

Iowa Cigarette/Tobacco PACT Act
File Upload Procedures for
Excel 2002
Version 1, May 2011

General Overview

- Enter your Iowa PACT Act data in the “Detail” and “Header” tabs in Excel spreadsheet IA PACT Act Report v1.xls.
- Save the “Detail” and “Header” tabs as tab delimited text files with extensions of .dtl and .hdr respectively.
- Upload the “Detail” and “Header” text files to the Iowa Secure File Exchange Web site.

Department of IOWA REVENUE

The screenshot shows a Microsoft Excel spreadsheet titled 'IA PACT Act Report v1.xls'. A 'Save As' dialog box is open, showing the file name '8604999991107601.dtl' and the save location as 'Desktop'. The spreadsheet data includes columns for Confirmation Nbr, Sequence, and various codes and dates.

Confirmation Nbr	Sequence	Code	Date	Brand	Product
8604999991107601	1	PA1	20110301	9999999	A
8604999991107601	2	PA1	20110301	9999999	A
8604999991107601	3	PA1	20110301	9999999	A
8604999991107601	4	PA1	20110301	9999999	A
8604999991107601	5	PA1	20110301	9999999	A
8604999991107601	6	PA1	20110301	9999999	A
8604999991107601	7	PA1	20110301	9999999	A
8604999991107601	8	PA1	20110301	9999999	A
8604999991107601	9	PA1	20110301	9999999	A
8604999991107601	10	PA1	20110301	9999999	A
8604999991107601	11	PA1	20110301	9999999	A
8604999991107601	12	PA1	20110301	9999999	A
8604999991107601	13	PA1	20110301	9999999	A
8604999991107601	14	PA1	20110301	9999999	A
8604999991107601	15	PA1	20110301	9999999	A
8604999991107601	16	PA1	20110301	9999999	A
8604999991107601	17	PA1	20110301	9999999	A
8604999991107601	18	PA1	20110301	9999999	A
8604999991107601	19	PA1	20110301	9999999	A
8604999991107601	20	PA1	20110301	9999999	A
8604999991107601	21	PA1	20110301	9999999	A
8604999991107601	22	PA1	20110301	9999999	A
8604999991107601	23	PA1	20110301	9999999	A
8604999991107601	24	PA1	20110301	9999999	A
8604999991107601	25	PA1	20110301	9999999	A
8604999991107601	26	PA1	20110301	9999999	A
8604999991107601	27	PA1	20110301	9999999	A
8604999991107601	28	PA1	20110301	9999999	A
8604999991107601	29	PA1	20110301	9999999	A
8604999991107601	30	PA1	20110301	9999999	A
8604999991107601	31	PA1	20110301	9999999	A
8604999991107601	32	PA1	20110301	9999999	A
8604999991107601	33	PA1	20110301	9999999	A
8604999991107601	34	PA1	20110301	9999999	A
8604999991107601	35	PA1	20110301	9999999	A
8604999991107601	36	PA1	20110301	9999999	A
8604999991107601	37	PA1	20110301	9999999	A
8604999991107601	38	PA1	20110301	9999999	A
8604999991107601	39	PA1	20110301	9999999	A
8604999991107601	40	PA1	20110301	9999999	A
8604999991107601	41	PA1	20110301	9999999	A
8604999991107601	42	PA1	20110301	9999999	A
8604999991107601	43	PA1	20110301	9999999	A

- Name the file your confirmation number and type .dtl as the extension and click Save. Example: **8604999991107601.dtl**.
- Your confirmation number is 16 digits as follows: 1st 9 digits = License Number, next 2 digits = Year, next 3 digits = Julian Date, next 2 digits = filing occurrence.

Department of IOWA REVENUE

Microsoft Excel - IA PACT Act Report v1.xls

File Edit View Insert Format Tools Data SAS Window Help

Active Data: Active Selection

8604999991107601

Confirmation Nbr	Sequence Nbr	Record Type	Schedule Type	Sales into State	Invoice Date	Invoice Nbr	Product Type	Total Weight	Quantity	Brand Name	UPC
1	8604999991107601	1 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
2	8604999991107601	2 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
3	8604999991107601	3 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
4	8604999991107601	4 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
5	8604999991107601	5 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
6	8604999991107601	6 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
7	8604999991107601	7 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
8	8604999991107601	8 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
9	8604999991107601	9 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
10	8604999991107601	10 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
11	8604999991107601	11 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
12	8604999991107601	12 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
13	8604999991107601	13 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
14	8604999991107601	14 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
15	8604999991107601	15 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
16	8604999991107601	16 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
17	8604999991107601	17 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
18	8604999991107601	18 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
19	8604999991107601	19 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
20	8604999991107601	20 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
21	8604999991107601	21 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
22	8604999991107601	22 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
23	8604999991107601	23 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
24	8604999991107601	24 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
25	8604999991107601	25 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
26	8604999991107601	26 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
27	8604999991107601	27 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
28	8604999991107601	28 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
29	8604999991107601	29 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
30	8604999991107601	30 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
31	8604999991107601	31 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
32	8604999991107601	32 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
33	8604999991107601	33 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
34	8604999991107601	34 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
35	8604999991107601	35 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
36	8604999991107601	36 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
37	8604999991107601	37 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
38	8604999991107601	38 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
39	8604999991107601	39 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
40	8604999991107601	40 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
41	8604999991107601	41 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
42	8604999991107601	42 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999
43	8604999991107601	43 PA1	S	IA	20110301	8999999	A	0.00000	25000	Brand A Cigaret	9999999

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click **OK**.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK Cancel

Ready

start

Inbox - Microsoft Out...

