

Partner Portal Web Application User Guide



This document provides an overview of how to use the Partner Portal web application provided by the Florida Department of Highway Safety and Motor Vehicles.

Partner Portal Web Application User Guide

This document will provide an overview to using Partner Portal web application provided by the Florida Department of Highway Safety and Motor Vehicles (FLHSMV). The intended audience for this document is those are subscribed to one or more data exchanges provided by FLHSMV.

The Partner Portal web application (“the application”) is a web application designed to allow vendors who are subscribed to one or more data exchanges to manage various accounts and banking details, as well as view details of transactions which have occurred using the vendors’ service accounts.

Revision History

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Description</i>
1.0	<i>April 2, 2013</i>	<i>Shawn Christiansen</i>	<i>Initial Draft</i>
1.1	<i>June 2, 2013</i>	<i>Shibu Abraham</i>	<i>Miscellaneous revisions.</i>
1.2	<i>August 1, 2013</i>	<i>Kenneth Kaufmann</i>	<i>Revised document structure and content.</i>
1.3	<i>October 18, 2021</i>	<i>Kenneth Kaufmann</i>	<i>Updated instructions for banking information. Revised screenshots.</i>

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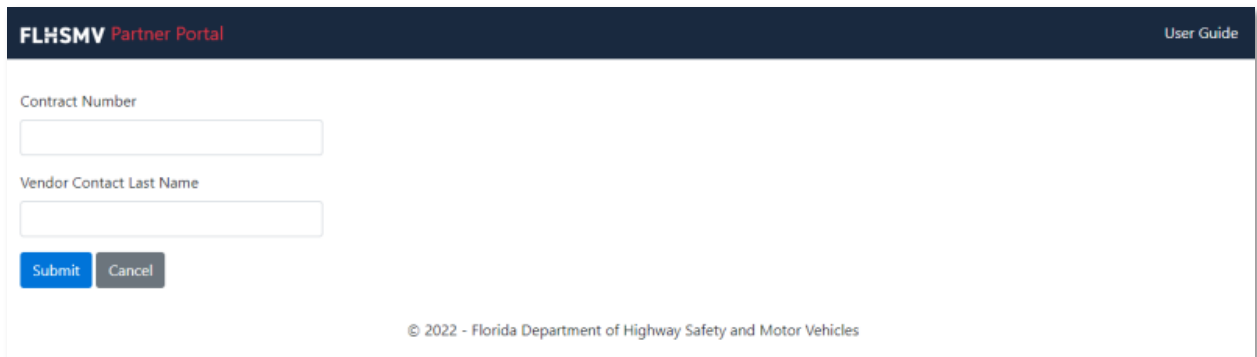
Account Types

There are three account types within the application:

- **Admin accounts:** Used to log in to the application. Such accounts have full access to modify and create other accounts, update banking information, review contract details and data exchange subscriptions, as well as view transaction reports. These accounts cannot be submitted to data exchanges as service credentials.
- **Service accounts:** Submitted to the data exchange(s) to which they are associated as service credentials. These accounts cannot be used to log in to the application.
- **User accounts:** Used to log in to the application. Such accounts are read-only accounts that can review contract details and data exchange subscriptions, as well as view transaction reports. These accounts cannot be submitted to data exchanges as service credentials.

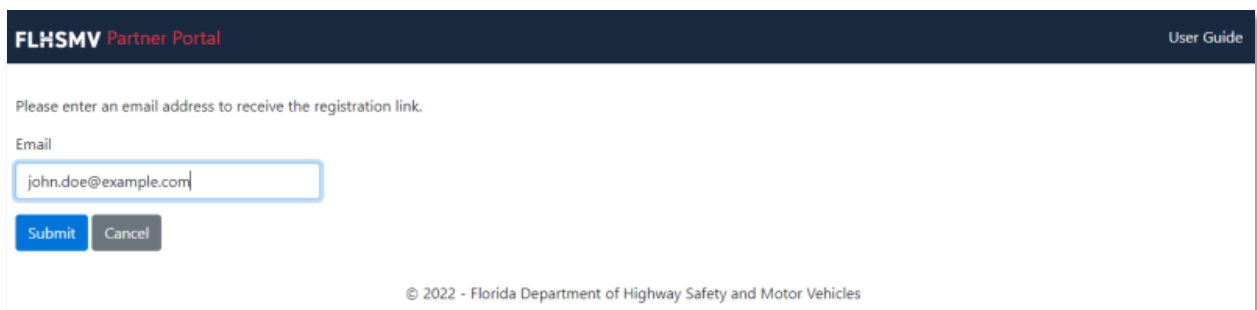
Registration

Before you can proceed using the application, you must be registered. Once FLHSMV has authorized you to proceed to production with your software, you will be sent a link to register with the application. You will need information provided by FLHSMV to register.



As visible above, you will be provided with a **contract number** and a **last name** for the contact person of your organization. This information will be recorded by FLHSMV during the setup of your contract. *It is important that you use the exact information that FLHSMV provides you for these fields. Failure to do so will cause your registration to not succeed.*

Once you submit these details, you should be advanced to a page requesting an email address. Enter in the email address where you would like to receive your registration link:



Once you submit your email address to the system, you should shortly receive an automated email from the system. This system-generated email will contain a link for you to click. Clicking this link will take you to a page where you can complete your registration process:

FLHSMV Partner Portal User Guide

Please complete the following to complete the registration process. All fields are required.

Username

New Password

Confirm Password

First Name

Last Name

Question One

Answer

Question Two

Answer

Password Requirements:

- Between 8 and 16 characters
- Has not been used in the previous 6 attempts
- Must not have been changed within the last 1 day
- Does not contain your account or full name
- Contains at least three of the four following character groups:
 - English uppercase character (A through Z)
 - English lowercase character (a through z)
 - Numerals (0 through 9)
 - Special characters (!, \$, #, %, &, *)

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On this new page, complete all input fields, and then save your information via the “Save” button. The username and password you are entering here will be for your **administrative account** (“admin account”). An admin account is what you use to log in to the Partner Portal application on subsequent sessions.¹ The credentials for this account should be protected by you. With this account you can modify banking details, setup or disable both service and user accounts (discussed later), and view transaction reports. This account can also modify passwords for any type of account.

Make certain that the password you select meets the criteria listed at the bottom of this page.

Two security questions are required to be selected by you. In the event that you forget your admin account password, the answers to these two questions will aid you in resetting your admin account password.

¹**Important:** Do not submit this username and password to any data exchange service you are subscribed to. Data exchanges require a *service account*, which will be discussed later within this document.

Once you have completed this screen, you will be required to log in using the new credentials you just established:



FLHSMV Partner Portal User Guide

Registration Complete For User: johndoe

Username

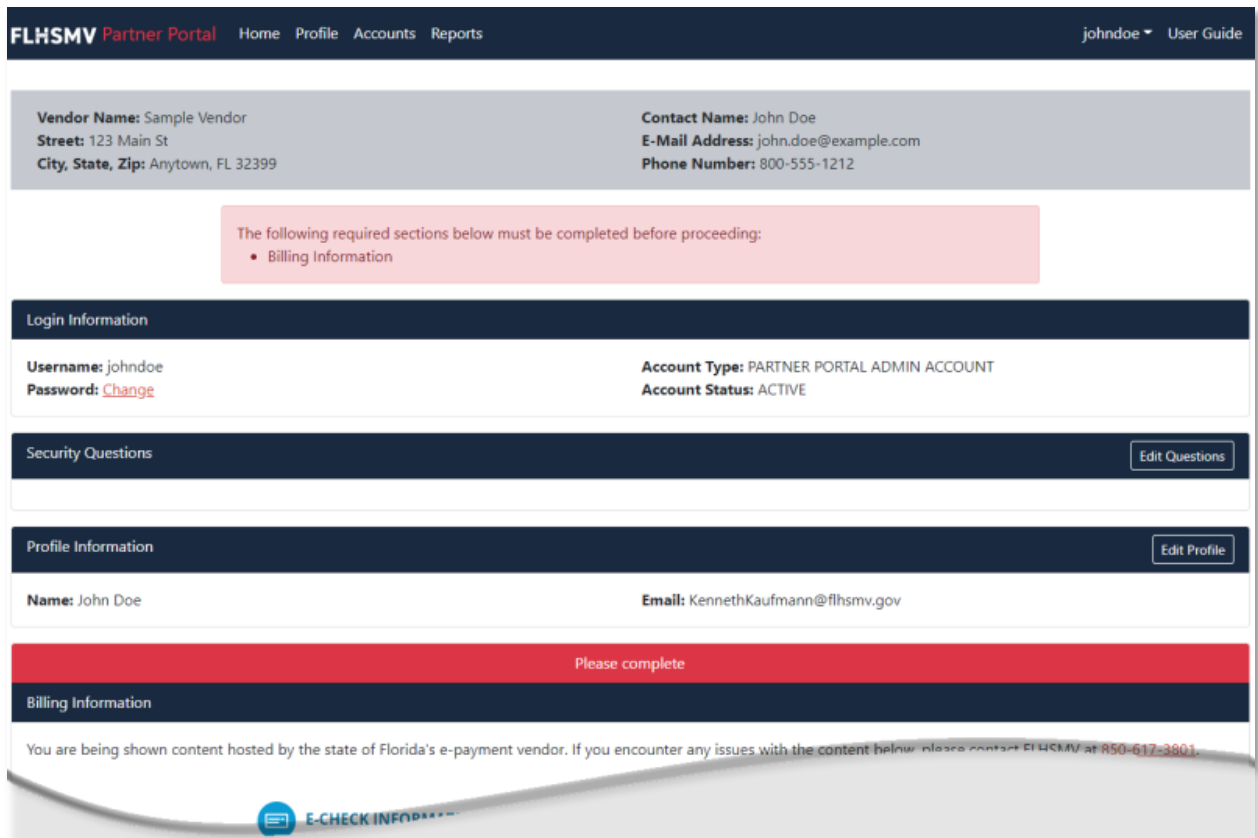
Password

[Submit](#)

[Forgot Username](#)
[Forgot Password](#)

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Once you have logged in with your admin account, you will be presented with the “Profile” screen:



FLHSMV Partner Portal johndoe ▾ User Guide

Home Profile Accounts Reports

Vendor Name: Sample Vendor Street: 123 Main St City, State, Zip: Anytown, FL 32399	Contact Name: John Doe E-Mail Address: john.doe@example.com Phone Number: 800-555-1212
---	---

The following required sections below must be completed before proceeding:

- Billing Information

Login Information

Username: johndoe	Account Type: PARTNER PORTAL ADMIN ACCOUNT
Password: Change	Account Status: ACTIVE

Security Questions [Edit Questions](#)


Profile Information [Edit Profile](#)

Name: John Doe	Email: KennethKaufmann@flhsmv.gov
-----------------------	--

Please complete

Billing Information

You are being shown content hosted by the state of Florida's e-payment vendor. If you encounter any issues with the content below, please contact FLHSMV at 850-617-3801.


E-CHECK INFORMATION

The first time you log in to Partner Portal, you will need to enter banking information. You should see the new account form displayed on your Profile page:

The screenshot shows a web form titled "Billing Information" with a red header bar that says "Please complete". Below the header, there is a notice: "You are being shown content hosted by the state of Florida's e-payment vendor. If you encounter any issues with the content below, please contact FLHSMV at 850-617-3801." The form is for "E-CHECK INFORMATION" and has two radio buttons: "Checking" (selected) and "Savings". To the right, there is a diagram of a check with callouts for "Routing Number" and "Account Number". Below the diagram are input fields for "Routing Number" and "Account Number", followed by "Name on Account" and "Name of Bank". A blue button at the bottom says "SAVE PAYMENT METHOD" with a lock icon. The footer of the page reads "© 2022 - Florida Department of Highway Safety and Motor Vehicles".

Please note: This section is hosted by the state of Florida’s e-payment vendor. While FLHSMV does not maintain this content, should you have any issues in the viewing of or interaction with this content, then please contact FLHSMV’s Technical Assistance Center at 850-617-3801.

Once you have submitted your banking information, the page should refresh, and you will see your account information:

The screenshot shows a web application interface for "Billing Information". At the top right, there is an "Add Account" button. Below the header, a message states: "You are being shown content hosted by the state of Florida's e-payment vendor. If you encounter any issues with the content below, please contact FLHSMV at [850-617-3801](tel:850-617-3801)." The main section is titled "E-CHECK INFORMATION" with a check icon. It contains the following fields and values:

- Name on Account: [Empty field]
- Sample Account: [Empty field]
- Account Number: CHECKING: ****0000
- Name of Bank: STATE STREET BANK AND TRUST COMPANY

At the bottom of the form area, there is a blue button labeled "UPDATE PAYMENT METHOD" with a refresh icon. The footer of the page contains the copyright notice: "© 2022 - Florida Department of Highway Safety and Motor Vehicles".

