the screen.



If you are a first time user, you will need to register prior to sending your file.

Click on the **New User** box. **Note:** Your User ID and Password will be linked to your email address.

BSWA
SecureNet!

HOME

my

Welcome to SecureNet

ATTENTION !!! Previous Users Before November 25, 2003 !!!
You will need to click on the **NEW USER** button below to create your user information again. Upgrades to SecureNet have been implemented and require **previous Users** to Create their User Information again... We are sorry for the inconvenience..

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...

Not Registered ?

New User

click above to register

Registered User Login

UserID

Password

Login

Forgot UserID or Password? Click Here...

View Browser Type Information

Maintained by BSWASecure.Net
SEND mail to: SecureNet_support@bswa.com
Disclaimer, Privacy, and Conditions of Use

Internet Explorer

Enter the required data to register. When done, click on the **Submit to Enroll!** button to continue with the registration process.

BSWA
SecureNet 1

HOME

my

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 careful 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

**Password is delivered via e-mail.
Be sure your e-mail is correct.**

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

Contact Name

Company Name

E-mail

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

Retrieve your password from your email account. It is recommended that you change the password.

You will need to return to the Login page to continue your filing. You can click on the **Home** button in the upper left hand corner of the screen to access the Login page.

BSWA
SecureNet!

HOME

my

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...

Password has been sent to the Registered Email Address !

for Security Reasons...
Please Change Your Password Immediately
after Logging in Again.

VeriSign
Secure Site
Click to verify

Maintained by BSWASecure.Net
SEND mail to: SecureNet_support@bswa.com
[Disclaimer, Privacy, and Conditions of Use](#)

Internet Explorer

At the Login page enter your User ID and Password (from email). Click on the **Login** button to continue.

BSWA
SecureNet!

HOME

my

Welcome to SecureNet

ATTENTION !!! Previous Users Before November 25, 2003 !!!
You will need to click on the **NEW USER** button below to create your user information again. Upgrades to SecureNet have been implemented and require **previous Users** to Create their User Information again... We are sorry for the inconvenience..

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...

Not Registered ?

