

**IRS Form 5500 Electronic Filing:  
How to register for signing credentials**

**Ask Kidder.**

Kidder Benefits Consultants, Inc.

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# Disclosure

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# Background

- For plan years beginning on or after January 1, 2009, all pension (401(k), profit sharing, 403(b), cash balance, defined benefit and ESOP) and welfare plans required to file an annual report under Title I of ERISA (Form 5500 or Form 5500-SF) must file such forms electronically.
- The electronic filing is through a system called EFAST2.

# Background (cont'd)

- For electronic filing to work, specific parties to the plan, including the plan sponsor, are **required** to obtain credentials.
- Kidder Benefits Consultants, Inc., as your third party administrator and preparer of your Form 5500, will obtain “filing author” credentials from the Department of Labor (DOL). You, as the plan sponsor, must also obtain “signature credentials” from the DOL. The person required to sign electronically must obtain the signature credentials directly through the DOL website. Neither Kidder nor any other TPA can obtain credentials on your behalf.

# Steps to Register:

- As plan sponsor, you are obtaining your **IREG Signing Credentials** as **Filing Signer**.
- Expect to spend *approximately 15-30* minutes to complete the process.

1) Go to [www.askkidder.com](http://www.askkidder.com) and click on “Links”.

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**EFAST2**  
Signature Registration Instructions  
CLICK HERE

**FILE YOUR 5500 FORM**  
CLICK HERE

**Kidder Benefits Consultants, Inc.** is a third party administration (TPA) firm specializing in the consulting, design, administration and servicing of all types of defined contribution and defined benefit plans, including 401(k), profit sharing, ESOP, cash balance, age-weighted, cross-tested, 403(b) and 457(b).

We work closely with employers, professionals and their financial advisors to develop innovative, compliant retirement solutions tailored to their unique needs.

- What's the best plan for me and my people?
- How can I be sure my plan is in compliance?
- What about administration and documentation?
- Who will educate my employees?
- What investment platforms can I choose from?

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2) Scroll down to **Government & Regulatory Websites**. Find **US Dept. of Labor – EFAST2 Signature Registration** and click.

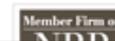
2. [CNBC](#)
3. [CNN Money](#)
4. [Fox Business](#)
5. [Yahoo! Finance](#)

#### **Government and Regulatory Websites**

1. [5500 Form Filing](#)
2. [Financial Industry Regulatory Authority \(FINRA\)](#)
3. [Internal Revenue Service \(IRS\)](#)
4. [Retirement Plan Management for Small Business \(Small Business Administration\)](#)
5. [Securities and Exchange Commission \(SEC\)](#)
6. [Social Security Administration](#)
7. [US Dept. of Labor – EFAST2 Signature Registration](#)
8. [US Dept. of Labor – Bureau of Labor Statistics](#)
9. [US Dept. of Labor – Employee Benefits Security Administration](#)

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3) Please click on the **Register** link on the left side. This will take you to the first section which is the **Privacy Statement**.

The screenshot shows the top of the EFAST2 website. The header is dark red with the United States Department of Labor logo and name on the left. On the right, there is a subscription box for 'E-mail Updates' with a text input field and a 'SUBSCRIBE' button. Below the header, there are links for 'A to Z Index', 'Site Map', 'FAQs', 'DOL Forms', 'About DOL', and 'Contact Us'. The main content area has a white background. On the left, there is a navigation menu with sections: 'Filings' (Form 5500/5500-SF Search), 'Main' (Welcome, Login, Register, About EFAST2, EFAST Software and Approved Vendors, Forms, Instructions and Publications), 'Support' (FAQ, Disaster Relief, Related Resources, Site Map, Contact Us), and 'EBSA'. The 'Register' link is circled in orange. The main content area is titled 'ERISA Filing - Welcome' and contains text about EFAST, a list of 'People are Asking...' with links to frequently asked questions, registration instructions, user guides, and webcasts, and a 'New and Noteworthy' section with links to recent news items.

4) While in **Register – Privacy Statement** section, check the box “I have read this agreement” and click **Accept Agreement**.

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E-mail This Page | Print This Page

### Filings

- Form 5500/5500-SF Search

### Main

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

### Support

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

### EBSA

## Register - Privacy Statement

Please read and accept the following privacy statement to continue.