At this point, your registration is complete. In order to access any of the data exchanges you are subscribed to, you must [create a service account](#).

Login

The application is secured with a username and password combination. If you have already completed the registration process, then you should have your admin username and password. You will use these credentials to log in to the application. If you have not already registered, please review the [Registration](#) section of this document.

Log in to the application by entering your username and password into their respective fields; then click the “Submit” button:



The screenshot shows the login interface for the FLHSMV Partner Portal. At the top left, the logo reads "FLHSMV Partner Portal" and at the top right, it says "User Guide". The main area contains two input fields: "Username" and "Password". Below the password field is a blue "Submit" button. At the bottom left, there are two links: "Forgot Username" and "Forgot Password". At the bottom center, the copyright notice reads "© 2022 - Florida Department of Highway Safety and Motor Vehicles".

Account Credential Recovery

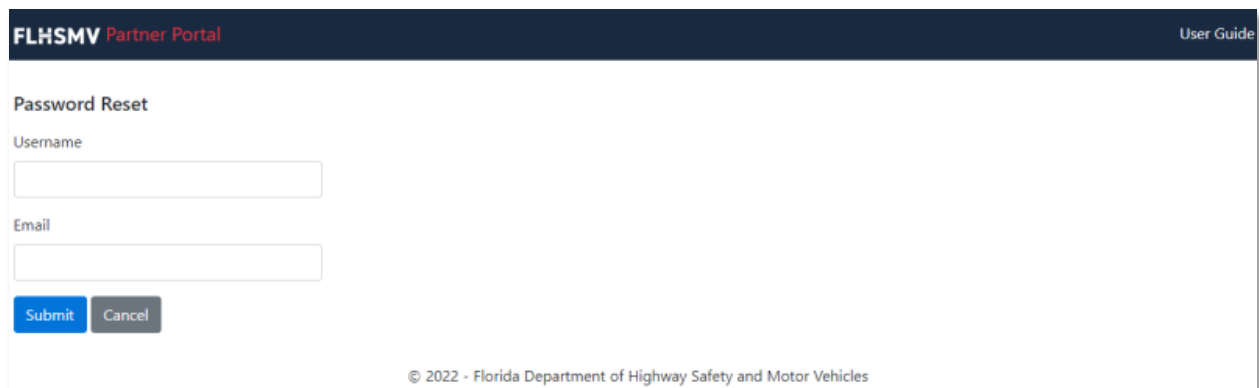
If you have forgotten your admin account username, then click the “Forgot UserName” link. You will be advanced to a page that will assist you in recovering your username:



The screenshot shows the 'Username Recovery' form. At the top left is the 'FLHSMV Partner Portal' logo and at the top right is a 'User Guide' link. The form title is 'Username Recovery'. It contains two input fields: 'Contract Number' and 'Email'. Below the fields are two buttons: 'Submit' (in blue) and 'Cancel' (in grey). At the bottom center, there is a copyright notice: '© 2022 - Florida Department of Highway Safety and Motor Vehicles'.

Enter the contract number that FLHSMV provided you with for registration. Also, enter the email address that you entered during the registration process.² Once you have entered these details, click the “Submit” button, and the system will generate an automated email that will provide you with your username.

If you have forgotten your admin account password, then click the “Forgot Password” link. You will be advanced to a page that will assist you in recovering your password:

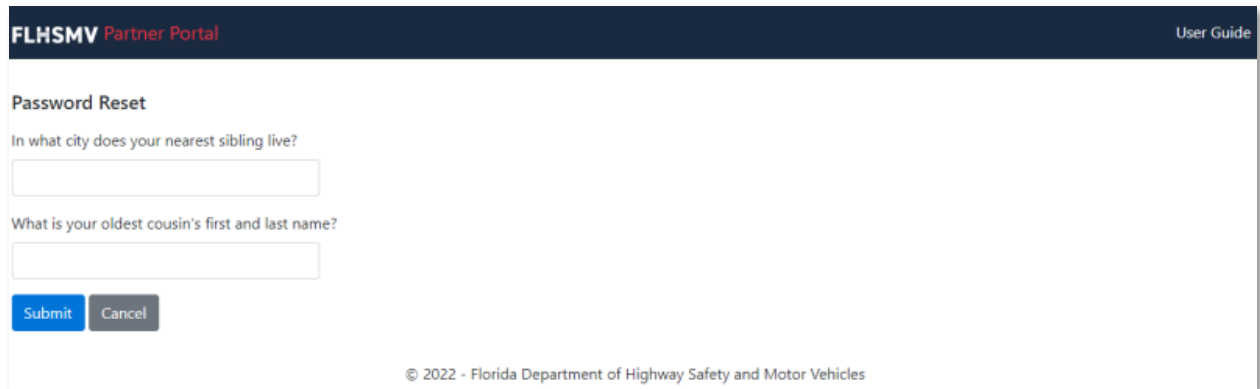


The screenshot shows the 'Password Reset' form. At the top left is the 'FLHSMV Partner Portal' logo and at the top right is a 'User Guide' link. The form title is 'Password Reset'. It contains two input fields: 'Username' and 'Email'. Below the fields are two buttons: 'Submit' (in blue) and 'Cancel' (in grey). At the bottom center, there is a copyright notice: '© 2022 - Florida Department of Highway Safety and Motor Vehicles'.

Enter the username you selected during the registration process. Also, enter the email address that you entered during the registration process³. Once you have entered these details, click the “Submit” button. You will then be advanced to a page where you can enter in the answers to the security question that you set up during the registration process:

² If you have modified your profile information via the “[Profile](#)” tab, then enter the email address that you entered during that update to your profile.

³ See #2.



FLHSMV Partner Portal User Guide

Password Reset

In what city does your nearest sibling live?

What is your oldest cousin's first and last name?

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Once you have entered in the answers to both security questions, click the “Submit Answers” button. If you entered the correct answers, then you will receive a system-generated email containing a new, randomly generated, temporary password that will allow you to log in to the application. If you answered either incorrectly, you will be presented with an error message.

Application Tabs

Home

The “Home” page displays an overview of your contract and the data subscriptions you have been granted. Each data subscription will indicate its status.