New User

click above to register

Registered User Login

UserID 12345678

Password *****

Login

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

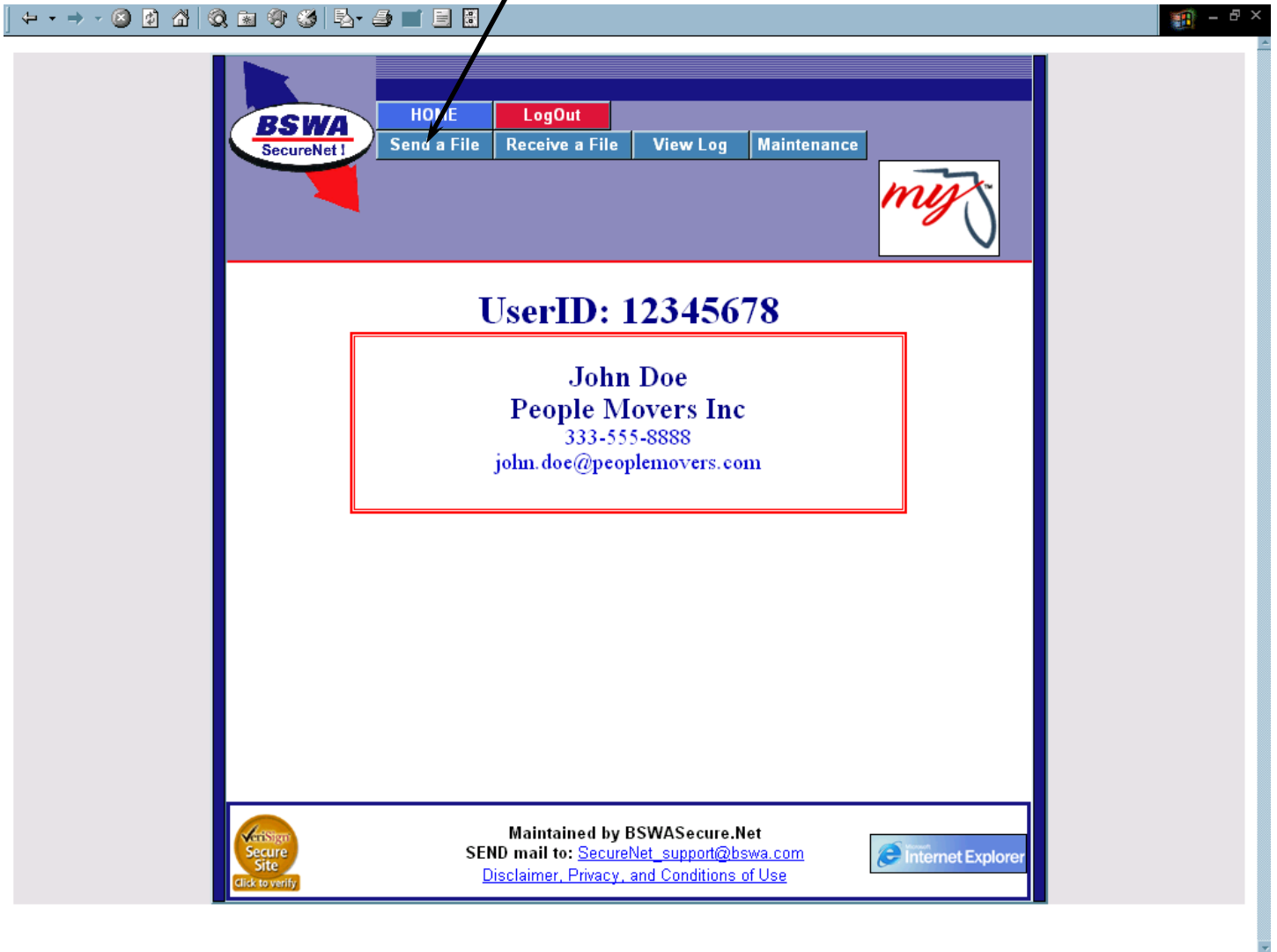
View Browser Type Information

VeriSign
Secure
Site

Maintained by BSWASecure.Net
SEND mail to: SecureNet_support@bswa.com
[Disclaimer](#) [Privacy](#) and [Conditions of Use](#)

Internet Explorer

From the SecureNet menu, click on the **Send a File** button to begin the file upload process.



Example 1: Sales & Use Tax production file upload.

The Step menu provides you with the ability to select the type of file you want to upload.

Step One: Click on the **Tax Type** you are uploading

Step Two: Click on **Test** or **Production** to select file type

If you select an incorrect step option, click on the **Clear and Reset** button and continue with the Step menu. Do not use the back button.

Click on the **Click to Continue!** button after completing the Steps.

The screenshot shows a web browser window displaying the BSWA SecureNet 1 interface. At the top, there is a navigation bar with buttons for HOME, LogOut, Send a File, Receive a File, View Log, and Maintenance. The BSWA SecureNet 1 logo is on the left, and the my logo is on the right. The main content area has the heading "Select from Each Step below the Type of File you are Sending" and "SELECT From Step(s) Below One, Two, and / or Three". Below this are two dropdown menus: "One" and "Two". The "One" menu is open, showing options: Bankruptcy, Communications Services Tax, DEMO, Fuel Tax, Mass Transit, Sales Tax (highlighted), Stock Broker, and Unemployment Tax. The "Two" menu is also open, showing options: Developer, Production (highlighted), and Test Only. At the bottom of the main content area are three buttons: "Click to Continue!", "Clear and Reset", and "Cancel". A red arrow points to the BSWA SecureNet 1 logo, and a black arrow points from the "Click to Continue!" button to the text above. A curved black arrow points from the "Click to Continue!" button back to the "Clear and Reset" button.

BSWA SecureNet 1

HOME LogOut

Send a File Receive a File View Log Maintenance

my

Select from Each Step below the Type of File you are Sending
SELECT From Step(s) Below
One, Two, and / or Three

One Two

Bankruptcy
Communications Services Tax
DEMO
Fuel Tax
Mass Transit
Sales Tax
Stock Broker
Unemployment Tax

Developer
Production
Test Only

Click to Continue!

