

ELECTRONIC FILING REQUIREMENTS

NOTE – IF YOU ALREADY OBTAINED YOUR FILING SIGNER CREDENTIALS IN A PRIOR YEAR; YOU CAN SKIP THIS STEP AND PROCEED WITH FILING THE FORM 5500 (YOUR CREDENTIALS REMAIN THE SAME EACH YEAR). AN INVITATION EMAIL THAT INCLUDES SPECIFIC INSTRUCTIONS ON ELECTRONICALLY FILING THE FORM 5500 WILL BE SENT.

1. **In order to sign the Form 5500, you will need to obtain “filing signer” credentials.** The Department of Labor (DOL) will not permit anyone to obtain the credentials on your behalf. To obtain the filing signer credentials, you must register on the DOL’s Web site. Once you are on the Web site, the steps are self explanatory. However, the steps are outlined below:
 - a. Open your Web browser and go to <http://www.efast.dol.gov>. On the left side of the page you will see a menu. Click on “Register.”
 - b. Read the privacy statement, check the box indicating that you have read the privacy statement, and then check the “acceptance” tab. The Web site then will take you to the next page – “Register Profile Information.”
 - c. Enter the following information: your name, address, phone number, e-mail address and company name. Note: **The e-mail address is probably the most important piece of information because the system will use that address to send you a confirmation e-mail.** The address should be one you can access easily and which you monitor regularly.
 - d. On the same page, select the “filing signer” credential and click the “next” tab.
 - e. On the next page “Register – Challenge Information,” select a challenge question (e.g., place or date of birth), provide an answer, and click the “next” tab.
 - f. On the “Registration Confirmation” page, click “OK.”
 - g. The DOL will then send an e-mail to the e-mail address you provided. Note: The DOL indicates that the e-mail will occur immediately. If you do not see the e-mail within a reasonable period of time, you may want to check your “junk e-mail” folder because it is possible that your system may identify the e-mail as spam.
 - h. In the e-mail, the DOL will provide a link that you will click on to receive your filing signer credentials (your credentials consist of a User ID and Pin code). The e-mail message includes a statement indicating that as part of the application, you agree not to share the credentials with anyone, including a commercial service provider.
 - i. When you click on the link, you will see the “Register – Challenge Verification Page.” You will answer the challenge question (e.g., your place of birth) and click “next.”
 - j. On the next page: “Register – Pin Agreement,” you will agree not to share the Pin code, check the box indicating that you have read the agreement, and click “accept agreement”
 - k. On the next page: “Register – Signature Agreement,” you will indicate (by clicking the “accept agreement” tab) that you understand that your electronic signature has the same legal force as a handwritten signature.
 - l. On the next page: “Register – Finalize,” the DOL provides you with your user ID and pin code. **YOU MUST HAVE THESE TWO ITEMS TO FINALIZE YOUR FORM 5500 – PLEASE WRITE THEM DOWN OR PRINT THE PAGE!!** You will then click “next.” Note: We strongly recommend you print this page.
 - m. On the next page: “Register – Password,” you will select a 10-16 character password. The password will allow you to access your User ID and pin code. After entering your password, you will click “save.”
 - n. The last page: “Register – Confirmation,” informs you that you have completed the registration process.

**YOU HAVE NOW OBTAINED YOUR FILING SIGNER CREDENTIALS!
PLEASE KEEP THESE IN A SAFE PLACE, AS YOU WILL NEED THESE EACH YEAR TO SIGN
YOUR FORM 5500.**