


## HOW TO ACQUIRE MY 5500 USER ID AND PIN

Go to the website: [www.efast.dol.gov](http://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


<div><b>Sign in with  LOGIN.GOV</b></div> <div>OR</div>	<p>Using Login.gov is the preferred way to sign in to the EFAST2 website.</p> <p>You can create a new EFAST2 account by selecting Sign in with Login.gov.</p>
<div>User ID <input type="text"/></div> <div><a href="#">Forgot User ID</a></div> <div>Password <input type="password"/></div> <div><a href="#">Forgot Password</a></div> <div><b>Login</b></div> <div><small>By logging in you agree to the <a href="#">EFAST2 Privacy Statement</a>, updated June 21, 2020.</small></div>	<p>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.</p> <p>However, this option is being <a href="#">phased out</a>.</p>

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.



### 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**

[Click here to confirm your email address](#)

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

✓ 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

Continue

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.

✕ Exit

✓ 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 filings.

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.

✓ Continue

✕ Cancel

Review and accept the Privacy Statement

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

PAPERWORK REDUCTION ACT NOTICE

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

<div><b>Sign in with  LOGIN.GOV</b></div> <div>OR</div> <div>User ID <input type="text"/> <a href="#">Forgot User ID</a></div> <div>Password <input type="password"/> <a href="#">Forgot Password</a></div> <div><b>Login</b></div> <div>By logging in you agree to the <a href="#">EFAST2 Privacy Statement</a>, updated June 21, 2020.</div>	<p>Using Login.gov is the preferred way to sign in to the EFAST2 website.</p> <p>You can create a new EFAST2 account by selecting Sign in with Login.gov.</p> <p>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.</p> <p>However, this option is being <a href="#">phased out</a>.</p>
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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?”

**Sign in**

[Sign in with your government employee ID](#)

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[Back to EFAST2](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

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

 **View Your User ID and PIN**

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