Thank you for visiting the Department of Labor (DOL) Web site and reviewing our privacy and security statement. DOL is strongly committed to maintaining the privacy of your personal information and the security of DOL computer systems. With respect to the collection, use and disclosure of personal information, DOL makes every effort to ensure compliance with applicable federal law, including, but not limited to, [The Privacy Act of 1974](#), [The Paperwork Reduction Act of 1995](#), and [The Freedom of Information Act](#).

As a general rule, DOL does not collect personally-identifying information about you when you visit our site, unless you choose to provide such information to us. The information we receive depends upon what you do when visiting our site.

***If you respond to an online request for personal information:***

Generally, DOL will use the information requested to respond to your inquiry or to provide you with the service associated with the request. However, when we request this information, we fully describe in a customized "Privacy Notice" the reasons for collecting it and DOL's intended use of the information. This Privacy Notice will either appear on the Web page collecting the information or be accessible through a link prominently displayed immediately preceding the information request.

***If you visit our site to read or download information:***

I have read this agreement

5) You will now be in the **Register – Profile Information** section. Please complete. Check **Filing Signer** in user type. Click **Next**.

**Important: The information required is for a specific individual and not for the plan sponsor. Each individual's signing credentials are "linked" to their unique email address.**

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A to Z Index | Site Map | FAQs | DOL Forms | About DOL | Contact Us

E-mail This Page Print This Page

### Register - Profile Information

Please enter your profile information and select Next to continue. Fields marked with an "\*" are required.

\* First Name:   
\* Last Name:   
\* Address:   
Address 2:   
\* City/Town:   
\* State: -- Select --  
\* Country: US - United States  
\* ZIP:   
\* Daytime Phone:  [no dashes, example: 1234567890]  
Fax:   
\* Email:   
\* Company Name:

You must choose at least one User Type, but you may choose more. ?

\* User Type:  
 Filing Author  
 Filing Signer  
 Schedule Author  
 Transmitter  
 Third Party Software Developer

[Back to Top](#)

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

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6) You are in the **Register – Challenge Information** section. Select a challenge question and provide answer. Click **Next**.

The screenshot displays the United States Department of Labor website. At the top, there is a red header with the DOL logo and name on the left, and a subscription form and navigation links on the right. Below the header, there are links for 'E-mail This Page' and 'Print This Page'. The main content area is titled 'Register - Challenge Information' and contains instructions: 'Please select a Challenge Question, and provide an answer, then select Next to continue. Your Challenge Answer is required to complete your profile setup so please remember it.' The form has two fields: '\* Challenge Question:' with a dropdown menu showing '--Select--' and '\* Challenge Answer:' with a text input field. Below these fields are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is circled in orange. At the bottom left of the form area, there is a 'Back to Top' link with an upward arrow icon. The footer contains a red bar with navigation links and a grey bar with contact information for the U.S. Department of Labor.

7) You are in the **Register – Summary** section. Review for accuracy. Click **Submit**.

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[A to Z Index](#) | [Site Map](#) | [FAQs](#) | [DOL Forms](#) | [About DOL](#) | [Contact Us](#)

E-mail This Page Print This Page

**Filings**

- Form 5500/5500-SF Search

**Main**

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

**Support**

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

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## Register - Summary

Please review the information you provided. Select the Edit option to go back and make corrections or 'Submit' to complete this part of your registration.

\* Last Name: Washington  
\* First Name: George  
\* Address: 1600 Pennsylvania Avenue  
Address 2: Suite 100  
\* City/Town: Washington  
\* State: District of Columbia  
\* Country: US - United States  
\* ZIP: 00001  
\* Daytime Phone: (800) 800-8000  
Fax: (800) 800-8001  
\* Email: gwashington@usaiscool.com  
\* Company Name: United States of America, Inc.  
\* User Type:  
 Filing Author  
 Filing Signer  
 Schedule Author  
 Transmitter  
 Third Party Software Developer

\* Challenge Question: Where is your place of birth?  
\* Challenge Answer: Omaha

[Back to Top](#)

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

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8) You are in the **Register – Confirmation** section. This should say “Registration Success!”. Click **OK**.

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[A to Z Index](#) | [Site Map](#) | [FAQs](#) | [DOL Forms](#) | [About DOL](#) | [Contact Us](#)

E-mail This Page | Print This Page

## Register - Confirmation

**Registration Success!!**

This part of your registration is complete.