Clear and Reset Cancel

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SEND mail to: SecureNet_support@bswa.com
[Disclaimer, Privacy, and Conditions of Use](#)

VeriSign Secure Site Click to verify

Internet Explorer

Example 2: Unemployment Tax production file upload.

The Step menu provides you with the ability to select the type of file you want to upload.

- Step One:** Click on the **Tax Type** you are uploading
- Step Two:** Click on the **Application Type** you are uploading
- Step Three:** Click on **Test** or **Production** to select file type

If you select an incorrect step option, click on the **Clear and Reset** button and continue with the Step menu. Do not use the back button.

Click on the **Click to Continue!** button after completing the Steps

The screenshot shows a web browser window displaying the BSWA SecureNet! interface. At the top, there is a navigation bar with buttons for HOME, LogOut, Send File, Receive a File, View Log, and Maintenance. The main content area is titled "Select from Each Step below the Type of File you are Sending" and includes the instruction "SELECT From Step(s) Below One, Two, and / or Three". Below this, there are three columns of selection boxes labeled One, Two, and Three. The "One" column lists various tax types, with "Unemployment Tax" selected. The "Two" column lists application types, with "MMREF" selected. The "Three" column lists file types, with "Production" selected. At the bottom of the selection area, there are three buttons: "Click to Continue!", "Clear and Reset", and "Cancel". A red arrow points to the "BSWA SecureNet!" logo, and a black arrow points to the "Click to Continue!" button. The footer contains contact information for BSWA SecureNet, including a support email address and a link to the disclaimer, privacy, and conditions of use. The browser's address bar shows "Internet Explorer".

| One | Two | Three |
|-----------------------------|-------------------|------------|
| Bankruptcy | Enrollment | Production |
| Communications Services Tax | MMREF | Test Only |
| DEMO | Payment Only File | |
| Fuel Tax | | |
| Mass Transit | | |
| Sales Tax | | |
| Stock Broker | | |
| Unemployment Tax | | |

Use the **Browse** button to locate the tax file you want to upload. Click on the **Upload File Now!** button to transmit your file.

