

DEPARTMENT OF LABOR (DOL) CREDENTIALS

Retirement plans are required to file Form 5500 annually. The Form 5500 is required to be filed electronically. The all-electronic system used for this purpose is called EFAST2.

Plan Sponsors are required to obtain signer credentials to electronically sign the annual Form 5500. These credentials will consist of a user ID (starts with letter "A" followed by up to 6 numbers) and a PIN code. In order to obtain these credentials, you will need to go to the Department of Labor (DOL) website and register.

If you have not yet registered, or the signer for your Plan has changed, please go to this website to register: <https://www.efast.dol.gov/portal/app/userCreate?execution=e1s1>

You should select "Filing Signer" as your user type when registering.

Please register and obtain your credentials, and let RLLC know the email address you used in getting the credentials. The DOL will use this email address for any correspondence. It should be an active email account that you check on a regular basis. The DOL credentials will be used every year, so please to keep them handy.

RLLC will prepare your annual Form 5500 after annual compliance testing is complete and publish it to our web portal. This is a secure, interactive, online interface used to electronically file Form 5500s with the Department of Labor.

Once we publish your 5500, you will receive an email notification stating that your 5500 is available on the web portal. You will then use your DOL credentials to electronically sign and file the 5500.

Please feel free to contact your Retirement LLC plan administration specialist with any questions.