Please check the e-mail address you provided for a link into this system to acknowledge and complete the creation of your profile. You will need the answer to your challenge question in order to access the system.

[▲ Back to Top](#)

**Filings**

- Form 5500/5500-SF Search

**Main**

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

**Support**

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

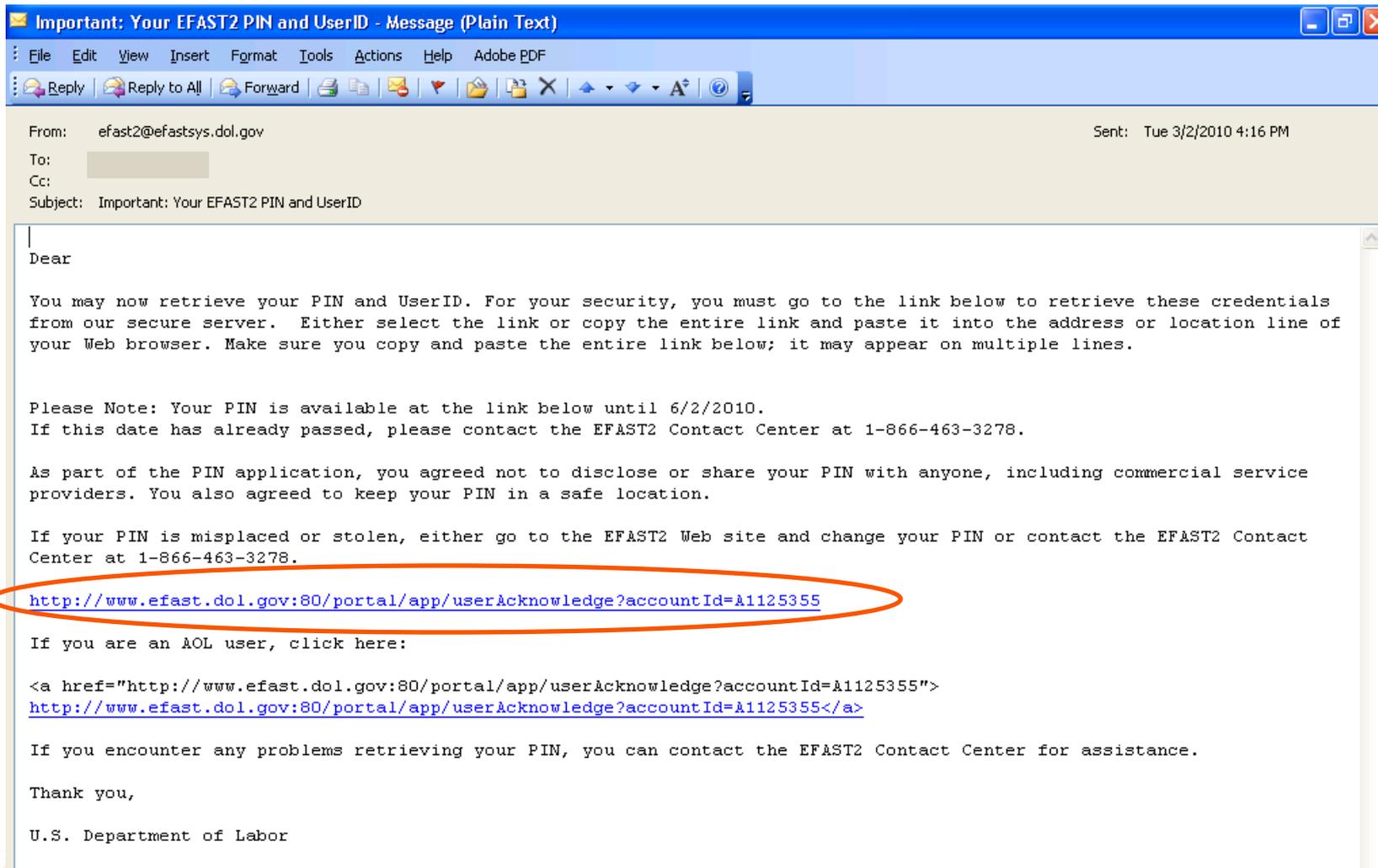
**EBSA**

[Frequently Asked Questions](#) | [Freedom of Information Act](#) | [Privacy & Security Statement](#) | [Disclaimers](#) | [Customer Survey](#) | [Web Site Notices](#)

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**Important: After registration, the IREG website will immediately send an email to you with a link for you to login. Use your unique email address and password to obtain the signer UserID and PIN for your “Signing Credentials”.**

9) From the email received, click on the **link** to register for your Pin and UserID.