Microsoft PowerPoint ...

IA PACT Act Report v1...

10:26 AM

- A message may appear regarding multiple worksheets, click **OK** to save only the current worksheet (the Detail worksheet).

Department of IOWA REVENUE

Microsoft Excel - 860499991107601.dtl

File Edit View Insert Format Tools Data SAS Window Help

Active Data: Active Selection

Confirmation Nbr	Sequence Nbr	Record Type	Schedule Type	Sales into State	Invoice Date	Invoice Nbr	Product Type	Total Weight	Quantity	Brand Name	UPC
1	1	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
2	2	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
3	3	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
4	4	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
5	5	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
6	6	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
7	7	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
8	8	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
9	9	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
10	10	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
11	11	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
12	12	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
13	13	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
14	14	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
15	15	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
16	16	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
17	17	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
18	18	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
19	19	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
20	20	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
21	21	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
22	22	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
23	23	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
24	24	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
25	25	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
26	26	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
27	27	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
28	28	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
29	29	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
30	30	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
31	31	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
32	32	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
33	33	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
34	34	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
35	35	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
36	36	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
37	37	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
38	38	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
39	39	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
40	40	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
41	41	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
42	42	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999
43	43	PA1	S	IA	20110301	899999	A	0.00000	25000	Brand A Cigaret	9999999

Microsoft Excel

860499991107601.dtl may contain features that are not compatible with Text (Tab delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes No Help

Ready

start | Inbox - Microsoft Out... | Microsoft PowerPoint... | 860499991107601.dtl | 10:27 AM

- A message may appear regarding compatible features of text tab delimited, click **Yes**.

Microsoft Excel - 8604999991107601.dtl

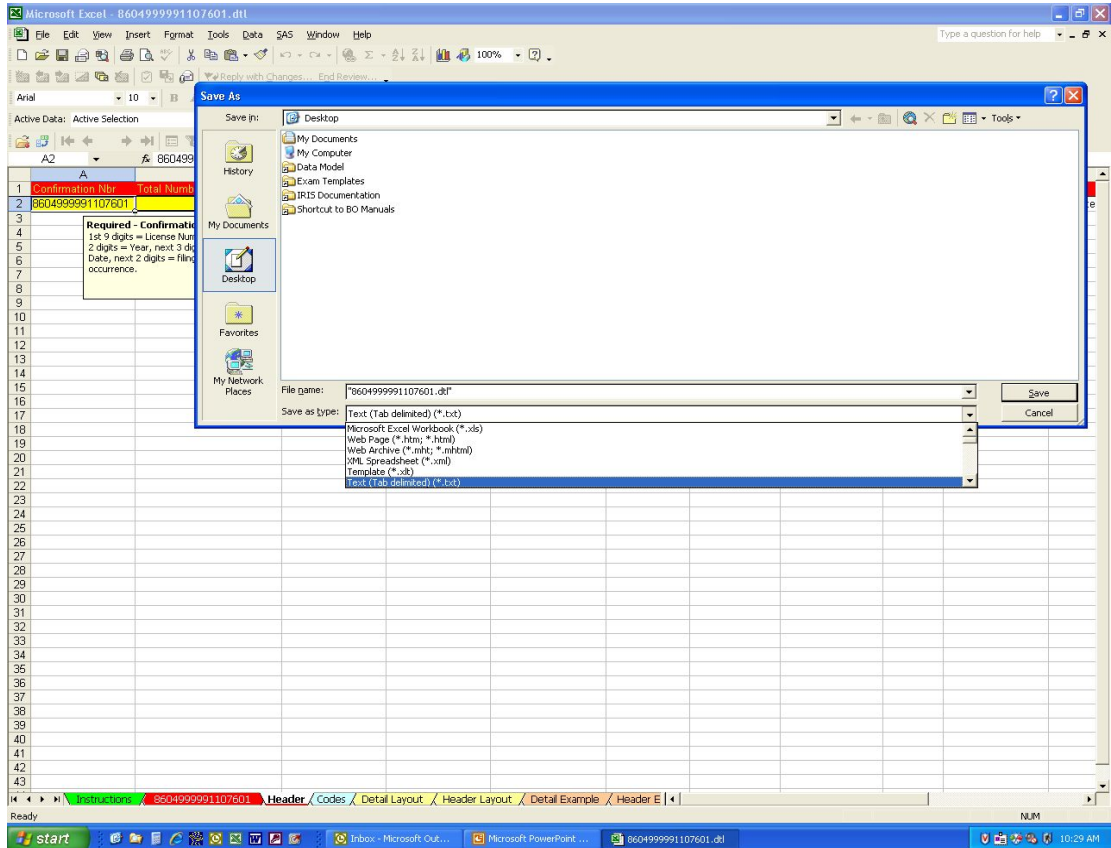
File | Edit | View | Insert | Format | Tools | Data | SAS | Window | Help

File menu options: New..., Open..., Close, Save, Save As..., Save as Web Page..., Save Workspace..., Search..., Web Page Preview, Page Setup..., Print Area, Print Preview, Print..., Send To, Properties

