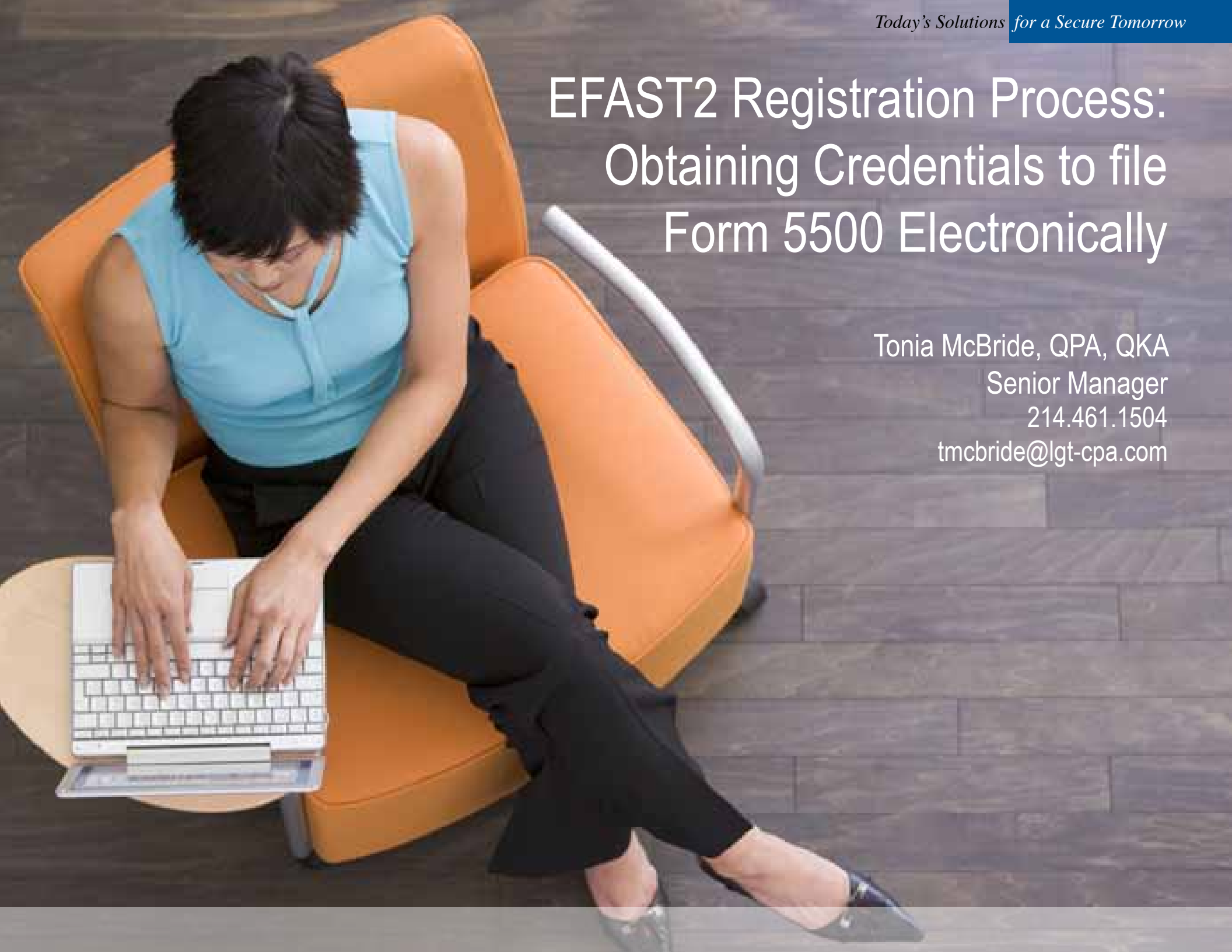


EFAST2 Registration Process: Obtaining Credentials to file Form 5500 Electronically

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As a new EFAST2 user, you will need to register before you can complete and track Form 5500 filings. The registration process is simple and will only take a few minutes to complete. Once registered, you will be able to log into EFAST2 using your assigned User ID, PIN, and created password.

Step One

Click the link below to access the EFAST2 Website

<http://www.efast.dol.gov>

Step Two

Register -

Please click the "register" button

The screenshot displays the United States Department of Labor website. At the top, there is a red header with the department's name and a subscription form for email updates. Below the header, the main content area is titled "ERISA Filing - Welcome". A navigation panel on the left side contains a "Main" section with links for "Welcome", "Login", and "Register". The "Register" link is highlighted with a blue circle. A blue callout box with white text points to this link, stating: "Select REGISTER from the navigation panel to create a User Profile." The main content area also includes a "Filings" section with a link to "Form 5500/5500-SF Search" and a "Main" section with a link to "Register".