10) Respond to **Challenge Question** verification from previous registration. Click **Next**.

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[A to Z Index](#) | [Site Map](#) | [FAQs](#) | [DOL Forms](#) | [About DOL](#) | [Contact Us](#)

E-mail This Page

**Filings**

- Form 5500/5500-SF Search

**Main**

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

**Support**

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

**EBSA**

**Register - Challenge Question Verification**

Please answer your challenge question, and then select Next to continue.

Where is your place of birth?

[Back to Top](#)

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

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11) Read PIN Agreement, mark the “I have read this agreement” and click to **Accept Agreement**.

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[A to Z Index](#) | [Site Map](#) | [FAQs](#) | [DOL Forms](#) | [About DOL](#) | [Contact Us](#)

E-mail This Page | Print This Page

### Filings

- Form 5500/5500-SF Search

### Main

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

### Support

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

### EBSA

## Register - PIN Agreement

Please read and accept the following PIN Agreement to continue.

By activating your PIN, you agree not to share your PIN with anyone. The security of your PIN is important because it can be used to:

- Electronically sign documents, and
- Access your personal records

If your PIN is lost or stolen, you also agree to:

- Contact the EFAST2 Contact Center at 1-866-463-3278 (1-866-GO-EFAST), or
- Request a new PIN by selecting Change My PIN from the EFAST2 Web site

I have read this agreement

I have read this agreement

[Back to Top](#)

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

12) Read Signature Agreement, mark the “I have read this agreement” and click to **Accept Agreement**.

The screenshot shows the 'Register - Signature Agreement' page on the U.S. Department of Labor website. The page header includes the Department of Labor logo and navigation links. A sidebar on the left contains links for Filings, Main, Support, and EBSA. The main content area features a title 'Register - Signature Agreement' and a paragraph: 'Please read and accept the following Signature Agreement to continue.' Below this is a scrollable text box containing the agreement text. At the bottom of the page, there is a checkbox labeled 'I have read this agreement', two buttons labeled 'Accept Agreement' and 'Decline Agreement', and a 'Back to Top' link. Red circles highlight the checkbox and the 'Accept Agreement' button.

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Subscribe to E-mail Updates  
Enter E-mail Address SUBSCRIBE  
A to Z Index | Site Map | FAQs | DOL Forms | About DOL | Contact Us

E-mail This Page Print This Page

**Filings**

- Form 5500/5500-SF Search

**Main**

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

**Support**

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

**EBSA**

## Register - Signature Agreement

Please read and accept the following Signature Agreement to continue.

I understand and agree that the electronic signature is not transferable and that the inclusion of such electronic signature in a Form 5500 or Form 5500-SF return/report filed in electronic form shall have the same legal force and effect as my hand written signature. If I am not the Transmitter, I also agree that my electronic signature on a Form 5500 or Form 5500-SF constitutes consent for EFAST2 personnel to send my Transmitter an acknowledgment of receipt of transmission and to communicate with my Transmitter about the success or failure of the transmission and specific reason(s) for any failure(s).

If I am an EFAST2 Software Developer or EFAST2 Transmitter, I declare that I am authorized to make and sign this statement on behalf of the applicant. The applicant agrees that it and its employees will comply with all provisions of the EFAST2 procedures for the electronic filing of Form 5500 or Form 5500-SF for each year in which the applicant participates. Noncompliance will result in the applicant no longer being allowed to participate as an EFAST2 Software Developer or Transmitter. The applicant understands that acceptance as an EFAST2 Software Developer or Transmitter is not transferable. If applying to be an EFAST2 Transmitter, the applicant further agrees that a copy of all returns/reports that the applicant transmits electronically to the Department of Labor will be provided to the plan administrator, employer or direct filing entity on whose behalf the return/report was transmitted.

Under penalties of perjury, I declare that I have examined this agreement, and to the best of my knowledge and belief the information provided in my request for access to the EFAST2 system is true, correct, and complete. I agree that this application can be made public information.

