


## INSTRUCTIONS TO OBTAIN SIGNING CREDENTIALS

1. Point your web browser to [efast.dol.gov](http://efast.dol.gov)
2. Click "Sign in with login.gov"
  - a. **You will need to create a Login. Gov account to obtain DOL credentials**

it ▾ Filing Search ▾ Help ▾

### EFAST2 Login

**Sign in with  LOGIN.GOV**

OR

User ID  
  
[Forgot User ID](#)

Password  
  
[Forgot Password](#)

**Login**

By logging in you agree to the [EFAST2 Privacy Statement](#), updated June 21, 2020.

3. You will be redirected to Login. Gov, click on "**Create an Account** below "Sign In".

Email address

Password

Show password

**Sign in**

————— First time using Login.gov? —————

**Create an account**

1 Enter your email address  
mypaa.pbgc.123@gmail.com

2 Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)  
 Español  
 Français

3  I read and accept the Login.gov [Rules of Use](#)

4 **Submit**

[Cancel](#)  
[Security Practices and Privacy Act Statement](#)

4. Enter the email address you would like associated with both your Login. Gov account and DOL account, as well as your preferred language. Agree to the Rules of Use and click “Submit.”
5. Login. Gov will send you an automated email. Please click “Confirm”. If you do not see the email, Check your junk folder, or click “Send again” internally inside of Login. Gov. Once the email is confirmed, you’ll be re-directed to create your password.
6. Your password must be at least 12 characters and not commonly used.
7. Walk through the 2- factor authentication steps if prompted:
  - a. Authentication methods:
    - Security key: a physical device, often shaped like a USB drive, that you plug into your device.
    - Government employee ID: PIV/CA Cards for government and military employees
    - Authentication application: Download or use an authentication app of your choice to generate secure codes.
    - Text or voice message: Receive a secure code by (SMS) text or phone call.
    - Backup codes: A list of 10 codes you can print or save to your device. When you use the last code, login.gov will generate a new list. Keep in mind back up codes are easy to lose
8. Once the account is created, you should be re-directed back to efast.dol.gov. If not, click back over to the E-fast website and log in with your login.gov credentials.

9. Click "Create"



Account ▾ Filing Search ▾ Help ▾

## We Did Not Find An Existing EFAST2 Account For You

Click 'Create', if you are a new user and want to create a new EFAST2 account.

Click 'Lookup Account', if you have an existing EFAST2 account.

✕ Exit

✓ Create

🔍 Lookup Account

10. Click "Continue"

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## EFAST2 Registration

You need to register through this website if you wish to sign or submit Form 5500 Series or Form PR filings:

When your registration is complete, you will be provided with EFAST2 credentials:

- User ID (used to identify you)
- PIN (used for your electronic signature)

Click Continue and then follow the prompts to complete the seven-step registration process.

✓ Continue

✕ Cancel

[EFAST2 Credentials FAQs](#) answer:

- 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?
- Do I need to register each year?

Useful EFAST2 guides:

- [EFAST2 and IFILE Quick Start Guide](#)

11. Read and accept the privacy statement in order to continue

## Register - Privacy Statement

Please read and accept the following privacy statement to continue.

We may disclose to you and others the information you give us if authorized. If you provide false information, you may be subject to criminal prosecution. See section 1027 (Fraud and False Information) required by ERISA) and section 1001, Title 18, U.S. Code (Fraud and False Information).

If you visit our site to read or download information, we collect and use the following information:

- The name of the domain from which you access the internet (for example, www.example.com).
- The date and time you access our site.
- The internet address of the website from which you directly linked to our site.
- Internet Protocol (IP) address.
- Type of browser and operating system you use to access our site.

This information is used by software programs on our website to collect statistics, analyze site usage, identify what information is of most and least interest, determine technical problems, and improve our website. This information is not shared with third parties.

I have read this agreement

Accept Agreement

Decline Agreement

12. Fill out the profile information with your address and full name. Make sure following are checked to properly sign your 5500.

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	<input checked="" type="checkbox"/> Filing Author	The person who starts filling out the form 5500/5500-SF/5500-EZ/PR filing and is responsible for submitting it. This user type has no signature authority.
Sign a Filing	<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/5500-EZ. 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. Filing signers are also pooled plan providers who electronically sign the Form PR. No other filing-related functions may be performed by selecting this user role alone.
Create a schedule but not a filing	<input type="checkbox"/> Schedule Author	A person who has been asked, by the Filing Author, to complete one of the Schedules to include in the Form 5500/5500-SF/5500-EZ filing. This user type cannot start, 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 Developer	A company, trade, business, or other person applying for authorization to be an EFAST2 Software Developer. This is rare.

### PAPERWORK REDUCTION ACT NOTICE

This information collection has been approved by OMB under OMB Control Number 1210-0117 (Expires 11/30/2024). The obligation to respond to this collection of

### 13. Read and Accept the PIN Agreement

## Register - PIN Agreement

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

### 14. Read and Accept the Signature Agreement

## Register - Signature Agreement

Please read and accept the following Signature Agreement to continue.

I understand and agree that the electronic signature is not transferable and that any signature on a Form PR filed in electronic form shall have the same legal force and effect as a signature on a Form 5500 Series Annual Return/Report constitutes consent to the transmission and to communicate with my Transmitter about the success or failure of the filing.

If I am an EFAST2 Software Developer or EFAST2 Transmitter, I declare that I and my employees will comply with all provisions of the EFAST2 Software Developer/Transmitter Agreement for the year in which the applicant participates. Noncompliance will result in the applicant being removed from the EFAST2 Software Developer/Transmitter. The applicant understands that acceptance as an EFAST2 Software Developer/Transmitter, the applicant further agrees that a copy of all returns/reports shall be provided to the plan administrator, employer or direct filing entity on whose behalf the return is filed.

Under penalties of perjury, I declare that I have examined this agreement, and the information provided in my access to the EFAST2 system is true, correct, and complete. I agree that this information is true, correct, and complete.

I declare that I am authorized to make and sign this statement.

I have read this agreement

15. This will take you to a page with your automated ID, PIN and EFAST Credentials. Print this page and keep it in a safe location for your reference. You will need this to E-Sign your 5500s. Note that your User ID is assigned from the DOL and cannot be changed. Please let us know if you have any questions or concerns!