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Filings

- Form 5500/5500-SF Search

Main

- Welcome
- Login
- Register**

ERISA Filing - Welcome

EFAST is a system designed to simplify and expedite the receipt and processing of the Forms 5500/5500 SF filed each year by more than one million retirement and other employee benefit plans to satisfy annual reporting requirements under the Employee Retirement Income Security Act (ERISA) and the Internal Revenue Code.

(DOL), Internal Revenue Service (IRS), and the Pension Benefit Guaranty Corporation (PBGC) are the agencies responsible for the methods by which they are filed and processed.

about EFAST2

Preparing, or transmitting the Form 5500/5500-SF and 5500-SF and Instructions

Related Resources

- EFAST2 User Guides
- iFile Tutorial
- Delinquent Filer Voluntary Correction Program (DFVCP)
- Electronic Filing Webcasts

EBSA

New and Noteworthy

- Getting Ready for the 2009 Form 5500 and Electronic Filing Webcast - January 21, 2010
- EFAST2 online filing system operational to receive and process Form 5500 filings: Electronic filing video
- DOL Adds FAQs 26 and 27 to Supplemental Schedule C FAQs Regarding Compensation Paid to Pharmacy Benefit Managers

Step Three

Register - Privacy Statement

Please read and accept the following privacy statement to continue.

The screenshot shows a web browser window displaying the 'Register - Privacy Statement' page. The page has a red header with the text 'STATES DEPARTMENT OF LABOR' on the left and a subscription form on the right. The main content area contains a privacy statement with several paragraphs. At the bottom of the page, there is a checkbox labeled 'I have read this agreement' and an 'Accept Agreement' button. Two callout boxes are present: one pointing to the 'Accept Agreement' button and another pointing to the 'I have read this agreement' checkbox.

STATES DEPARTMENT OF LABOR

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This Page

Register - Privacy Statement

Please read and accept the following privacy statement to continue.

Cookies are small pieces of temporary data that are exchanged between a Web site and a user's computer which enable a "session," or "dialog," to be established between the two machines. With the session established, DOL is able to tailor its responses (i.e., identify and provide you with the information you want) and help you traverse our Web pages in the most efficient and effective manner possible. The session is often broken when DOL's server does not receive further requests from your computer or you simply exit your browser.

DOL limits its use of cookies to "session cookies" - types of cookies that are temporarily stored in your computer's memory. Session cookies are normally deleted from a user's computer when the user logs off the computer or the user exits the browser. Effective January, 2001, DOL stopped issuing "persistent cookies" - types of cookies that could be stored permanently on your workstation and reused each time you visit DOL's Web site.

Our Web site employs software programs for security purposes and to ensure that this service remains available to all users. This software monitors network traffic to identify unauthorized attempts to upload or change information, or to interdict traffic that might otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the [Computer Fraud and Abuse Act of 1986](#) and [The National Information Infrastructure Protection Act of 1996](#).

I have read this agreement

Accept Agreement

Click the **Accept Agreement** button

Click the **I have read this agreement** check box to indicate that you have read the agreement.

Step Four

Please enter your profile information and select Next to continue. Fields marked with an "*" are required.

Register - Profile Information

Please enter your profile information and select Next to continue. Fields marked with an "*" are required.

* First Name:

* Last Name:

* Address:

Address 2:

* City/Town:

* State:

* Country:

* ZIP:

* Daytime Phone: [no dashes, example: 1234567890]

Fax:

* Email:

* Company Name:

You must choose at least one User Type, but you may choose more.

* User Type:

Filing Author

Filing Signer

Schedule Author

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The Register- Profile information page is used to collect your information to create your User ID. You will type or select the requested information in each field. Note that entry is required for each field marked with an "*."

Click the Next Button

You will select the User Type Filing Signer. Leave ALL other user types blank.

Step Five

Register - Challenge Information

Please select a Challenge Question, and provide an answer, then select Next to continue. Your Challenge Answer is required to complete your profile setup so please remember it.

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Register - Challenge Information

Please select a Challenge Question, and provide an answer, then select Next to continue. Your Challenge Answer is required to complete your profile setup so please remember it.

** Challenge Question:

** Challenge Answer:

The challenge question and answer will allow you to locate a forgotten User ID or reset your Password. You may select one of the two challenge questions provided: Place or date of birth.

