



Instructions for Obtaining your Form 5500 Signing Credentials

Please follow the steps below to obtain your Form 5500 signing credentials:

1. Open your web browser and go to **www.efast.dol.gov**. On the left side of the page **under the Main Menu** click **“Register.”**
2. **(STEP 1 OF 7)** “Register – Privacy Statement”, read then **check box** “I have read the agreement”, and then click **“Accept Agreement”**.
3. **(STEP 2 OF 7)** “Register Profile Information.” Type in every item with **“*”; your name, company address, company phone number, your e-mail address** (*The email should be one you can access **immediately** and which you monitor regularly*), and **company name**.

Last item on same page **“User Type”**, select the box **“filing signer”**, and **uncheck filing author** and click **“Next”**.

4. **(STEP 3 OF 7)** “Register – Challenge Information,” click pull-down select ONE question, your **date or place of birth**, provide an answer (we suggest using date of birth), and click **“Next”**.
5. **(STEP 4 OF 7)** Register – Summary”. Please **review** your information for any errors; click **edit if needed**, if okay click **“Submit”**.
6. Next screen “Register- Check Email”, click **“ok.”**

Go to your email to open the reply email from EFAST2—Subject line: Important: Your EFAST2 PIN and User ID.

*(The DOL indicates that the e-mail will occur immediately. If you do not see the e-mail within a reasonable period of time, you may want to **check your “junk or spam e-mail”** folder because it is possible that your system may identify the e-mail as spam.)*

In the e-mail, **click on the link provided, use the second link if you are an AOL User**. This will take you back to the DOL website.

Next screen “Register – Challenge Question Verification Screen.” **Answer the challenge question** (e.g., your date or place of birth) and click **“Next.”**

7. **(STEP 5 OF 7)** “Register – Pin Agreement,” **check box** “I have read the agreement”, click **“Accept Agreement.”**
8. **(STEP 5a OF 7)** “Register – Signature Agreement,” **check box** “I have read this agreement”, click **“Accept Agreement.”**
9. **(STEP 6 OF 7)** “Register – Password,” **create a password** for this website, use criteria listed on the right side of the screen. Password must be at least 8-16 character password. (You will need one uppercase letter, lower case letters & one symbol that is listed). Confirm password and click **“Save.”**
10. **(STEP 7 OF 7)** “Register – Confirmation” Successful Account Activation. EFAST2 Profile Information.
****IMPORTANT**PLEASE PRINT THIS PAGE**; if you can’t print please save your **User ID and Pin Numbers**.

YOUR ACCOUNT SETUP IS NOW COMPLETE!

After you have obtained your filing signer credentials, please complete the confirmation form enclosed and return it to Intac by e-mail or fax so we can update our records.



FILING SIGNER CONFIRMATION

Please accept this form as confirmation that I have received “Filing Signer Credentials” as the signer of the Form 5500 for the plans listed below:

Name of Plan(s)	
Full Name of Signer:	
Title:	
E-mail Address: (used when obtaining signer credentials)	
Phone Number:	
Company Name	
Company Address: (only if different than company address above)	Street:
	City: State: Zip:

PLEASE DO NOT RETURN THIS FORM UNLESS YOU HAVE RECEIVED YOUR USER ID AND PIN FROM THE DOL WEBSITE: www.efast.dol.gov

Completed form can be returned to Intac via:

- E-mail: Form5500@intacinc.com
- Fax: 201-447-9634