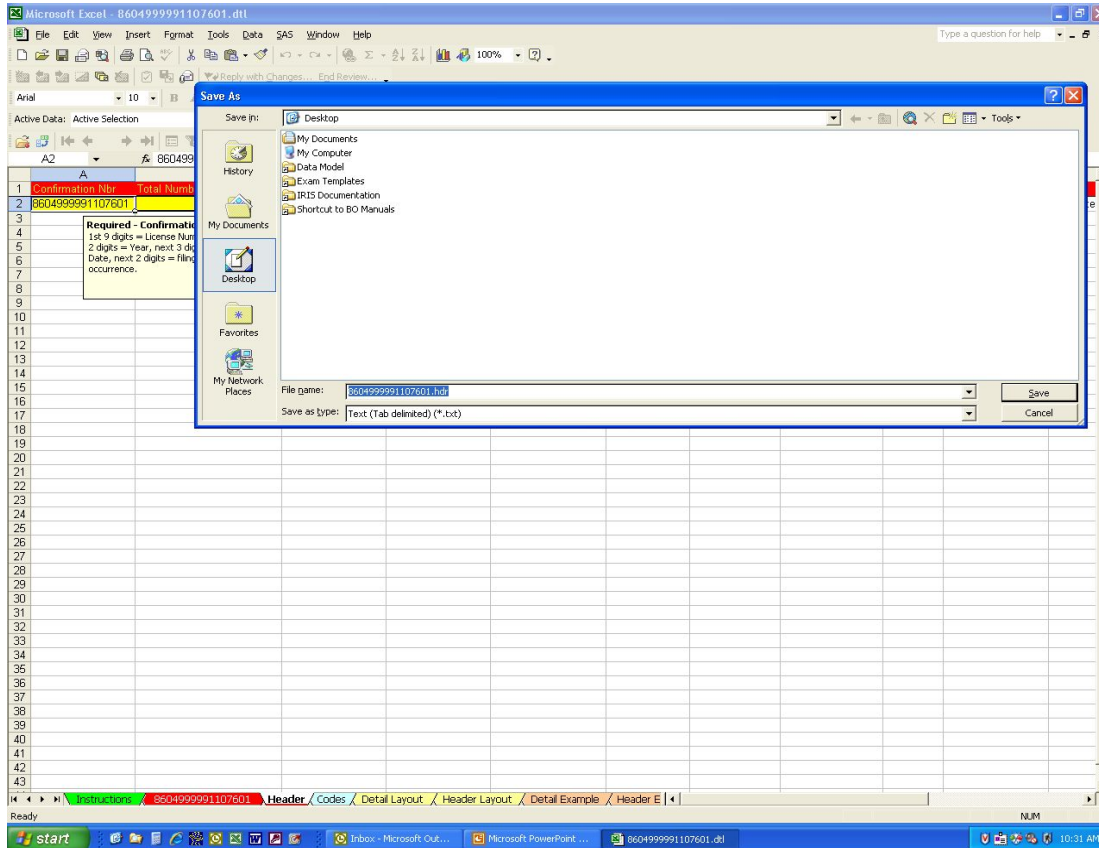
Filing Period	Filing Type	Transmission Type	Record Type	Transmitter ID	License Nbr	FEIN	Revision Nbr	Name
3	O	H	PAH	99999	860499999	999999999	1	Cigarette

Taskbar: Ready | NUM | 10:28 AM

- Click on the *Header* tab and enter your data.
- Click *File, Save As*.



- Select the location you wish to save the file, like the C:\ drive.
- Save as file type **Text (TAB delimited)(*.txt)**.



- Name the file your confirmation number and type .hdr as the extension and click Save. Example: **8604999991107601.hdr**.
- Your confirmation number is 16 digits as follows: 1st 9 digits = License Number, next 2 digits = Year, next 3 digits = Julian Date, next 2 digits = filing occurrence.

The screenshot shows a Microsoft Excel window with a data table. The table has the following columns: Confirmation Nbr, Total Number of Records, Reporting Period, Filing Type, Transmission Type, Record Type, Transmitter ID, License Nbr, FEIN, Revision Nbr, and Name. The first row of data contains the following values: 8604999991107601, 65635, 201103, O, H, PAH, 99999, 860499999, 999999999, 1, and Cigarette.

An error dialog box is displayed in the center of the screen. The dialog box title is "Microsoft Excel" and it contains the following text: "The selected file type does not support workbooks that contain multiple sheets." Below this text are two bullet points: "• To save only the active sheet, click OK." and "• To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets." At the bottom of the dialog box are "OK" and "Cancel" buttons.

At the top left of the dialog box, there is a yellow warning triangle icon. At the bottom left of the dialog box, there is a small text box with the following text: "Required - Confirmation Nbr
 1st 9 digits = License Number, next
 2 digits = Year, next 3 digits = Julian
 Date, next 2 digits = filing
 occurrence."

- A message may appear regarding multiple worksheets, click **OK** to save only the current worksheet (the Header worksheet).

The screenshot shows a Microsoft Excel window with a data table. A yellow warning dialog box is displayed in the center of the spreadsheet, asking if the user wants to keep the workbook in its current format because it contains features not compatible with Text (Tab delimited) format. The dialog box includes three buttons: Yes, No, and Help.

