

5500 Signing Credentials Through Login.gov

How to obtain New Credentials:

The Department of Labor (DOL) requires that 5500 Return/Reports be electronically filed and signed via EFAST2. Signers must register for filing credentials which will act as the signature.

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 to receive their own signing credentials. *More than one person may obtain credentials to sign a 5500 Return/Report if needed.*

As of 1/1/2023 all new signers must create an account through Login.gov, to register for EFAST2 credentials. Once on the [EFAST2](#) site, select the “Sign in with Login.gov” button:

An official website of the United States government. [Here's how you know](#) ▾

U.S. DEPARTMENT OF LABOR

EFAST

Your Account ▾ Filing Search ▾ Help ▾

EFAST2 Login

<p>Sign in with LOGIN.GOV</p> <p>OR</p> <p>User ID <input type="text"/> Forgot User ID</p> <p>Password <input type="password"/> Forgot Password</p> <p>Login</p> <p>By logging in you agree to the EFAST2 Privacy Statement, updated June 21, 2020.</p>	<p>Using Login.gov is the preferred way to sign in to the EFAST2 website.</p> <p>You can create a new EFAST2 account by selecting Sign in with Login.gov.</p> <p>If you have an existing EFAST2 account and do not wish to use Login.gov, you can try to login with your EFAST2 User ID and Password.</p> <p>However, this option is being phased out.</p>
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You will be redirected to a login screen, select the “Create an Account” button:

An official website of the United States government. [Here's how you know](#) ▾

LOGIN.GOV

Sign in

Email address

Password

Show password

Sign in

First time using Login.gov? [Link](#)

Create an account

[Sign in with your government employee ID](#)

You will be asked to enter in your email address and choose your language preference:

Create your account

Enter your email address

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

English (default)

Español

Français


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

Submit

Once entered, you will receive a confirmation email from no-reply@login.gov. Select the “confirm email address” button within that communication:

Confirm your email Inbox x

Login.gov <no-reply@login.gov>
to me ▾



Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

You will now be asked to create a password to continue the login process, the password must be at least 12 characters long.

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Show password

Password strength: **Great!**

Continue

Password safety tips



[Cancel account creation](#)

After this you will be redirected to an "Authentication Method Setup". It is suggested you choose two forms of authentication from the provided list. *(The system will allow you to select only one method and add a second later. However, if you are unable to access the confirmation method, you will be asked to delete your account and start over.)*

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.



Security key

A physical device, often shaped like a USB drive, that you plug in to your device.



Government employee ID

PIV/CAC cards for government and military employees. Desktop only.



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, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

Based on your authentication method you will receive a code to login securely. Once entered Login.gov will ask for confirmation to link EFAST2 to your account, select 'Agree and Continue' at the bottom:



Continue to EFAST2

We'll share your information with **EFAST2** to connect your account.

✓ **Email addresses on your account**
Example@email.com

Agree and continue

Once you select to “Agree and continue” and find you have provided an incorrect email address or wish to make alterations, you may select “Switch Emails”. Otherwise, select continue:



EFAST2 is using Login.gov to allow you to sign in to your account safely and securely.

You are already signed in with the following email:

✓ **Email address** Example@email.com

Continue

Or

Switch emails

As you are a new user, you will receive a notation that EFAST2 did not find your existing account, so you will need to select the “Create” button:



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



Six-Step Registration Process

There are six steps to complete the registration process on the DOL website. We suggest setting aside approximately 15 minutes to complete this process. Select "Continue" to get started.



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

Step 1. Read through and check the box that you have read the agreement to the Privacy Statement (review a copy [here](#)), then click on Accept Agreement.

Register - Privacy Statement

Please read and accept the following privacy statement to continue.

Privacy and Security Statement

Thank you for visiting the U.S. Department of Labor (DOL or Department) website and reviewing our privacy and security statement. DOL is committed to maintaining the privacy of your personal information and the security of our computer systems. With respect to the collection, use and disclosure of personally identifiable information (PII), DOL makes every effort to ensure compliance with applicable federal law, including, but not limited to, [The Privacy Act of 1974](#), [The Paperwork Reduction Act](#), and [The Freedom of Information Act](#).

As a general rule, the Department does not collect personally identifiable information when you visit our site unless you choose to provide such information. The information we collect varies based on what you do when visiting our site.

