

# EFAST2 AND IFILE QUICK START GUIDE

## Steps for Filing a Form 5500 or 5500-SF Return/Report



If you are using purchased software, you need to complete steps 1 and 2 (Registration). To complete and submit your Form 5500 or 5500-SF with your purchased software after registering, refer to your purchased software's instructions or contact your software vendor.

If you are using the EFAST2 IFILE application to complete and submit your Form 5500 or 5500-SF, you must follow all steps listed below.

1. **Go to** the EFAST2 website at <https://www.efast.dol.gov>. This is the **Welcome** screen and serves as your starting point for all things related to the Form 5500 and Form 5500-SF.
2. **Register.** On the **Welcome** screen, in the left-side navigation bar, click on the **Register** link under the **Main** category. Follow the page-by-page registration process. You only need to register one time. By registering, you will receive credentials (UserID, PIN, and password) needed to create or import, sign, and file the Form 5500 or 5500-SF, including any required schedules and attachments. When registering:
  - a. If you are uncertain which user types to select, check Filing Author and Filing Signer.
  - b. You must enter a valid e-mail address in order to receive an EFAST2 UserID. Once you receive your EFAST2 UserID via e-mail, click on the link in that e-mail to finalize the registration process. Your registration is not complete until you create a password.
3. **Login.** On the **Welcome** page, in the left-side navigation bar, click on the **Login** link under the **Main** category. Enter your UserID and password. Once you login, you will see the **Home-Filing Summary** screen providing a snapshot of any filings you may be working on or are required to sign. Note that the links in the left navigation bar will change, and will be different depending on the User Type(s) you have selected.
4. **Starting a Form 5500 or 5500-SF.** You must be registered as a Filing Author to start a Form 5500 or Form 5500-SF. After logging in, click one of the two following options under the **Filings** heading on the left-side navigation bar:
  - a. **Create a Filing.** Select this option to start with a blank Form 5500 or 5500-SF. Follow the steps requesting the **Form Year**, **Form Type**, and **Filing Name**. The Filing Name is for your record keeping only and is not sent to the Government.
  - b. **Import a Filing.** Select this option to upload an already prepared return/report in XML format into IFILE. Follow the steps requesting the **Form Year** and **Filing Name** and select the **Browse** button to locate the file you wish to upload. The Filing Name is for your record keeping only and is not sent to the Government.
5. **Complete the Form 5500 or 5500-SF. You should be viewing Part I of the Form 5500 or 5500-SF.** Select a tab at the top of the screen to go to the page desired and enter information into the required fields of the form. After entering information on

that page, click the **Save** button at the bottom before selecting another tab. When you are finished with the form, click the **Save and Close** button. The screen that appears after you click the Save and Close button on your Form 5500 or 5500-SF is the **Filing Menu** screen. Your previously-entered information will be saved, and you can come back to this form at any time to continue working on it.

6. **Complete any needed schedules.** From the **Filing Menu** screen, in the **Available Schedules** box on the right, click on the schedule you wish to add to your return/report, then click one of the two following buttons:
  - a. **Create.** Select this option to complete a blank schedule.
  - b. **Import.** Select this option to upload a previously-completed schedule in XML format into your return/report.

Enter information into the schedule fields through the tabbed pages as you did with the Form 5500.

7. **Add any needed attachments.** From the **Filing Menu** screen, in the top row of buttons, click **Add Attachments**. Follow the steps to upload an attachment in PDF or TXT formats.
8. **Check the filing for errors.** From the **Filing Menu** screen, in the top row of buttons, click **Validate**. A “pop-up” box will appear showing a list of errors in your filing. **Make sure your browser pop-up blocker is turned off or you will not be able to see this.** Close the box and correct any errors in your return/report.
9. **Sign the filing.** This is a two-step process beginning with associating signers. If you are only registered as a Filing Signer, reference step b for specific instructions on how to sign.
  - a. **Add signers.** From the **Filing Menu** screen, in the top row of buttons, click **Add Signers**. Enter the email address of the Plan Administrator and/or Plan Sponsor who will be signing the Form 5500 or 5500-SF. The email address you enter must have already been registered in EFAST2. Click the **Add** button after entering each email address. Click **Done** when finished and then click **Close** to exit the Filing Menu screen and be directed to the **Home-Filing Summary** screen.
  - b. **Sign the return/report.** From the **Home-Filing Summary** screen, click on **Provide Signature**. Select the return/report to be signed from the list shown and you will see the **Filing Menu** screen. From the top row of buttons, click **Sign** to electronically sign the return/report. Follow the steps and enter your UserID and PIN. If you don't remember your PIN, return to the Home-Filing Summary screen by exiting the Filing Menu screen and clicking User Profile from the left-hand navigation bar to display your PIN.

To keep a copy of the filing:

- i. Click **Create PDF** to print a copy of the return/report. The paper copy must be reviewed, signed, and retained in the plan administrator's or plan sponsor's files, as appropriate.
- ii. Click **Export** if you wish to save an electronic copy of the return/report for your records in XML format.

- 10. Submit the filing.** From the **Home-Filing Summary** screen, click on **Ready to Submit**. Select the name of the return/report that is ready for submission. You will be returned to the **Filing Menu** screen. From the **Filing Menu** screen, in the top row of buttons, click the **Submit** button. Your filing will automatically be checked for errors. If EFAST2 identifies errors in your filing it will not yet be transmitted to the Government. Instead, a new screen will appear alerting you the filing was not received by the Government and listing the filing errors. You may fix any identified errors or scroll down the page to continue to submit your filing. A pop-up box will alert you to when your return/report has been successfully submitted. **Make sure your browser pop-up blocker is turned off or you will not be able to see the alert.**
  
- 11. Check the status of your return/report.** From the **Home-Filing Summary** screen, in the left-side navigation bar, under the **Filings** heading click the **Submissions** link. The **Home-Submissions** page will appear displaying returns/reports that you signed or submitted and their status. If there are errors in your filing, you can click on the status to see a list of the errors.

For more detailed information on filing the Form 5500 or 5500-SF, see the **EFAST2 FAQ**, **EFAST2 Guide for Filers and Service Providers**, **EFAST2 IFILE User Guide**, and interactive **EFAST2 tutorial**. For live assistance, call the EFAST2 Help Desk at 866-GO EFAST (866-463-3278). The EFAST2 Help Desk is open Monday – Friday from 8 a.m. to 8 p.m. (Eastern Time), and closed for all Federal Holidays except for Columbus Day.