FLHSMV Partner Portal
johndoe ▾ User Guide

Vendor Name: Sample Vendor Street: 123 Main St City, State, Zip: Anytown, FL 32399	Contact Name: John Doe E-Mail Address: john.doe@example.com Phone Number: 800-555-1212
---	---

Contract HSMV-1234-56 - Data Exchange MOU

Status: Active	Term: 10/1/2021 - 10/31/2022	Data Subscriptions:
Vendor Contract Number:	Manager(s):	3RD PARTY DL EXAM ACTIVE
Service Location:	John Public (Primary)	DRIVER LICENSE TRANSCRIPT ACTIVE

Contract HSMV-1234-57 - Data Exchange MOU

Status: Pending	Term: 1/25/2022 - 1/25/2023	Data Subscriptions:
Vendor Contract Number:	Manager(s):	REGISTRATION STOPS SERVICE ACTIVE
Service Location:	Jane Public (Primary) John Public (Secondary)	

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Profile

The “Profile” page is an overview of the account that is currently logged in to the application. This can be either an admin account or a user account.

FLHSMV Partner Portal Home Profile Accounts Reports johndoe User Guide

Vendor Name: Sample Vendor
Street: 123 Main St
City, State, Zip: Anytown, FL 32399

Contact Name: John Doe
E-Mail Address: john.doe@example.com
Phone Number: 800-555-1212

The following required sections below must be completed before proceeding:

- Billing Information

Login Information

Username: johndoe
Password: [change](#)

Account Type: PARTNER PORTAL ADMIN ACCOUNT
Account Status: ACTIVE

Security Questions [Edit Questions](#)

Profile Information [Edit Profile](#)

Name: John Doe
Email: KennethKaufmann@flhsmv.gov

Please complete

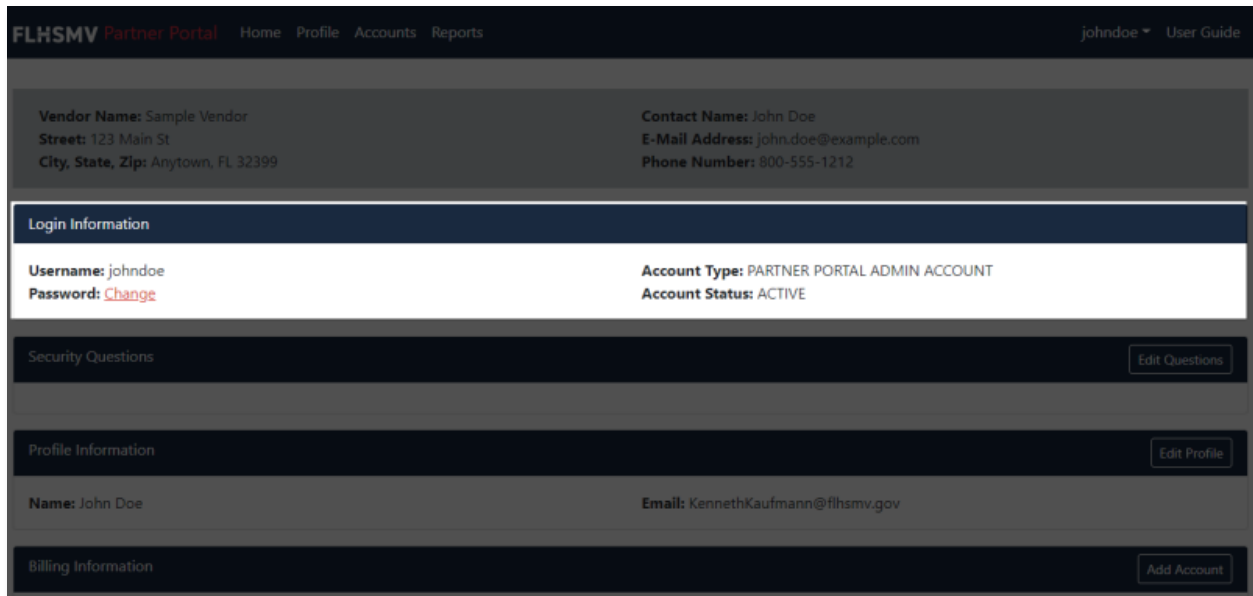
Billing Information

You are being shown content hosted by the state of Florida's e-payment vendor. If you encounter any issues with the content below, please contact FLHSMV at 850-617-3801.

E-CHECK INFO

Login Information

The “Login Information” section provides a summary of details related to the currently logged-in account. The “User Name” field displays the username of the currently logged-in user. The “Account Type” field displays the type of account that is currently logged in to the application. The “Password” field will not display the user’s password, but it does provide a link entitled “Change”. Clicking this link will advance you to a page where you may update the password associated with the logged-in account. The “Account Status” provides a status of the account that is currently logged in to the application. This typically applies to user accounts, which can be disabled.



The screenshot displays the user profile page for a logged-in user. The page has a dark header with the FLHSMV logo and navigation links (Home, Profile, Accounts, Reports). The user's name 'johndoe' and 'User Guide' are visible in the top right. The main content area is divided into several sections:

- Vendor Information:** Vendor Name: Sample Vendor, Street: 123 Main St, City, State, Zip: Anytown, FL 32399. Contact Name: John Doe, E-Mail Address: john.doe@example.com, Phone Number: 800-555-1212.
- Login Information:** Username: johndoe, Password: [Change](#), Account Type: PARTNER PORTAL ADMIN ACCOUNT, Account Status: ACTIVE.
- Security Questions:** Edit Questions button.
- Profile Information:** Edit Profile button.
- Profile Details:** Name: John Doe, Email: KennethKaufmann@flhsmv.gov.
- Billing Information:** Add Account button.

Security Questions

The “Security Questions” section allows you either to edit which security questions are associated with this account or to edit the answers to the questions associated with this account, or both. Clicking the “Edit Questions” will display fields that permit you to edit either.

The screenshot displays the user profile page in the FLHSMV Partner Portal. The page has a dark header with the logo and navigation links. The main content area is divided into several sections:

- Vendor Information:** Vendor Name: Sample Vendor, Street: 123 Main St, City, State, Zip: Anytown, FL 32399. Contact Name: John Doe, E-Mail Address: john.doe@example.com, Phone Number: 800-555-1212.
- Login Information:** Username: johndoe, Password: [Change](#), Account Type: PARTNER PORTAL ADMIN ACCOUNT, Account Status: ACTIVE.
- Security Questions:** A section with a dark header and a white body. An [Edit Questions](#) button is located in the top right corner of this section.
- Profile Information:** Name: John Doe, Email: KennethKaufmann@flhsmv.gov. An [Edit Profile](#) button is in the top right corner.
- Billing Information:** An [Add Account](#) button is in the top right corner.

