

## FORM 5500 ELECTRONIC FILING: HOW TO OBTAIN FILING SIGNER CREDENTIALS

For plan years beginning on or after January 1, 2009, the Form 5500 must be filed electronically through the EFAST2 system. Prior to filing the Form 5500 electronically, all plan signers will need to obtain EFAST2 signer credentials. This summary outlines the credentialing process in detail.

All filing signers (including the plan sponsor and plan administrator) who will electronically sign a Form 5500 will need to obtain individual, unique filing signer credentials via the DOL's main EFAST2 site (<http://www.efast.dol.gov/>) prior to completing the Form 5500 submission process. The DOL will not permit more than one person to share filing credentials, or allow anyone to register on behalf of another person. If a single person acts as both Plan Sponsor and Plan Administrator, he or she will only need to register one time.

If you have questions at any time during the credentialing or electronic filing process, please contact the EFAST2 Help Line at 1-866-GO-EFAST (1-866-463-3278) or your client service team. A step-by-step tutorial is also available on the EFAST2 User Guide site ([http://www.efast.dol.gov/fip/forms\\_pubs.html](http://www.efast.dol.gov/fip/forms_pubs.html)).

### **To register for EFAST2 credentials with the DOL:**

1. On the DOL's EFAST2 website, <http://www.efast.dol.gov>, click "Register" in the left column.
2. Read the [Privacy Statement](#). Check the box indicating that you have read the privacy statement and then check the "Acceptance" tab. You will then be guided to the "[Register – Profile Information](#)" page.
3. Complete your "Profile Information," which includes your name, address, phone number, email address and company name. The email address is the most important piece of information.
4. On the same page, select the "Filing Signer" credential type only in the user type section. Click "Next."
5. On the next page, "[Register – Challenge Information](#)," select a challenge question (e.g. place of birth, etc.) and provide the answer to the challenge question. Then click "Next."
6. On the "[Registration Confirmation](#)" page, click "Okay."
7. The DOL will send an email to the email address that you provided. If you do not receive your email within a few minutes, check your junk email folder, as the email may have been labeled as spam.

8. This email will contain the DOL link that you will need to click on to receive your filing signer credentials (which is the User ID and PIN code). You must obtain your PIN by the date noted in the email, and you can only access it one time from the link provided. This email also includes a statement indicating that you agree to not disclose or share your PIN with anyone, including a commercial service provider.
9. When you click on the link, you will be guided to the “[Register - Challenge Verification](#)” page. You will need to answer the challenge question set previously and click “Next.”
10. The next page will be the “[Register – PIN Agreement](#)” page. You will agree to not share your PIN code. Check the box indicating that you have read the agreement and click “Accept Agreement.”
11. You will now be on the “[Register – Signature Agreement](#)” page. You will indicate by clicking on the “Accept Agreement” tab that you understand that your electronic signature has the same legality as a handwritten signature, and is not transferable.
12. The next page will be the “[Register – Finalize](#)” page, which will summarize your Profile information. Your User ID and PIN code will be included on the page. You may print this page and store it in a secure location. Click “Next.”
13. You will now be on the “[Register – Password](#)” page. You will need to select a 10-16 character password with at least one alpha character and at least one numeric character. This password will allow you to access your User ID and PIN code. After entering and confirming your password, click “Save.”
14. The last page is the “[Register – Confirmation](#)” page. This page informs you that you have completed the registration process.

If you have any problems while trying to obtain your PIN, you can contact the EFAST2 service center at 1-866-463-3278. You can also call the service center if you lose your PIN.

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