Instructions to Retrieve Lost/Forgotten Filing Signer Credentials

If you are uncertain whether you have already obtained "Filing Signer" credentials <u>OR</u> if you have forgotten/lost your credentials, please do the following:

1) Go to **http://www.efast.dol.gov** and select "Login" on the left side of the screen.
2) On the "ERISA Filing – Login" screen, select the "Forgot User ID" link.
3) On the "Forgot User ID – Verify Email" screen, enter your email address, and select "Next". <u>Note: if you receive an error message that the email address is not on file, this means you have not yet obtained Filing Signer credentials. Please return to the "Home" page on our Form 5500 web site and follow the "Instructions to Obtain Filing Signer Credentials".</u>
4) If your email address is accepted and you are taken to the "Forgot User ID – Verify Challenge Question" screen, enter your challenge answer to view your User ID, then go back to the "Login" screen to log in (if you forgot/lost your password, select the "Forgot Password" link and follow the instructions to create a new one).
5) Once you are logged in, select the "User Profile" link on the left side of the screen to view your User ID and PIN. You will need <u>both</u> your User ID and PIN to electronically sign the Form 5500, so it is strongly recommended that you print the User Profile page so that you have the User ID and PIN available when you are prompted to sign the Form 5500. <u>Be sure to save your User ID and PIN in an accessible location since you will use them every year going forward to sign and submit your Form 5500</u>.