



How To Guide: E-filing Form 5500

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FORM 5500 PORTAL: LOGGING IN

Accessing the Form 5500 Portal

- Visit our website at www.DWCconsultants.com
 - Select 'Form 5500 E-Filing' from the Client Access dropdown list.

The screenshot displays the DW|C ERISA CONSULTANTS website. The logo features 'DW|C' in large orange letters, with 'ERISA CONSULTANTS' in a dark box below it, and the tagline 'Strategic Precise Proactive' underneath. A navigation bar includes links for SERVICES, KNOWLEDGE CENTER, CLIENT ACCESS, FINANCIAL ADVISORS, ABOUT US, and CONTACT US. The 'CLIENT ACCESS' dropdown menu is open, listing 'Plan Document/Report Access', 'Year-End Data Submission', 'Secure File Upload', and 'Form 5500 E-Filing', with the last option highlighted in a red box. The main content area features the slogan 'Focused On You. And Your Business.' and a promotional banner for a customized plan design and administration service.

Logging In: Existing User

- Enter your Login Name and Password
- Click the Sign In button



Username

Password

Remember My Username

[Sign In](#)

[Forgot password?](#)

[First time user?](#)

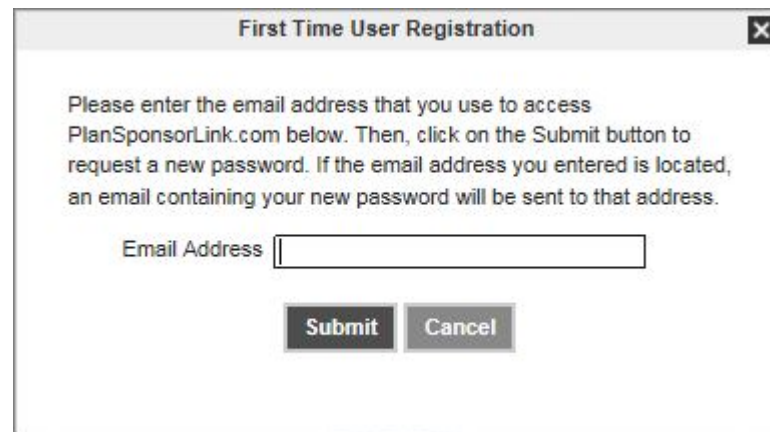
Logging In: New User

A white login form with rounded corners is centered on the page. It contains the following elements from top to bottom: a 'Username' label followed by a text input field; a 'Password' label followed by a text input field; a checkbox labeled 'Remember My Username'; a dark grey 'Sign In' button; a blue link labeled 'Forgot password?'; and a blue link labeled 'First time user?'. A red arrow points from the bottom left towards the 'First time user?' link.

- Click 'First time user?' at the bottom of the screen

Logging In: New User

- Enter your e-mail address in the box that appears and click the “Submit” button.
 - You will receive an email with a default password



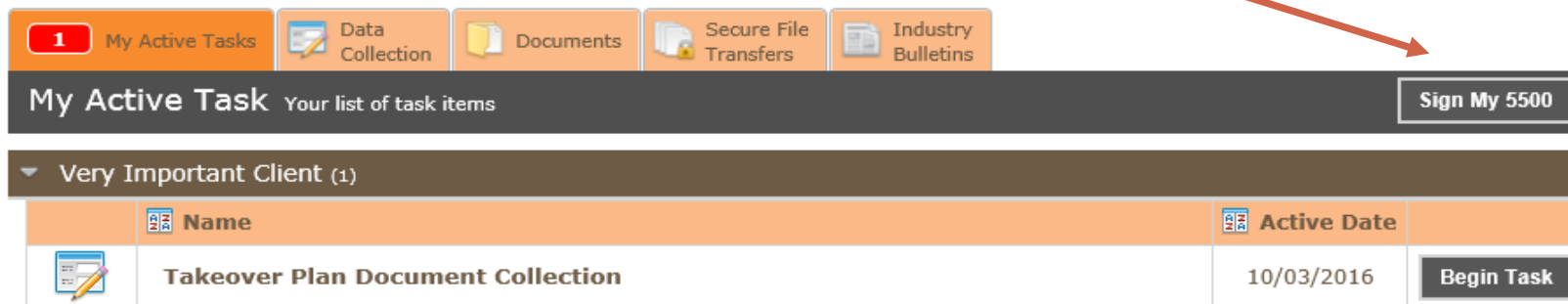
The image shows a dialog box titled "First Time User Registration" with a close button (X) in the top right corner. The text inside the dialog box reads: "Please enter the email address that you use to access PlanSponsorLink.com below. Then, click on the Submit button to request a new password. If the email address you entered is located, an email containing your new password will be sent to that address." Below the text is a text input field labeled "Email Address". At the bottom of the dialog box are two buttons: "Submit" and "Cancel".

