

Directions for Form 5500 Electronic Signature

1. Enter the website address (www.efast.dol.gov) on your web browser and click on “Register”, which is on the left side of the page.
2. Read the privacy statement, check the box indicating that you have read the privacy statement, and then check the “acceptance” tab. The website then will take you to the next page – “Register Profile Information.”
3. Enter the following 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.*
4. On the same page, select the “filing signer” credential and click the “next” tab.
5. On the next page “Register – Challenge Information,” select a challenge question (*e.g.*, place or date of birth), provide an answer, and click the “next” tab.
6. On the “Registration Summary” page, click “submit.”
7. On the “Registration Confirmation” page, click “ok.”
8. The DOL will then send an email to the email address you provided. *Note: The DOL indicates that the email will occur immediately. If you do not see the email within a reasonable period of time, you may want to check your “junk email” folder because it is possible that your system may identify the email as spam.*
9. In the email, the DOL will provide a link that you will click on to receive your filing signer credentials (which will consist of a User ID and Pin code). The email message includes a statement indicating that as part of the application, you agree not to share the credentials with anyone, including a commercial service provider.
10. When you click on the link, you will land on the “Register – Challenge Verification Page.” You will answer the challenge question (*e.g.*, your place of birth) and click “next.”
11. On the next page: “Register – Pin Agreement,” you will agree not to share the Pin code, check the box indicating that you have read the agreement, and click “accept agreement”
12. On the next page: “Register – Signature Agreement,” you will indicate (by clicking the “accept agreement” tab) that you understand that your electronic signature has the same legal force as a handwritten signature.
13. On the next page: “Register – Finalize,” the DOL provides you with your user ID and pin code. You will then click “next.” *Note: We strongly recommend you print this page.*
14. On the next page: “Register – Password,” you will select a 10-16 character password. The password will allow you to access your User ID and pin code. After entering your password, you will click “save.”
15. The last page: “Register – Confirmation,” informs you that you have completed the registration process.