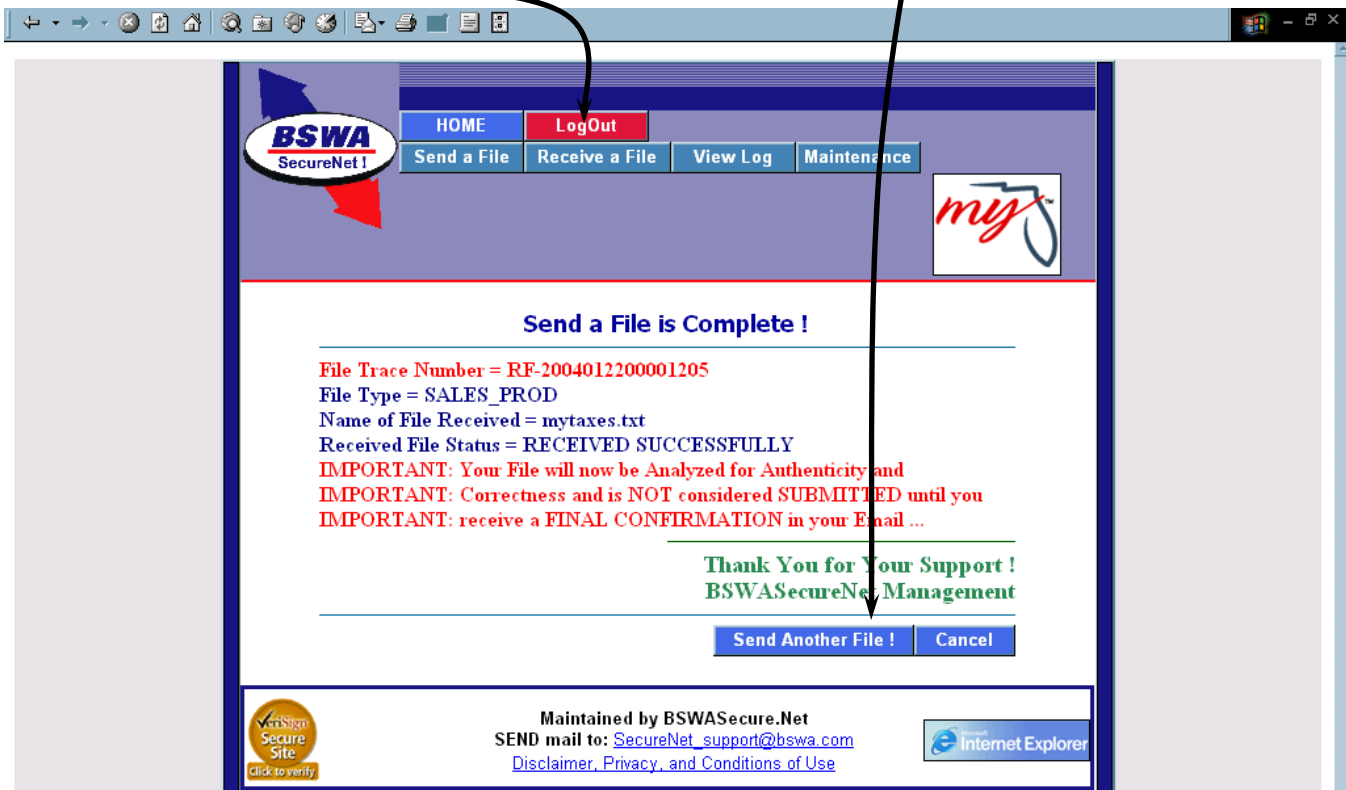


The following is an example of what you will receive from BSWA SecureNet after your file has been successfully transmitted. A copy of this message will also be sent to your registered email account.

NOTE: The File Trace Number means that your file has been successfully sent to BSWA. A second email