[Asked Questions](#) | [Freedom of Information Act](#) | [Privacy & Security](#)

U.S. Department of Labor, Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210
www.dol.gov | Telephone: 1-866-463-3

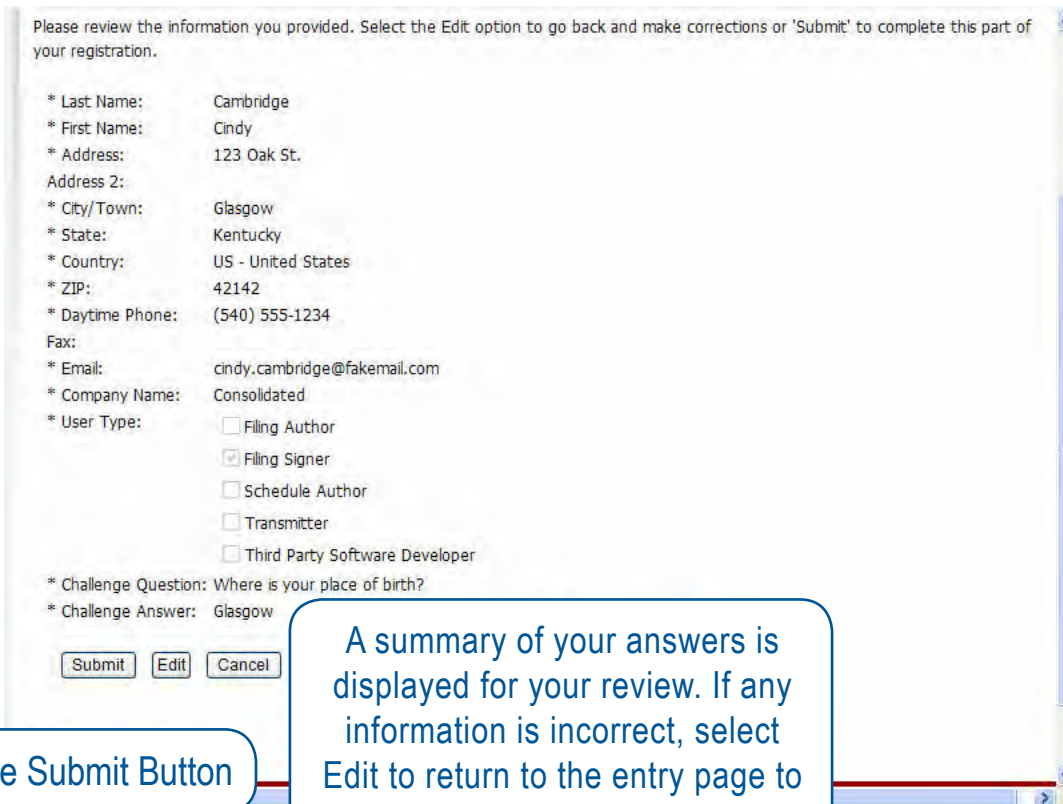
Step Six

Register - Summary

Please review the information you provided. Select the Edit option to go back and make correction or "submit" your registration.

Please review the information you provided. Select the Edit option to go back and make corrections or 'Submit' to complete this part of your registration.

* Last Name:	Cambridge
* First Name:	Cindy
* Address:	123 Oak St.
Address 2:	
* City/Town:	Glasgow
* State:	Kentucky
* Country:	US - United States
* ZIP:	42142
* Daytime Phone:	(540) 555-1234
Fax:	
* Email:	cindy.cambridge@fakemail.com
* Company Name:	Consolidated
* User Type:	<input type="checkbox"/> Filing Author <input checked="" type="checkbox"/> Filing Signer <input type="checkbox"/> Schedule Author <input type="checkbox"/> Transmitter <input type="checkbox"/> Third Party Software Developer
* Challenge Question:	Where is your place of birth?
* Challenge Answer:	Glasgow

The image shows a screenshot of a web-based registration summary form. The form contains various fields for personal and company information, including name, address, phone numbers, email, and company name. It also includes a section for user type selection with radio buttons, and a challenge question/answer section. At the bottom of the form are three buttons: 'Submit', 'Edit', and 'Cancel'. Two blue callout boxes with white text and blue borders are overlaid on the image. One callout points to the 'Submit' button, and the other points to the 'Edit' button. The 'Edit' button is highlighted with a red border in the original image.