If you respond to an online request for personal information

The information requested by the Department will be used to respond to your inquiry or to provide you with the service associated with the request. When this information is requested, a customized "Privacy Notice" will describe fully the reasons for collecting it and will provide a description of the Department's intended use of the information. This Privacy Notice will appear in one of two places. It will either be on the webpage where the information is collected or it will be accessible through a link prominently displayed immediately preceding the information request.

I have read this agreement

Step 2. Complete your profile by entering data, such as First Name, Last Name, Address, Email, etc. Then, select at least one User Type and click on Next.

Register - Profile Information

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: 11/30/2024

* 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	<input 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.

Step 3. Review the summary of Steps 2. If you need to make any changes, click on Edit. If it looks accurate, click on Submit.

Register - Summary

Please review the information you provided. Select the Edit option to go back and make corrections or 'Next' to complete this part of your registration.

* Last Name: Last Name
* First Name: First Name
* Address: Someplace Dr
Address 2:
* City/Town: Someplace
* State: Someplace
* Country: US - United States
* ZIP: 55555
* Daytime Phone: (555) 555-5555
Fax:
* Email: Example@email.com
* Company Name: Wolters Kluwer
* User Type: Filing Author
 Filing Signer
 Schedule Author
 Transmitter
 Third Party Software Developer

 [Back to Top](#)

Step 4. Read the PIN Agreement. By agreeing to the PIN agreement, you are indicating that you will not share your PIN that has been assigned to you with anyone else.

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 

Step 5. Read the Signature Agreement. Once you have read through the Signature Agreement, you will need to check the box and click on Accept 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 the inclusion of such electronic signature in a Form 5500 Series Annual Return/Report or Form PR 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 Series Annual Return/Report 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 Series Annual Return/Report 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, correct, and complete. I agree that this application can be made public information.


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

I have read this agreement 

Step 6. Review the Registration Confirmation and note your User ID and PIN at the top of the Registration page. This is what you will use as your DOL signing credentials when submitting your 5500 filings:

- After you select to Login, you will have the option to “View Your User ID and PIN”.

Filing Summary

 User: First Name Last Name

If you need to make any changes to your profile and/or PIN, go to Your Account > Profile & PIN.

For more FAQs on EFAST2 Credentials, click [here](#) to be directed to the EFAST2 Credentials FAQs.

Linking Existing EFAST2 credentials to Login.gov

In the event you already have an established EFAST2 login and PIN, you will now need to link these credentials to Login.gov. To do so, navigate to [EFAST2](#) and enter in your existing User ID and Password:

EFAST2 Login

<p>Sign in with LOGIN.GOV</p> <p>OR</p> <p>User ID <input type="text"/> Forgot User ID</p> <p>Password <input type="password"/> Forgot Password</p> <p>Login </p> <p><small>By logging in you agree to the EFAST2 Privacy Statement, updated June 21, 2020.</small></p>	<p>Using Login.gov is the preferred way to sign in to the EFAST2 website. You can create a new EFAST2 account by selecting Sign in with Login.gov.</p> <p>If you have an existing EFAST2 account and do not wish to use Login.gov, you can try to login with your EFAST2 User ID and Password. However, this option is being phased out.</p>
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Once this has been entered you will automatically be redirected to Login.gov to where you will need to select “Create an account”

An official website of the United States government [Here's how you know](#) ▾

LOGIN.GOV

Sign in

Email address

Password

Show password

Sign in

First time using Login.gov?

Create an account

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

You will be asked to enter in your email address, *make sure this email address matches the one associated with EFAST2* and choose your language preference:

Create your account

Enter your email address

Select your email language preference

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

English (default)

Español

Français

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

Submit

Once entered, you will receive a confirmation email from no-reply@login.gov. Select the “confirm email address” button within that communication:

Confirm your email Inbox x

Login.gov <no-reply@login.gov>
to me ▾

 **LOGIN.GOV**

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

You will now be asked to create a password to continue the login process, the password must be at least 12 characters long.