will be sent to your registered email account once the file has been submitted to DOR. The second email will say (You have a file at either BswaSecure.net or Secure.Bswa.Net).

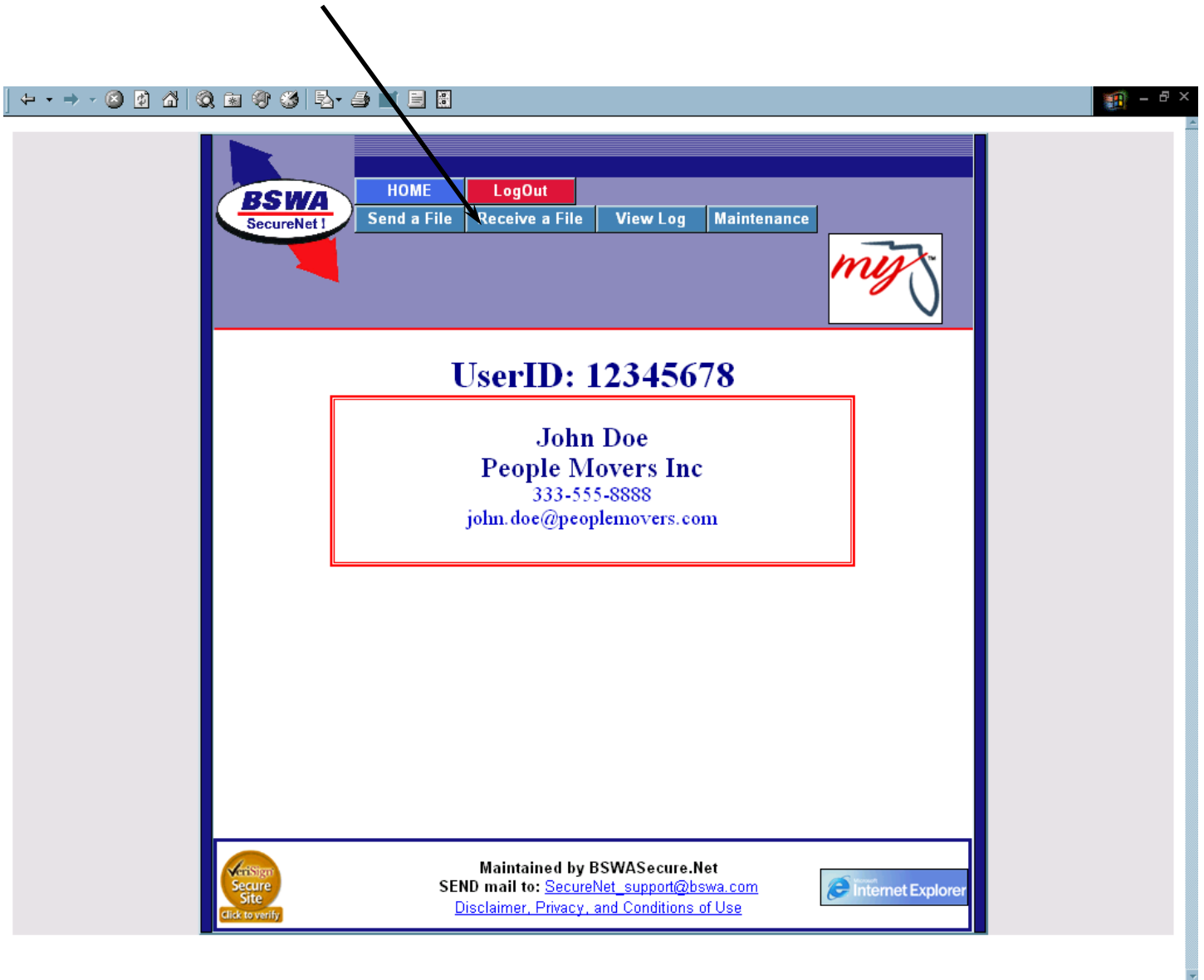
If you have more files to transmit, you can click on the **Send Another File!** button to take you back to the Step menu.