I have read this agreement

**Accept Agreement** **Decline Agreement**

[Back to Top](#)

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  
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13) Review,  
Print a copy  
for your  
records.  
Click **Next**.

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[A to Z Index](#) | [Site Map](#) | [FAQs](#) | [DOL Forms](#) | [About DOL](#) | [Contact Us](#)

**Filings**

- Form 5500/5500-SF Search

**Main**

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

**Support**

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

**EBSA**

## Register - Finalize

Here is your EFAST2 profile information. Please note your User ID and PIN and keep them in a safe place. In order to complete the registration process, click "Next" to create your password.

User ID:  
PIN:  
ETIN:

\* Last Name:  
\* First Name:  
\* Address:  
Address 2:  
\* City/Town:  
\* State:  
\* Country:  
\* ZIP:  
\* Daytime Phone:  
Fax:  
\* Email:  
\* Company Name:  
\* User Type:

Filing Author  
 Filing Signer  
 Schedule Author  
 Transmitter  
 Third Party Software Developer

\* Challenge Question: Where is your place of birth?  
\* Challenge Answer: Omaha

 [Back to Top](#)

[Frequently Asked Questions](#) | [Freedom of Information Act](#) | [Privacy & Security Statement](#) | [Disclaimers](#) | [Customer Survey](#) | [Web Site Notices](#)

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# 14) Create Password and keep password in a safe place. Click **Save**.

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[A to Z Index](#) | [Site Map](#) | [FAQs](#) | [DOL Forms](#) | [About DOL](#) | [Contact Us](#)

E-mail This Page | Print This Page

## Register - Password

When you create your password, it must be between 10 and 16 characters long and must not contain spaces. You must use at least one letter and at least one number.

Password:   
Confirm Password:

[Back to Top](#)

**Password Requirements**

- Must be between 10 and 16 characters long
- At least 1 alpha character
- At least 1 numeric character

**Filings**

- Form 5500/5500-SF Search

**Main**

- Welcome
- Login
- Register
- About EFAST2
- EFAST Software and Approved Vendors
- Forms, Instructions and Publications

**Support**

- FAQ
- Disaster Relief
- Related Resources
- Site Map
- Contact Us

**EBSA**

[Frequently Asked Questions](#) | [Freedom of Information Act](#) | [Privacy & Security Statement](#) | [Disclaimers](#) | [Customer Survey](#) | [Web Site Notices](#)

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15) Registration is complete. You can now access the site when needed.

The screenshot displays the United States Department of Labor website. At the top left is the DOL logo and the text "UNITED STATES DEPARTMENT OF LABOR". To the right, there is a "Subscribe to E-mail Updates" section with an input field for "Enter E-mail Address" and a "SUBSCRIBE" button. Below this are navigation links: "A to Z Index | Site Map | FAQs | DOL Forms | About DOL | Contact Us".

Below the header, there are two utility buttons: "E-mail This Page" and "Print This Page". The main content area is titled "Register - Confirmation" and "Successful Account Activation". The text reads: "Your account setup is now complete please retain your User ID and password to access the site in the future." Below this text is a "Login" button and a "Back to Top" link with an upward-pointing arrow icon.

A left-hand navigation menu is visible, categorized into "Filings", "Main", "Support", and "EBSA".

- Filings**
  - Form 5500/5500-SF Search
- Main**
  - Welcome
  - Login
  - Register
  - About EFAST2
  - EFAST Software and Approved Vendors
  - Forms, Instructions and Publications
- Support**
  - FAQ
  - Disaster Relief
  - Related Resources
  - Site Map
  - Contact Us
- EBSA**

At the bottom of the page, there is a dark red footer bar with the following links: "Frequently Asked Questions | Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Web Site Notices". Below this bar, the contact information for the U.S. Department of Labor is provided: "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".

# Reminder

- 1) Maintain the email address and password used to obtain signing credentials in a safe place.
- 2) Remember challenge question response.
- 3) Notify your Kidder Primary Administrator (PA) with the email address you used to obtain your “signing credentials”. We need to establish your account on Relius Web Client (the software we utilize for electronic submission) and notify you when the Form 5500 is ready for filing.
- 4) Call your Kidder Primary Administrator (PA) with any other questions that you may have.

# Kidder Benefits Consultants, Inc.

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