PROCEDURE FOR PLAN SPONSORS TO REGISTER AND OBTAIN SIGNING CREDENTIALS FOR 5500 FORM ELECTRONIC FILING
as of January 1, 2023

The Department of Labor (DOL) requires that all 5500 filings be electronically signed and filed through an electronic filing system called EFAST2. Signers must register for filing credentials at the DOL website. Below are instructions for how to obtain filing credentials with the DOL.

The User ID and PIN that you obtain through this process are used only after you access the filing and are ready to sign it. "Signing" consists of entering this User ID and a 4-digit PIN that you will be assigned. To access the filing, you will use a Portal Username and Password that we will provide to you when we notify you that the filing is ready for you to review.

Once this process is complete, you can continue to use the User ID 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 to obtain DOL 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. However, each person only needs one set of signing credentials even if they are responsible for signing more than one plan's 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 click "Sign In/Up" in the leftmost box.
2. Click "Sign in with LOGIN.GOV".
3. Click "Create an account".
4. Enter your email address, select your email language preference, and check the "Rules of Use" acceptance box. Click "Submit".
5. You will get a notice to check your email. Access this email and click on the "Confirm email address" box within the confirmation email.
6. You will be directed back to the Login.gov website and prompted to create a strong password.
7. You will be prompted to set up an authentication method. Once you choose one, you will be prompted to complete the necessary info for verification. Verify your account via the chosen method.
8. You will be asked if you want to add another method. Click on either "Add another method" or "Skip for now".
9. On the next page you will see "Continue to EFAST2". Click "Agree and continue".
10. The next page will say that there is no existing EFAST2 Account for you. Click on "Create".
11. The next page will be the "EFAST2 Registration" page. Click on "Continue" to go to the Registration page. Read the Privacy Statement and click on the box for "I have read this agreement". Click "Accept Agreement".
12. The next page will be your profile information. Complete the information and make sure the boxes next to "Filing Author" and Filing Signer" are checked. Click "Next".
13. The next page will be the Summary page. Verify that the information is correct and click "Next".
14. This will take you to the PIN Agreement. Read the agreement and click on the box next to "I have read this agreement". Click "Accept Agreement".

15. The next page will be the Signature Agreement. Read the agreement and click the box next to “I have read this agreement”. Click “Accept Agreement”.

16. This should take you to the Confirmation page. This page includes your User ID and PIN. We strongly suggest that you save or print this information as you will need it to sign your Form 5500 and are not likely to be using this password frequently enough to remember it. *Note that it is the 4-digit PIN and not the password that is used to electronically sign the Form 5500 filing.* If you lose your Used ID and PIN, you can use your Login.gov account to find this information via your “Connected Accounts”.

All signers must use the procedure outlined above for obtaining credentials through the DOL website. This requires having access to the internet and email.

If you have any questions, please feel free to contact us at 503-520-0848.