Click on the **LogOut** button when you are ready to exit the system.



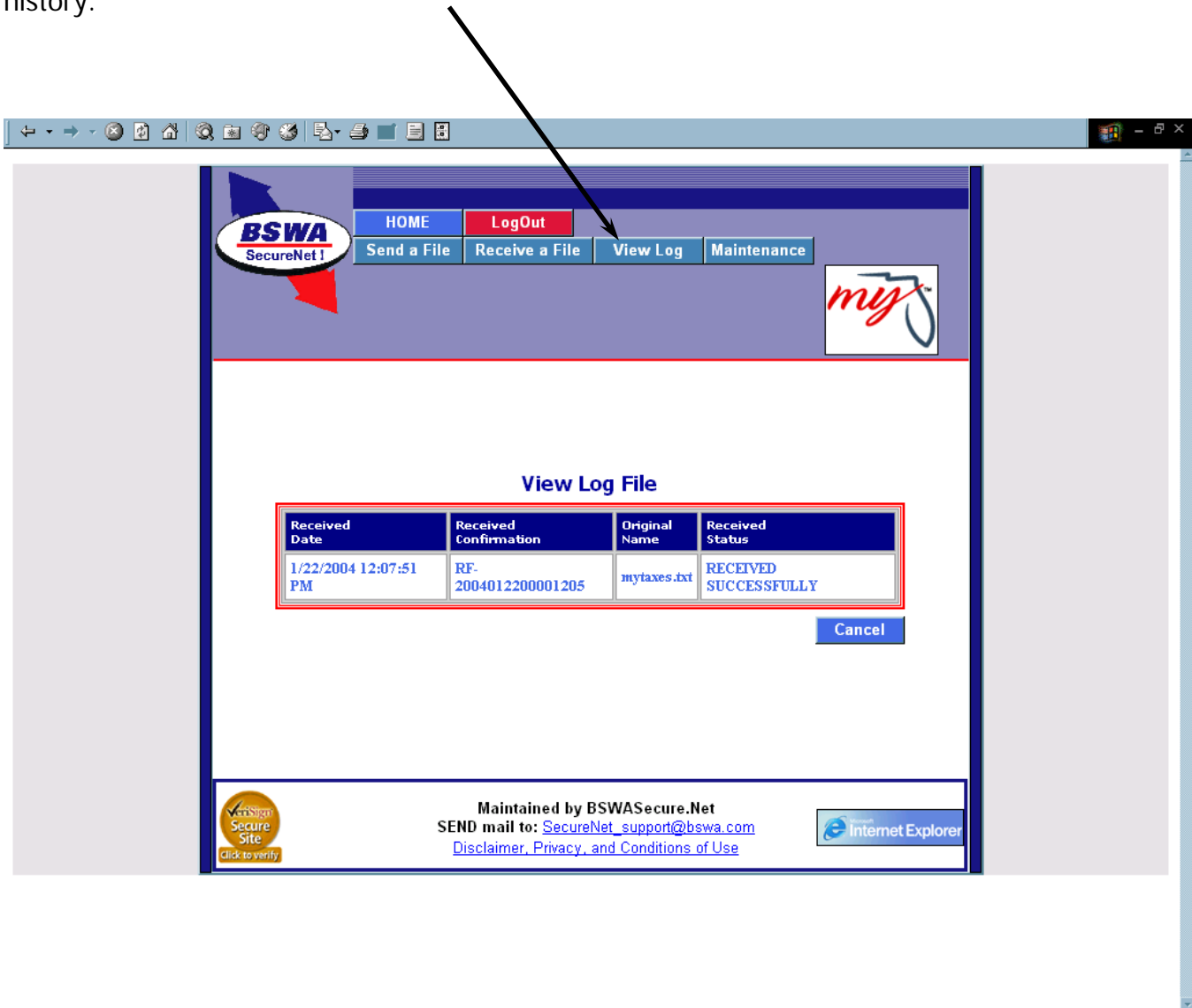
Menu Option: Receive a File

Once you receive this email it will then instruct you to retrieve either your manifest or your 997. To receive your manifest log back in and click on Receive a File, then click the manifest or 997 to open and view whether the file has passed or failed.



