Form 5500/5500-SF Filing Search Guide
Public User Guide

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FOR THE

ERISA Filing Acceptance System 2
(EFAST2)
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Chapter 1. Introduction

The Employee Retirement Income Security Act of 1974 (ERISA) and provisions of the Internal Revenue Code require certain employee benefit plans to submit information on their size, funding, operations, and other characteristics to the Government every year on the Form 5500 series. All ERISA filings are created and submitted electronically via either EFAST2’s free internet based filing application (IFILE) or Third Party software.

All successfully submitted filings are stored electronically and may be retrieved and viewed through the EFAST2 Form 5500/5500-SF Filing Search application with the following exceptions:

- Filings containing sensitive information (e.g. Social Security Number, financial information, etc.).
- Filings for plan years prior to 2009.
- One-participant and foreign plans filed on a Form 5500-SF.
- Filings identified as amendments and linked to their parent filing.
- Prior year filings submitted on a current form year.

The filings retrieved by the Filing Search application include all the components of the filing: Form, Schedules, and Attachments. These components may be viewed jointly or individually.

This guide is intended to provide the information and instructions necessary for users to query and retrieve information about filings electronically using the Department of Labor’s EFAST2 (ERISA Filing Acceptance System) Form 5500/5500-SF Filing Search application. Details describing how to query and view filings are contained in Chapter 3 of this user’s guide.

Chapter 2. Overview of Form 5500/5500-SF Filing Search

The EFAST2 Form 5500/5500-SF Filing Search application is intended to be used by both registered and non-registered users to query for and view filings that are available to them. This application is web-based and requires no software installation on the computer being used to conduct activity. It does, however, require an active internet connection that supports Secure Socket Layer (SSL) encryption and an internet browser such as Mozilla Firefox, Microsoft Edge and Internet Explorer, Google Chrome, or Apple Safari. The filing will be displayed in a Portable Document Format (PDF), which will require a PDF viewer application.

2.1 What is the EFAST2 Form 5500/5500-SF Filing Search Application?

Users may search for and view Form 5500 and Form 5500-SF filings and their components via the EFAST2 Form 5500/5500-SF Filing Search application on the EFAST2 website. To view a filing, users will need to enter the criteria to be used for searching the EFAST2 database. The system will then retrieve all filings the user is allowed to view that meet the specified criteria and present the results in list form. The user may then select one or more filings for viewing and/or saving. These filings may be viewed and/or saved in their entirety or the user may select one or more components of the filing to view and/or save.

The EFAST2 Form 5500/5500-SF search can be used for filings submitted electronically through EFAST2. Filings for plan years prior to 2009 cannot be searched using this application.

Details on how to search, select, view, and save filings are in Chapter 3 of this document.

Note: A filing component is a “piece” of a filing and can be a Form (5500 or 5500-SF), Schedule (A, C, etc.), or attachment. A filing is comprised of the applicable Form + schedules + attachments.
2.2 Who Can Access the Filings?

Anyone may access and use EFAST2’s Form 5500/5500-SF Search application.

2.3 Locating the Form 5500/5500-SF Search Application

To access the EFAST2 Form 5500/5500-SF Search application, begin by entering the following URL for EFAST2 in the browser of your choice. Note that EFAST2 will work with a variety of browsers, including Microsoft Edge and Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari. The most current release and at least one older supported version of those browsers can be used to access the EFAST2 website.

**EFAST2 URL:** [https://www.efast.dol.gov/](https://www.efast.dol.gov/)

Users are taken to the initial EFAST2 Filing Welcome Screen.

Note the navigation panel on the left. There is a link for the Form 5500/5500-SF Search in the Filings section of the panel. Click this link to search for submitted filings.

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![Figure 1. EFAST2 Welcome Screen](image)

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**Figure 1. EFAST2 Welcome Screen**
Chapter 3. How to Use Form 5500/5500-SF Search

3.1 Searching for Filings

To access the EFAST2 Filing Search application, begin by entering https://www.efast.dol.gov/ in the browser of your choice.

Click the Form 5500/5500-SF Search link from the navigation panel on the left under Filings.

The Form 5500/5500-SF Filing Search screen appears where you may enter criteria for searching the EFAST2 database for filings to view. To access filings or filing components, you must first find filings and their components. However, as the EFAST2 database has thousands of filings, you must first narrow the list of filings to a manageable number. To do this, you will enter criteria to be used to perform the search.

