

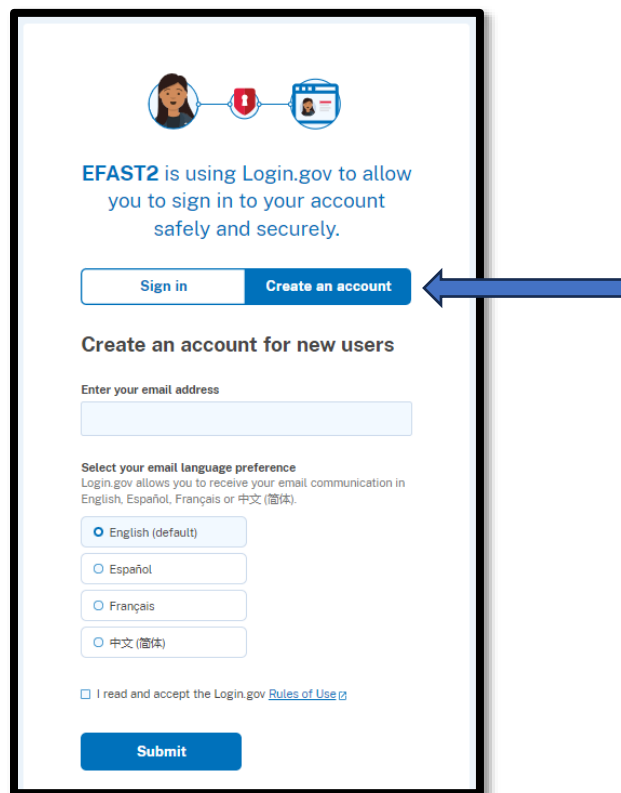
## Obtaining Electronic Signature Credentials

Beginning January 1, 2023, all new EFAST2 website accounts will be created using the Login.gov process. As a plan sponsor you are required to obtain electronic signature credentials to electronically file the Form 5500 on the Plan Service Center.

We prepare your plan's Form 5500 filing as part of our compliance services, but we cannot sign the filing on your behalf. Your signature as Plan Sponsor and/or Plan Administrator is still required, but signing of the forms must be done electronically. Each authorized person responsible for signing your Form 5500 must apply for Electronic Signature Credentials on the Login.gov website.

We recommend that you register for your Electronic Signature Credential in advance to avoid any delay in meeting the filing deadlines. Once we prepare your Form 5500, we will provide you detailed instructions on how to file electronically through the Plan Service Center (PSC) using your Electronic Signature Credentials.

1. Log on to the Login.gov Website at [secure.login.gov](https://secure.login.gov)
2. Select Create an account to begin the registration process.

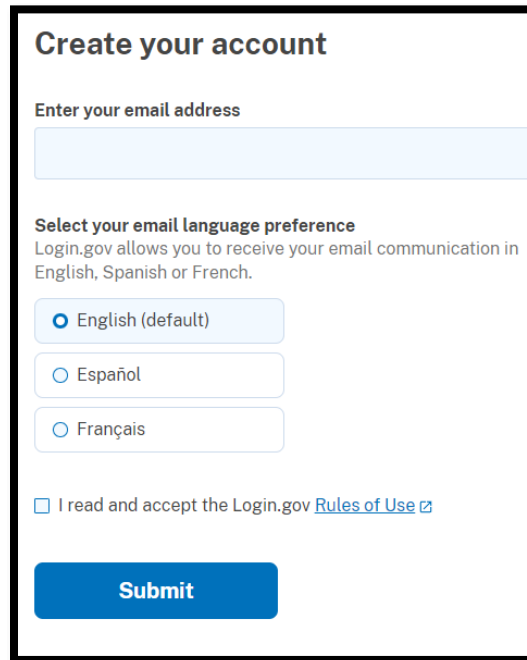


The screenshot shows the Login.gov registration page. At the top, there is a navigation bar with 'Sign in' and 'Create an account' buttons. A blue arrow points to the 'Create an account' button. Below the navigation bar, the text reads: 'EFAST2 is using Login.gov to allow you to sign in to your account safely and securely.' Underneath, there is a section titled 'Create an account for new users' with a text input field for 'Enter your email address'. Below that, there is a section for 'Select your email language preference' with radio buttons for 'English (default)', 'Español', 'Français', and '中文 (简体)'. At the bottom, there is a checkbox for 'I read and accept the Login.gov Rules of Use' and a 'Submit' button.

