


EFAST2 Registration

Access the internet and go to <http://www.efast.dol.gov>

On the left side of your screen, under the "Main" menu, click "Register"



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EFAST2 Filing - Welcome

EFAST2 is an all-electronic system designed by the Department of Labor, Internal Revenue Service, and Pension Benefit Guaranty Corporation to simplify and expedite the submission, receipt, and processing of the Form 5500 and Form 5500-SF. These forms must be electronically filed each year by employee benefit plans to satisfy annual reporting requirements under the Employee Retirement Income Security Act (ERISA) and the Internal Revenue Code. Under EFAST2, filers choose between using [EFAST2-approved vendor software](#) or this website (IFILE) to prepare and submit the Form 5500 or Form 5500-SF. Completed forms are submitted via the Internet to EFAST2 for processing.

If you filed a Form 5500/5500-SF last year and are returning to EFAST2, [login](#) and go to User Profile to review your PIN and other registration information.

If you are new to EFAST2, [register](#) for an EFAST2 account if you are preparing, signing, or submitting a completed Form 5500/5500-SF.


To search for Form 5500/5500-SF filings submitted via the EFAST2 system, use the [Form 5500/Form 5500-SF Search](#).

People are Asking...

- Frequently Asked Questions about EFAST2
- Frequently Asked Questions about EFAST2 credentials
- EFAST2 and IFILE User Guides
- EFAST2 Tutorial
- Information about the Delinquent Filer Voluntary Compliance Program (DFVCP)
- Disaster relief information

New and Noteworthy

- Effective January 1, 2014, IFILE will no longer keep Form 5500s and 5500-SFs that filing authors last updated more than a year ago and have not submitted to the Government
- Technical Updates to Delinquent Filer Voluntary Compliance Program • Fact Sheet • Frequently Asked Questions • News Release
- US Labor Department releases advance copies of 2012 Form 5500 annual report • News Release
- New 5500 Version Selection Tool will help you determine which version of the Form 5500 and schedules to use.
- PBGC guidance on Reporting PBGC Premium Payments Made from Plan Assets on Schedule H
- Effective March 29, 2011, the address for the Delinquent Filer Voluntary Compliance Program (DFVCP) lockbox will change to: DFVC DOL, PO Box 71361, Philadelphia, PA 19176-1361. There is no overnight delivery address. Note that submissions to the DFVCP also can be done electronically. To do so, follow the DFVCP penalty calculator instructions for online payment.
- EBSA announces new E-signature option for Form 5500 and 5500-SF electronic filing • Fact Sheet • FAQ for Small Businesses • Update to the EFAST2 FAQ

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Read the Privacy Statement, and then check the box stating "I have read this agreement".

Click on "Accept Agreement".

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Register - Privacy Statement (Step 1 of 7)

Please read and accept the following privacy statement to continue.

Thank you for visiting the Department of Labor (DOL) Web site and reviewing our privacy and security statement. DOL is strongly committed to maintaining the privacy of your personal information and the security of DOL computer systems. With respect to the collection, use and disclosure of personal information, 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 of 1995](#), and [The Freedom of Information Act](#).

As a general rule, DOL does not collect personally-identifying information about you when you visit our site, unless you choose to provide such information to us. The information we receive depends upon what you do when visiting our site.

If you respond to an online request for personal information:

Generally, DOL will use the information requested to respond to your inquiry or to provide you with the service associated with the request. However, when we request this information, we fully describe in a customized "Privacy Notice" the reasons for collecting it and DOL's intended use of the information. This Privacy Notice will either appear on the Web page collecting the information or be accessible through a link prominently displayed immediately preceding the information request.

If you visit our site to read or download information:

We collect and store the following information:

I have read this agreement

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The next page is the Profile Information page. Fill out all of the required fields.

In order to complete the registration, you must provide a valid e-mail address. Double check the email address you enter to ensure it is correct as this is the only time it is asked for.

At the bottom of the Profile Information page there is a series of boxes under "User Type". You only need to check the "Filing Signer" box.

Then click "Next".

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Register - Profile Information (Step 2 of 7)

Please enter your profile information and select Next to continue. Fields marked with an "*" are required.
OMB Control Number: 1210-0117 Exp. Date: 06/30/2015

Click on the ? icons below for further explanations.

