

## 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. The following link will take you to the Department of Labor Registration page:

<https://www.efast.dol.gov/portal/app/userCreate?execution=e1s1>

2. Click *Continue*

3. Read the privacy statement, check the box ***I have read this agreement*** indicating that you have read the privacy statement, and then click ***Accept Agreement***. The website then will take you to the next page – **Register Profile Information**.

4. 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.**

5. On the same page, check only the **Filing Signer** box and click the ***Next***. Follow the remaining steps as outlined by the DOL.

**If you have any questions or have trouble in obtaining the credentials, please contact your Plan Consultant as soon as possible.**

# Forgot Your Form 5500 Filing Credential Login and PIN?

Step 1: Go to <https://www.efast.dol.gov/welcome.html>

Step 2: Click on **Login**

Note: if you have forgot your User ID and/or Password you are able to retrieve/reset them here.

Step 3: Once you are logged in click on **User Profile**. Your User ID and PIN are need to file the From 5500 electronically.