



ABA Retirement Funds

Unique Retirement Plans for Law Firms



EFAST2 Registration Process

Obtaining Credentials to file the Form 5500 Electronically

Step One

Access the EFAST2 Website at

<http://www.efast.dol.gov>



Step Two



The screenshot shows the 'EFAST & EFAST2 Filing - Welcome' page from the United States Department of Labor. The header is dark red with the DOL logo and text. A navigation bar contains links for 'A to Z Index', 'Site Map', 'FAQs', 'DOL Forms', 'About DOL', and 'Contact Us'. Below the header, there are buttons for 'E-mail This Page' and 'Print This Page'. The main content area is titled 'EFAST & EFAST2 Filing - Welcome' and includes a callout box pointing to the 'Register' link in the 'Main' navigation menu. The 'Main' menu also includes 'Welcome', 'Login', 'About EFAST2', 'EFAST Software and Approved Vendors', and 'Forms, Instructions and Publications'. The 'Support' menu includes 'FAQ', 'Disaster Relief', 'Related Resources', 'Site Map', and 'Contact Us'. The 'EBSA' menu is also visible. The main text describes the system's purpose and lists frequently asked questions.

United States Department of Labor

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[A to Z Index](#) | [Site Map](#) | [FAQs](#) | [DOL Forms](#) | [About DOL](#) | [Contact Us](#)

Filings

- Form 5500

Main

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

Support

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

EBSA

EFAST & EFAST2 Filing - Welcome

...designed to simplify and expedite the receipt and processing of the Forms 5500/5500 Short Form. These forms are used by more than one million retirement and other employee benefit plans to satisfy annual reporting requirements under ERISA and the Internal Revenue Code.

The Department of Labor (DOL), Internal Revenue Service (IRS), and the Pension Benefit Guaranty Corporation (PBGC) created EFAST to streamline the forms and the methods by which they are filed and processed.

People are Asking...

- [Frequently Asked Questions about EFAST2](#)
- [Registration for signing, preparing, or transmitting the Form 5500/5500-SF](#)
- [2009 and 2010 Form 5500 and 5500-SF and Instructions](#)
- [EFAST2 User Guides](#)
- [iFile Tutorial](#)
- [Delinquent Filer Voluntary Correction Program \(DFVCP\)](#)
- [Electronic Filing Webcasts](#)

Step Three

Privacy Statement



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

Select "I have read this agreement"

I have read this agreement

Accept Agreement

Decline Agreement

Select Accept Agreement

Step Four

Register Profile Information

Please enter your profile information and select Next to continue. Fields marked with an asterisk are required.

* First Name:

* Last Name:

* Address:

Address 2:

* City/Town:

* State:

* Country:

* ZIP:

* Daytime Phone: [no dashes, example: 123456789]


Fax:

* Email:

* Company Name:

The DOL recommends you use a business email not a personal email address. It is VERY IMPORTANT that your email address is correct (check and double check). In order to complete the registration process EFAST will send you an email. If your email is incorrect EFAST will not be able to contact you and you will need to call 866-GO-EFAST for assistance.

Check this box

Select at least one User Type, but you may choose more. 

- Filing Author
- Filing Signer
- Schedule Author
- Transmitter

Select next

Third Party Software Developer

Step Five

Register-Challenge Information



Register - Challenge Information

Please select a Challenge Question, and provide an answer, then select Next to continue. Your Challenge question is used to verify your profile setup so please remember it. This field is case-sensitive.

* Challenge Question:

Select a challenge question from the drop-down menu

* Challenge Answer:

Enter the answer to the challenge question

Select next

Back

Next

Cancel

 [Back to Top](#)

Step Six

Register - Summary



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: Pinho
* First Name: Jorge
* Address: 258 Willard Ave
Address 2:
* City/Town: Newington
* State: Connecticut
* Country: US - United States
* ZIP: 06111
* Daytime Phone: (860) 580-4646
Fax:
* Email: apinho@sbcglobal.net
* Company Name: ABC Company
* User Type:
 Filing Author
 Filing Signer
 Schedule Author
 Transmitter
 Third Party Software Developer
* Challenge Question: Where is your place of birth?
* Challer Select Submit rd, CT

Double check your email one last time!

Confirm Profile & Challenge Information

Submit Edit Cancel

Step Seven

Register-Confirmation



Register - Confirmation

Registration Success!!