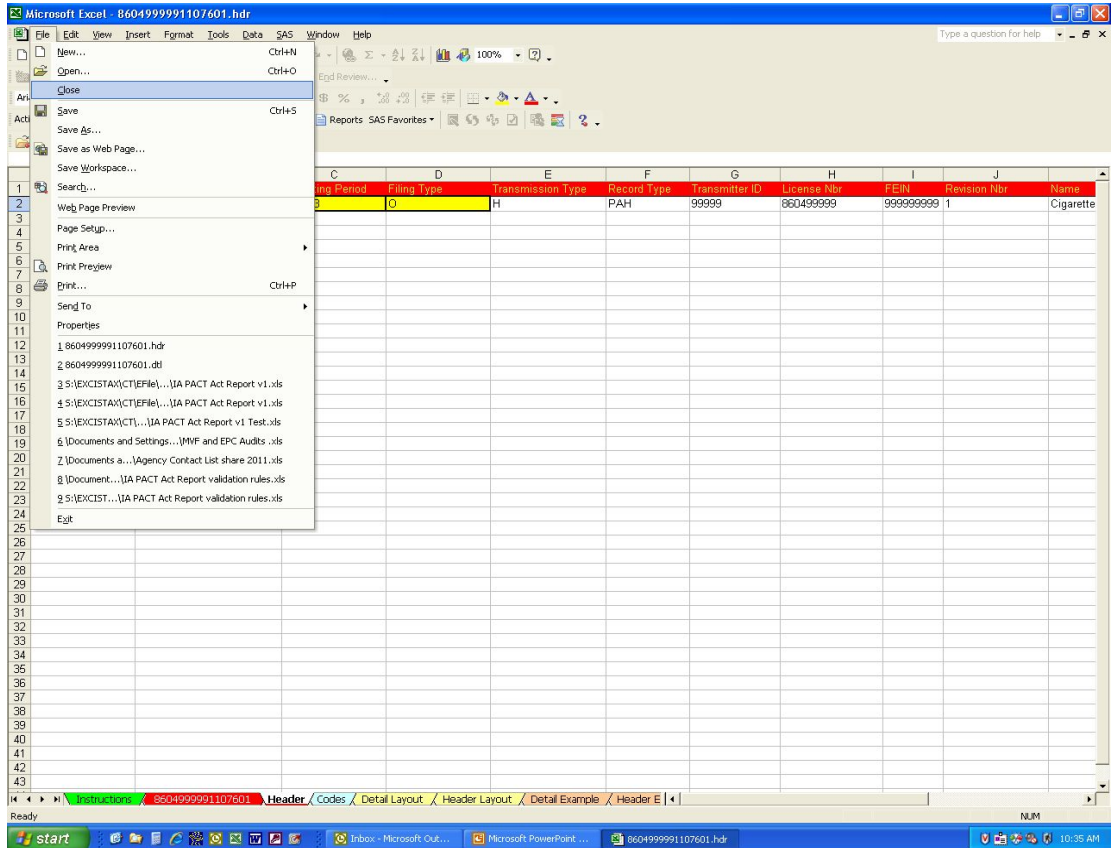
Confirmation Nbr	Total Number of Records	Reporting Period	Filing Type	Transmission Type	Record Type	Transmitter ID	License Nbr	FEIN	Revision Nbr	Name
8604999991107601	65635	201103	O	H	PAH	99999	860499999	999999999	1	Cigarette

Required - Confirmation Nbr
 1st 9 digits = License Number, next
 2 digits = Year, next 3 digits = Julian
 Date, next 2 digits = filing
 occurrence.

Microsoft Excel
 8604999991107601.hdr may contain features that are not compatible with Text (Tab delimited). Do you want to keep the workbook in this format?
 • To keep this format, which leaves out any incompatible features, click Yes.
 • To preserve the features, click No. Then save a copy in the latest Excel format.
 • To see what might be lost, click Help.

Buttons: Yes, No, Help

- A message may appear regarding compatible features of text tab delimited, click **Yes**.



- Click *File, Close* to close the Excel file.

The screenshot shows a Microsoft Excel window with a spreadsheet containing a table of data. A yellow callout box is present in the upper left, and a blue dialog box is centered on the screen.

