

# DOL Credentials- Step 1

Obtain your DOL Credentials by visiting [www.efast.dol.gov](http://www.efast.dol.gov) and click “register”, then continue. You will be prompted to read and accept a privacy statement.



The screenshot shows the EFAST2 Registration page. At the top is the United States Department of Labor logo and navigation links like 'Engage' and 'Share'. Below is a search bar and a main navigation menu. The page title is 'Employee Benefits Security Administration'. A secondary navigation menu includes 'EBSA HOME', 'ASK EBSA', 'ABOUT EBSA', 'WORKERS & FAMILIES', 'EMPLOYERS & ADVISERS', 'RESEARCHERS', 'KEY TOPICS', and 'LAWS & REGULATIONS'. The breadcrumb trail reads 'Welcome > EFAST2 Registration'. On the left is a sidebar with sections: 'Filings' (Form 5500/5500-SF Search), 'Main' (Welcome, Login, Register, About EFAST2, EFAST Software and Approved Vendors, Forms and Instructions), 'Support' (IFILE, FAQ, Disaster Relief, Related Resources, Site Map, EFAST2 Publications, Contact Us), and 'EBSA'. The main content area is titled 'EFAST2 Registration' and contains the following text: 'You need to register through this website if you wish to sign or submit Form 5500 or Form 5500-SF filings. When your registration is complete, you will be provided with EFAST2 credentials: User ID (used to identify you), PIN (used for your Form 5500 or Form 5500-SF electronic signature), Password (used to login to EFAST2 website applications such as IFILE). Click Continue and then follow the prompts to complete the seven-step registration process.' Below this text are two buttons: 'Continue' and 'Cancel'. At the bottom, there is a link to 'EFAST2 Credentials FAQs' with the text 'answer:' followed by a list of questions: 'I am not sure if I have already registered. How can I check?', 'I registered but don't remember my credentials. How can I retrieve them?', 'How do I unlock my account?', and 'Do I need to register each year?'.

# DOL Credentials- Step 2

Complete the information, and select “Filing Signer” as the User Type, and click “Next”.

Welcome > Step 2 of 7

**Filings**

- Form 5500/5500-SF Search

**Main**

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- Login
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- About EFAST2
- EFAST Software and Approved Vendors
- Forms and Instructions

**Support**

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- FAQ
- Disaster Relief
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- Site Map
- EFAST2 Publications
- Contact Us

**EBSA**

## Register - Profile Information (Step 2 of 7)

Enter your profile information below then select Next to continue. Fields marked with an "\*" are required.

You must provide accurate and reliable contact details below so we can correspond with you.

Note that the first three user types require registration by an individual person. The credentials for this account may not be shared with others.

OMB Control Number: 1210-0117 Exp. Date: 09/30/2018

\* First Name:

\* Last Name:

\* Address:

Address 2:

\* City/Town:

\* State:

\* Country:

\* ZIP:

\* Daytime Phone:  [Do not include dashes and do not begin with "1"]

Fax:

\* Email:

\* Company Name:

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

I want to:	User Type	Definition
Create, import, or amend a filing in IFILE	<input checked="" type="checkbox"/> Filing Author	The person who initiates the filing in IFILE and is responsible for submitting it. This user type has no signature authority.
Sign a Form 5500/5500-SF	<input checked="" type="checkbox"/> 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.
Create a schedule but not a Form 5500/5500-SF in IFILE	<input type="checkbox"/> Schedule Author	A person who has been asked, by the Filing Author, to complete one of the Schedules for the filing. This user type cannot initiate, sign or submit a filing. This is rare.
Submit a filing on behalf of an individual or company	<input type="checkbox"/> Transmitter	An individual or company/organization authorized by the plan sponsor or plan administrator to submit electronic returns for the plan. This is rare.
Develop and certify third party software	<input type="checkbox"/> Third Party Software	A company, trade, business, or other person applying for authorization to be an EFAST2 Software Developer. This is rare.