If all is correct, click the Submit Button

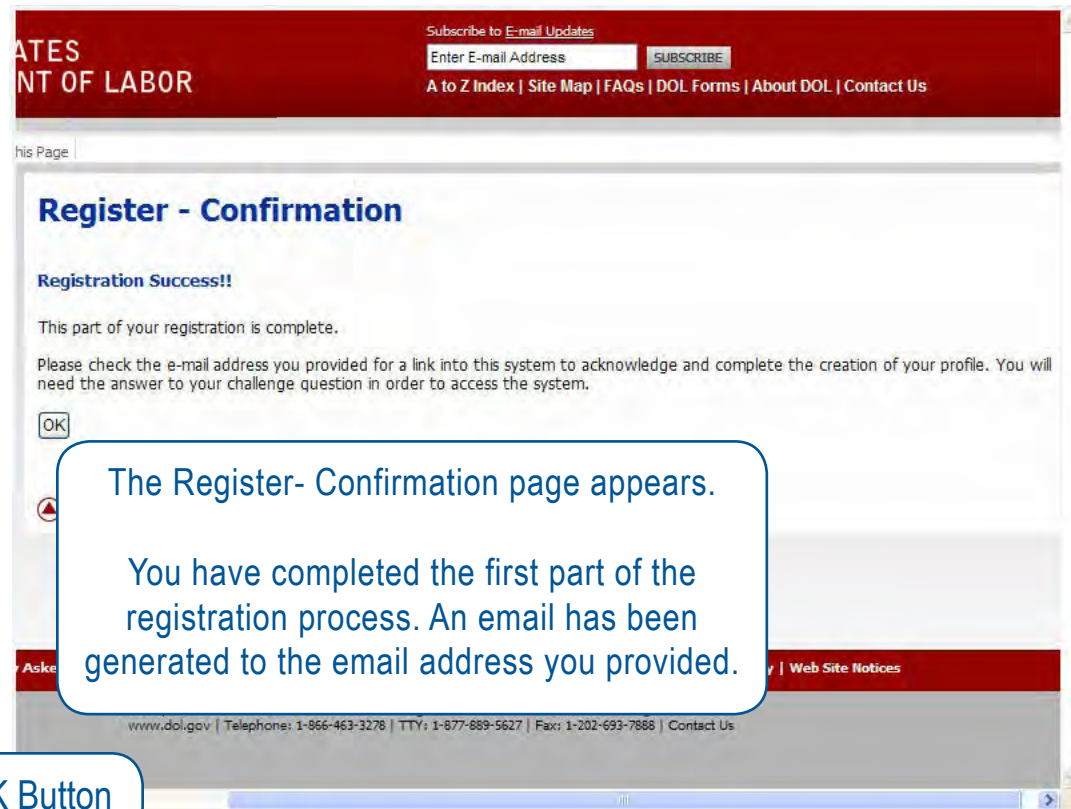
A summary of your answers is displayed for your review. If any information is incorrect, select Edit to return to the entry page to correct the information.

Step Seven

Register - Confirmation

Registration Success!! This part of your registration is complete.

Please check the e-mail address you provided for a link into this system to acknowledge and complete the creation of your profile. You will need the answer to your challenge question in order to access the system.



Click the OK Button

Step Eight

E-mail - PIN and User ID Confirmation

Open your e-mail account you listed in your profile setup.

Within moments of selecting the "OK" button in Step Seven you should receive an e-mail from efast2@efastsys.dol.gov

