

HOW TO OBTAIN “ELECTRONIC FILING SIGNER CREDENTIALS” FROM THE DOL

1. Open your web browser and have it go to www.efast.dol.gov . It will take you to their “ERISA Filing – Welcome” screen. From the menu on the left side of the page, click on “Register”.
2. Read the privacy statement, click “I have read this agreement”, and click “accept agreement”.
3. On the next page, “Register Profile Information”, 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 “Next”.
5. On the next page “Register – Challenge Information,” select a challenge question (e.g., place or date of birth), provide an answer, (**remember exact answer, you’ll need it later**), and click “Next”.
6. On the “Register Summary” page, review your entries for accuracy. If you need to make corrections, select “Edit”, make changes and click “Next” to get back to the summary page. When all the information looks correct, 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. Also, the PIN provided at the link in the email is only good for 90 days, so we recommend to continue with the rest of the steps as soon as you get the email.*
9. Print the email and maintain for future reference. 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 Question Verification” page. You will answer the challenge question (e.g., your place or date 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 **“I have read this agreement”** and then clicking **“Accept Agreement”**) 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. ***Note: We strongly recommend you print this page.*** You will then click **“Next”**.
14. On the next page: **“Register – Password,”** you will select a **10-16** character password. ***Write it down and retain in a safe and secure place where you’ll remember.*** 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.
16. **IMPORTANT: Retain your user ID, PIN and password in a safe and secure place where you’ll remember.**