# **HOW TO ACQUIRE MY 5500 USER ID AND PIN**

Go to the website: www.efast.dol.gov and click on Sign In/Up.

Once There, click on "Sign in with LOGIN.GOV"

(If already registered but have forgotten your User ID or PIN, please see instructions below on page 4)

## **EFAST2** Login

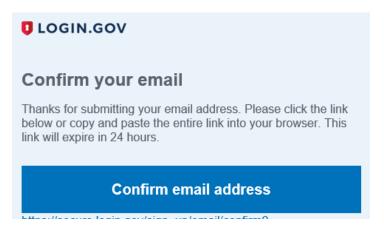
Sign in with DOGIN.GOV	Using Login.gov is the preferred way to sign in to the EFAST2 website.
OR	You can create a new EFAST2 account by selecting Sign in with Login.gov.
User ID  Forgot User ID  Password  Login  By logging in you agree to the EFAST2 Privacy Statement, updated June 21, 2020.	If you have an existing EFAST2 account and do not wish to use Login.gov, you can try to login with your EFAST2 User ID and Password.  However, this option is being <u>phased out</u> .

Click on Create an account and enter your email address.

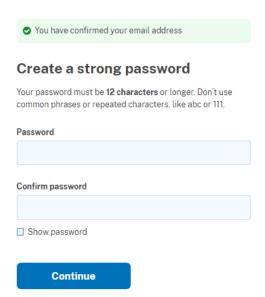
Choose your language and click the box for "I read and accept..."

Then click Submit.

You will receive an email with a link to confirm your email address.



Clicking the link will then allow you to create a password.



You will then be asked to set up your authentication method. Once complete, you will Continue to EFAST2 by clicking on "Agree and Continue".

You are then given the option to Create a new account or Lookup an existing account.

For first time users, click "Create" and then "Continue".

# We Did Not Find An Existing EFAST2 Account For You Click 'Create', if you are a new user and want to create a new EFAST2 account. Click 'Lookup Account', if you have an existing EFAST2 account. Create Create Lookup Account EFAST2 Registration You need to register through this website if you wish to sign or submit Form 5500 Series or Form PR fillings. When your registration is complete, you will be provided with EFAST2 credentials: User ID (used to identify you) PIN (used for your electronic signature) Click Continue and then follow the prompts to complete the seven-step registration process.

Review and accept the Privacy Statement

Complete the Register – Profile Information and verify the User Types of Filing Signer is checked and click Next.



Verify your Register - Summary and click Next.

Review and accept the PIN Agreement

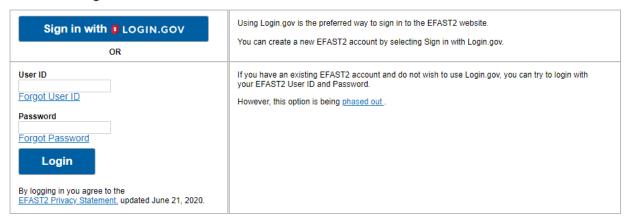
Review and accept the Signature Agreement

The next page will give you your User ID and PIN used to sign the 5500. Print a Copy of this for your Records!

## **HOW TO FIND MY 5500 USER ID AND PIN IF ALREADY REGISTERED**

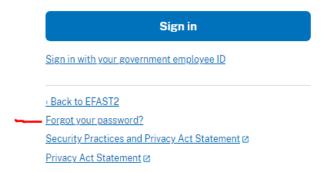
If you have already registered but do not remember your User ID or PIN, click on "Forgot User ID".

## EFAST2 Login



You will be asked to enter the email address you registered with.

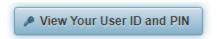
If you forgot your login credentials, click on link at the bottom of the screen on "Forgot your password?"



Enter the email address you registered with to receive a link to reset your password.

Click on the link in the email to change your password and then login. You may need to authenticate with either text or email, depending on how your account was set up.

At the top of the next screen, click on View Your User ID and PIN



This will open a window that will provide your User ID and 4-digit PIN.