* First Name:
* Last Name:
* Address:
Address 2:
* City/Town:
* State:
* Country:
* ZIP:
* Daytime Phone: [no dashes, example: 1234567890]
Fax:
* Email:
* Company Name:

* User Type:

- Filing Author
- Filing Signer
- Schedule Author
- Transmitter
- Third Party Software Developer

PAPERWORK REDUCTION ACT NOTICE

This information collection has been approved by OMB under OMB Control Number 1210-0117. Respond to this collection of information is mandatory for covered respondents. 29 CFR 2520.104-10. Information requested on a form that is subject to the Paperwork Reduction Act unless the form has a separate notice that states that the collection of information is mandatory for covered respondents. Books or records relating to a form or its instructions must be retained as long as their content is necessary for the administration of the Internal Revenue Code or are required to be maintained under Title I or Title IV of ERISA. The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 20 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. See the [Contact Us](#) area on the EFAST2 Web page for information regarding how to contact us.

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E-mail Field Tip

Some e-mail providers do not allow unknown messages to be sent to you. To ensure that our messages can be delivered to your inbox, enter our addresses, efast2@efastsys.dol.gov and efast2@efast.dol.gov, into your e-mail contact list.

User Type Descriptions

Filing Author
The person who initiates the filing and will be responsible for submitting it. This user type has no signature authority.

Filing Signer
Filing signers are Plan Administrators, Employers/Plan Sponsors, or Direct Filing Entities who electronically sign the Form 5500/5500-SF. 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. No other filing-related functions may be performed by selecting this user role alone.

Schedule Author
A person who has been asked, by the Filing Author, to complete one of the Schedules for the filing. This user type can not initiate, sign or submit a filing.

Transmitter
A company, trade, business, or other person applying to be an EFAST2 Transmitter to transmit Form 5500 Series.

Third Party Software Developer
A company, trade, business, or other person applying for authorization to be an EFAST2 Software Developer.

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Click on the box next to "Challenge Question" and choose one of the two questions. Type the answer to your chosen question in the box (or boxes) below your question. You will be asked to verify your answer during this process.

Click "Next".

The screenshot shows the 'Register - Challenge Information (Step 3 of 7)' page on the EFAST2 system. The page has a dark red header with the United States Department of Labor logo and navigation links. A left sidebar contains a menu with categories like Filings, Main, Support, and EBSA. The main content area features a title, instructions, a dropdown menu for 'Challenge Question', and three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is circled in red. A 'Back to Top' link is also present. The footer contains contact information for the U.S. Department of Labor.

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Register - Challenge Information (Step 3 of 7)

Please select a Challenge Question, and provide an answer, then select Next to continue. Your Challenge Answer is required to complete your profile setup so please remember it.

* Challenge Question:

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Review your information and verify that everything is correct. If you need to correct the information listed, click on "Edit" on the bottom of the screen and make any necessary corrections. If the information is correct, click "Submit".

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Register - Summary (Step 4 of 7)

Please review the information you provided. Select the Edit option to go back and make corrections or 'Submit' to complete this part of your registration.

* Last Name: Services
* First Name: Erisa
* Address: 8523 S. Redwood Road
Address 2:
* City/Town: West Jordan
* State: Utah
* Country: US - United States
* ZIP: 84088
* Daytime Phone: (801) 532-4000
Fax:
* Email: erisaservices@nbsbenefits.com
* Company Name: Test Company
* User Type:
 Filing Author
 Filing Signer
 Schedule Author
 Transmitter
 Third Party Software Developer

* Challenge Question: Where is your place of birth?
* Challenge Answer: WEST JORDAN

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Click "OK".

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Welcome > Check Email

Register - Check Email

Please check the e-mail address you provided for a link into this system to acknowledge and complete the creation of your profile. You will also need the answer to your challenge question in order to complete the next step.

OK

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Go to your e-mail inbox (using the e-mail address that you provided in step 2) open the email with the subject line of "Important: Your EFAST2 PIN and User ID". Click on the link provided in the e-mail. By clicking the link you will be brought back to the Department of Labor's website to finalize the registration.

Answer the challenge question. (You will need to enter the answer that you provided in step 3. Then click "Next".

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Welcome > Challenge Question Verification Screen

Register - Challenge Question Verification

Please answer your challenge question, and then select Next to continue.

Where is your place of birth?

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Read the PIN Agreement, and then check the box stating "I have read this agreement".

Click on "Accept Agreement".