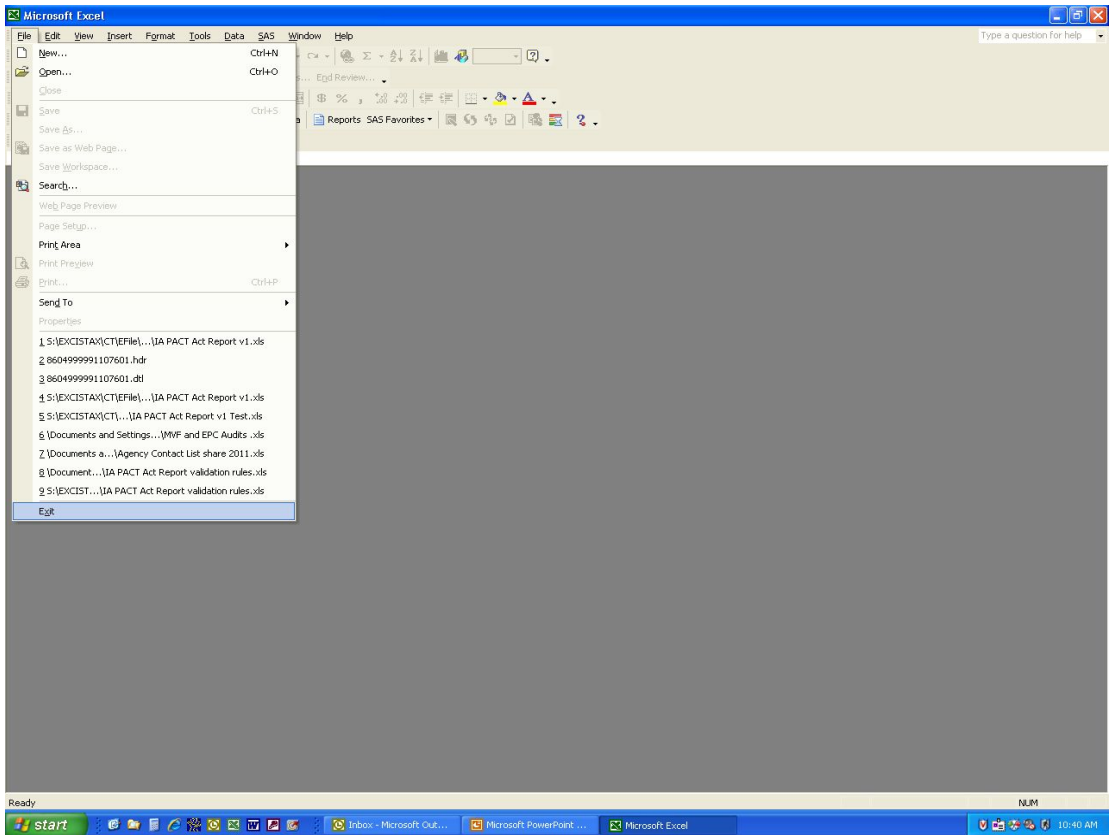
Confirmation Nbr	Total Number of Records	Reporting Period	Filing Type	Transmission Type	Record Type	Transmitter ID	License Nbr	FEIN	Revision Nbr	Name
8604999991107601	65635	201103	O	H	PAH	99999	860499999	999999999	1	Cigarette

Required - Confirmation Nbr
 1st 9 digits = License Number, next
 2 digits = Year, next 3 digits = Julian
 Date, next 2 digits = filing
 occurrence.

Microsoft Excel
 Do you want to save the changes you made to '8604999991107601.hdr'?

Buttons: Yes, No, Cancel

- A message may appear asking if you want to save the file in the text format with the .hdr format. Click **No**.



- Click *File, Exit* to close Excel.

Department of IOWA REVENUE

The screenshot shows a Windows Internet Explorer browser window displaying the Iowa Department of Revenue's Secure File Exchange (SFE) website. The browser's address bar shows the URL <https://web03.idr.iowa.gov/sfe/>. The website header features the Iowa Department of Revenue logo and a search bar. A navigation menu includes links for eServices, Publications, Research, Contacts, FAQs, Forms, News, and Classes. A user status indicator shows "You are not logged in." The main content area is titled "Secure File Exchange" and includes a "Login | FAQ | Help" link. Below this, a welcome message reads: "Welcome to IDR File Exchange Service. Secure File Exchange service is a service to upload and download files through IDR secure channels." At the bottom of the page, there are links for "State of Iowa", "Subscribe to e-mail news", "Translate", "Privacy Statement", "Taxpayer Rights", "Links", and "PDF Reader". The Windows taskbar at the bottom shows several open applications, including an email inbox, a PACT Act document, a spreadsheet, and the current browser window.

- Log into the Iowa Secure File Exchange Web site using your Internet browser. The Web address is:
<https://apps.idr.iowa.gov/sfe/>

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Search...

eServices Publications Research Contacts FAQs Forms News Classes You are not logged in.

Home
Businesses
Individuals
Tax Professionals
Local Government

Secure File Exchange
Login | FAQ | Help |

Log In
Login ID: IAPACT1
Password: *****
tgtmly
For added security, we ask you to please enter the text displayed above into the following text box.
Enter Code: tgtmly
Log In
Forgot Your Password/Log In ID?

New to Secure File Exchange Service?
Create an account
About Secure File Exchange

State of Iowa | Subscribe to e-mail news | Translate | Privacy Statement | Taxpayer Rights | Links | PDF Reader

- Enter Login ID: **IAPACT1**.
- Enter Password: Contact Iowa Department of Revenue at 515-281-6134 or 515-725-0437 for the password.
- Enter Code: This is an added security measure. The code changes with each login. The code in the example screen would be **tgtmly**.

Department of IOWA REVENUE

Home Page - Windows Internet Explorer provided by Iowa Dept of Revenue

https://web03.idr.iowa.gov/sfe/default.aspx

Department of IOWA REVENUE

Search...

