

Form 5500 Electronic Filing Requirements

Instructions for Obtaining Electronic Signature Credentials

For plan years beginning on or after January 1, 2009, paper filing of the Form 5500 will no longer be accepted. The U.S. Department of Labor (DOL) will require retirement plans to file the Form 5500 electronically through their new ERISA Filing Acceptance System (EFAST2).

We prepare your plan's Form 5500 filing as part of our compliance services, but we cannot sign the filing on your behalf. Your signature as Plan Sponsor and/or Plan Administrator is still required, but signing of the forms will now be done electronically. Each authorized person responsible for signing your Form 5500 must apply for Electronic Signature Credentials on the DOL's EFAST2 website.

We recommend that you register for your Electronic Signature Credential in advance to avoid any delay in meeting the filing deadlines. Once we prepare your Form 5500, we will provide you detailed instructions on how to file electronically through the Plan Service Center (PSC) using your Electronic Signature Credentials.

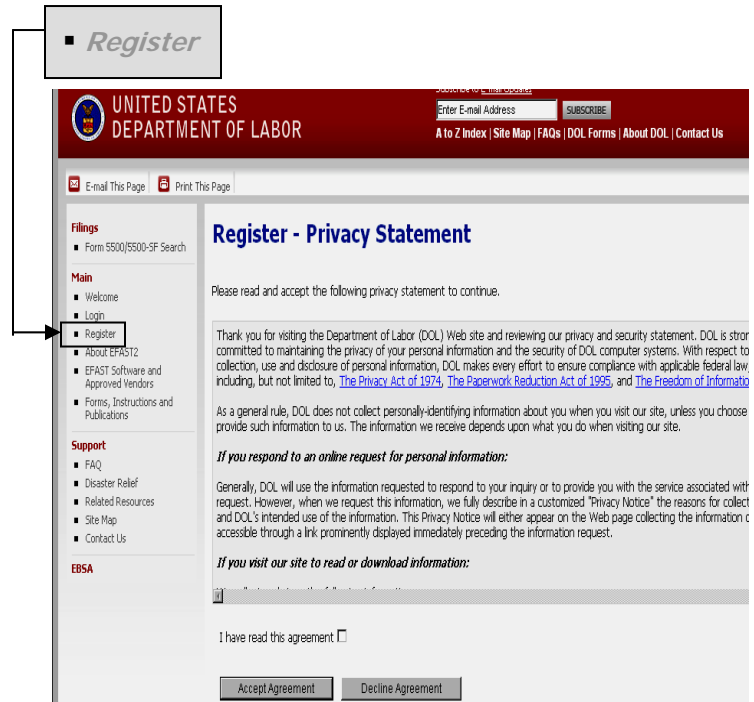
Simply follow these easy steps in obtaining your Electronic Signature Credentials:

- [Log on to DOL EFAST2 Website](#)
- [Provide Profile Information](#)
- [Verify and Accept PIN Agreement](#)
- [Receive and Retain Credentials](#)

How to get started:

1) [Log on to DOL EFAST2 Website](#)

Go to www.efast.dol.gov. To begin click on



Read and accept the **Privacy Statement** to continue.

2) [Provide Profile Information](#)

Complete all asterisked (*) fields in the **Profile Information**. **Please note for Email address:** Each registrant will receive a confidential UserID and PIN via the email provided; therefore it is suggested that you not use a general company email address. The DOL requires a separate and valid email address for each applicant.

Problems with EFAST2?

Contact the EFAST2 Help Line at **1-866-GO-EFAST (1-866-463-3278)** if you have any problems with the registration process or if your user information becomes lost or stolen.

Please note for User Type: You should choose **'Filing Signer'** as your user type. The remaining user choices do not apply to your profile setup as a signer of the Form 5500.

The **Challenge Information** is required for security purposes. Complete the challenge question and answer. You will need to remember your challenge answer since this will be required to complete the profile setup.

3) Verify and Accept PIN Agreement

Once you have completed the profile information, you will be sent an email with detailed instructions on where and how to retrieve your UserID and PIN. Read and click the link provided in the email to finish the PIN application process.

Complete the **Challenge Question Verification** by entering your challenge answer from Step 2 and click **Next** to continue.

You will then be presented with a **PIN Agreement**. Read and accept this agreement to continue.

Following the **PIN Agreement**, you will need to read and accept the **Signature Agreement**.

4) Receive and Retain Credentials

To **Finalize** your registration, the next screen will summarize your profile information and provide you with a personal UserID and PIN. **Print or copy this information and keep on file.** After retaining the information, click **Next** to continue.

You will then need to create a **Password** between 10 and 16 characters including at least one letter and one number. Click **Save** to finish the registration process.

Finally, you will receive **Confirmation** that the registration process is complete. Your Signature Credentials are now ready to use for electronic filing of your Form 5500.

Helpful Hints:

- You are responsible for maintaining your UserID, PIN, and Password. Keep them in a safe secure place.
- Your User ID and PIN are equivalent to your physical signature. This information should not be shared.
- You only need to apply once for EFAST2 Signature Credentials. They will remain active unless they are unused for 3 consecutive years.
- Your signature credentials are not transferable.
- You are able to use the same UserID and PIN to sign for more than one Form 5500 filing.
- You cannot change your UserID. You are able to change your PIN, Password, or profile information by logging into your account at www.efast.dol.gov then click on "User Profile".

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