Form 5500/5500-SF Filing Search

This search tool retrieves Form 5500/5500-SF forms, schedules, and attachments filed since January 1, 2010. It allows you to search for multiple filings and view one complete filing at a time. Posting this information on the website does not constitute acceptance of the filing by the Department of Labor, the Pension Benefit Guaranty Corporation, or the Internal Revenue Service. Some filings may not be displayed through this website, such as original filings that were amended. For more help searching filings through this website, see the EFAST2 Filing Search Guide.

Enter criteria in one or more of the below fields (at least one of these fields must be filled in), then click Search.

- The Plan Name, Sponsor Name, and Plan Administrator fields search automatically using wildcards to the right of your search term. If you are not sure of the exact plan name you would like to search for, type in the first four letters, and the automatic wildcard will pull possible options beginning with those letters. For example, typing "Widg" in the Plan Name field below will retrieve filings for all plan names that begin with the letters "Widg", such as "Widget Company." At least four letters must be entered into these fields when performing a search.

- Fields other than Plan Name, Sponsor Name, and Plan Administrator do not use wildcards. Only exact matches are displayed for these other fields.

Plan Name: 
Sponsor Name: 
Plan Administrator: 
Filing ID: 
Acknowledgement ID: 
EIN: 
FN: 

Optional Search Criteria (at least one field from the main search criteria above must be populated as well)

Plan Year Begin Date: 
Plan Year End Date: 
Form Year: --Select--

Search

Number of Results: 100

Figure 2. Sample Search Criterion
3.1.1 Entering Search Criteria

To search the EFAST2 database, specify the criteria to use for the search. Search criteria are not case sensitive. During searches in the tool, automatic wildcard searches are only allowed in the Plan Name, Sponsor Name, and Plan Administrator fields; all other fields require exact matches. Plan Name, Sponsor Name and Plan Administrator fields have a four (4) character minimum requirement. The automatic wildcard is executed on the right side of the character string (e.g., the search for “My Pla” will result in “My Plan” being brought up in the tool).

Enter criteria in one or more of the following fields. At least one of these fields must be used.

![Figure 3. Main Search Criteria](image)

**Plan Name**: Name of the plan as it is specified in the Form. The Plan name field is limited to 140 characters. Valid characters are as follows: A-Z, a-z, 0-9, hash, hyphen, slash, comma, period, parentheses, ampersand, apostrophe and single space.

**Sponsor Name**: Plan Sponsor’s Name. The Sponsor Name field is limited to 70 characters. Valid values for this field are letters, numbers, commas, periods, hyphens, slashes, ampersands, percent or single spaces. Leading space, trailing space or multiple adjacent spaces are invalid.

**Plan Administrator**: Plan Administrator’s Name. The Plan Administrator’s Name field is limited to 70 characters. Valid values for this field are letters, numbers, commas, periods, hyphens, slashes, ampersand, percent or single space. Leading space, trailing space or multiple adjacent spaces are invalid.

**Filing ID**: Filing ID is a number created by the filing preparation software that is received by the EFAST2 system as filing data. The Filing ID must be a 21 character number.

**Acknowledgement ID**: Acknowledgement ID (AckID) is a number created by the EFAST2 system to acknowledge receipt of a filing that contains a unique Filing ID and filing data. This is the ID the filing author received when the filing was submitted and processed. The Acknowledgement ID is a unique 30 character number generated by the EFAST2 system upon receipt of a filing.

**EIN**: Employer Identification Number. The EIN must be a 9 digit number starting with a predefined 2 digit IRS District Office code. The EIN can be used separately or together with the Plan Number (PN).

**PN**: The Plan Number of the filing. If this field is filled in, the EIN field must also be filled in. The Plan number field must be a 3-digit number between 001 and 999.
Optionally, enter criteria in one of more of the following fields (none of these fields are required).

![Optional Search Criteria](image)

**Figure 4. Optional Search Criteria**

**Plan Year Begin Date:** Click the Calendar icon and choose a Plan Year begin date from the calendar.

**Plan Year End Date:** Click the Calendar icon and choose a Plan Year end date from the calendar.

**Form Year:** This field will contain a dropdown list of all active form years. Valid values for the field include a 4-digit year valid for the current processing year.