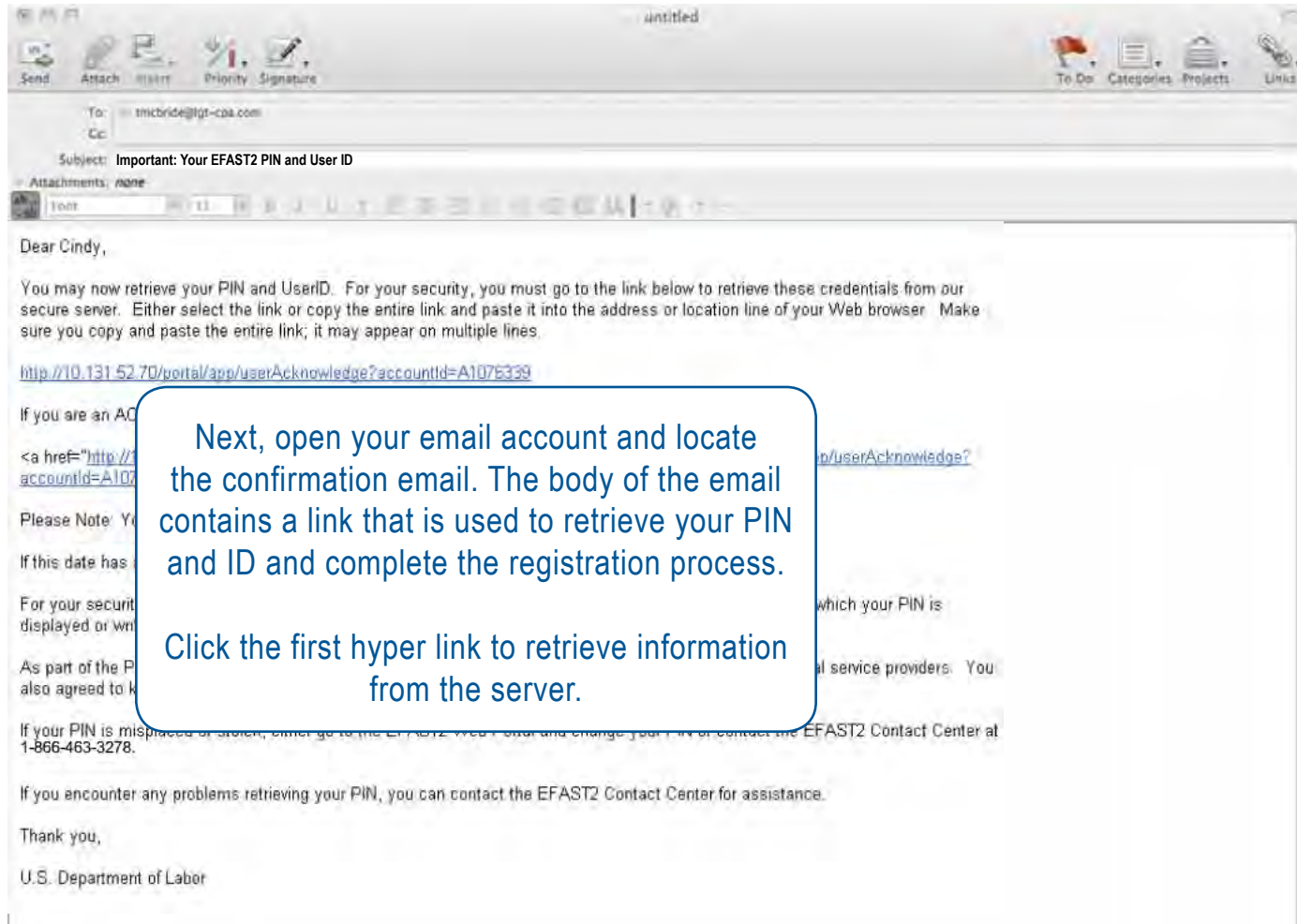
The subject line will read, **"Important: Your EFAST2 PIN and User ID"**.

Once the e-mail appears in your inbox please proceed to Step Nine.

ATTENTION- If you do not receive an e-mail within moments of completing Step Seven the e-mail might be blocked by a spam filter. If you cannot access your spam filter you will need to contact IT or your spam filter company.

Step Nine

Register - Email Example Confirmation



Step Ten

Register - Challenge Question Verification

Please answer your challenge question, and then select Next to continue.

The screenshot shows the U.S. Department of Labor website. The header includes the department's name and a 'Subscribe to E-mail Updates' section. The main content area is titled 'Register - Challenge Question Verification' and contains the instruction: 'Please answer your challenge question, and then select Next to continue.' Below this is a text input field with the label 'Where is your place of birth?' and a 'Next' button. A callout box points to the 'Next' button with the text 'Click the Next button', and another callout box points to the text input field with the text 'Select the text box and fill in your answer'. The left sidebar contains navigation links under 'Filings', 'Main', 'Support', and 'EBSA'. The footer contains contact information for the U.S. Department of Labor.

Step Eleven

Register - PIN Agreement

Please read and accept the following PIN Agreement to continue.

The screenshot shows the EFAST2 website's PIN Agreement page. The header is dark red with the text 'EFAST2' and 'DEPARTMENT OF LABOR'. It includes a 'Subscribe to E-mail Updates' section with an input field for an email address and a 'SUBSCRIBE' button. Navigation links include 'A to Z Index', 'Site Map', 'FAQs', 'DOL Forms', 'About DOL', and 'Contact Us'. The main content area is titled 'Register - PIN Agreement' and contains the following text:

Please read and accept the following PIN Agreement to continue.

By activating your PIN, you agree not to share your PIN with anyone. The security of your PIN is important because it can be used to:

- Electronically sign documents, and
- Access your personal records

If your PIN is lost or stolen, you also agree to:

- Contact the EFAST2 Contact Center at 1-866-463-3278 (1-866-GO-EFAST) , or
- Request a new PIN by selecting Change My PIN from the EFAST2 Web site

I have read this agreement

Callout boxes provide additional instructions: 'If you decline the agreement, you will not be permitted to proceed. Click the Accept Agreement button.' and 'The first step in the confirmation is to accept the PIN Agreement. Select the check box to indicate that you have read the PIN Agreement'.

If you decline the agreement, you will not be permitted to proceed.

Click the Accept Agreement button.

The first step in the confirmation is to accept the PIN Agreement.

Select the check box to indicate that you have read the PIN Agreement

Step Twelve

Register - Signature Agreement

Please read and accept the following Signature Agreement to continue.

Subscribe to E-mail Updates
Enter E-mail Address SUBSCRIBE
A to Z Index | Site Map | FAQs | DOL Forms | About DOL | Contact Us

his Page

Register - Signature Agreement

Please read and accept the following Signature Agreement to continue.

I understand and agree that the electronic signature is not transferable and that the inclusion of such electronic signature in a Form 5500 Series return/report filed in electronic form shall have the same legal force and effect as my hand written signature. If I am not the Transmitter, I also agree that my electronic signature on a Form 5500 Series constitutes consent for EFAST personnel to send my Transmitter an acknowledgment of receipt of transmission and to communicate with my Transmitter about the success or failure of the transmission.

If I am an EFAST Software Developer, I agree that the electronic filing of Form 5500 Series on my behalf of the applicant, Transmitter, or Plan Administrator, no longer being allowed as an EFAST Software Developer, I agree that a copy of all the plan administrator, etc.

Under penalties of perjury, I agree that the information provided in this agreement can be made public information.

I have read this agreement

Accept Agreement Decline Agreement

The second step in the confirmation process is to accept the Signature Agreement. Read the agreement.

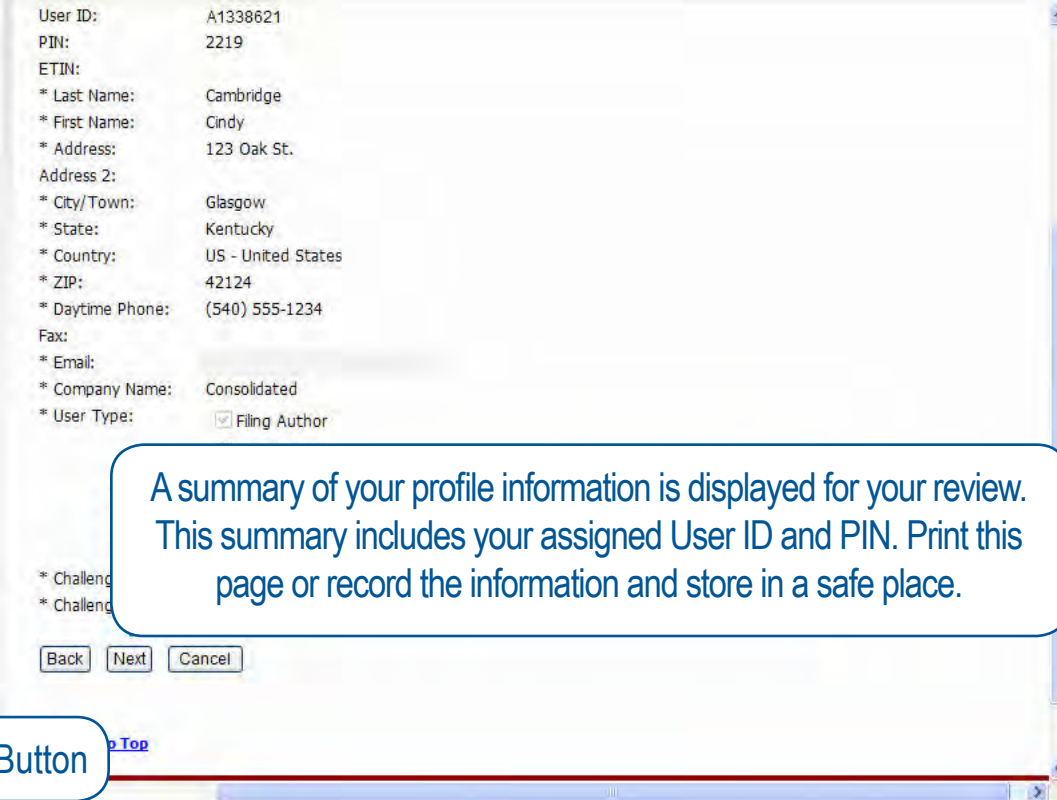
Click the check box to indicate that you have read the Signature Agreement.

Click the Accept Agreement button.

Step Thirteen

Register - Finalize

Here is your EFAST2 profile information. Please note your User ID and PIN and keep them in a safe place. Click "Next" to create your password.



