

## **PROCEDURE FOR OBTAINING SIGNING CREDENTIALS FOR EFAST2 FILING**

The Department of Labor (DOL) is requiring that all Form 5500 filings be electronically filed and signed (known as "EFAST2"). For the first filing year under EFAST2, signers must register for filing credentials at the DOL website. Below are instructions for how to obtain filing credentials with the DOL. Once you have obtained credentials, please inform PPC of the e-mail address you are using.

**Once this process is complete, you can continue to use the User ID and PIN provided by the DOL in future years.** If a different person signs the 5500 filing in a future year, that person will have to register with the DOL to obtain unique signing credentials. Please note, more than one person may have credentials to sign a Form 5500 if more than one person is eligible to sign your form.

There are several steps to registering at the DOL website. We suggest that you set aside approximately 15 minutes to complete the process. Please also note that the DOL may change the registration process - these are the steps as we understand them at this time.

1. Go to <http://www.efast.dol.gov> and select the link to **"register."**
2. You will be asked to read and sign a privacy statement.
3. Complete your profile. You will be taken to a screen where you will be required to complete information that will serve as your profile (name, address, email and user type). Your user type is **"filing signer."**
4. Challenge question. Once your profile information is complete, you will be asked to select a challenge question and answer. This is required and will be used to obtain your User ID and PIN in step 6.
5. At this point, an email will be sent to your email account. Check your email and click on the link provided in the email.
6. Answer your Challenge Question. You will be asked the challenge question you set up in step 4 above.
7. PIN agreement. You will next be asked to sign a PIN Agreement whereby you will agree not to share the PIN that is assigned to you.
8. Signature Agreement. You will be asked to agree to a more detailed "signature agreement."
9. User ID and PIN. You will be provided a User ID and Password. **We strongly suggest printing this page for your records and storing it in a secure location.**
10. Password. The last step in the process is to create a password that will be assigned to the User ID and PIN you were just provided. **We suggest making a note of the password for your records and storing it in a secure location.** The password can be used with your User ID to obtain your PIN and/or log onto the DOL website in the future to change any profile information, if necessary.