# DOL Credentials- Step 3

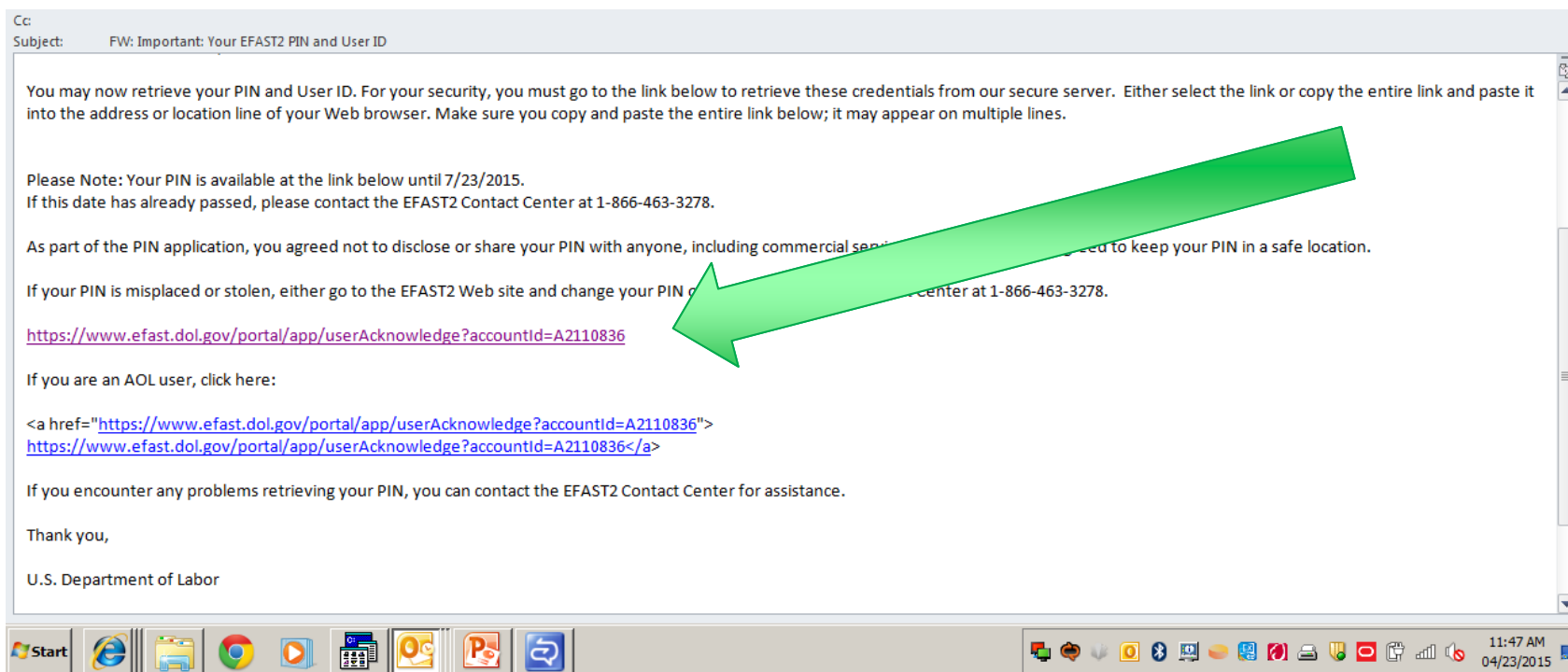


The screenshot shows the 'Register - Challenge Information (Step 3 of 7)' page on the EFAST2 portal. The page header includes the United States Department of Labor logo and navigation links like 'All DOL', 'Search EBSA', and 'Advanced Search'. The main content area contains a dropdown menu for 'Challenge Question' with 'What is your date of birth?' selected, and three dropdown menus for 'Challenge Answer' for month, day, and year. Navigation buttons for 'Back', 'Next', and 'Cancel' are visible, along with a 'Back to Top' link. A large green arrow points from the bottom right towards the 'Next' button.

Select a challenge question and supply the answer. The next screen will ask you to verify the information. Then click **“Submit”**

## DOL Credentials- Step 4

The DOL will then send you an email to the address you provided, with a link to complete the process. **Click the link**, and verify your challenge questions.



# DOL Credentials- Step 5

UNITED STATES DEPARTMENT OF LABOR

Engage Share Search

DOL HOME POPULAR TOPICS AGENCIES YOUR QUESTIONS ABOUT DOL NEWSROOM CONTACT DOL

Employee Benefits Security Administration

EBSA HOME ASK EBSA ABOUT EBSA WORKERS & FAMILIES EMPLOYERS & ADVISERS RESEARCHERS KEY TOPICS LAWS & REGULATIONS

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**EBSA**

**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

Accept Agreement Decline Agreement

Read and accept the agreement.

# DOL Credentials- Step 5a

Employee Benefits Security Administration

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## Filings

- Form 5500/5500-SF Search

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## EBSA

## Register - Signature Agreement (Step 5a of 7)

Please read and accept the following Signature Agreement to continue.

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 and correct. I agree that this application can be made public information.

I have read this agreement

Read and accept the agreement.

# DOL Credentials- Step 6

Create a password using the supplied criteria.


UNITED STATES  
DEPARTMENT OF LABOR

All DOL | Search EBSA | Advanced Search

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

Employee Benefits Security Administration  
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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.

New Password:

Confirm New Password:

[▲ Back to Top](#)

**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 [!, @, #, \$, %, ^, &, \*, (, )]