A screenshot of a web browser displaying a summary of profile information. The information is listed as follows:

- User ID: A1338621
- PIN: 2219
- ETIN:
- * Last Name: Cambridge
- * First Name: Cindy
- * Address: 123 Oak St.
- Address 2:
- * City/Town: Glasgow
- * State: Kentucky
- * Country: US - United States
- * ZIP: 42124
- * Daytime Phone: (540) 555-1234
- Fax:
- * Email:
- * Company Name: Consolidated
- * User Type: Filing Author

At the bottom of the form, there are three buttons: "Back", "Next", and "Cancel". A blue callout box with a white background and a blue border is overlaid on the form, containing the text: "A summary of your profile information is displayed for your review. This summary includes your assigned User ID and PIN. Print this page or record the information and store in a safe place." Below the "Next" button, there is a blue callout box with a white background and a blue border containing the text: "Click the Next Button". A red horizontal line is drawn across the bottom of the page, passing through the "Next" button.

Back Next Cancel

[Top](#)

Step Fourteen

Register - Password

When you create your password, it must be between 10 and 16 characters long and must not contain spaces. You must use at least one letter and at least one number.

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his Page

Register - Password

When you create your password, it must be between 10 and 16 characters long and must not contain spaces. You must use at least one letter and at least one number.

Password:

Confirm Password:

Save Back Cancel

Password Requirements

- Must be between 10 and 16 characters long

Asked Questions | Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Web Site Notices

U.S. Department of Labor, Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210
www.dol.gov | Telephone: 1-866-463-3278 | TTY: 1-877-889-5627 | Fax: 1-202-693-7888 | Contact Us

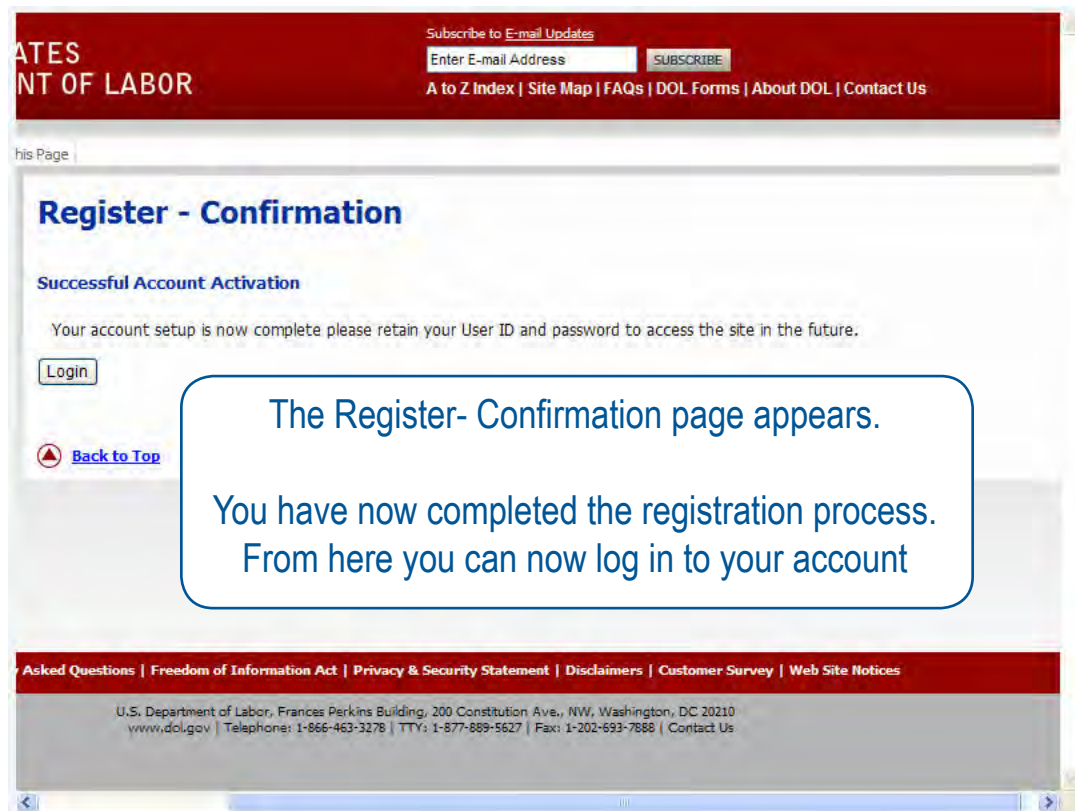
Select the Save Button

The final step of the process is creation of your Password. It must be 10-16 characters long and must include a minimum of one letter and one number.