### ***Problems with EFAST2?***

*Contact the EFAST2 Help Line at 1-866-GO-EFAST (1-866-463-3278) if you have any problems with the registration process or if your user information becomes lost or stolen.*

3. Enter the information, accept Rules of Use and click Submit.



**Create your account**

Enter your email address

**Select your email language preference**  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

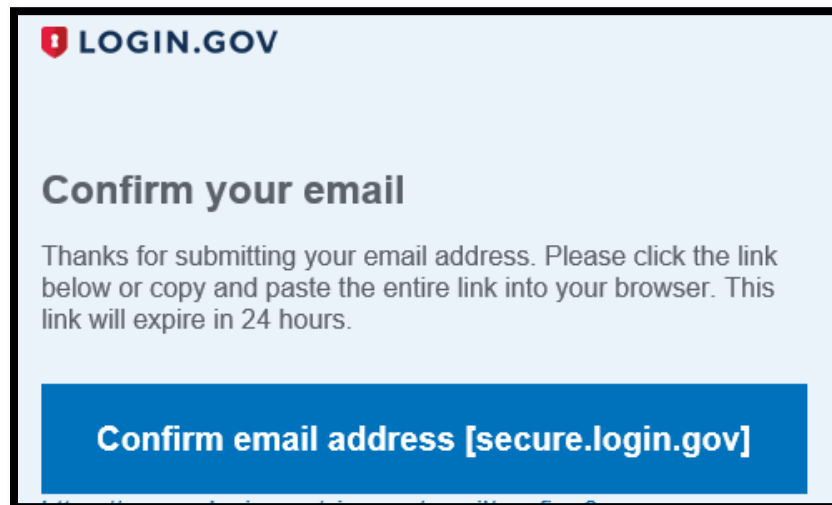
Español

Français

I read and accept the Login.gov [Rules of Use](#)

**Submit**

4. You will receive an email from Login.gov to confirm your email. Click on Confirm email address and follow the remaining onscreen instructions to create your account.



**LOGIN.GOV**

**Confirm your email**

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

**Confirm email address [secure.login.gov]**

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5. Create password and click Continue.

5

✔ You have confirmed your email address

### Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

**Password**

.....

**Confirm password**

.....

Show password

Password strength: **Great**

**Continue**

6. Select at least two authentication method setups. Click Continue

### Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

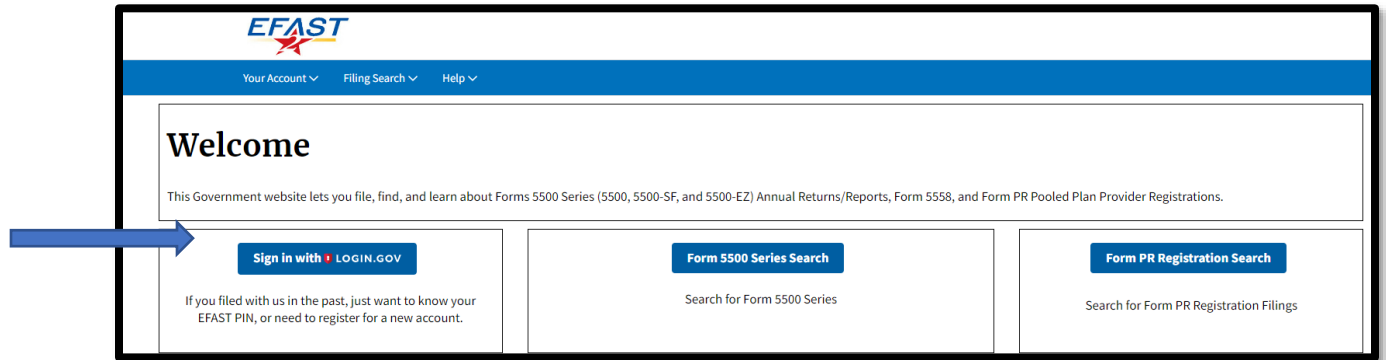
- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Security key**  
Connect your physical security key to your device. You won't need to enter a code.
- Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.
- Backup codes**  
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

**Continue**

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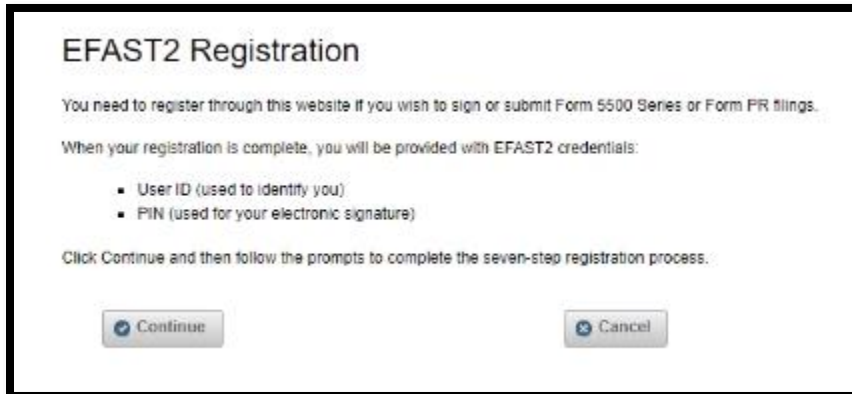
7. Next go to [efast.dol.gov](http://efast.dol.gov) and click on Sign in with Login.gov



8. When the below screen appears, click Create



9. Click Continue



***Problems with EFAST2?***

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## 10. Accept Privacy and Security Statement.