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Home
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Tax Professionals
Local Government

Secure File Exchange

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Welcome to IDR File Exchange Service

Secure File Exchange service is a service to upload and download files through IDR secure channels

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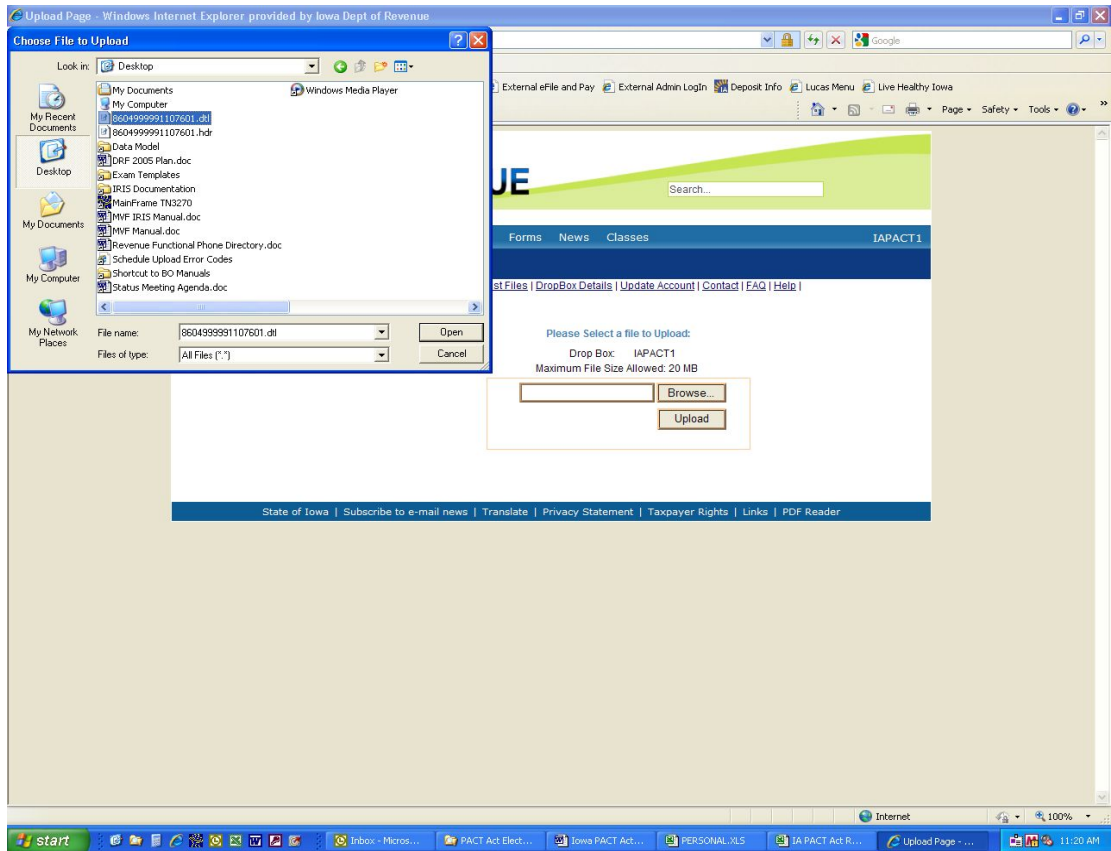
javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("cb00\$UploadButton", "", false, "", "Upload/Upload.aspx",

- Click on *Upload File*.

Department of IOWA REVENUE

The screenshot shows a Windows Internet Explorer browser window displaying the Iowa Department of Revenue's Secure File Exchange upload page. The browser's address bar shows the URL <https://web03.kit.iowa.gov/sfe/Upload/Upload.aspx>. The page header features the Iowa Department of Revenue logo and a search bar. A navigation menu includes links for eServices, Publications, Research, Contacts, FAQs, Forms, News, Classes, and IAPACT1. The main content area is titled "Secure File Exchange" and includes a "Logout" link and a list of links: Upload File, Download File, List Files, DropBox Details, Update Account, Contact, FAQ, and Help. The central instruction reads: "Please Select a file to Upload: Drop Box: IAPACT1 Maximum File Size Allowed: 20 MB". Below this instruction is a file selection interface with a text input field, a "Browse..." button, and an "Upload" button. The footer of the page contains links for State of Iowa, Subscribe to e-mail news, Translate, Privacy Statement, Taxpayer Rights, Links, and PDF Reader. The Windows taskbar at the bottom shows the Start button and several open applications, including an email inbox, PACT Act documents, a personal spreadsheet, and the current upload page.

- Click *Browse*.



- Choose the detail file by clicking on the filename (extension will be .dtl) and click *Open*.

Department of IOWA REVENUE

The screenshot shows a Windows Internet Explorer browser window displaying the 'Upload Page' for the Iowa Department of Revenue. The address bar shows the URL: <https://web03.kit.iowa.gov/sfe/Upload/Upload.aspx>. The page content includes the department logo, a search bar, and a navigation menu with links for eServices, Publications, Research, Contacts, FAQs, Forms, News, Classes, and IAPACT1. The main heading is 'Secure File Exchange'. Below this, there are links for Logout, Upload File, Download File, List Files, DropBox Details, Update Account, Contact, FAQ, and Help. The central instruction reads: 'Please Select a file to Upload: Drop Box: IAPACT1 Maximum File Size Allowed: 20 MB'. A file selection box shows 'C:\Documents and Setting' with a 'Browse...' button and an 'Upload' button. The footer contains links for State of Iowa, Subscribe to e-mail news, Translate, Privacy Statement, Taxpayer Rights, Links, and PDF Reader. The Windows taskbar at the bottom shows several open applications including 'Inbox - Micros...', 'PACT Act Elect...', 'Iowa PACT Act...', 'PERSONAL.XLS', and 'IA PACT Act R...', along with the system clock showing 11:20 AM.