From the drop down menu, select the maximum *Number of Results* you want to retrieve. A minimum of 100 and a maximum of 1,000 may be chosen from the list. The default is 100. This will tell the system to retrieve any number of filings from 1 to the number you selected. If more than the number selected is found, an error will be displayed asking you to modify your search. To modify, either select a larger number of results or refine the search criteria to select a smaller set of data.

![Number of Results: 100](image)

**Figure 5. Number of Results – Defaults to 100**

![Number of Results: Increments of 100](image)

**Figure 6. Number of Results – Increments of 100**

When you have finished specifying your search criteria and selected the number of results you wish to receive, click the *Search* button.

![Search](image)

**Figure 7. Search Button**

*Note: If your search criteria does not match any filings, double-check your entries or reduce the number of criteria and try again.*
3.2 Search Results

The filing data search results provide access to filing data. When the system has completed searching for filings that meet your criteria, the results are displayed as a list (unless the entire filing has been blocked from public access).

The search results will be listed in ascending order by EIN, then in ascending order by PN, and finally in descending order by Received date.

The columns displayed will be EIN, PN, Plan Year End, Received Date, Plan Name, Ack ID, and Download. The Download column is the last column after scrolling to the right.
### ERISA Filing Data Search Results

Your search for EIN of "454512345" and Plan Name of "silver linen"

<table>
<thead>
<tr>
<th>#</th>
<th>Received</th>
<th>Plan Name</th>
<th>AckID</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>013</td>
<td>2015-02-24</td>
<td>Silver Linen 401(k) Plan</td>
<td>2015022414023650200015691677001</td>
<td>□</td>
</tr>
<tr>
<td>012</td>
<td>2015-02-24</td>
<td>Silver Linen 401(k) Plan</td>
<td>2015022413490850200015689773001</td>
<td>□</td>
</tr>
<tr>
<td>011</td>
<td>2015-02-24</td>
<td>Silver Linen Welfare Plan</td>
<td>2015022414130850200015692925001</td>
<td>□</td>
</tr>
<tr>
<td>012</td>
<td>2015-02-24</td>
<td>Silver Linen Welfare Plan</td>
<td>2015022413060750200015698693001</td>
<td>□</td>
</tr>
<tr>
<td>011</td>
<td>2015-02-24</td>
<td>Silver Linen Welfare Plan</td>
<td>20150224130549502000156986877001</td>
<td>□</td>
</tr>
<tr>
<td>010</td>
<td>2012-03-30</td>
<td>Silver Linen Welfare Plan</td>
<td>2012033013494200020154850272001</td>
<td>□</td>
</tr>
<tr>
<td>009</td>
<td>2011-03-08</td>
<td>Silver Linen Welfare Plan</td>
<td>2011030810961200020001315234001</td>
<td>□</td>
</tr>
</tbody>
</table>

Figure 8b. Search Results (Right Layout)
3.3 Filing Data Retrieval

From the filing data search results, you can:

- Access an individual filing to view contents, save, or open in PDF format
- Create a batch file containing multiple complete filings (including all filing components)
- Create a batch file containing selected filing components

Note: Users should turn off web browser pop-up blockers when using the EFAST2 website. The use of pop-up blockers can prevent the display of information.

3.3.1 Access Individual Filing or Filing Components

You may open or save an individual filing or a component of a filing in PDF format.

1. From the ERISA Filing Data Search Results page, expand the filing of choice by clicking on the arrow to the left of the filing.

![Figure 9. Expand Filing Component List](image)

2. Click a link to open or save.
   a. To view the entire filing (including schedules and attachments) in a single PDF, click the EIN link.
   b. To view a single component (form, schedule, or attachment), click the arrow to the left of the EIN to open the folder contents. Click the form, schedule, or attachment name link to open it in an individual PDF.

3. A File Download dialog box should prompt you to open the file, save the file to the user's computer, or cancel the download. This dialog box will appear differently, depending on the type and version of the browser being used.
   a. Selecting Open will allow the file to be opened immediately using PDF viewing software such as Adobe Reader. The software must already be installed on the computer.
b. Selecting Save will allow the file to be saved on the user's computer. After saving, some web browsers may ask if you wish to open the file or the folder in which you saved the file.