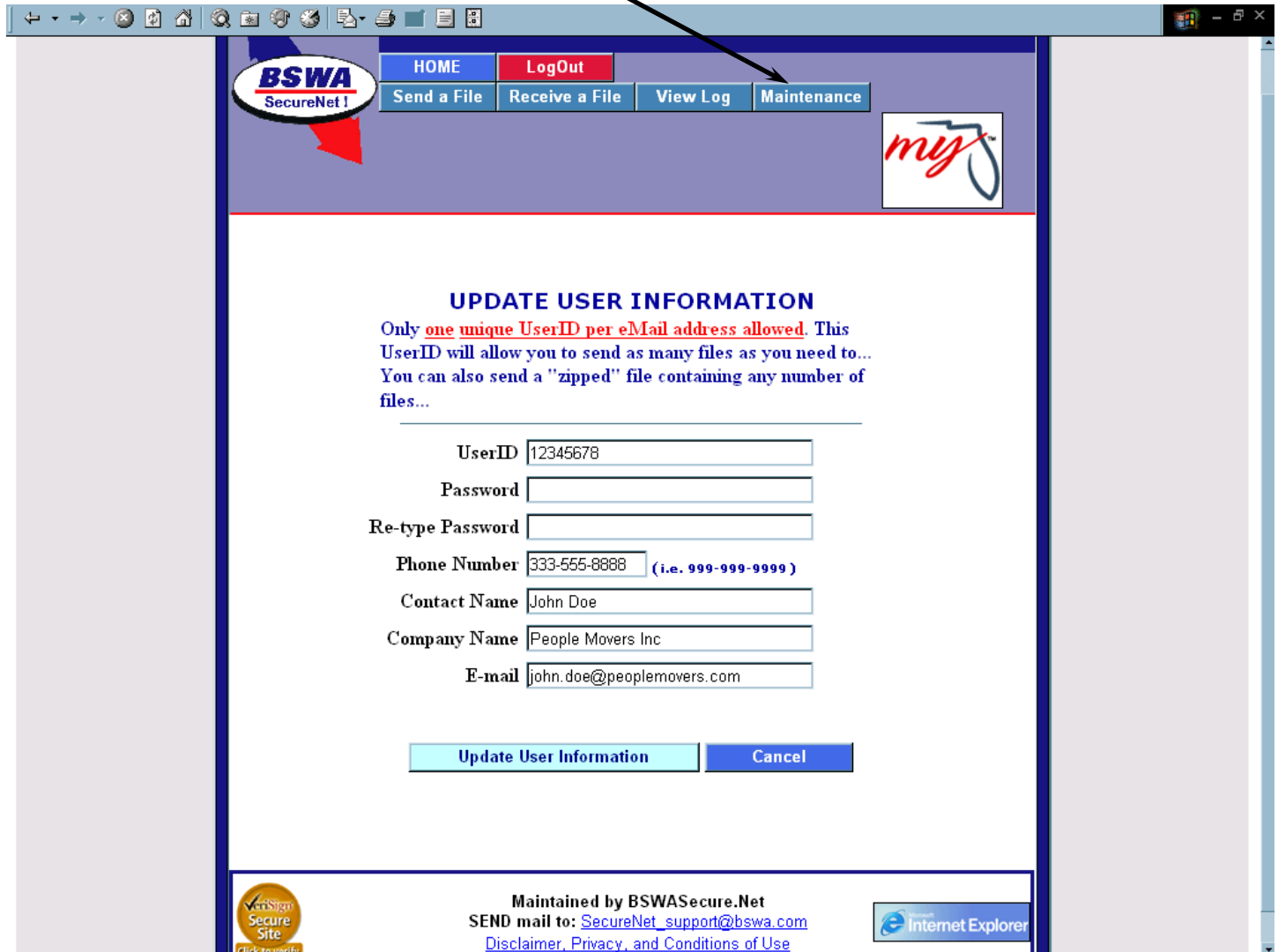
Menu Option: View Log

You can click on the **View Log** button to confirm the file was received by BSWA. The log shows the date and time when a file was successfully received by BSWA. You can also view your entire upload history.



Menu Option: Maintenance

You can click on the **Maintenance** button to change your password, user information and email address. **Caution:** If you change your email address to a new address, you will lose the upload history for the previous email address.

