



## How to Navigate EFAST2 Online Registration

The ERISA Filing Acceptance System (EFAST2) is designed to increase the Department of Labor's (DOL) review and processing efficiency of Form 5500. In order to obtain a User ID and PIN, you will need to navigate an online registration process. The instructions below are aimed at making this registration process clear and easy to follow.

1. Visit [www.efast.dol.gov](http://www.efast.dol.gov).
2. Click "Register" in the left navigation bar under Main.
3. Read the Privacy Statement. Click to check the box "I have read this agreement. Click "Accept Agreement."
4. Complete your profile information (first name, last name, address, etc.). Select your "User Type." The user type section has five items with boxes that can be checked to let the DOL know what type of user you are. Select the user type "Filing Signer." This provides you with signature authority to electronically sign the Form 5500.

Note: The DOL requires your credentials not be shared with anyone including Elliott Davis. This requirement necessitates the filing signer(s) come to our office to enter their credentials directly into our ProSystem fx system or enter the data into ProSystem fx remotely. Through a partnership with GoToMeeting, we have the capability for you to sign securely and confidentially remotely.

5. Select a "Challenge Question" and record your answer (this question/answer will be required to complete your profile – so write down your selection and response). Click "Next."
6. Review the information on the summary screen. Click "Submit" if no changes are needed.
7. A confirmation page will appear. Acknowledge and complete the creation of your profile by clicking "OK."
8. Check your provided email address. Click on the DOL link (you will be directed to the DOL's website).
9. Verify your challenge question and enter your response. Click "Next."
10. Read the PIN Agreement. Click to check the box "I have read this agreement. Click "Accept Agreement."
11. Read the Signature Agreement. Click to check the box "I have read this agreement. Click "Accept Agreement."
12. Print the finalize screen which contains your User ID and PIN (be sure to keep it in a secure location). This information will be required to file your Form 5500 electronically. Click "Next."
13. Create your password. It must be between 10-16 characters long; contain at least one letter and number; and not contain spaces. This password is for the DOL's EFAST2 website. Write it down and place it in a secure location. Click "Save."
14. Congratulations! You have established your account and may login (or leave the site).

If you have any questions, please contact your Elliott Davis service leader.

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