Step Fifteen

Register - Confirmation

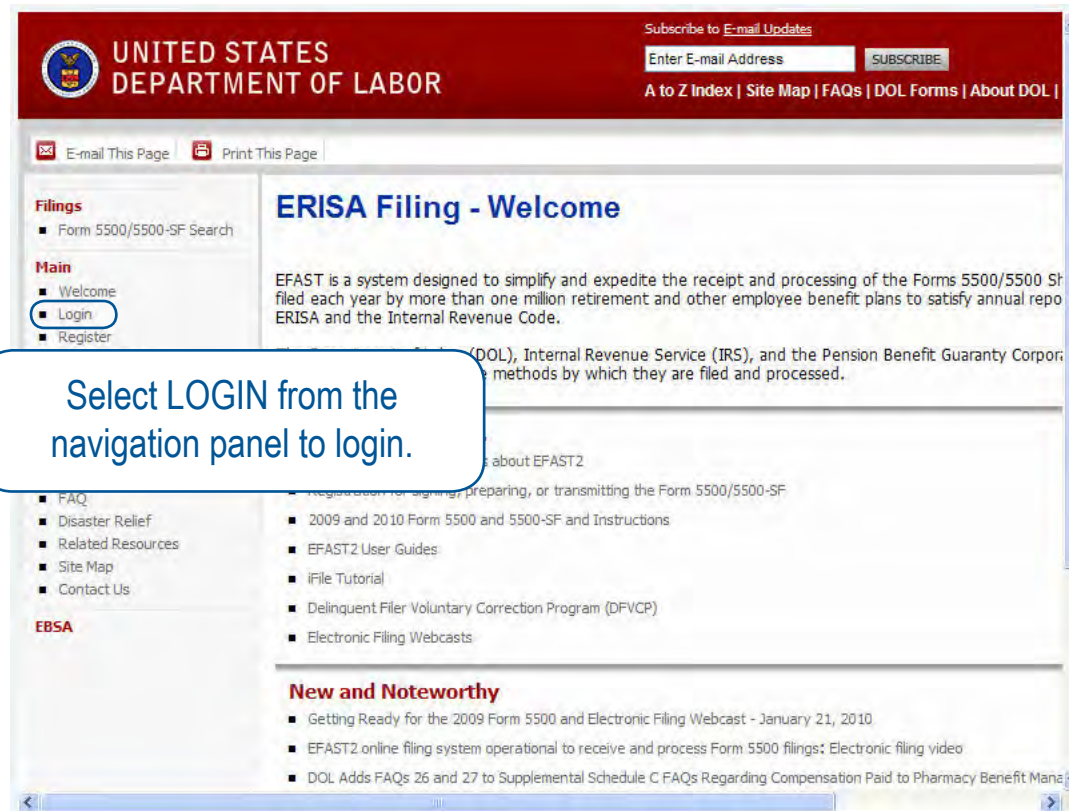
Successful Account Activation. Your account setup is now complete please retain our user ID and password to access the site in the future.



Next Steps

On the previous pages, you were required to respond to the initial Login e-mail in order to access your established account.

Every subsequent Login will be done from the EFAST2 menu.



The screenshot displays the EFAST2 website interface. At the top, the header includes the United States Department of Labor logo and a "Subscribe to E-mail Updates" form. The main content area is titled "ERISA Filing - Welcome" and contains introductory text about the EFAST system. A navigation panel on the left side lists various options, with "Login" highlighted by a blue circle. A blue callout box with white text points to the "Login" link, stating: "Select LOGIN from the navigation panel to login." Below the main content, there are sections for "New and Noteworthy" updates and a list of links for frequently asked questions and user guides.

United States DEPARTMENT OF LABOR

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E-mail This Page

Filings

- Form 5500/5500-SF Search

Main

- Welcome
- Login**
- Register

ERISA Filing - Welcome

EFAST is a system designed to simplify and expedite the receipt and processing of the Forms 5500/5500 SF filed each year by more than one million retirement and other employee benefit plans to satisfy annual reporting requirements under ERISA and the Internal Revenue Code.

EFAST2 is a system designed to simplify and expedite the receipt and processing of the Forms 5500/5500 SF filed each year by more than one million retirement and other employee benefit plans to satisfy annual reporting requirements under ERISA and the Internal Revenue Code.

New and Noteworthy

- Getting Ready for the 2009 Form 5500 and Electronic Filing Webcast - January 21, 2010
- EFAST2 online filing system operational to receive and process Form 5500 filings: Electronic filing video
- DOL Adds FAQs 26 and 27 to Supplemental Schedule C FAQs Regarding Compensation Paid to Pharmacy Benefit Mana

Next Steps

You are finished registering. When it comes time to sign your Form 5500 you will receive an email notifying you to do so. At that time you will login using the information just established.

Instructions on e-signing Form 5500 to come. If you have any questions, please contact your LGT Retirement Plan Specialist.

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LGT Retirement Plan Solutions

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