- Click *Upload*.

Department of IOWA REVENUE

The screenshot shows a web browser window titled "Upload Page - Windows Internet Explorer provided by Iowa Dept of Revenue". The address bar shows the URL "https://web03.kit.iowa.gov/sfe/Upload/Upload.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", and "Tools". The address bar also shows "Google". The browser's toolbar includes "Favorites", "BO", "AC", "Motor Fuel Page", "Prod eFile and Pay", "Prod Admin Login", "External eFile and Pay", "External Admin Login", "Deposit Info", "Lucas Menu", and "Live Healthy Iowa". The browser's status bar shows "Upload Page".

The main content area of the browser displays the Iowa Department of Revenue's "Secure File Exchange" interface. At the top, there is a search bar and a navigation menu with links for "eServices", "Publications", "Research", "Contacts", "FAQs", "Forms", "News", "Classes", and "IAPACT1". Below the navigation menu, there is a "Secure File Exchange" header with a "Logout" link and a list of links: "Upload File", "Download File", "List Files", "DropBox Details", "Update Account", "Contact", "FAQ", and "Help".

The main content area of the page displays the following text:

Please Select a file to Upload:
Drop Box: IAPACT1
Maximum File Size Allowed: 20 MB

Below this text is a file selection interface with a text input field, a "Browse..." button, and an "Upload" button.

Below the file selection interface, a message indicates a successful upload:

Your file 8604999991107601.dtl has been successfully uploaded.

At the bottom of the page, there is a footer with links for "State of Iowa", "Subscribe to e-mail news", "Translate", "Privacy Statement", "Taxpayer Rights", "Links", and "PDF Reader".

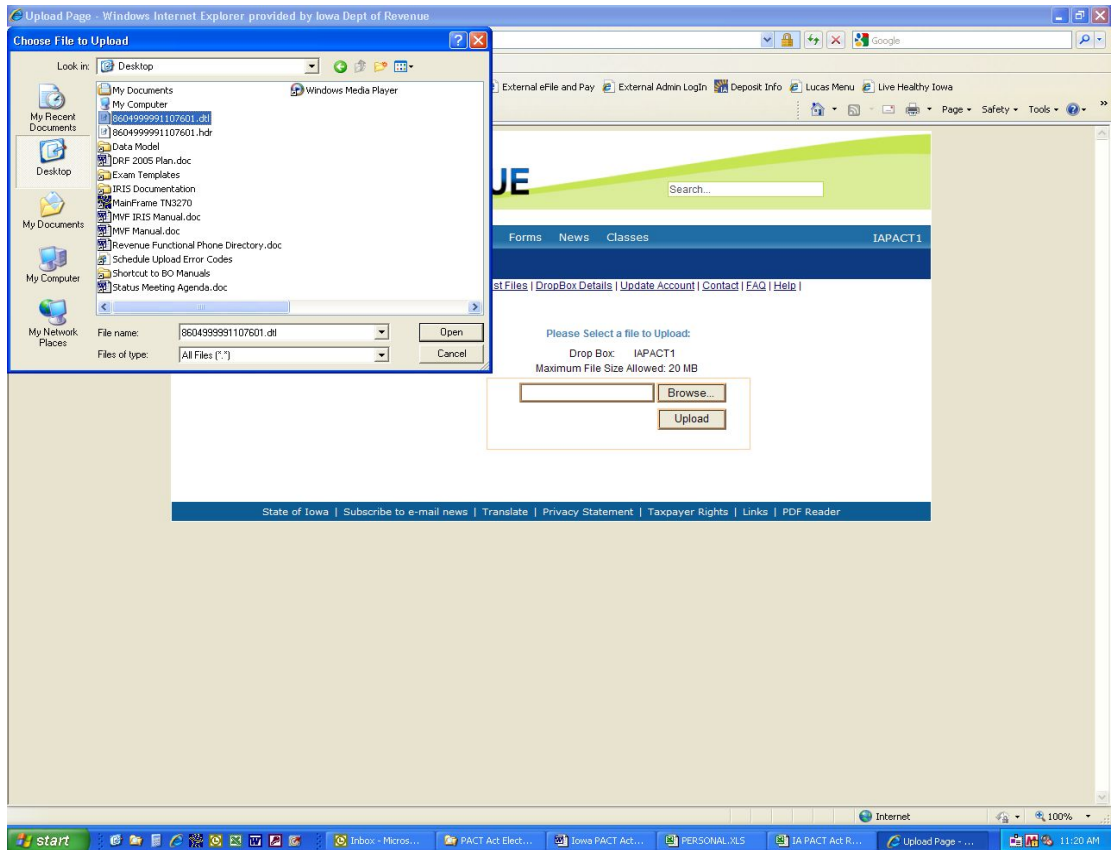
The browser's taskbar at the bottom shows the "start" button and several open applications: "Inbox - Micros...", "PACT Act Elect...", "Iowa PACT Act...", "PERSONAL.XLS", "IA PACT Act R...", and "Upload Page - ...". The system clock shows "11:22 AM".

- A message will appear indicating the detail file has been successfully uploaded.

Department of IOWA REVENUE



- Now we need to upload the header file. Click *Browse*.



- Choose the header file by clicking on the filename (extension will be .hdr) and click *Open*.

