

## PROCEDURE FOR NEW PLAN SPONSORS TO REGISTER AND OBTAIN SIGNING CREDENTIALS FOR FORM 5500 ELECTRONIC FILING

The Department of Labor (DOL) requires that all 5500 filings be electronically filed and signed (known as "EFAST2"). For the first filing year under EFAST2, signers must register for filing credentials at the DOL website. Below are instructions for how to obtain filing credentials with the DOL.

Once this process is complete, you can continue to use the UserID and PIN provided by the DOL in future years. If a different person signs the 5500 filing in a future year, that person will have to register with the DOL for signing credentials at that time. In addition, more than one person may obtain credentials to sign a 5500 form if more than one person may actually sign the filing.

There are several steps to registering at the DOL website. We suggest that you set aside approximately 15 minutes to complete the process. However, please keep in mind that it may take more than 15 minutes as there are several steps in the process. Please also note that the DOL may change the registration process - these are the steps as we understand them at this time.

1. Go to <http://www.efast.dol.gov> and select the link to Register (located under "main" at the left hand side of the page).
2. You will be asked to read and accept a privacy statement.
3. You will be taken to a screen where you will be required to complete information that will serve as your profile (name, address, email and user type). Your user type is Filing Signer.
4. Once your profile information is complete, you will be asked to select a challenge question and answer. This is required and will be used to obtain your UserID and PIN in step 6.
5. Once your registration is confirmed, you will receive an email from [efast2@efast.sys.dol.gov](mailto:efast2@efast.sys.dol.gov). This should only take a few moments. Access this email and click on the link provided to retrieve your EFAST2 UserID and PIN.
6. You will be asked the challenge question you set up in step 4.
7. You will then be asked to sign a PIN Agreement whereby you will agree not to share the PIN that is assigned to you.
8. You will then be asked to agree to a more detailed "signature agreement".
9. You will then be provided a UserID and PIN. **We strongly suggest printing this page for your records.** You may also want to print the page to a pdf file or scan the paper copy so you have an electronic copy.
10. The last step in the process is to create a password that will be assigned to the UserID and PIN that you were just provided. Again, **we strongly suggest making a note of your password for your records** since you are not likely to be using this password frequently enough to remember it. The password can be used with your UserID to obtain your PIN and/or log in to the DOL website in the future to change any profile information if necessary.

All signers must use the procedure outlined above for obtaining credentials through the DOL website. This requires having access to the internet and email. DOL has not provided a hardship process for plan sponsors without an internet connection / email.

If you have any questions feel free to contact us.