

EJReynolds guide on how to update your User Profile and/or retrieve your PIN



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1. Go to www.efast.dol.gov and select the link to Login.

The screenshot shows the EFAST website interface. At the top, there is a red header with the United States Department of Labor logo and name. Below the header, there is a navigation bar with links for 'A to Z Index', 'Site Map', 'FAQs', 'DOL Forms', 'About DOL', and 'Contact Us'. The main content area is titled 'ERISA Filing - Welcome'. On the left side, there is a sidebar with navigation links under 'Filings', 'Main', 'Support', and 'EBSA'. A green arrow points to the 'Login' link in the 'Main' section. The main content area contains a welcome message, a description of EFAST, and sections for 'People are Asking...' and 'New and Noteworthy'.

UNITED STATES DEPARTMENT OF LABOR

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EBSA

ERISA Filing - Welcome

EFAST is a system designed to simplify and expedite the receipt and processing of the Forms 5500/5500 Short Form. These forms are filed each year by more than one million retirement and other employee benefit plans to satisfy annual reporting requirements under ERISA and the Internal Revenue Code.

The Department of Labor (DOL), Internal Revenue Service (IRS), and the Pension Benefit Guaranty Corporation (PBGC) created EFAST to streamline the forms and the methods by which they are filed and processed.

People are Asking...

- Frequently Asked Questions about EFAST2
- [Registration for signing, preparing, or transmitting the Form 5500/5500-SF](#)
- 2009 and 2010 Form 5500 and 5500-SF and Instructions
- EFAST2 User Guides
- iFile Tutorial
- Delinquent Filer Voluntary Correction Program (DFVCP)
- Electronic Filing Webcasts

New and Noteworthy

- Getting Ready for the 2009 Form 5500 and Electronic Filing Webcast - Part IV
- EFAST2 online filing system operational to receive and process Form 5500 filings; Electronic filing video
- DOL Adds FAQs 26 and 27 to Supplemental Schedule C FAQs Regarding Compensation Paid to Pharmacy Benefit Managers
- Supplemental Guidance on Schedule C: News Release
- FAQs About the 2009 Form 5500 Schedule C: News Release
- Disaster relief information

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Frequently Asked Questions | Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Web Site Notices



2. Next enter your User ID and password. Once you have entered the information, click *“Login”* .

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ERISA Filing - Login

Enter your User ID and Password to log into the EFAST2 System. These fields are case-sensitive.

User ID:

Password:

[Forgot User ID](#) [Forgot Password](#)

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Users must register to:

- Start and Complete ERISA filings through the EFAST2 system
- Review and update ERISA filings
- Sign ERISA filings

[Register Now](#)

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EBSA

Frequently Asked Questions | Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Web Site Notices

U.S. Department of Labor, Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210
www.dol.gov | Telephone: 1-866-463-3278 | TTY: 1-877-889-5627 | Fax: 1-202-693-7888 | Contact Us

If you require help retrieving your User ID and/or resetting your password, visit www.ejreynoldsinc.com/Form5500 for our other help topics with the DOL's EFAST2 system.



3. To update your User Profile or to view your four digit PIN select “*User Profile*”.

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EBSA

Home - Filing Summary

User:

Summary View [List View](#)

Filings Awaiting Completion	
In Progress 0 Items	Your filings are saved to be edited further
Awaiting Signatures 0 Items	Your filings are saved but the users designated to provide signatures have not signed the filing yet
Signed and Ready for Submit 0 Items	All requested signatures have been acquired. These filings are ready to be submitted.

Other Work

Filings Awaiting Your Signature	You must sign these filings before they can be submitted
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4. You may now *“Change Profile”*, *“Change Password”*, *“Change PIN”*, or just verify the PIN assigned to your User Profile. Once you are done with your Profile click *“Logout”*

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EBSA

User Profile - View Profile

User:

User ID: A1117549
PIN: 6655
ETIN:
* Last Name: DOE
* First Name: JOHN
* Address: 6530 N 16TH STREET
Address 2:
* City/Town: PHOENIX
* State: Arizona
* Country: US - United States
* ZIP: 85016
* Daytime Phone: (602) 944-1515
Fax: (602) 296-3140
* Email: acharette@mgks.com
* Company Name: MGKS
* User Type:
 Filing Author
 Filing Signer
 Schedule Author
 Transmitter
 Third Party Software Developer
* Challenge Question: Where is your place of birth?
* Challenge Answer: Tucson

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