Tutorial Title: Registration and Login

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

Slide 2: EFAST2 Welcome page.
Description: The Register button in the middle of the page is highlighted.
Narration: To sign up for a new EFAST2 account to prepare, sign, or submit a filing, click Register.

Slide 3: EFAST2 Registration page.
Description: The Continue button in the middle of the page is highlighted. This slide does not have narration.

Slides 4 and 5: Registration Step 1 of 7, Privacy Statement.
Description: This is a video clip showing vertical scrolling of the Privacy Statement box. The checkbox next to “I have read this agreement” is highlighted. The Accept Agreement button is highlighted.
Narration: Scroll down to read the Privacy Statement. Accept the agreement to continue.

Slides 6 through 8: Registration Step 2 of 7, Profile Information.
Description: Animated typing text shows the name “Alan” entered into the First Name field, followed by the name “Taylor” 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 name, company, and email address.

Slide 9: Page title: Registration Step 2 of 7, 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, to allow you to create, sign, and submit filings. Click Next.

Slide 10: Registration Step 3 of 7, Challenge Information.
Description: For the Challenge Question, the drop-down menu arrow is circled to show how to use the menu. The two choices are “What is your date of birth?” and “What is your place of birth?” The choices in the drop-down menu are highlighted.
Narration: In step 3, select a challenge question.

Slide 11: Registration Step 3 of 7, Challenge Information.
Description: The “Challenge Answer” and “Confirm your Challenge Answer” fields are highlighted and contain the entries of “Rochester” in each field. The Next button is highlighted.
Narration: Enter and confirm your challenge answer, and then click Next.

Slide 12: Registration Step 4 of 7, Summary.
Description: The page shows a summary of the user profile information and challenge question and answer. The Submit button is highlighted.
Narration: Review the information you provided. Select the edit option to go back, or click Submit to complete this part of your registration.

Slide 13: Check Email.
Description: The page says to check the email address that was provided for a link to complete the creation of the profile. The OK button is highlighted.
Narration: Check your email for a link to activate your account.
Slide 14: Challenge Question Verification.
Description: Animated typing text shows the entry of “Rochester” in the field called “Where is place of birth.” The Next button is highlighted.
Narration: After clicking the link from your email, enter your challenge answer and click Next to continue.

Slide 15: Registration Step 5 of 7, 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: In step 5, accept the PIN agreement...

Slide 16: Registration Step 5a of 7, 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: ...and Signature agreement to continue.

Slides 17 and 18: Registration Step 6 of 7, Password.
Description: Animated typing text shows an entry of 10 characters in the New Password field, followed by the same entry in the Confirm New Password field. The characters are represented by asterisks.
Narration: Enter a password of your choice. It must be at least eight characters and consist of at least one upper and lower case letter, number, and special character.

Slide 19: Registration Step 6 of 7, Password.
Description: The Save button is highlighted.
Narration: Click Save to continue.

Slide 20: Registration Step 7 of 7, 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.

Slide 21: Registration Step 7 of 7, Confirmation.
Description: The page has been scrolled down to show the lower portion of the page. The text “Please print this page for your records” in the second paragraph at the top of the page.
Narration: You may print this page for reference.

Slide 22: Registration Step 7 of 7, Confirmation.
Description: The Login button is highlighted.
Narration: Click Login to continue.

Slides 23 and 24: EFAST2 Login page.
Description: Animated typing text shows the entry of “A1172848” into the User ID field, followed by entry of 10 characters (shows as asterisks on the screen) into the Password field. The Login button is highlighted.
Narration: To log in, enter your User ID and the password that you created in Step 6.

Slides 25 and 26: Filing Summary page.
Description: After a successful login, the animated mouse movement points to Your Account in the navigation menu, and then points to Logout in the Your Account menu.
Narration: To log out, go to Your Account and click Logout.

Slide 27: End page.
Description: Animated typing text displays the message: For more information, please visit www.efast.dol.gov.
Narration: Thanks for watching. For more information, please visit www.efast.dol.gov.