This part of your registration is complete.

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 need the answer to your challenge question in order to access the system.

OK

Once you've selected the "OK" button you are finished with the DOL website. Exit out by closing your internet browser window by clicking on the "X" in the upper right hand corner of your screen.

Step Eight

Email –PIN and User ID Confirmation



Open up your email account of the email address you listed in your profile.

Within a few minutes of selecting the OK button in Step 7 you should receive an email From efast2@efastsys.dol.gov.

The Subject line will say, “Important: Your EFAST2 PIN and User ID”.

Once the email appears in your inbox please go to Step 9.

IMPORTANT- If you do not receive an email within 5 minutes of completing step 7 chances are the email is caught in your Spam filter. If you cannot access your spam filter you will need to Contact IT or your spam filter company.

Step Nine

Important: Your EFAST2 PIN and UserID



From: "efast2@efastsys.dol.gov" <efast2@efastsys.dol.gov>
Date: April 12, 2010 3:22:02 PM EDT
To: apinho@sbcglobal.net
Subject: Important: Your EFAST2 PIN and UserID
Reply-To: efast2@efast.dol.gov

Remember, this email will come to the address you provided on the Profile Information Page

Dear Jorge,

You may now retrieve your PIN and UserID. For your security, you must go to the link below to retrieve these credentials from our secure server. Either select the link or copy the entire link and paste it into the address or location line of your Web browser. Make sure you copy and paste the entire link below; it may appear on multiple lines.

NOTE: If you ever change or obtain a new user ID you must first revoke the existing user ID and repeat the registration process. If you do this, you will not be able to access any filings made under the old user ID.

Please Note: Your PIN is available at the link below until 7/12/2010. If this date has already passed, please contact the EFAST2 Contact Center.

As part of the PIN application, you agreed not to disclose or share your PIN with anyone, including commercial service providers. You also agreed to keep your PIN in a safe location.

If your PIN is misplaced or stolen, either go to the EFAST2 Web site and change your PIN or call the EFAST2 Contact Center at 1-866-463-3278.

Click on the link provided in your email.

<http://www.efast.dol.gov/portal/app/userAcknowledge?accountId=A1197248>

Step Ten

Register – Challenge Question Verification



Please answer your challenge question, and then select Next to continue. This field is case-sensitive.

Select next

What is your place of birth?

Next

Answer the answer to the challenge question

Step Eleven

Register – PIN Agreement

Please read and accept the following PIN Agreement to continue.

By activating your PIN, you agree not to share your PIN with anyone. This is 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 Change My PIN from the EFAST2 Web site

Select "I have read this Agreement"

I have read this agreement

Accept Agreement

Decline Agreement

Select Accept Agreement

Step Twelve

Register-Signature Agreement

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 the information provided in my request is true, correct, and complete. I agree that this application can be made public information.

Select "I have read this Agreement"

I have read this agreement

Accept Agreement

Decline Agreement

Select Accept Agreement

Step Thirteen

Register – Finalize



Here is your EFAST profile information. Please note your User ID and PIN and keep them in Safe registration process, click “Next” to create your password.

User ID: A1197248
PIN: 1144
ETIN:
* Last Name: Pinho
* First Name: Jorge
* Address: 258 Willard Ave
Address 2:
* City/Town: Newington
* State: Connecticut
* Country: US - United States
* ZIP: 06111
* Daytime Phone: (860) 580-4646
Fax:
* Email: apinho@sbcglobal.net
* Company Name: ABC Company
* User Type:
 Filing Author
 Filing Signer
 Schedule Author
 Transmitter
 Third Party Software Developer
* Challenge your place of birth?
* Challenge CT

Print this page and
store it in a secure location
(User ID and PIN are hidden)

Select next

Back Next Cancel

Step Fourteen

Register - Password

Keep your user name and password in a secure place.

When you create your password, it must be between 10 and 16 characters long and must not contain spaces. You must use at least one letter and at least one number. This field is required.

Create a password and confirm the password

Password:

Confirm Password:

- Must be between 10 and 16 characters long
- At least 1 alpha character
- At least 1 numeric character

Save Back Cancel

Select Save

The EFAST2 system follows general governmental rules for password reset So you may need to change it every 30 days.

Step Fifteen

Register - Confirmation



Successful Account Activation

Your account setup is now complete!

Retain your User ID and password to access the site in the future.