---

**Open the file**

1. Click the Open button. The PDF will open using PDF viewing software such as Adobe Reader. This software must already be installed on the computer. A progress dialog box will appear while the system is downloading the file for viewing.

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2. The filing (or the selected filing component) will open in PDF viewing software installed on the computer. If a single filing component was clicked, that component is displayed in the PDF. If an entire filing was clicked, all filing components are displayed in one PDF, starting with the Form, and then Schedules (in alphabetical order) followed by attachments (if present).
Figure 12. View, Filing PDF

Save the File

1. Click the Save button. A message will appear asking you to specify a location to save the file.

Figure 13. Save
2. Select a location to save the file. Make note of the save location so that you can find the file after the save is complete.

3. Enter a file name. It is recommended that you use a descriptive file name such as the plan name. By default, most downloads have a generic name such as "filing.pdf."

![Save File – Location and File Name](image)

4. Once the file has been downloaded, the browser may ask if you wish to open the file, open the folder where you stored the file, or close (depending on the browser).

![Download Complete, Open](image)
3.3.2 Attachment(s) Under Review

The Government reviews filing attachments for sensitive personally identifiable information. During the review process, the electronic form and schedule filing data is viewable, and the attachment will be marked as “Under Review” (see section 3.3.4).

If the Government determines that an attachment contains no sensitive personally identifiable information, the “Under Review” message will be removed and the attachment will be disclosed when viewing the filing or individual filing component.
If the Government determines that an attachment may contain sensitive personally identifiable information, the attachment will not be disclosed. However, the remaining filing data and other attachments (if any) will be accessible.

![ERISA Filing Data Search Results](image)

**Figure 17. Attachment Not Disclosed**
3.3.3 Batch Multiple Filings or Filing Components

If full filing(s) or multiple individual forms/schedules have been requested for batching, they are compiled by the Form 5500/5500-SF Search and stored as a compressed zip file.

From the ERISA Filing Data Search Results page, decide which filings you wish to batch and check the Download checkbox for each. You must select at least one but no more than 100 filings for batching. When you have selected all your filings, choose an action: Select Batch Schedules to select individual filing components to batch or Batch Full Filings to batch all components of the selected filings.

**Batch Full Filings**

To batch full filings (all components) into one compressed file:

1. Select one or more filings by clicking the check box in the Download column at the end of the row of columns.
2. After filings have been selected, click the Batch Full Filings button.
3. The File Download dialog box should prompt to open the file now, save the file to the computer, or cancel the download.
   
   a. Selecting Open will allow the file to be opened immediately using software on the computer that can read files with a "zip" file extension. The software must already be installed on the computer.
   
   b. Selecting Save will allow the file to be saved on the user's computer. After saving, some web browsers may ask if you wish to open the file or the folder in which you saved the file.

   ![Figure 19. File Download Window, Open](image)

Batch Select Filing Components

To batch only selected components of filings:

1. Select one or more filings by clicking the check box in the Download column at the end of the row of columns.
2. After filings have been selected, click the Select Batch Schedules button.
3. Select one or more components to batch. The listed components are comprised of any filing component found in any of the selected filings. Not all of the selected filings will contain each of the listed components that are available to batch.

   For example, an option will be to select Batch Form 5500 which would batch only the Form 5500 components from the selected filings. Another example is to select Batch Schedule I to batch only Schedule I components from the selected filings.
4. Click the Generate Batch PDF button. Batch Whole Filing has the same effect as Batch Full Filings from the previous page.

   ![Figure 20. Select Components to Batch](image)

5. The File Download dialog box appears asking you if you wish to open the zipped file, save it to your local machine, or cancel.
6. The zipped file will contain a separate PDF file of each filing, containing only the filing components that were selected.

Zipped Batch Files

Locate the saved zip file (or click Open from the Open or Save options). Clicking to open the file will launch the software on your computer that is used for zipping/unzipping compressed files (e.g., 7-Zip, WinZip, etc.). Once the software has opened the zip file, you may extract the individual contents to save them in another folder on your computer or to view them immediately.
3.3.4 Forms and Schedules in PDF Format

The forms and schedules are presented in PDF format with data entered by the Filing Author in blue text.