The screenshot shows the EFAST2 website interface. At the top, there is a dark red header with the United States Department of Labor logo and navigation links. Below the header, there are links for "E-mail This Page" and "Print This Page". The main content area is titled "Register - PIN Agreement (Step 5 of 7)" and contains a text box with the agreement terms. A checkbox labeled "I have read this agreement" is checked. Below the text box are two buttons: "Accept Agreement" and "Decline Agreement". The "Accept Agreement" button is circled in red. At the bottom of the page, there is a footer with contact information and a "Back to Top" link.

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Register - PIN Agreement (Step 5 of 7)

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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Read the Signature Agreement, and then check the box stating "I have read this agreement".

Click "Accept Agreement".

The screenshot shows the "Register - Signature Agreement (Step 5a of 7)" page on the EFAST2 system. The page header includes the United States Department of Labor logo and navigation links such as "Subscribe to E-mail Updates", "All DOL", "EBSA", and "Advanced Search". A search bar is also present. The left sidebar contains a navigation menu with sections for "Filings", "Main", "Support", and "EBSA". The main content area displays the signature agreement text, which states that the electronic signature is not transferable and that the applicant agrees to the EFAST2 procedures. Below the text, there is a checkbox labeled "I have read this agreement" which is checked. Two buttons, "Accept Agreement" and "Decline Agreement", are located below the checkbox. The "Accept Agreement" button is circled in red. A "Back to Top" link is also visible. The footer contains links for "Frequently Asked Questions", "Freedom of Information Act", "Privacy & Security Statement", "Disclaimers", "Customer Survey", and "Web Site Notices".

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Register - Signature Agreement (Step 5a of 7)

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 or Form 5500-SF return/report 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 or Form 5500-SF 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 or Form 5500-SF 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 have read this agreement

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Create a password between 8 and 16 characters. You must include the following at least 1 upper case letter, 1 lower case letter, 1 numeric character & 1 special character that is listed. Be sure to keep this password in a safe place as National Benefit Services, LLC will neither know nor be able to find out your password.

Once you have entered the password into each box, click "Save".

The screenshot shows the 'Register - Password (Step 6 of 7)' page on the United States Department of Labor website. The page has a dark red header with the DOL logo and navigation links. A left sidebar contains a menu with categories like Filings, Main, Support, and EBSA. The main content area features a title, instructions, two password input fields, a 'Save' button, and a list of password requirements. Red circles highlight the input fields and the 'Save' button.

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Register - Password (Step 6 of 7)

When you create your password, it must be between 8 and 16 characters long and must not contain spaces. You must use at least one uppercase letter, one lower case letter at least one number and at least one of the following special characters [!, @, #, \$, %, ^, &, *, (,)]. No other special characters are allowed. Your new password must be different from your last 12 previous passwords. This field is case-sensitive.

Password Requirements

- Must be between 8 and 16 characters long
- At least 1 upper case alpha character
- At least 1 lower case alpha character
- At least 1 numeric character
- At least 1 of the following special characters [!, @, #, \$, %, ^, &, *, (,)]

New Password:

Confirm New Password:

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You have now registered with EFAST and can now login using your User ID and password.

You will receive a User ID and a PIN. Record them and keep them in a safe place. Both items are needed to complete the signing of your form 5500 filing.

You may retrieve your PIN by logging in to your account. To login to your account, you must have your User ID and password.

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Register - Confirmation (Step 7 of 7)

Successful Account Activation!

Here is your EFAST2 profile information. Your account setup is now complete. Please retain your User ID and password to access the site in the future. Transmitters should also note your ETIN. You may print this page for your records.

User ID:	A2019788
PIN:	5148
ETIN:	
* Last Name:	Services
* First Name:	Erisa
* Address:	8523 S. Redwood Road
Address 2:	
* City/Town:	West Jordan
* State:	Utah
* Country:	US - United States
* ZIP:	84088
* Daytime Phone:	(801) 532-4000
Fax:	
* Email:	erisaservices@nbsbenefits.com
* Company Name:	Test Company
* User Type:	<input checked="" type="checkbox"/> Filing Author <input type="checkbox"/> Filing Signer <input type="checkbox"/> Schedule Author <input type="checkbox"/> Transmitter <input type="checkbox"/> Third Party Software Developer
* Challenge Question:	Where is your place of birth?
* Challenge Answer:	WEST JORDAN

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