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Show password

Password strength: **Great!**

Continue

Password safety tips



[Cancel account creation](#)

After this you will be redirected to an “Authentication Method Setup”. It is suggested you choose two forms of authentication from the provided list. *(The system will allow you to select only one method and add a second later. However, if you are unable to access the confirmation method, you will be asked to delete your account and start over.)*

LOGIN.GOV

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- 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, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

Based on your authentication method you will receive a code to login securely. Once entered Login.gov will ask for confirmation to link EFAST2 to your account, select 'Agree and Continue' at the bottom:



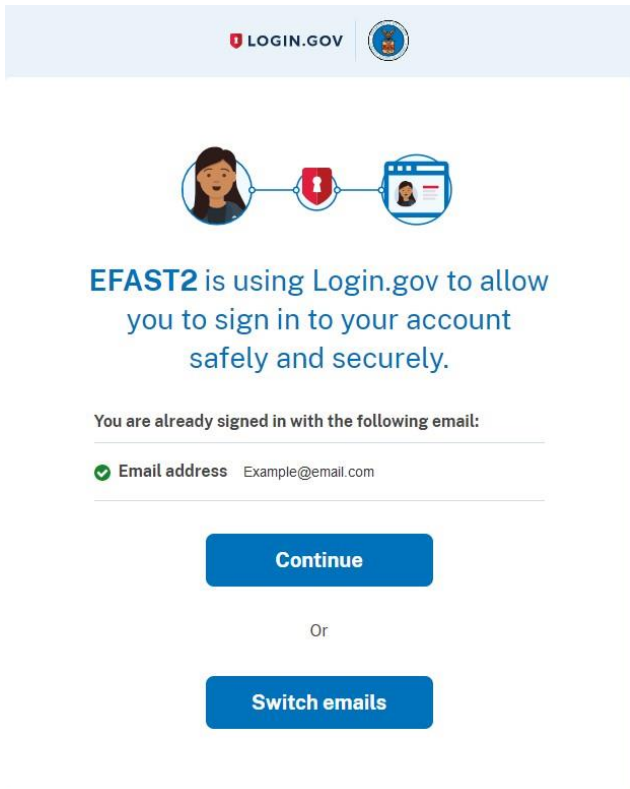
Continue to EFAST2


We'll share your information with **EFAST2** to connect your account.


✓ **Email addresses on your account**
Example@email.com

Agree and continue

Once you select to “Agree and continue” and find you have provided an incorrect email address or wish to make alterations, you may select “Switch Emails”. Otherwise, select continue:



LOGIN.GOV 



EFAST2 is using Login.gov to allow you to sign in to your account safely and securely.

You are already signed in with the following email:

✓ **Email address** Example@email.com

Continue

Or

Switch emails

As you are a returning user, you will receive a notation that EFAST2 has linked your accounts and a screen will populate with your existing User ID and PIN:



Your Existing EFAST2 Accounts

We found multiple EFAST2 accounts that match your Login.gov credentials.

Please select which EFAST2 account you want to use:

Account Id: AXXXXXXX
Email: Example@email.com

Exit

Continue



Congratulations!

You have successfully linked your Login.gov account to your existing EFAST2 account.

You will now use Login.gov instead of your EFAST2 User ID & password whenever you wish to login to the EFAST2 website.

Continue

What if EFAST2 can't find my credentials?

If you receive a message that EFAST2 is unable to find an existing EFAST2 account, it is likely that you used an email address that varies from the one historically associated with your EFAST2 account. In this instance, you are still able to search and link your existing credentials.

Select the "Lookup Account" button:



Your 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



From here, enter in your EFAST2 User ID and Password (not the ID you just created for Login.gov):



Your Account ▾ Filing Search ▾ Help ▾

Lookup My Existing EFAST2 Account

Enter your EFAST2-issued User Id which starts with the letter 'A', and your Password.

User ID:	<input type="text"/>	Forgot User ID
Password:	<input type="password"/>	Forgot Password

Back

Lookup

A confirmation screen will then populate your Account ID with the email that EFAST2 had on file, and confirm that you would like to update your email and link your new account:

U.S. DEPARTMENT OF LABOR



Your Account ▾ Filing Search ▾ Help ▾

We found your EFAST2 account!

Account Id:	A.XXXXXXX
Email:	OLD.Email@email.com

To match your Login.gov account to your EFAST2 account, update your EFAST2 account email.

Select from these choice(s):

Email:	<input type="text" value="NEW.Email@email.com"/>	?
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Back

Link Account





Congratulations!

You have successfully linked your Login.gov account to your existing EFAST2 account.

You will now use Login.gov instead of your EFAST2 User ID & password whenever you wish to login to the EFAST2 website.

 Continue

As noted in the screen above, going forward you will want to select the “Sign in with Login.gov” when returning to EFAST2. If you attempt to enter credentials into the old EFAST2 interface, you will receive a warning that redirects you to Login.gov:

