

Procedures for Obtaining EFAST2 Credentials

Background Beginning January 1, 2010, the Department of Labor's (DOL) Employee Benefits Security Administration's online filing system (EFAST2) is now available for use. EFAST was updated to EFAST2 to enable wholly electronic filing of the Form 5500 Annual Return/Report (Form 5500). Pension and welfare benefit plan sponsors will have to file their Form 5500s electronically¹. E-filing is effective for the 2009 plan year. Registration for obtaining the credentials needed to *sign* the 2009 Form 5500 (or Form 5500-SF) is done via the DOL's I-REG (Internet Registration) application.

Filers will need to register for a UserID, PIN, and Password through www.efast.dol.gov, beginning January 1. With the UserID and PIN, filers will be able to electronically sign their Form 5500 filings. With the UserID and Password, filers will be able to sign-in to the EFAST2 website.

Our full service clients will first need to identify who should register for EFAST2 credentials. Once that is done, each authorized person must separately register, using their unique email address. For example, if there are three people who have been authorized to sign past Forms 5500 and they continue to be authorized for 2009 plan year filings, each individual must separately register for his or her UserID and PIN. The registration process will take only a few minutes. **Our clients must register for the Filing Signer Credential.**

The following procedures outline the steps needed to obtain the electronic **Filing Signer** credentials:

1. Go to <http://www.efast.dol.gov/> and select the link, *Register*.

The screenshot shows the top of the EFAST2 website. The header is dark red with the United States Department of Labor logo and name on the left, and a subscription form on the right. Below the header is a navigation bar with 'E-mail This Page' and 'Print This Page' buttons. The main content area is white and features a sidebar on the left with a 'Filings' section containing a search link, a 'Main' section with links to Welcome, Login, Register, About EFAST2, EFAST Software and Approved Vendors, and Forms, Instructions and Publications, and a 'Support' section with links to FAQ, Disaster Relief, and Related Resources. The main content area has a large blue heading 'ERISA Filing - Welcome' and a grey banner with an information icon and the text 'New to EFAST? New EFAST users need to Register in order to fill out and track form 5500 filings.' Below this banner is a paragraph explaining that EFAST is a system designed to simplify and expedite the receipt and processing of the Forms 5500/5500 Short Form. At the bottom, a paragraph mentions that the Department of Labor (DOL), Internal Revenue Service (IRS), and the Pension Benefit Guaranty Corporation (PBGC) created EFAST to streamline the forms and the methods by which they are filed and processed.

2. In order to continue with the registration process, you will be asked to read and accept a privacy statement.

Register - Privacy Statement

Please read and accept the following privacy statement to continue.

Thank you for visiting the Department of Labor (DOL) Web site and committed to maintaining the privacy of your personal information a collection, use and disclosure of personal information, DOL makes ev including, but not limited to, [The Privacy Act of 1974](#), [The Paperwo](#)

As a general rule, DOL does not collect personally-identifying informa provide such information to us. The information we receive depend

If you respond to an online request for personal information

Generally, DOL will use the information requested to respond to you request. However, when we request this information, we fully desc and DOL's intended use of the information. This Privacy Notice will e accessible through a link prominently displayed immediately precedin

If you visit our site to read or download information:

I have read this agreement

3. Once *Accept Agreement* is selected, the next screen will allow you to input your profile information. This includes your name, company address and name, email and user type. Our full service clients will select *Filing Signer* as the user type. (Our Investment Only clients should contact their primary service provider to determine if they need to register for any other User Type. Once this is complete, select *Next*.

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
- Transmitter
- Third Party Software Developer

4. Once the profile information is completed, the next screen will ask you to select a *Challenge Question* (either ‘**What is your date of birth?**’ or ‘**Where is your place of birth?**’). Then you will enter the answer to the chosen Challenge Question. Your answer is required to complete the profile setup. Then select *Next*.

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:

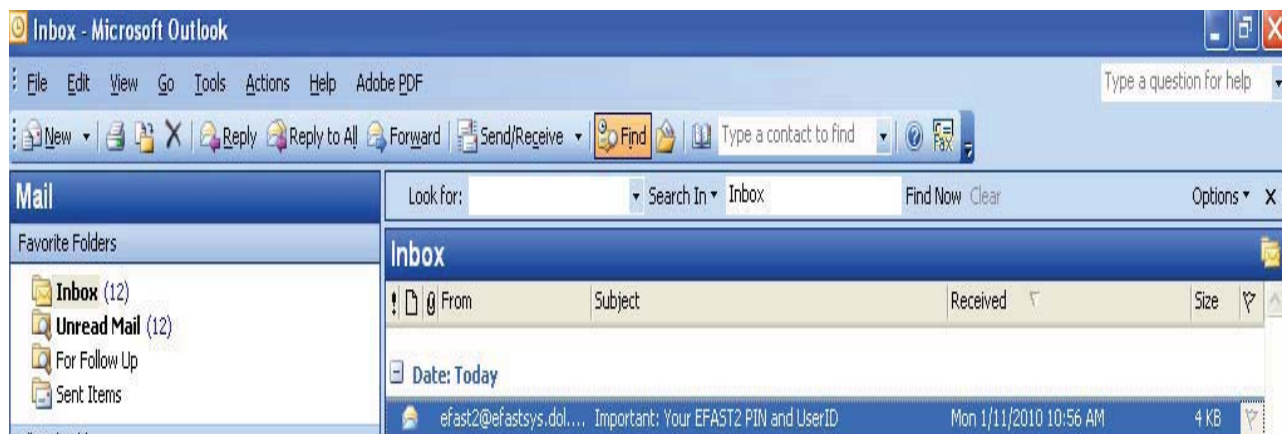
* Challenge Answer:

5. A Register Summary Page will now appear. Please review the information. If changes are needed, select the *Edit* option to go back and make corrections. If no changes are needed, select *Submit*. (This Summary Page will list the Challenge Question you selected but it will not show your answer.)

6. A Register – Confirmation page will now appear. A confirmation email will be sent to the email address you provided during registration, within seconds of the Register-Confirmation page appearing on your computer screen. Save the email for future reference. Select *OK* to return back to the EFAST2 homepage.

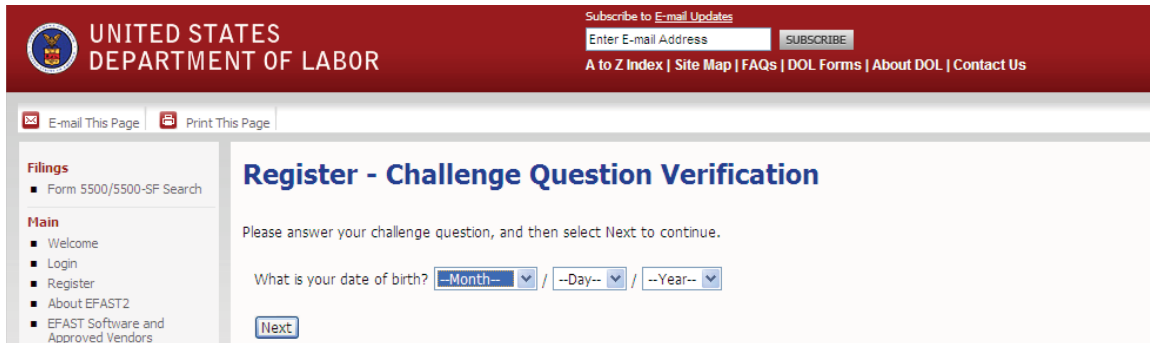


7. You will receive an email from efast2@efastsys.dol.gov with a subject line of **Important: Your EFAST2 PIN and UserID**. Open this email, as it explains how to retrieve your PIN and UserID. (If this is not done by the date specified in your email you will have to contact the EFAST2 Contact Center at 1-866-463-3278.)



8. To retrieve your credentials from the DOL’s secure server, you will either select the link found within the email or copy the entire link and paste it into the address or location line of your Web browser. A separate link is provided for AOL users. If you encounter any problems retrieving your PIN, you can contact the EFAST2 Contact Center at 1-866-463-3278.

9. Once the correct link is selected, you will be brought to the Register – Challenge Verification screen. The Challenge Question you selected during registration will appear (either ‘**What is your date of birth?**’ or ‘**Where is your place of birth?**’) which will now need to be answered. Once completed, select *Next*.



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A to Z Index | Site Map | FAQs | DOL Forms | About DOL | Contact Us

E-mail This Page Print This Page

Filings

- Form 5500/5500-SF Search

Main

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors

Register - Challenge Question Verification

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

What is your date of birth? --Month-- / --Day-- / --Year--

Next

10. At this point, you will be asked to first read and then accept the PIN Agreement, in order to continue. By activating your PIN, you agree **not** to share your PIN with anyone. After reading the Agreement and agreeing to its terms, select *Accept Agreement*.



Register - PIN Agreement

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

Accept Agreement Decline Agreement

11. You will be asked to now read and accept the following Signature Agreement. After reading the Agreement and agreeing to its terms, select Accept Agreement. By signing this agreement you have stated that you understand that the electronic signature is **not** transferable and that inclusion of such electronic signature has the same legal force and effect as your hand written signature. We recommend you print a copy of this screen page and keep with your 5500-related records.

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 or Form 5500-SF 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 or Form 5500-SF constitutes consent for EFAST2 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 and specific reason(s) for any failure(s).

If I am an EFAST2 Software Developer or EFAST2 Transmitter, I declare that I am authorized to make and sign this statement on behalf of the applicant. The applicant agrees that it and its employees will comply with all provisions of the EFAST2 procedures for the electronic filing of Form 5500 or Form 5500-SF for each year in which the applicant participates. Noncompliance will result in the applicant no longer being allowed to participate as an EFAST2 Software Developer or Transmitter. The applicant understands that acceptance as an EFAST2 Software Developer or Transmitter is not transferable. If applying to be an EFAST2 Transmitter, the applicant further agrees that a copy of all returns/reports that the applicant transmits electronically to the Department of Labor will be provided to the plan administrator, employer or direct filing entity on whose behalf the return/report was transmitted.

Under penalties of perjury, I declare that I have examined this agreement, and to the best of my knowledge and belief the information provided in my request for access to the EFAST2 system is true, correct, and complete. I agree that this application can be made public information.

I have read this agreement

Accept Agreement

Decline Agreement

12. Once you have accepted the Signature Agreement page, the next page will be labeled, Register – Finalize. Here you will see your EFAST2 profile information. Please note your User ID and PIN and keep them in a secure place, as this page includes your UserID and PIN as well as your Challenge Answer and Challenge Question. In order to complete the registration process and create your unique password, select *Next*.

13. The last step in this registration process requires you to create a password that will be assigned to the UserID and PIN. It must be between 10 and 16 characters, must contain at least one letter, one number and must not contain spaces. Make a note of the password that you have selected and keep it with your UserID and PIN information. Enter your password, confirm it by entering a second time and then select *Save*.

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:	<input type="text"/>
Confirm Password:	<input type="text"/>

Save Back Cancel

Password Requirements

- Must be between 10 and 16 characters long
- At least 1 alpha character
- At least 1 numeric character

14. Almost done! With this Register – Confirmation screen, you will be told that you account registration setup is complete and you will be asked to retain your User ID and password in order to access the EFAST2 site in the future.

Register - Confirmation

Successful Account Activation

Your account setup is now complete please retain your User ID and password to access the site in the future.

Login

 [Back to Top](#)

15. **This User ID and PIN travels with you!** In the future, if you terminate employment with one employer and continue to have Form 5500 filing responsibilities with your new employer, the EFAST2 User ID and PIN information will travel with you. However, you will need to update your personal information to keep that data current (e.g., name of the new company, et cetera.)

16. If your PIN is lost or stolen, you will need to: contact the EFAST2 Contact Center at 1-866-463-3278; **or**, request a new PIN by selecting *Change My PIN* from the EFAST2 Web site.

¹ 2009 Form 5500-EZ [Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan] will be filed with the Internal Revenue Service, on a paper copy. However, if a one-participant filer qualifies for use of the 2009 Form 5500-SF (Short Form) and wishes to file electronically, using EFAST2, the filer can do so.