Independent Actuaries, Inc.

PROCEDURE FOR SIGNING ANNUAL FORM 5500

The Department of Labor (DOL) requires that all 5500 filings be electronically filed and signed (known as "EFAST2"). For the first filing year under EFAST2, signers must register for filing credentials at the DOL website. You will continue to use the UserID and PIN provided by the DOL in future years. If you have not obtained a DOL UserID and PIN, or have misplaced it, please visit their website at http://www.efast.dol.gov or contact them at 866.463.3278.

Your IAI consultant will email you a link to access your filing when it is ready for review. If this is your first filing, this email will contain both a username and password specific to our portal and is only used to access the filing. If you have used our portal in the past, this email will contain just the username used to access this filing. The password will be the one you set up with a previous filing. You will still need the DOL provided information as mentioned above to electronically approve the filing.

After you click on the link in the email, please follow the steps as outlined below:

1. Enter the portal username and appropriate password (either the one provided in the email with the link if it is your first filing or the one you set up with a previous filing if not). If this is your first filing, you will be prompted to answer three security questions and reset your password. Please keep the answers to your security questions and your password with your files as you will need this to access any future filings.

2. In the left hand margin, please select “E-Sign 5500”.

3. Once on the screen titled “Sign 5500 – YYYY” (where YYYY is the plan year associated with the filing), you must clink the link to “Print 5500”. This should open a PDF of the entire filing which you should print onto paper for your review and records.

4. Once you have reviewed the filing and it is acceptable, sign the paper copy for your records and move to the next step. Otherwise, please contact your IAI consultant about any questions or changes.

5. Verify that the name on the signature line matches the name used on the DOL registration process (including punctuation and spelling). If the name does not match, please click the “change name” button and change it to match the DOL registration.

6. Enter the DOL provided UserID and PIN.

7. Click the “Sign 5500” button when you have completed the review and read the disclaimer.

8. The screen will let you know if the filing has been submitted. If you receive any errors, please contact your consultant directly and they can help you through any changes and subsequent attempts to file the form.

If you have more than one plan, each plan will require a separate 5500 filing for each year. You can use the same DOL provided UserID and PIN (since this is specific to the individual signing the form, not the plan); however, you may obtain separate links from our portal to access each filing. Once in the portal, you can move back and forth between plans by using the dropdown at the top of your screen.

If at any time you have questions or need assistance, please contact us. We will help you through the process.

Copyright © 2024 Independent Actuaries, Inc.