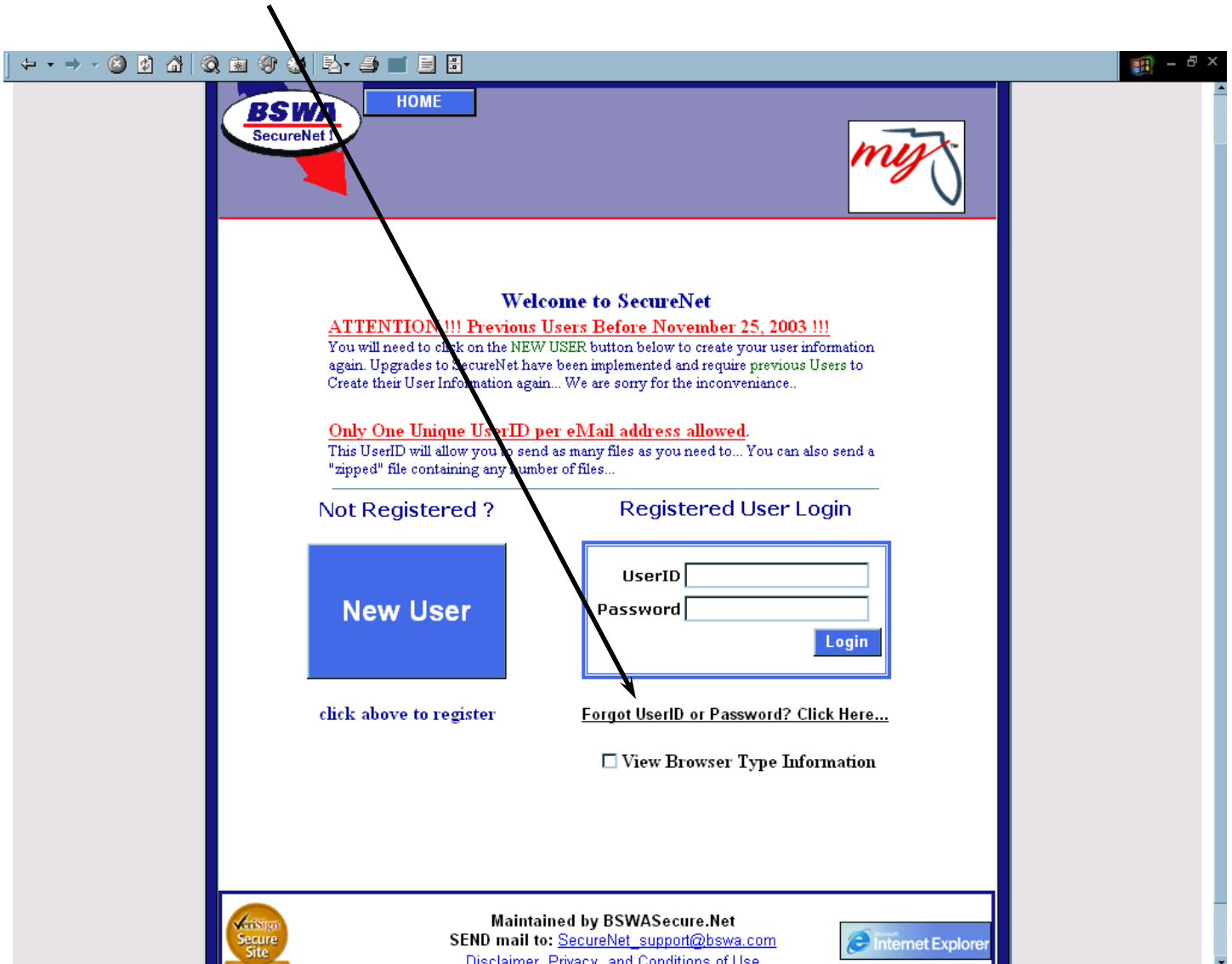


The screenshot shows a web browser window with the following elements:

- Navigation Bar:** Contains buttons for HOME, LogOut, Send a File, Receive a File, View Log, and Maintenance. A red arrow points to the Maintenance button.
- Logos:** BSWA SecureNet! logo on the left and a stylized 'my' logo on the right.
- Section Header:** UPDATE USER INFORMATION
- Text:** 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...
- Form Fields:**
 - UserID: 12345678
 - Password: [Empty]
 - Re-type Password: [Empty]
 - Phone Number: 333-555-8888 (i.e. 999-999-9999)
 - Contact Name: John Doe
 - Company Name: People Movers Inc
 - E-mail: john.doe@peplemovers.com
- Buttons:** Update User Information and Cancel
- Footer:** Maintained by BSWASecure.Net, SEND mail to: SecureNet_support@bswa.com, Disclaimer, Privacy, and Conditions of Use. Includes a VeriSign Secure Site logo and an Internet Explorer logo.

If you forget your User ID or Password, you can request your login information with either your User ID or email address.

Click on **Forgot UserID or Password?** link



The screenshot shows a web browser window displaying the BSWA SecureNet website. The browser's address bar is empty, and the window title is "Internet Explorer". The website has a blue header with the BSWA SecureNet logo on the left and a "HOME" button in the center. On the right side of the header, there is a logo for "my" with a stylized "y". Below the header, the main content area is white with a blue border. It features a "Welcome to SecureNet" heading, followed by an "ATTENTION !!! Previous Users Before November 25, 2003 !!!" notice. Below this, there is a section titled "Only One Unique UserID per eMail address allowed." with a brief explanation. The page is divided into two columns: "Not Registered ?" on the left and "Registered User Login" on the right. The "Not Registered ?" column contains a blue "New User" button and the text "click above to register". The "Registered User Login" column contains a form with "UserID" and "Password" input fields and a "Login" button. Below the login form is a link "Forgot UserID or Password? Click Here..." and a checkbox for "View Browser Type Information". At the bottom of the page, there is a footer with a "VeriSign Secure Site" logo, the text "Maintained by BSWASecure.Net", the email address "SEND mail to: SecureNet_support@bswa.com", and a link to "Disclaimer, Privacy, and Conditions of Use". The Internet Explorer logo is visible in the bottom right corner of the browser window.

Enter your User ID or registered email address. Click on **Send Information to Registered Email Address!** button. The login information will be sent to your registered Email account within a few moments.