### Register - Privacy Statement

Please read and accept the following privacy statement to continue.

**Privacy and Security Statement**

Thank you for visiting the U.S. Department of Labor (DOL or Department) website and reviewing our privacy and security statement. DOL is committed to maintaining the privacy of your personal information and the security of our computer systems. With respect to the collection, use and disclosure of personally identifiable information (PII), DOL makes every effort to ensure compliance with applicable federal law, including, but not limited to, [The Privacy Act of 1974](#), [The Paperwork Reduction Act](#), and [The Freedom of Information Act](#).

As a general rule, the Department does not collect personally identifiable information when you visit our site unless you choose to provide such information. The information we collect varies based on what you do when visiting our site.

**If you respond to an online request for personal information**

The information requested by the Department will be used to respond to your inquiry or to provide you with the service associated with the request. When this information is requested, a customized "Privacy Notice" will describe fully the reasons for collecting it and will provide a description of the Department's intended use of the information. This Privacy Notice will appear in one of two places. It will either be on the webpage where the information is collected or it will be accessible through a link prominently displayed immediately preceding the information request.

I have read this agreement

## 11. Complete Profile Information: **Please note for User Type:** User Type will have "Filing Author" and "Filing Signer" boxes marked. Keep these boxes marked. The remaining user choices do not apply to your profile setup as a signer of the 5500. Review the Register Summary and select "Next".

### Register - Profile Information

Enter your profile information below then select Next to continue. Fields marked with an "\*" are required.

You must provide accurate and reliable contact details below so we can correspond with you.

Note that the first three user types require registration by an individual person. The credentials for this account may not be shared with others.

OMB Control Number: 1210-0117 Exp. Date: 11/30/2024

\* First Name:

\* Last Name:

\* Address:

Address 2:

\* City/Town:

\* State:

\* Country:

\* ZIP:

\* Daytime Phone:  [Do not include dashes and do not begin with '1']

Fax:

\* Email:

\* Company Name:

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

| I want to:  | User Type   | Definition  |
|---|---|---|
| Create, import or amend a filing                      | <input checked="" type="checkbox"/> Filing Author       | The person who starts filling out the form 5500/5500-SF/5500-EZ/PR filing and is responsible for submitting it. This user type has no signature authority.  |
| Sign a Filing   | <input checked="" type="checkbox"/> Filing Signer       | Filing signers are Plan Administrators, Employers/Plan Sponsors, or Direct Filing Entities who electronically sign the Form 5500/5500-SF/5500-EZ. This role should also be selected by plan service providers that have written authorization to file on behalf of the plan administrator under the EFAST2 e-signature option. Filing signers are also pooled plan providers who electronically sign the Form PR. No other filing-related functions may be performed by selecting this user role alone. |
| Create a schedule but not a filing                    | <input type="checkbox"/> Schedule Author                | A person who has been asked, by the Filing Author, to complete one of the Schedules to include in the Form 5500/5500-SF/5500-EZ filing. This user type cannot start, sign or submit a filing. This is rare.   |
| Submit a filing on behalf of an individual or company | <input type="checkbox"/> Transmitter                    | An individual or company/organization authorized by the plan sponsor or plan administrator to submit electronic returns for the plan. This is rare.   |
| Develop and certify third party software              | <input type="checkbox"/> Third Party Software Developer | A company, trade, business, or other person applying for authorization to be an EFAST2 Software Developer. This is rare.  |

### **Problems with EFAST2?**

Contact the EFAST2 Help Line at **1-866-GO-EFAST (1-866-463-3278)** if you have any problems with the registration process or if your user information becomes lost or stolen.

## 12. You will receive an email of your Registration Confirmation

**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 User Profile from the EFAST2 Web site

I have read this agreement

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**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 Annual Return/Report or Form FR 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 Annual Return/Report 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 Series Annual Return/Report 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 declare that I am authorized to make and sign this statement.

I have read this agreement

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13. Once the PIN and Signature Agreements are completed you will receive confirmation of your registration which will include your User ID and PIN which are used to electronically file the Form 5500.

### Helpful Hints

- You are responsible for maintaining your User ID, PIN, and Password. Keep them in a safe secure place.
- Your User ID and PIN are equivalent to your physical signature. This information should not be shared.
- You only need to apply once for EFAST2 Signature Credentials. They will remain active unless they are unused for 3 consecutive years.
- Your signature credentials are not transferable.
- You can use the same User ID and PIN to sign for more than one Form 5500 filing.

### ***Problems with EFAST2?***

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