Profile Information

The “Profile Information” section provides a summary of the name and email address associated with the currently logged-in account. You may make modifications to this information by clicking the “Edit Profile” button. Clicking this button will display fields that permit you to enter this information.

The screenshot shows the FLHSMV Partner Portal interface. At the top, there is a navigation bar with the logo and menu items: Home, Profile, Accounts, Reports. The user is logged in as 'johndoe' and is viewing the 'User Guide'. The main content area is divided into several sections:

- Vendor Information:** Vendor Name: Sample Vendor; Street: 123 Main St; City, State, Zip: Anytown, FL 32399; Contact Name: John Doe; E-Mail Address: john.doe@example.com; Phone Number: 800-555-1212.
- Login Information:** Username: johndoe; Password: [Change](#); Account Type: PARTNER PORTAL ADMIN ACCOUNT; Account Status: ACTIVE.
- Security Questions:** [Edit Questions](#)
- Profile Information:** [Edit Profile](#); Name: John Doe; Email: KennethKaufmann@flhsmv.gov
- Billing Information:** [Add Account](#)

Accounts

The “Accounts” page provides an overview of the accounts that have been created under this contract. Both user accounts and service accounts are summarized on this page. You are provided the ability to create new accounts as well as modify existing accounts via this page.

Note: This tab is not visible, nor is the associate page accessible to Partner Portal User Accounts. Only an admin account has permission to view and use this page.

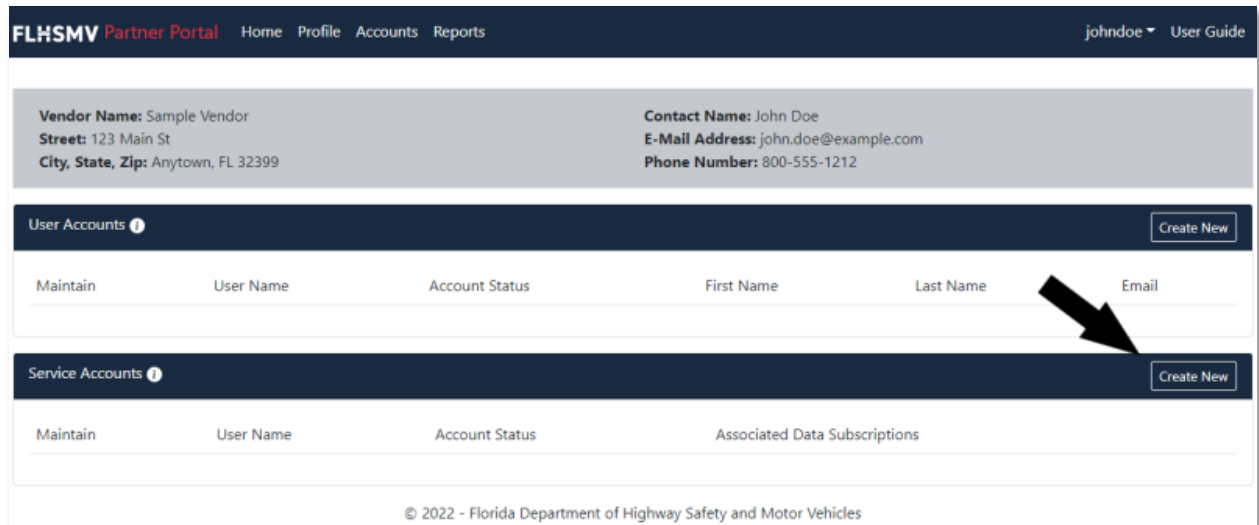
Service Accounts

A service account is a set of credentials that your software will submit to the data exchange(s) you are subscribed to. *Neither an admin account nor a user account can be used for accessing data exchanges. Submission of either of those two account credentials to a data exchange will result in an error response being returned to your software.*

At your discretion, you may create one or more service accounts via the application. Clicking on the “Accounts” tab will take you to the page where you may create new accounts:

The screenshot displays the 'Accounts' page in the FLHSMV Partner Portal. At the top, a dark navigation bar contains the logo and menu items: Home, Profile, Accounts (highlighted with a black arrow), and Reports. On the right of the navigation bar, the user 'johndoe' and a 'User Guide' link are visible. Below the navigation bar is a grey section for vendor information, split into two columns. The left column lists 'Vendor Name: Sample Vendor', 'Street: 123 Main St', and 'City, State, Zip: Anytown, FL 32399'. The right column lists 'Contact Name: John Doe', 'E-Mail Address: john.doe@example.com', and 'Phone Number: 800-555-1212'. Below this is a 'User Accounts' section with a 'Create New' button and a table with columns: Maintain, User Name, Account Status, First Name, Last Name, and Email. The table is currently empty. Below that is a 'Service Accounts' section with a 'Create New' button and a table with columns: Maintain, User Name, Account Status, and Associated Data Subscriptions. This table is also empty. At the bottom of the page, a copyright notice reads '© 2022 - Florida Department of Highway Safety and Motor Vehicles'.