If a single filing component was clicked, that component is displayed in the PDF. If an entire filing was clicked, all filing components are displayed in one PDF, starting with the Form, and then Schedules (in alphabetical order) followed by attachments (if present).

Figure 23. Sample PDF
Attachment(s) Under Review or Not Disclosed

While attachments are under review for sensitive personally identifiable information, an “Attachment(s) Under Review” placeholder will be included at the end of the PDF of the entire filing and will temporarily replace the viewing of attachments.

![Figure 24. PDF Placeholder of List of Attachments Under Review (General Public)](image)

![Figure 25. PDF Placeholder of Individual Attachment Under Review (General Public)](image)

Once the Government has determined that an attachment contains no sensitive personally identifiable information, the placeholder will be removed and the attachment will be disclosed when viewing the filing or individual filing component.
If it is determined that an attachment may contain sensitive personally identifiable information, the attachment will not be disclosed. The blocked attachment will be replaced with a message to indicate that the attachment cannot be publicly disclosed.

Figure 26. PDF Placeholder of Individual Non-Disclosed Attachment
3.3.5 Print Filing

Once a filing has been retrieved and displayed, you may print it using your PDF reader application’s print function. A commonly used PDF reader is Adobe Reader. The following is an example of printing a PDF. Your options will vary depending upon the operating system in use, and the software and printer setups that are available to you.

a. To print in Adobe Reader, select the printer icon on the toolbar.

![Figure 27. Adobe Reader Print Button](image)

b. Alternatively, you may use the File menu in Adobe Reader.
   1) On the toolbar, click the File option
   2) Next, click the Print option

![Figure 28. Adobe Reader – Print from File Menu](image)
c. After selecting Print, the **Print** dialog box will open. After selecting a printer and the number of copies, click **OK** to print.

![Adobe Reader Print](image)

**Figure 29. Adobe Reader Print**

### 3.3.6 View/Print Search Results

The filing search results list can be opened in PDF, saved, or printed by clicking the **View/Print Search Results** link at the top of the **ERISA Filing Data Search Results** page.

![ERISA Filing Data Search Results](image)

**Figure 30. View/Print Search Results**
The PDF of the search results will list the filings and components (schedules and attachments) for each filing in the
search results list in the same order as displayed on the screen. The columns listed on the PDF include EIN, PN, Plan
Year End, Received Timestamp, Plan Name, and AckID.

<table>
<thead>
<tr>
<th>EIN</th>
<th>PN</th>
<th>Plan Year End</th>
<th>Received Timestamp</th>
<th>Plan Name</th>
<th>AckID</th>
</tr>
</thead>
<tbody>
<tr>
<td>454512345</td>
<td>001</td>
<td>Dec 31, 2013</td>
<td>2015-02-24 14:02:36</td>
<td>Silver Linen 401(k) Plan</td>
<td>2015022414023600101599167 7001</td>
</tr>
</tbody>
</table>

While the received dates and times shown reflect Central time, timely returns/reports must be received by EFAST2 by midnight in the plan administrator's time zone.

Figure 31. PDF of Search Results
Chapter 4. Troubleshooting

4.1 Problems Downloading a File?

Depending on your browser settings, you may encounter difficulties downloading files because they are blocked. For example, in Internet Explorer, you may receive a message that says to help protect your security; Internet Explorer blocked the site from downloading files to your computer.

To download the file:

1. Click the information bar at the top or bottom of the browser for options.

2. You will be prompted to allow downloading the file (Download File…), find out what the risk is to allowing the download (What’s the Risk?), or get more information about the Information Bar (More Information). Select/click the Download File… option to allow the file to download. If the download does not begin immediately, click the link again to request the download.
4.2 On-screen Messages

The EFAST2 Form 5500/5500-SF Filing Search application is designed to help the user when there are problems with entry of data or performing actions. There are messages that will appear if problems are encountered or if the system is processing information.

4.2.1 Progress Window

This message appears while the system is searching for filings, when retrieving a filing to view, or when batching filings or filing components. The message closes when the process is completed.

![Progress Window Example](image)

4.2.2 Informational Messages

These are messages that appear either on the upper part of the screen or next to a field when an action is required. They are highlighted in yellow and have an alert icon next to the text.

