

EFAST2 Quick Start Guide



Creating Your Account for EFAST2

Step 1: You must first create a login with Login.gov



- **Go to** the EFAST2 website at <https://www.efast.dol.gov>
- **Click > Sign In/Up.**
- **Click > Sign in with Login.gov.** Click > “Create an account” link to begin the process.
- **Enter your email address.** Choose an email address you’ll always be able to access (your business email is suggested). Once your account is created, you can add an additional email address, such as a work email or alternate personal address, to access your account.
- **Click “Submit” button.** Check your email for a message from Login.gov.
- **Click the “Confirm your email address”** button in the message. This will take you back to the Login.gov website.
- **Create your Login.gov password.** Your passwords must be at least 12 characters.
- **Set up a second layer of security.** As an added layer of protection, Login.gov requires you set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA).
- **Step 1 Completed.** Once you have authenticated, you have created your Login.gov account. You will be taken to the EFAST2 website where you will then complete the EFAST2 Registration for signing and filing the Form 5500.

Step 2: Obtaining EFAST2 Credentials

- **Create.** Follow the page-by-page registration process. You only need to register one time. By registering, you will obtain credentials (User ID, PIN and password) needed to sign the Form 5500. When registering:
 - Check the Filing Signer for the user type.
 - You must enter a valid e-mail address to receive an EFAST2 User ID.
 - Once you receive your EFAST2 User ID via e-mail, click on the link in that email to finalize the registration process. Your registration is not complete until you create a password.
 - Print your confirmation page and save your credentials in a safe place.
- **Prepare for signature.** Once your Form 5500 is ready for review and electronic signature, you will receive an email from your Relationship Manager with a link to your Form 5500. Login using the information provided in that email and use your EFAST User ID and PIN to sign and file your Form 5500 before the deadline.