Access Form 5500

- Click on Sign My 5500 in the upper right hand corner

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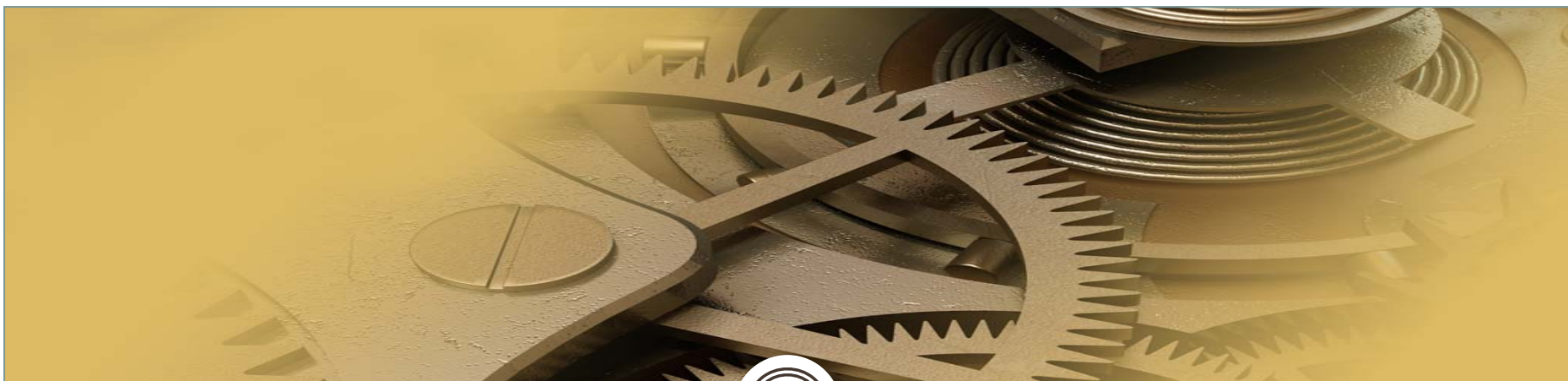
Welcome, Jesse King ▾



The screenshot shows a dashboard with a navigation bar containing five items: 'My Active Tasks' (with a red '1' badge), 'Data Collection', 'Documents', 'Secure File Transfers', and 'Industry Bulletins'. Below this is a 'My Active Task' section with the subtitle 'Your list of task items' and a 'Sign My 5500' button. Underneath is a 'Very Important Client (1)' section with a table. The table has columns for 'Name' and 'Active Date'. One row is visible with the name 'Takeover Plan Document Collection' and the active date '10/03/2016', with a 'Begin Task' button to its right. A red arrow points from the text 'Sign My 5500' in the bullet point above to the 'Sign My 5500' button in the screenshot.

