



What To Do If You Have Misplaced Your Form 5500 E Filing Credentials

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It is that time of year again – time to file the Form 5500 for calendar year retirement plans. The tricky part this year won't be registering for your credentials and trying to understand a new filing system; this year, you will need to have the same e filing credentials that you obtained last year in order to electronically sign and file your plan's 2010 Form 5500. You may remember that last year you obtained three distinct codes which are connected to the email address that you use for signing the 5500. The codes are:

- A User ID that started with A and was followed by 7 numbers,
- A PIN consisting of 4 numbers, and
- A password that you determined.

The User ID and PIN are the only credentials that are needed for signing your Form 5500.



If you have misplaced your PIN only, you can go to the efast website at <https://www.efast.dol.gov> and click **Login** under the "EFAST2 Filing – Welcome" section. If you know your user ID and your password, you can login and then choose **User Profile** in the list at the left to recover your four digit PIN.

If you have misplaced more than your PIN, you can go to the same site and choose **Forgot User ID**. You then enter your email address and hit **Submit**. This will take you to the next page where you will see a challenge question.

After you enter your answer and proceed to the next page, you will be provided with your User ID. Write this number down and go back to the website above. You can go through this same process to retrieve/reset your password. Once you have both your User ID and your password, you can log in. Once you've logged in, click on **User Profile** (in the list on the left). This will bring up your profile information, including your PIN (the User ID and PIN are used to electronically sign the 5500). Print out this page and keep in your files for future reference, as you will use this same information to sign future Form 5500 filings.