



BSWA SecureNet User Guide

Contents

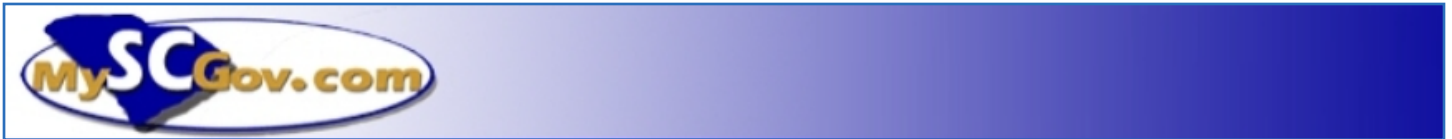
- SecureNet Guidance 1
 - Accessing BSWA SecureNet..... 1
 - Registering as a New User..... 2
- Using SecureNet 4
 - Menu Options..... 4
 - How to Upload a File 4
 - SecureNet Messages 6
 - How to Locate the Manifest 7
 - How to Read the Manifest..... 8
 - Forgot your UserID or Password?..... 8

SecureNet Guidance

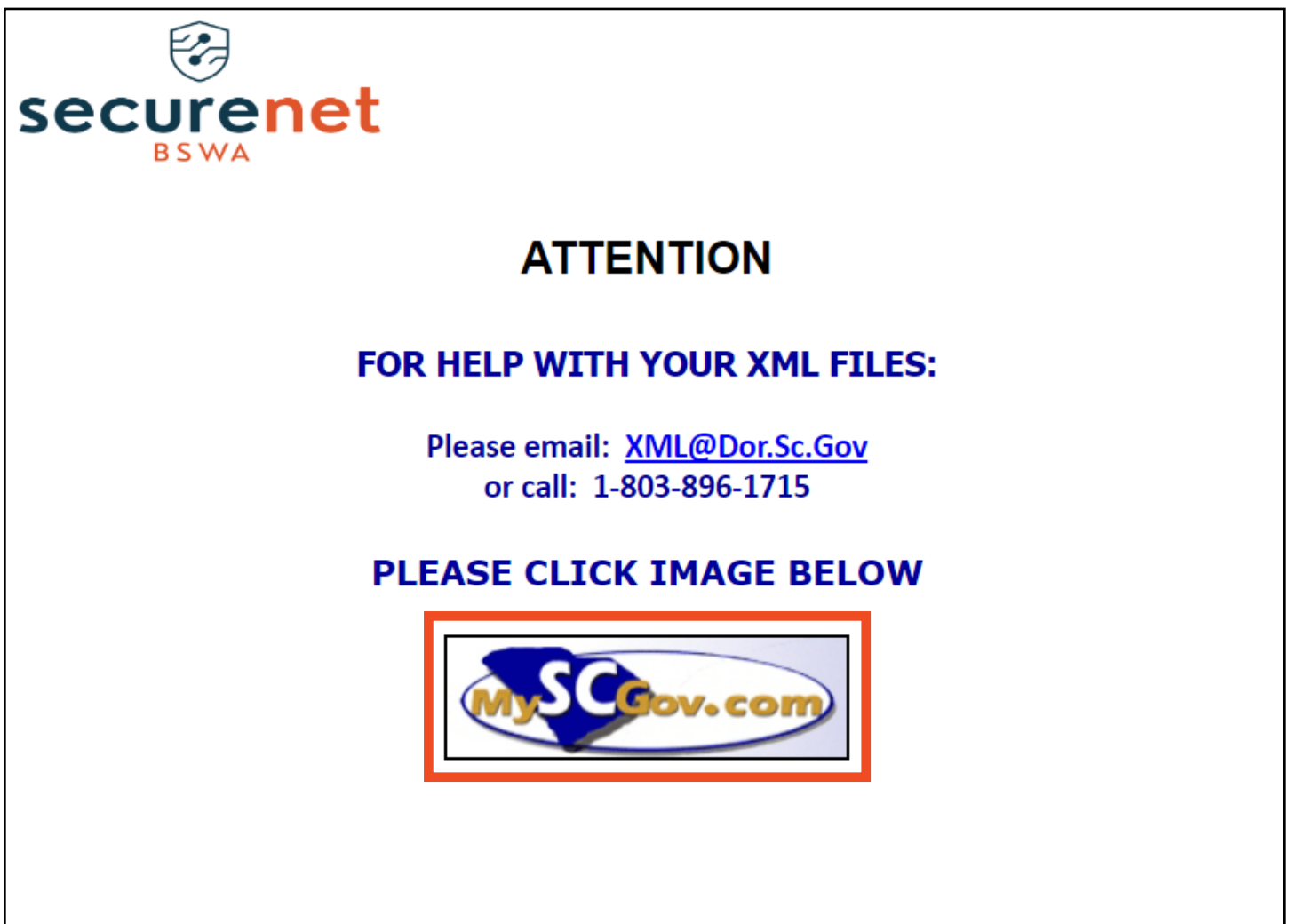
Accessing BSWA SecureNet

SecureNet is used to transmit Sales XML files/returns to the South Carolina Department of Revenue (SCDOR). The below information is intended to assist you with SecureNet access and use.

1. Visit <https://ritx-secure.bswa.net/> to access SecureNet.
2. Select the **MySCGov.com** partner tile, shown below.



3. Click on the **MySCGov.com** logo in the center of the screen.



Registering as a New User

First time users will need to register prior to sending data files.

1. Click on the **New User** box on the left side of the screen.

Welcome to SecureNet

Not Registered ?

New User

click above to register

Registered User Login

UserID

Password

Login

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

2. Complete all requested fields and select **Submit to Enroll!** When creating your UserID, remember the following:
 - Only one UserID is allowed per email address.
 - Your UserID should be at least 8 characters.
 - Your temporary password will be sent to the email address you enroll with.

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...

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...

UserID

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

Contact Name

Company Name

E-mail

Submit to Enroll ! **Cancel**

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

3. Retrieve your temporary password from your email account.
 - Change the temporary password as soon as possible.
4. You will need to return to the home screen and login to continue your filing. You can click on the **securenet** icon in the upper left hand corner of the screen to get back to the home screen.

securenet
BSWA

MySCGov.com

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...

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...

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...](#)

5. Enter User ID and Password (from email).
6. Click on **Login** to continue.

Welcome to SecureNet

Not Registered ?

New User

[click above to register](#)

Registered User Login

UserID

Password

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

SECURED BY
SEGITO

Maintained by BSWA, Inc.
SEND mail to: SecureNet_support@bswa.com

Reminder: Change your password as soon as possible after your first login.

Using SecureNet

Menu Options

- **SendFile** is used to transfer your file/return.
- **ReceiveFile** is used to view your manifest to determine if your return was successfully filed.
- **ViewLog** is used to determine when file was received by BSWA.
- **Maintenance** is used to change your password, social information and email address.



How to Upload a File

To get started, click **SendFile** in your menu options at the top of the screen. You will be presented with a Step Menu that provides the ability to choose where you will send your file. Double click to select each option within the applicable column.

1. **Step One:** South Carolina DOR
2. **Step Two:** Sales Tax
3. **Step Three:** Test or Production

Select **Click to Continue** after you complete steps one through three.

A screenshot of the file upload selection screen in the SecureNet BSWA application. The top navigation bar is identical to the previous image. Below the 'MySCGov.com' logo, the instruction 'Select from Each Step below the Type of File you are Sending' is displayed, followed by 'SELECT From Step(s) Below' and 'One, Two, and / or Three'. There are three columns of selection lists: 'One' with 'South Carolina DOR', 'Two' with 'Sales Tax', and 'Three' with 'XML Production Only' and 'XML Test Files Only'. At the bottom, there is a large blue button labeled 'Click to Continue !' which is highlighted with a red rectangle. Below this button are two smaller buttons: 'Clear and Reset' and 'Cancel'.

- Select **Choose File** and select your Sales Tax File.
- Click **Upload File** to transmit your file.

[Home](#)[Log-Out](#)[SendFile](#)[ReceiveFile](#)[ViewLog](#)[Maintenance](#)



Select a File to Upload

Please do not use ZIPPED files unless doing so is specifically called for by the application you are submitting to...

Use "Select File" button to select a File to Upload...

NOTE: filename will appear to be from "c:\fakepath\" for safety reasons the correct file will be sent, but your folder name will be hidden and secure. Filenames greater than 100 characters in length will be rejected.

First:

No file chosen

Then:

NOTE: The progress bar is no longer used in Secure.Bswa.Net

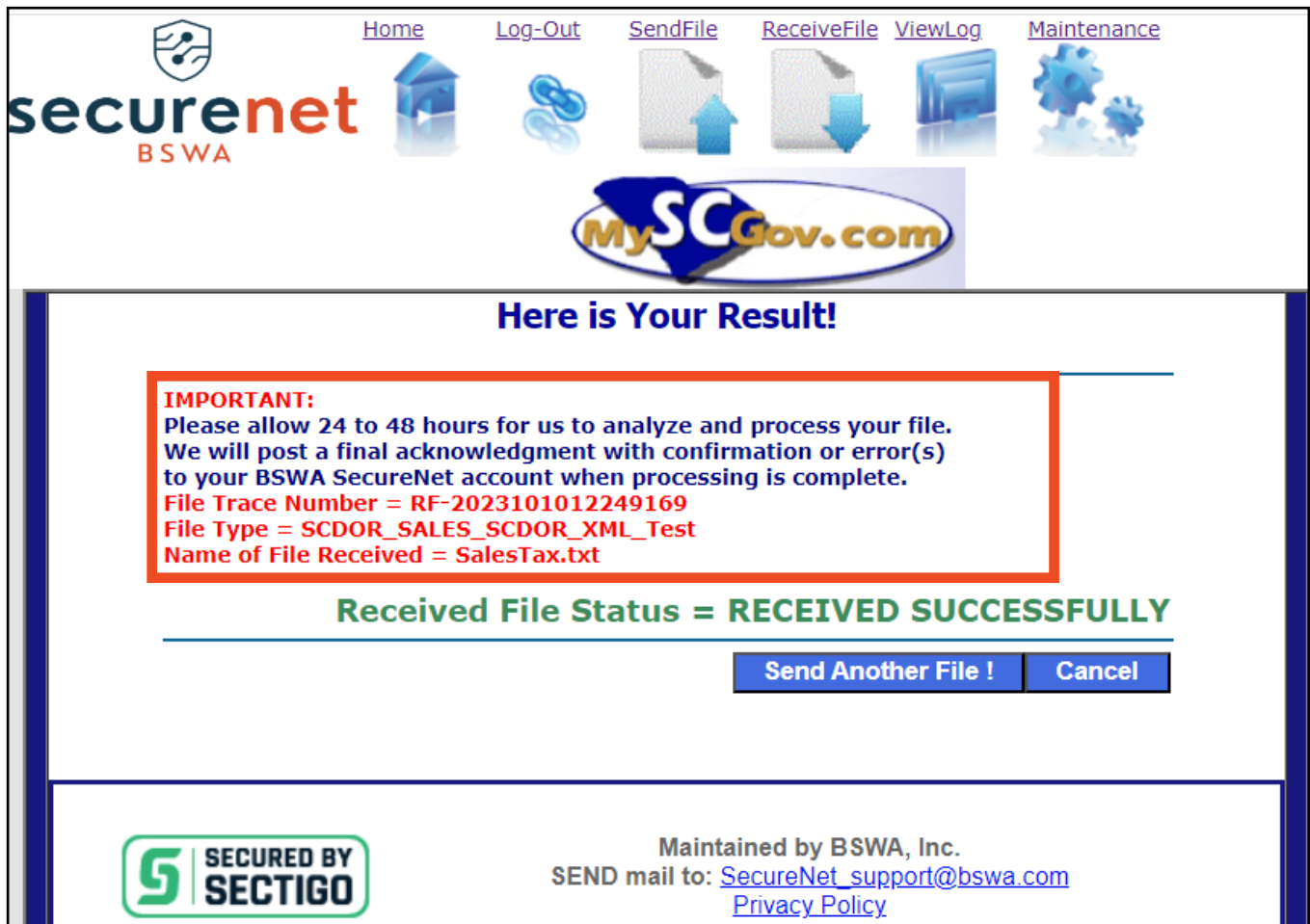


Maintained by BSWA, Inc.
SEND mail to: SecureNet_support@bswa.com
[Privacy Policy](#)

SecureNet Messages

The following message is an example of what you will get from SecureNet immediately after your file has been successfully transmitted. A copy of this message will also be sent to your email account. This applies to both test and production files.

This is not confirmation your return has been accepted. The File Trace Number only means that your file has been successfully sent to BSWA. **A second confirmation message will be sent to your email account once the manifest is available so you may verify if the file was accepted or rejected. You may also view your manifest inside of SecureNet – see the How to Locate the Manifest section below.**



The screenshot displays the SecureNet BSWA web interface. At the top, there is a navigation bar with links: Home, Log-Out, SendFile, ReceiveFile, ViewLog, and Maintenance. Below the navigation bar is the SecureNet BSWA logo and the MySCGov.com logo. The main content area features a large blue banner that reads "Here is Your Result!". Below this banner, a red-bordered box contains the following text: "IMPORTANT: Please allow 24 to 48 hours for us to analyze and process your file. We will post a final acknowledgment with confirmation or error(s) to your BSWA SecureNet account when processing is complete. File Trace Number = RF-2023101012249169 File Type = SCDOR_SALES_SCDOR_XML_Test Name of File Received = SalesTax.txt". Below the red box, the text "Received File Status = RECEIVED SUCCESSFULLY" is displayed in green. At the bottom of the main content area, there are two buttons: "Send Another File !" and "Cancel". The footer of the interface includes the "SECURED BY SECTIGO" logo on the left and the text "Maintained by BSWA, Inc. SEND mail to: SecureNet_support@bswa.com Privacy Policy" on the right.

Click **Send Another File!** if you have more files to transmit.

Click **View Log** to see files that have been received by BSWA.

- Remember the entry in this log only shows that the file was received by BSWA. This does not confirm that your file was accepted and filed with the SCDOR. You will receive a separate email with your manifest that specifies if your file was accepted or rejected or you may follow the steps in the below section for viewing your manifest within SecureNet.



The screenshot shows the SecureNet BSWA interface. At the top, there are navigation links: Home, Log-Out, SendFile, ReceiveFile, ViewLog, and Maintenance. Below these are icons for a house, a chain, a document with an up arrow, a document with a down arrow, a folder, and gears. The MySCGov.com logo is centered below the navigation links. The main content area is titled "View Log File" and contains a table with the following data:

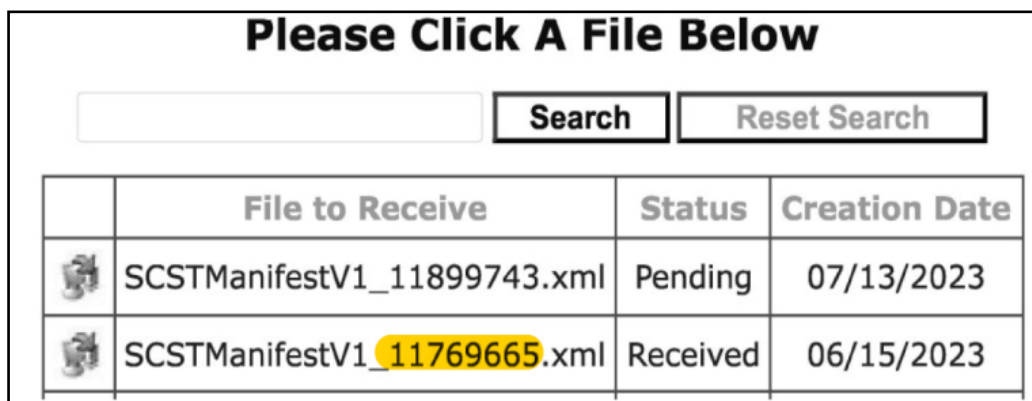
Received Date	File Trace No.	Original Name	File Type
10/10/2023 2:22:43 PM	RF-2023101012249169	SalesTax.txt	SCDOR_SALES_SCDOR_XML_Test

A "Cancel" button is located to the right of the table.

How to Locate the Manifest

This information applies to all transmissions – both in test and production.

- Click **Receive File** to locate the manifest.
- Select the option that includes the last 8 digits of the File Trace Number from the Received Successfully notification or from the entry in the View Log File.



The screenshot shows a search interface titled "Please Click A File Below". It includes a search bar, a "Search" button, and a "Reset Search" button. Below these is a table with the following data:

	File to Receive	Status	Creation Date
	SCSTManifestV1_11899743.xml	Pending	07/13/2023
	SCSTManifestV1_11769665.xml	Received	06/15/2023

- Pending means the manifest has not been reviewed by the filer.
- Received means the manifest has been reviewed by the filer.

How to Read the Manifest

Once the manifest has been downloaded, locate the **<AcceptanceStatus>** line to determine if the return was accepted or rejected.

- If the status is R, locate the ErrorMessage line to see the specific error that needs to be corrected. A rejected status indicates your return has not been filed with the SCDOR. You must make the applicable corrections and resubmit your file.

- **Rejected example:**

```
<AcceptanceStatus>R</AcceptanceStatus>
<ContainedAlerts>>false</ContainedAlerts>
<CompletedValidation>>false</CompletedValidation>
<ErrorList errorCount="1">
  - <Error errorId="1">
    <DocumentID>00000117000012022039</DocumentID>
    <ErrorMessage>E006 - SoftwareID Invalid</ErrorMessage>
    <RuleNumber>E006</RuleNumber>
    <Severity>REJECT</Severity>
```

- If the status is A, your file has been accepted and filed with the SCDOR.

- **Accepted example:**

```
<AcceptanceStatus>A</AcceptanceStatus>
```

Forgot your UserID or Password?

- You can request your password with either your User ID or email address.
- The password will be sent to your email account within a few moments



securenet
BSWA

MySCGov.com

FORGOT USERID or PASSWORD ?

Enter UserID or Registered Email Address

myself@mycompany.com

Send Information to Registered Email Address ! Cancel