Department of IOWA REVENUE

The screenshot shows a Windows Internet Explorer browser window displaying the Iowa Department of Revenue's Secure File Exchange upload page. The browser's address bar shows the URL <https://web03.kit.iowa.gov/sfe/Upload/Upload.aspx>. The page header features the Iowa Department of Revenue logo and a search bar. A navigation menu includes links for eServices, Publications, Research, Contacts, FAQs, Forms, News, Classes, and IAPACT1. The main content area is titled "Secure File Exchange" and includes a "Logout" link and a list of links: "Upload File", "Download File", "List Files", "DropBox Details", "Update Account", "Contact", "FAQ", and "Help". The central instruction reads: "Please Select a file to Upload: Drop Box: IAPACT1 Maximum File Size Allowed: 20 MB". Below this, there is a file selection interface with a text box containing "C:\Documents and Setting" and a "Browse..." button, followed by an "Upload" button. The footer of the page contains links for "State of Iowa", "Subscribe to e-mail news", "Translate", "Privacy Statement", "Taxpayer Rights", "Links", and "PDF Reader". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Micros...", "PACT Act Elect...", "Iowa PACT Act...", "PERSONAL.XLS", "IA PACT Act R...", and "Upload Page - ...". The system clock in the bottom right corner shows "11:20 AM".

- Click *Upload*.

Department of IOWA REVENUE

The screenshot shows a Windows Internet Explorer browser window displaying the Iowa Department of Revenue's Secure File Exchange upload page. The browser's address bar shows the URL: <https://web03.kir.iowa.gov/SFE/Upload/Upload.aspx>. The page content includes the Department of Revenue logo, a search bar, and a navigation menu with links for eServices, Publications, Research, Contacts, FAQs, Forms, News, Classes, and IAPACT1. The main heading is "Secure File Exchange". Below the heading, there are links for Logout, Upload File, Download File, List Files, DropBox Details, Update Account, Contact, FAQ, and Help. The central area contains the instruction "Please Select a file to Upload:" and specifies the Drop Box as IAPACT1 with a Maximum File Size Allowed of 20 MB. There is a file selection area with a "Browse..." button and an "Upload" button. A success message is displayed: "Your file 8604999991107601.hdr has been successfully uploaded." The footer of the page includes links for State of Iowa, Subscribe to e-mail news, Translate, Privacy Statement, Taxpayer Rights, Links, and PDF Reader. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Office Word, PACT Act Electronic..., Iowa PACT Act Electronic..., Microsoft Excel, and the Upload Page window.

- A message will appear indicating the header file has been successfully uploaded.

Department of IOWA REVENUE

The screenshot shows a web browser window titled "Upload Page - Windows Internet Explorer provided by Iowa Dept of Revenue". The address bar shows the URL "https://web03.ktr.iowa.gov/SFE/Upload/Upload.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar contains links for BO, AC, Motor Fuel Page, Prod eFile and Pay, Prod Admin Login, External eFile and Pay, External Admin Login, Deposit Info, Lucas Menu, and Live Healthy Iowa. The main content area features the Department of Iowa Revenue logo and a search bar. A navigation menu includes eServices, Publications, Research, Contacts, FAQs, Forms, News, Classes, and IAPACT1. The page title is "Secure File Exchange". Below the title, there are links for Logout, Upload File, Download File, List Files, DropBox Details, Update Account, Contact, FAQ, and Help. A "Login/Logout" button is visible. The main instruction reads "Please Select a file to Upload:" followed by "Drop Box: IAPACT1" and "Maximum File Size Allowed: 20 MB". There is a file selection field with a "Browse..." button and an "Upload" button. A message below the upload area states "Your file 8604999991107601.hdr has been successfully uploaded." The footer contains links for State of Iowa, Subscribe to e-mail news, Translate, Privacy Statement, Taxpayer Rights, Links, and PDF Reader. The Windows taskbar at the bottom shows the Start button and several open applications: Microsoft Outlook, PACT Act Electronic..., Iowa PACT Act Electronic..., Microsoft Excel, and the current Upload Page window. The system clock shows 11:27 AM.

- Click *Logout*.

Department of IOWA REVENUE

The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Iowa Department of Revenue's Secure File Exchange. The browser's address bar shows the URL <https://web03.ktr.iowa.gov/SFE/login.aspx>. The page features the Iowa Department of Revenue logo at the top, a search bar, and a navigation menu with links for eServices, Publications, Research, Contacts, FAQs, Forms, News, and Classes. A user status indicator shows "You are not logged in." The main content area is titled "Secure File Exchange" and includes a "Log In" section with fields for "Login ID:" and "Password:". Below these fields is a CAPTCHA image with the word "ekitzo" overlaid in blue. A text box for "Enter Code:" is provided for the CAPTCHA. A "Log In" button is located below the CAPTCHA. A link for "Forgot Your Password/Log-in ID?" is also present. At the bottom of the login section, there is a "New to Secure File Exchange Service?" area with a "Create an account" button and a link to "About Secure File Exchange". The footer of the page contains links for "State of Iowa", "Subscribe to e-mail news", "Translate", "Privacy Statement", "Taxpayer Rights", "Links", and "PDF Reader". The Windows taskbar at the bottom shows the Start button and several open applications, including an email client and a document titled "PERSONAL.XLS". The system clock in the bottom right corner indicates the time is 11:23 AM.

- Close your Internet browser, you are done!!!



Questions?

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