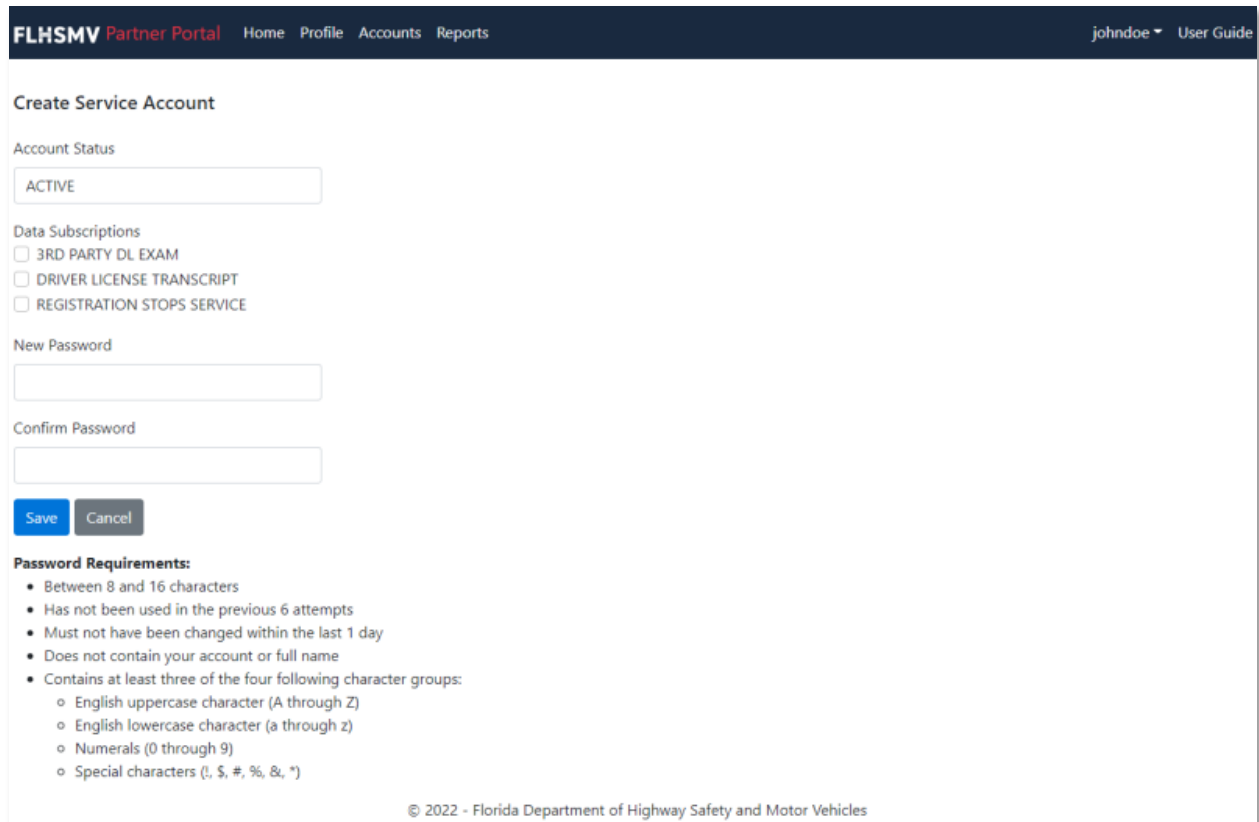
On the “Accounts” page, administrators may create both new user accounts and new service accounts. Clicking on the “Create New Service Account Link” will allow you to create the latter:



On the “Create Service Account” page, you may associate a new service account with one or more data exchanges. Your contract with FLHSMV will dictate which data exchanges are available to you. Contact the Data Listing Unit at DataListingUnit@flhsmv.gov for information pertaining to how to subscribe to other data exchanges.

You may also mark a new service account as “Active” or “Disabled”. Active service accounts can be used to access the data exchange(s) for which they have been registered; disabled accounts cannot be used to access the data exchange(s) for which they have been registered. A disabled account will only permit access to a data exchange once it has been marked “Active”.

Be sure to follow the password guidelines listed at the bottom of this page. Passwords which do not meet the criteria specified will result in an error, and you will be required to modify the entered password.



FLHSMV Partner Portal Home Profile Accounts Reports johndoe ▾ User Guide

Create Service Account

Account Status

Data Subscriptions

3RD PARTY DL EXAM

DRIVER LICENSE TRANSCRIPT

REGISTRATION STOPS SERVICE

New Password

Confirm Password

Password Requirements:

- Between 8 and 16 characters
- Has not been used in the previous 6 attempts
- Must not have been changed within the last 1 day
- Does not contain your account or full name
- Contains at least three of the four following character groups:
 - English uppercase character (A through Z)
 - English lowercase character (a through z)
 - Numerals (0 through 9)
 - Special characters (!, \$, #, %, &, *)

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Once you have entered a valid password, you can click the “Save” button at the bottom of this page. You will be advanced to a confirmation page which displays the username and password for this service account. Take note of this credential. You will submit it via your software to the data exchange(s) which you selected on the “Create Service Account” page.

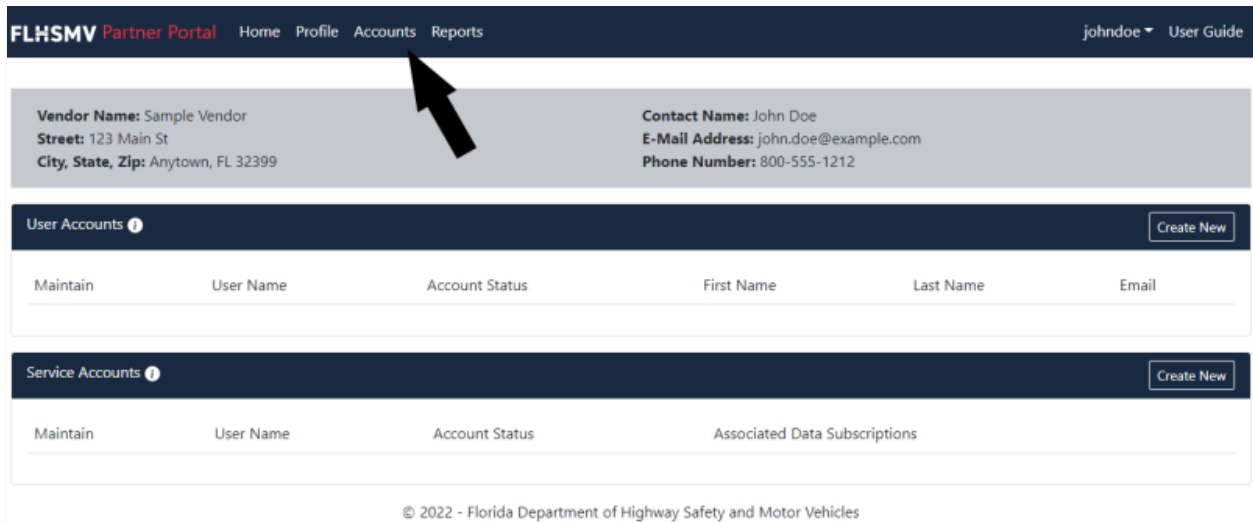
The screenshot displays the FLHSMV Partner Portal interface. At the top, there is a navigation bar with 'Home', 'Profile', 'Accounts', and 'Reports'. The user 'johndoe' is logged in, and a 'User Guide' link is visible. A light blue notification box states 'Account Created' with details: Username: sampleusername, Password (case-sensitive): samplepassword. Below this, a grey box contains vendor and contact information. The 'User Accounts' section features a table with columns for Maintain, User Name, Account Status, First Name, Last Name, and Email, and a 'Create New' button. The 'Service Accounts' section features a table with columns for Maintain, User Name, Account Status, and Associated Data Subscriptions, with a 'Create New' button. A single service account is listed with 'sampleusername' and 'ACTIVE' status, and links for 'Edit' and 'Set Password'. The footer contains the copyright notice: © 2022 - Florida Department of Highway Safety and Motor Vehicles.

