Tutorial Title: Registration and Login

Slide 1: Title page with EFAST2 Logo.
Description: Title page with EFAST2 logo. Animated text displays the title: Registration and Login.
Narration: Welcome to the tutorial for Registration and Login.

Slide 2: EFAST2 Welcome page.
Description: The search buttons are highlighted.
Narration: The Form 5500 search function and Form PR Registration search are available without signing in.

Slide 3: EFAST2 Welcome page.
Description: The Sign In with Login.gov button is highlighted.
Narration: If you need to register for an EFAST2 account to prepare, sign, or submit a filing, click Sign In with Login.gov.

Slide 4: Login.gov page – Sign In or Create an Account.
Description: The Login.gov page has empty spaces for Email address and Password for existing users. The Create an Account button is highlighted.
Narration: If you are already registered with Login.gov, enter your email address and password. If this is your first time using Login.gov, click Create an Account.

Slide 5: Login.gov – Create your account.
Description: Text entry for the email address alan.taylor@zmail.com. The field is highlighted. The checkbox to indicate the Login.gov rules of use have been read and accepted is checked. The Submit button is highlighted. Select your email language preference. Login.gov allows you to receive your email communication in English, Spanish or French.
Narration: Your email address is required to create an account. You will need to have access to this email account to continue the process. Read and accept the rules of use, then click Submit.

Slide 6: Login.gov – Check your email.
Description: Login.gov page indicates that an email was sent to the provided email address with a link to confirm the email address. Follow the link to continue creating the account. Links on the page include Resend or User a Different Email Address.
Narration: Check your email for a link to continue creating your account.

Slide 7: Email from Login.gov.
Description: Email from Login.gov says "Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours." The button says "Confirm email address."
Narration: Click the link to confirm your email address.

Slide 8: Login.gov – Create a Strong Password.
Description: On-screen text indicates that you have confirmed your email address. A field is provided to enter a password of at least 12 characters and not a commonly used password. There is a check box to show the password, a password strength indicator, a Continue button, a box to expand password safety tips, and a link to cancel account creation.
Narration: Create a strong password with at least 12 characters, and then click Continue.

Slide 9: Login.gov – Authentication method setup.
Description: The user must select at least one authentication method to setup. Options are: Security key USB device, Government employee ID PIV card, Authentication application to generate secure codes, Text or Voice message to receive a secure code via SMS text or phone call, or Backup Codes to receive a list of 10 codes that can be printed or saved to a device. Each option has a check box to make a selection. The Continue button is at the bottom of the page, as well as a link to cancel account creation.
Narration: Select an authentication method. One option is to receive a text or voice message. After selecting an option, click Continue.

Slide 10: Login.gov – Send security code.
Description: After selecting the option to use text or voice message to receive a code, the next page title is Send your security code via text message or phone call. There is a field to enter a phone number, and then two options to select either text message SMS or phone call. There is a link to Mobile terms of service, and a button to Send Code.
Narration: For a one-time code, enter your phone number and select a text message or phone call, and then click Send Code.

Slide 11: Login.gov – Enter your one-time code.
Description: The page indicates that Login.gov sent a code to the provided phone number. The code will expire in 10 minutes. The field allows entry of the code, followed by a checkbox to remember the browser, followed by a Submit button. Other options are to Send another code, use another phone number, or choose another option.
Narration: Enter the one-time code that you received, and then click Submit.

Slide 12: Login.gov – Authentication method was added.
Description: The page indicates a phone was added to your account, and that you've added your first authentication method. The options are to Add another method, or skip for now.
Narration: After adding one authentication method, it is recommended to add another method. Or, you can skip for now.

Slide 13: Login.gov – Continue to EFAST2.
Description: The page indicates that Login.gov will share your information with EFASt2 to connect your account. The email address(es) on your account are displayed. An option to add a second authentication method is offered. The button to agree and continue is at the bottom.
Narration: Login.gov must share your information with EFAST2 to connect your account. Click Agree and Continue.

Slide 14: EFAST2 – We did not find an existing EFAST2 account for you.
Description: Upon automatic return from Login.gov to the EFAST2 website, EFAST2 will check for a matching account based on the email address from Login.gov. If no exact matches are found, the options at EFAST2 are to Create if you are a new user and want to create a new EFAST2 account, or Lookup Account if you have an existing EFAST2 account.
Narration: If an existing EFAST2 account is not found, you can create a new account, or you can use the function to look up an existing account.