![No Results Found Informational Message](image)
4.2.3 Error Messages

These messages also appear in the upper part of the screen when an action is required. The message will reference the error and action will be necessary to proceed. The message will disappear once the problem has been fixed. Error messages have a warning icon next to the text and are highlighted in red along with the field in error.

![Figure 36. Error Message Example](image1)

![Figure 37. On-screen Message Example](image2)
Chapter 5. Form 5500/5500-SF Filing Search Screen Layouts

5.1 Key Areas On The Welcome Screen

The first page of the EFAST2 website is the Welcome screen, which is also the home page. From here, you may register with EFAST2; log into EFAST2 to create new or access in-progress filings or schedules (depending on your user type(s)); or search for and view filings available to the general public.

Figure 38. EFAST2 Welcome Screen – General Public

Note the navigation panel on the left. The link to access the Form 5500/5500-SF Search is in the Filings section of the panel.

1. **Main Body:** This is the area where information and functions are located.
2. Navigation Panel. This is where you will find links to EFAST2 filing functions, registration, and other areas of interest.

   a. Filings: Use the Form 5500/5500-SF Search link in this section to search for filings that have been submitted and processed by EFAST2. Once logged in, other IFILE functions will become available here.

   b. Main: Links to administrative functions including the Welcome page (this page), registering as an EFAST2 user, logging into the EFAST2 website, and accessing Form 5500 instructions.

   c. Support: Links to the IFILE landing page, FAQs, EFAST2 publications and user guides, and other support information, including a link to the Employee Benefits Security Administration.

3. Header and Footer Menus: Department of Labor and Employee Benefit Security Administration (EBSA) contact information and links to topics and information on other DOL and EBSA sites are contained in the header and footer at the top and bottom of each page.

5.2 Filing Search Page Layout

The Form 5500/5500-SF Filing Search application allows you to enter a variety of criteria for searching the EFAST2 database. Some fields may be entered individually while others must be entered in combination with one or more other fields. Your options in the navigation panel will vary depending upon whether you are logged into the system or not.
a. **Required Search Criteria.** These fields are the most commonly used fields. With the exception of PN which must be combined with the EIN when conducting searches, these fields may be entered individually or in combination with other fields. At least one of the fields must be filled in for all searches.

b. **Optional Search Criteria.** The fields in this area may not be entered individually. If they are used, at least one field from the Required Search Criteria must be used with them.

c. **Number of Results.** When retrieving filing data based on the provided search criteria, potentially thousands of filings may be retrieved. A maximum of 1,000 filings may be retrieved from the database but you may specify any number in increments of 100. The default is 100.

d. **Search.** This button will initiate the search.

e. **Navigation Panel.** This is where you will find links to EFAST2 filing functions, registration, and other areas of interest.

5.3 **Filing Data Search Results Page Layout**

![Figure 40. ERISA Filing Data Search Results Layout – General Public](image)

a. **Your search for…** Search criteria you entered

b. **View/Print Search Results.** Click this link to open a PDF of the search results.

c. **Edit Search Criteria.** Link that returns you to the previous page with your search criteria still entered. This is used to further refine the results of the search if there are too many for you to sort through or if the number of retrieved filings exceeds the **Number of Results** you selected for the search.

d. **List of results.** This list contains all the filings retrieved based on the criteria you entered.
Each filing may be expanded to show the components it contains by clicking on the arrow to the left of the EIN for that filing. Components include the Form 5500/5500-SF and schedules and attachments (if any).

The following columns are included in the list:

- **EIN**: Employer Identification Number
- **PN**: Plan Number
- **Plan Year End**: Date of Plan Year End
- **Received Date**: Date the filing was received by EFAST2.
- **Plan Name**: Name of Plan
- **AckID**: Acknowledgement ID
- **Download** checkboxes: This field is used to select specific filings to bebatched into one compressed zip file. Up to 100 filings may be selected.

**e. Select Batch Schedules.** This button will allow you to select individual components of a filing to be saved to a compressed zip file. Only filing components that are selected (Download checkbox) will be included in the zip file.

**f. Batch Full Filings.** This button will allow you to save selected filings in their entirety (based on Download checkbox) into a compressed zip file.