Usernames for service accounts are randomly generated by the system. You will not have access to change the username of any service account which you create. However, the “Accounts” page will always display to you the username(s) associated with service accounts you have created for your data subscription(s). You may change the password for a service account at your discretion via the “Set Password” link. You may disable or enable a service account via the “Edit” link.

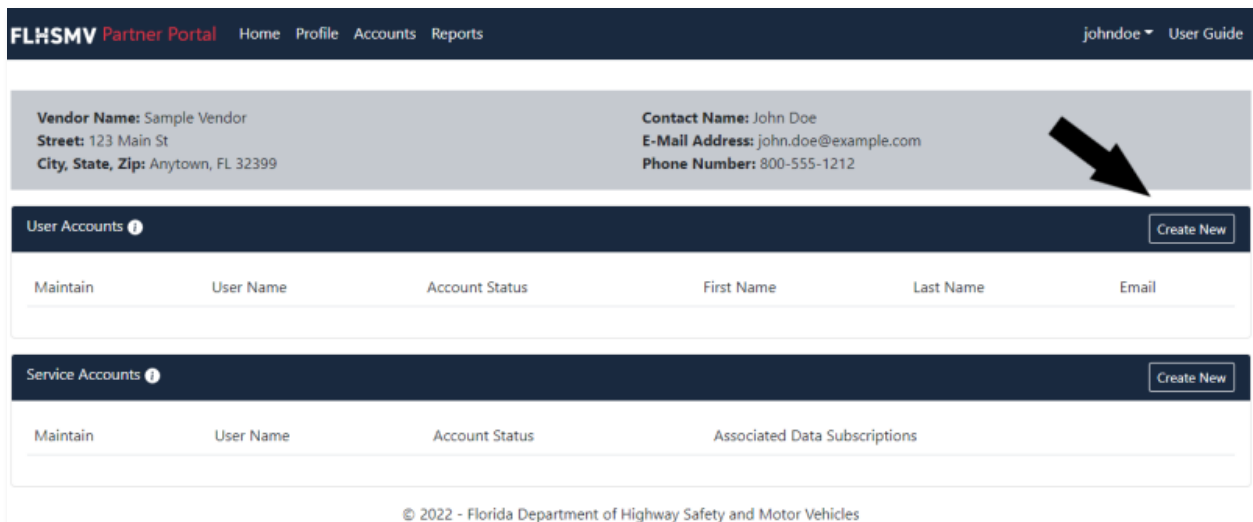
Partner Portal User Accounts

A user account is a set of credentials that you can use to provide read-only access to the application. With a user account, one can view transaction reports for the data subscriptions. User accounts **cannot** be used to authenticate with any data subscription service.

At your discretion, you may create one or more user accounts via the application. Clicking on the “Accounts” tab will take you to the page where you may create new user accounts:



On the “Accounts” page, you may create both new user accounts and new service accounts. Clicking on the “Create New User Account Link” will allow you to create the former:



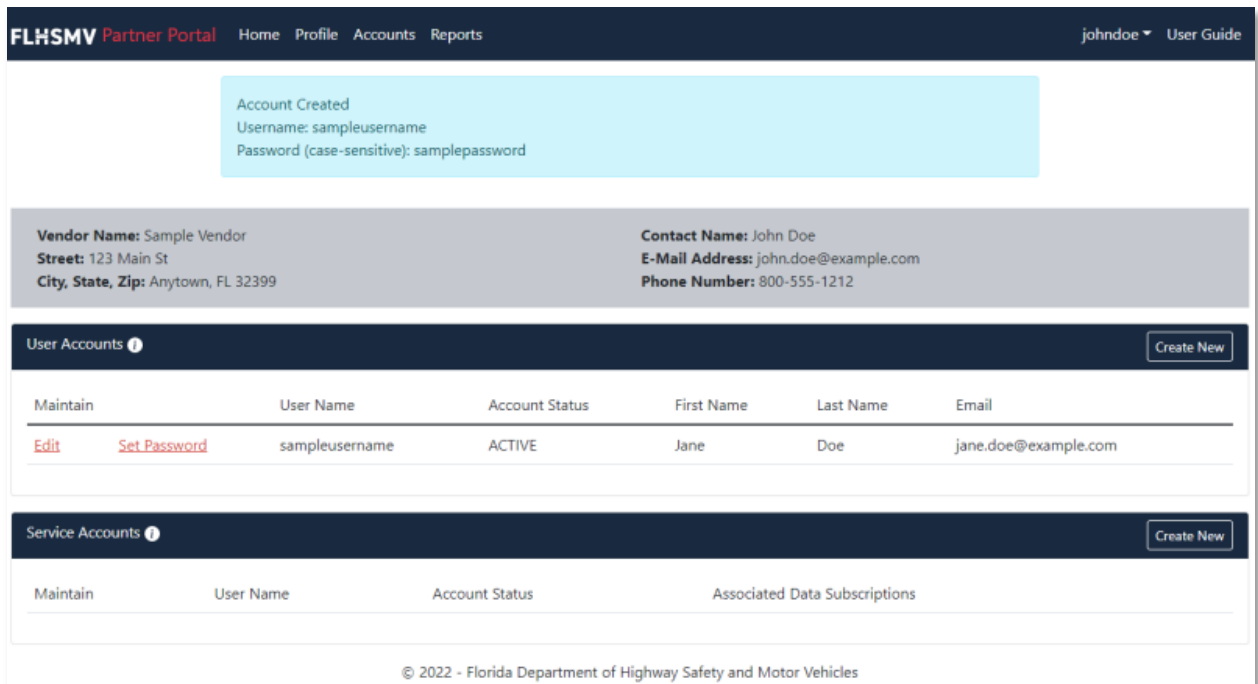
On the “Create User Account” page, there is no way to associate a new user account with one or more data exchanges. This is because a user account is intended to be used to log in to the application, not for interaction with any particular data exchange system.

You may also mark a new user account as “Active” or “Disabled”. Active user accounts can be used to log in to the application; disabled accounts cannot be used to log in to the application. A disabled account will only permit access to the application once it has been marked “Active”.