Slide 15: EFAST2 Registration.
Description: Information on this page that you need to register to be provided with an EFAST2 User ID and PIN. Options are to Continue or to Cancel.
Narration: When you create a new EFAST2 account, you will receive an EFAST2 User ID and PIN. Click Continue.

Slide 16: Register – Privacy Statement.
Description: Top of Privacy Statement, then bottom of Privacy Statement
Narration: Scroll down to read the Privacy Statement.

Slide 17: Register – Privacy Statement.
Description: The checkbox next to "I have read this agreement" is highlighted. The Accept Agreement button is highlighted.
Narration: Accept the agreement to continue.

Slide 18: Register – Profile Information.
Description: The name "Alan" is entered into the First Name field. The name "Taylor" is entered into the Last Name field. The Email and Company Name fields are shown with entrees of "alan.taylor@zmail.com" and "Taylor Small Business," respectively. The fields are highlighted.
Narration: Enter your profile information, including your name, address, and company. The email address will be the email that you used to create your Login.gov account. If more than one email was added to your Login.gov account, you can choose which email to use for EFAST2.

Slide 19: Register – Profile Information.
Description: The lower portion of the page is displayed, with the Filing Author and Filing Signer user type check boxes selected. The user types are highlighted, and then the Next button is highlighted.
Narration: The filing author and filing signer user types are selected by default, which will allow you to create, sign, and submit filings. Click Next.

Slide 20: Register – Summary.
Description: The page shows a summary of the user profile information. The Next button is highlighted.
Narration: Review the information , and then click Edit to go back, or click Next to continue.

Slide 21: Register – PIN Agreement.
Description: The screen shows the text of the PIN Agreement. The "I have read this agreement" box is checked. The Accept Agreement button is highlighted.
Narration: By activating your PIN, you agree not to share it with anyone. Accept the PIN agreement to continue.

Slide 22: Register – Signature Agreement.
Description: The screen shows the text of the Signature Agreement. The "I have read this agreement" box is checked. The Accept Agreement button is highlighted.
Narration: Read and accept the Signature agreement to continue.

Slide 23: Register – Confirmation.
Description: The page has a message at the top that says "Successful Account Activation." Below the message are the User ID and PIN, followed by the profile information entered during registration. The User ID and PIN are highlighted.
Narration: Once the account is activated, you will have your EFAST2 User ID and PIN credentials. You may print this page for reference, and then click Login to continue.

Slide 24: Filing Summary page.
Description: After clicking Login from the Confirmation page, the Filing Summary page with several options to work with filings will be displayed. The Your Account menu is opened to click Logout.
Narration: After logging in, your options are listed on the Filing Summary page and in the navigation menu. When you are ready to log out, go to Your Account and click Log out.

Slide 25: EFAST2 Welcome page.
Description: EFAST2 Welcome page with the option to Sign In with Login.gov.
Narration: When you need to log in to the EFAST2 website again, click Sign In with Login.gov.

Slide 26: Login.gov page – enter email address and password.
Description: Text shows the entry of email address alan.taylor@zmail.com and password. The Sign In button is highlighted.
Narration: Enter your email address and Login.gov Password to sign in.

Slide 27: Login.gov page – enter one-time code (depending on the selected authentication method).
Description: Depending on the selected authentication method, the Login.gov page will prompt you to enter a one-time code, with options to remember the browser and submit. Other options are to send another code, choose another method, and cancel.
Narration: Follow the prompt for your authentication method. For example, if you chose to receive a text or phone call, enter the one-time code and click Submit.

Slide 28: EFAST2 Filing Summary page.
Description: After signing in successfully at Login.gov, the Filing Summary page with several options to work with filings will be displayed. The mouse movement points to Profile & PIN, and then points to Logout in the Your Account menu.
Narration: Once authenticated, you will be on the EFAST2 Filing Summary page.
To make changes to your EFAST2 profile, go to Your Account and click Profile & PIN. When you are finished working in EFAST2, click Log out.

Slide 29: End page.

Description: Text displays the message: For more information, please visit www.efast.dol.gov.

Narration: Thank you for watching. For more information, please visit www.efast.dol.gov.