**g. Filings Found/Selected.** These numbers indicate the number of filings retrieved in the search results, and the number of filings selected to batch into a compressed zip file.
5.4 Filing Batch Schedule Selection Page Layout

Figure 41. ERISA Filing Batch Schedule Selection Layout – General Public

a. List of filings. The list of filings that you selected for batching using the Download checkbox on the ERISA Filing Data Search Results page
   - EIN: Employer Identification Number
   - Plan Name: Name of Plan

b. Filings to Batch.
   - The number of filings you selected to batch
   - Option to batch the entire filing of all selected filings (works the same as the Batch Full Filings button on the previous page.
   - The list of forms and schedules that is available for selecting to batch. The list of available items is based on what components are contained in the selected filings. Only those components contained in one or more of the selected filings will be displayed.

c. Generate Batch PDF. This button will create a compressed zip file of the selected components for the filings contained in the List of Filings.

d. Return to Search Results. This link will return you to the ERISA Filing Data Search Results page with the list of retrieved filings still displayed.
5.5 Expand Folder

Click the arrow to the left of a folder to expand or collapse the folder. Expanding the folder displays the folder contents.

![Example of how to expand folder contents](image)

5.6 Data Entry

5.6.1 Check Boxes

Check boxes are used when selecting one or more filings or filing components for batching into a compressed zip file. All check boxes are set to the default setting of unchecked.

![Example of check boxes](image)
5.6.2 Date Fields

There are two date fields on the filing data search page: Plan Year Begin and Plan Year End. Both fields are filled in using the calendar icon next to the field. You cannot type a date in the date boxes directly.

![Calendar Examples](image)

**Figure 44. Calendar Examples**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calendar" /></td>
<td>Click to select date</td>
</tr>
<tr>
<td><img src="image" alt="Day" /></td>
<td>Currently selected day</td>
</tr>
<tr>
<td><img src="image" alt="Month" /></td>
<td>Go back one month</td>
</tr>
<tr>
<td><img src="image" alt="Month Forward" /></td>
<td>Go forward one month</td>
</tr>
<tr>
<td><img src="image" alt="Today" /></td>
<td>Populate with today's date</td>
</tr>
<tr>
<td><img src="image" alt="Selected Date" /></td>
<td>Selected date</td>
</tr>
<tr>
<td><img src="image" alt="Close" /></td>
<td>Close</td>
</tr>
<tr>
<td><img src="image" alt="Clear" /></td>
<td>Clear the date field</td>
</tr>
</tbody>
</table>

**Table 1. Definition Table for Calendar**

The default Plan Year Begin Date is January 1 of the current calendar year. The default Plan Year End Date is December 31 of the current calendar year. To clear a date field, click the calendar icon and then click "Clear." You cannot clear the dates by manually typing into the fields.
Chapter 6. Support

Assistance is available for filers by telephone, email, and web-form with regard to Form 5500/5500-SF Filing Search and errors. Hours of operation for live customer service are from 8:00 a.m. to 8:00 p.m., Eastern Time, Monday through Friday, except for Federal Holidays (excluding Columbus Day). Voice mail, Email, and web-form requests may be submitted at any time and will be answered during regular business hours.

6.1 Holidays

The following is a schedule of the Government’s Federal Holidays:

New Year’s Day
Birthday of Martin Luther King, Jr.
President’s Day
Memorial Day
Independence Day
Labor Day
Veterans’ Day
Thanksgiving Day
Christmas Day

6.2 Contacts

Live Customer Service: 866-463-3278 or 866-GO-EFAST
Email: efast@dol.gov
### Chapter 7. Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOL</td>
<td>Department of Labor</td>
</tr>
<tr>
<td>EBSA</td>
<td>Employee Benefits Security Administration</td>
</tr>
<tr>
<td>EFAST2</td>
<td>ERISA Filing Acceptance System 2</td>
</tr>
<tr>
<td>EIN</td>
<td>Employer Identification Number</td>
</tr>
<tr>
<td>ERISA</td>
<td>Employee Retirement Income Security Act</td>
</tr>
<tr>
<td>IFILE</td>
<td>Internet Based Filing Application</td>
</tr>
<tr>
<td>PDF</td>
<td>Portable Document Format</td>
</tr>
<tr>
<td>PN</td>
<td>Plan Number</td>
</tr>
<tr>
<td>SSL</td>
<td>Secure Sockets Layer</td>
</tr>
</tbody>
</table>