The screenshot shows the 'Create User Account' form. At the top, there is a navigation bar with 'FLHSMV Partner Portal', 'Home', 'Profile', 'Accounts', and 'Reports'. On the right, it shows 'johndoe' and 'User Guide'. The form itself has a title 'Create User Account' and a section for 'Account Status' with a dropdown menu set to 'ACTIVE'. Below this are input fields for 'Email', 'First Name', and 'Last Name'. At the bottom of the form are 'Save' and 'Cancel' buttons. A footer at the bottom of the page reads '© 2022 - Florida Department of Highway Safety and Motor Vehicles'.

Once you have entered values for all inputs on this page, clicking the “Save” button will create your new user account:



The screenshot shows the confirmation page after account creation. A light blue box displays the message: 'Account Created', 'Username: sampleusername', and 'Password (case-sensitive): samplepassword'. Below this, a grey box shows vendor and contact information: 'Vendor Name: Sample Vendor', 'Street: 123 Main St', 'City, State, Zip: Anytown, FL 32399', 'Contact Name: John Doe', 'E-Mail Address: john.doe@example.com', and 'Phone Number: 800-555-1212'. The main content area has a dark blue header 'User Accounts' with a 'Create New' button. Below is a table with columns: 'Maintain', 'User Name', 'Account Status', 'First Name', 'Last Name', and 'Email'. A single row is visible with 'sampleusername', 'ACTIVE', 'Jane', 'Doe', and 'jane.doe@example.com'. Below the table are 'Edit' and 'Set Password' links. At the bottom, there is a 'Service Accounts' section with a 'Create New' button and a table with columns: 'Maintain', 'User Name', 'Account Status', and 'Associated Data Subscriptions'. A footer at the bottom reads '© 2022 - Florida Department of Highway Safety and Motor Vehicles'.

Take note of the username and password that was created for you. For user accounts, initially both the username and password are system-generated. You will have no way of changing the username for the

user account. However, the “Accounts” page will always display to you the username(s) associated with user accounts you have created for your data subscription(s). You may reset the password for a user account at your discretion via the “Set Password” link. You may disable or enable a service account via the “Edit” link.

Reports

The “Reports” page provides you with the ability to run transaction reports for data exchange requests made via any of the service accounts created under your contract (i.e. any service account listed on the “[Accounts](#)” page). You may narrow your reporting span by entering in a beginning and ending date in the appropriate input boxes on this page. The application also permits you to export the report data to either Excel or PDF formats, which you can save to your local computer.

The screenshot shows the 'Reports' page in the FLHSMV Partner Portal. At the top, there is a navigation bar with 'Home', 'Profile', 'Accounts', and 'Reports'. The user is logged in as 'johndoe' and has access to a 'User Guide'. Below the navigation bar, there is a grey box containing vendor and contact information:

- Vendor Name:** Sample Vendor
- Street:** 123 Main St
- City, State, Zip:** Anytown, FL 32399
- Contact Name:** John Doe
- E-Mail Address:** john.doe@example.com
- Phone Number:** 800-555-1212

Below this information, there are two date selection fields: 'Begin Date' and 'End Date', both with a calendar icon. The placeholder text for both is 'mm/dd/yyyy'. There are 'Search' and 'Cancel' buttons below the date fields. At the bottom of the page, there is a copyright notice: '© 2022 - Florida Department of Highway Safety and Motor Vehicles'.

By entering a date range, you may generate a listing of the invoices that have been billed for your organization. To see transaction details for any given invoice, click the invoice ID link:

The screenshot shows the 'Reports' page with search results. The navigation bar and vendor/contact information are the same as in the previous screenshot. The 'Begin Date' is set to '01/01/2021' and the 'End Date' is set to '01/01/2022'. The 'Search' button has been clicked, resulting in a table of search results. The table has columns for 'Invoice Id', 'Invoice Date', 'Status', 'Amount', 'Transactions', and 'Bill Date'. The 'Invoice Id' column contains links to individual invoice details. A large black arrow points to the '5492' invoice ID link. At the bottom of the table, there are navigation controls for the results, including 'Page 13 of 1'. There are also 'Excel' and 'PDF' export buttons in the top right corner of the search results area. The copyright notice '© 2022 - Florida Department of Highway Safety and Motor Vehicles' is at the bottom.

Invoice Id	Invoice Date	Status	Amount	Transactions	Bill Date
5397	01/20/2021	BANK PAYMENT PENDING	\$620.56	603	
5450	02/11/2021	BANK PAYMENT PENDING	\$2.01	1	
5469	08/25/2021	BANK PAYMENT PENDING	\$7,202,838.04	366	
5492	12/16/2021	BANK PAYMENT PENDING	\$151.00	19	

Once you have navigated to the transaction details screen, you will be able to view and export any specific transaction that is associated to the invoice you selected. Transactions can be expanded for more detail by clicking the “plus” symbol to the left of the transaction details:

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Vendor Name: Sample Vendor Street: 123 Main St City, State, Zip: Anytown, FL 32399	Contact Name: John Doe E-Mail Address: john.doe@example.com Phone Number: 800-555-1212
---	---

Transactions for invoice 5492

Transaction ID	Data Exchange System	Data Exchange Type	Vendor Username	Contract Number	Transaction Date	Transaction Amount
<input type="checkbox"/> 2542991	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			08/26/2021	\$10.00
<input type="checkbox"/> 2543009	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			08/27/2021	\$8.00
<input type="checkbox"/> 2543010	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			08/27/2021	\$10.00
<input type="checkbox"/> 2543011	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			08/27/2021	\$10.00
<input type="checkbox"/> 2543014	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			08/27/2021	\$10.00
<input type="checkbox"/> 2543015	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			08/27/2021	\$8.00
<input type="checkbox"/> 2543016	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			08/27/2021	\$10.00
<input type="checkbox"/> 2544299	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			09/17/2021	\$8.00
<input type="checkbox"/> 2544300	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			09/17/2021	\$8.00
<input type="checkbox"/> 2550327	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			10/01/2021	\$8.00
<input type="checkbox"/> 2554017	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			10/06/2021	\$10.00
<input type="checkbox"/> 2554018	PUBLIC ACCESS SERVICE	PUBLIC ACCESS			10/06/2021	\$0.50
<input type="checkbox"/> 2554019	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			10/06/2021	\$10.00
<input type="checkbox"/> 2554029	PUBLIC ACCESS SERVICE	PUBLIC ACCESS			10/11/2021	\$0.50
<input type="checkbox"/> 2555966	DL TRANSCRIPT SERVICE	DRIVER LICENSE TRANSCRIPT			11/04/2021	\$8.00

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