

INSTRUCTIONS FOR OBTAINING ELECTRONIC SIGNATURE

The Department of Labor (DOL) now requires that you file, and sign, Form 5500 (the annual return for your retirement plan) electronically. In order to sign the Form 5500, you will need to obtain “filing signer” credentials. The DOL will not permit us to obtain the credentials on your behalf. To obtain the filing signer credentials, you must register on the DOL’s website. We have outlined the first steps below, however once you are on the website, the remaining steps are self explanatory. THE PROCESS IS MUCH EASIER THAN IT LOOKS.

1. Open your web browser and have it go to efast.dol.gov. On the left side of the page you will see a menu. Click on “Register.”
2. Read the privacy statement, check the box indicating that you have read the privacy statement, and then check the “acceptance” tab. The website then will take you to the next page – “Register Profile Information.”
3. Enter the requested information: your name, address, phone number, email address and company name. Note: The email address is probably the most important piece of information because the system will use that address to send you a confirmation email. The address should be one you can access easily and which you monitor regularly.
4. On the same page, select the “filing signer” credential and click the “next” tab.

Follow the remaining steps as outlined by the DOL.

We recommend you obtain your electronic signature soon so that you will be ready to “sign” Form 5500 when it is completed. If you have any questions or have trouble in obtaining the credentials, please contact me as soon as possible.