Name	Active Date
Takeover Plan Document Collection	10/03/2016

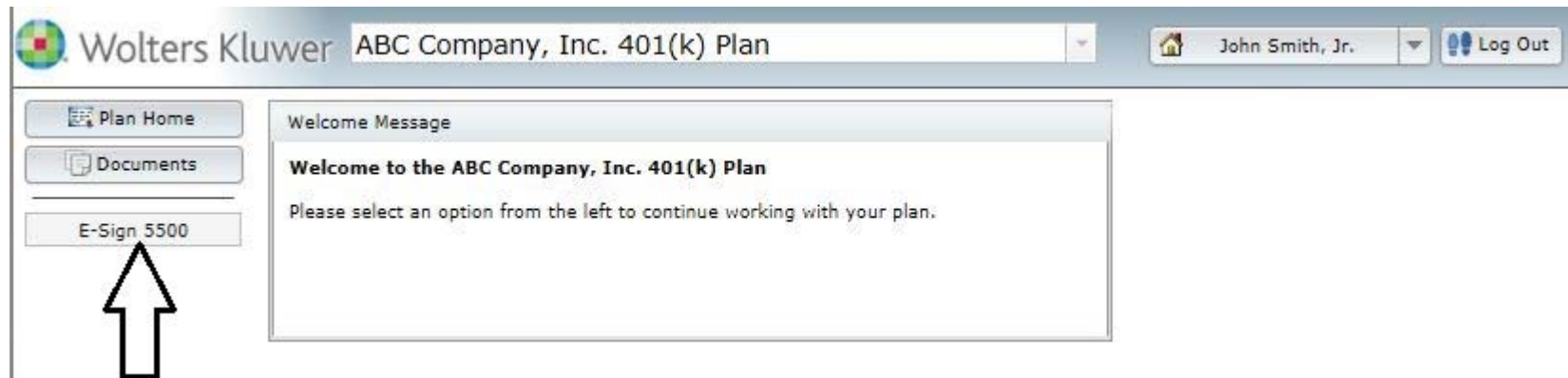
- You will be redirected to the Form 5500 signature portal



**FORM 5500 PORTAL:
E-FILING FORM 5500**

E-Filing Form 5500

- **Select E-Sign 5500 on the left side of the home screen**
 - If you have access to more than one plan, you can change plans by selecting a plan name from the dropdown menu at the top of the screen



E-Filing Form 5500

- If this is not the first year for which DWC has prepared a Form 5500 filing, you will need to select the current plan year.
 - You may access prior years' filings from this screen as well
 - If this is the first year, you will bypass this screen



The screenshot displays a web interface for e-filing Form 5500. On the left side, there are three buttons: 'Plan Home' (with a home icon), 'Documents' (with a document icon), and 'E-Sign 5500'. The main content area is titled 'Select a Year' and contains the instruction 'Please select a year to sign.' Below this instruction is a dropdown menu with the placeholder text 'Select a Year' and a downward-pointing arrow.

E-Filing Form 5500

- The Portal requires that you first click the Print 5500 button in order to proceed.

Plan Home Documents E-Sign 5500

Sign 5500 - 2013

Step 1: Print Paper Copy of Form 5500
Test2 You must print your 5500 before you will be allowed to sign. Print a hard copy of your 5500 by clicking on "Print 5500" below:

Step 2: Review and Sign Paper Copy before Filing
Once you have read through the filing and find it acceptable, sign the printed copy with a "wet" signature. Keep your signed copy in a safe place. A paper copy will not be sent to the Department of Labor but an electronic version will be sent once you electronically sign below.

Step 3: Enter/Review EFAST Credentials
Verify that Name, User ID, and PIN exactly match (including punctuation and spacing) what you entered/received from the DOL registration process. If it does not exactly match click the button "Change Name" below to change the name on this 5500.

Administrator/Sponsor Name: John Smith, Jr.

Administrator/Sponsor DOL User ID:

Administrator/Sponsor DOL PIN:

Step 4: Sign and File Electronically
Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct and complete.

If you do not have your signing credentials you will need to obtain them by going to <http://www.efast.dol.gov/> and registering as a signer. Click [here](#) for detailed instructions on how to obtain signing credentials.

Do you want to open or save ABC Company Inc 401(k) Plan 5500 2013.pdf (349 KB) from ftwilliam.com?

- A PDF version of the Form 5500 will appear in a new tab or window
 - Depending on your settings, you may need to click Open on a pop-up dialogue.

Paper Copy



- The Department of Labor requires all plan sponsors to maintain signed copies of the forms for their records.
- A copy must be made available, upon request, to participants, beneficiaries and the DOL.
- Plan sponsors may use electronic media to store the copy as long as signatures are plainly visible.

E-Filing Form 5500



- **Continue to follow the step-by-step process on the Sign 5500 screen.**
 - Enter your DOL User ID and PIN
 - Click Sign 5500 to electronically sign and submit Form 5500
 - Confirm that the filing status shows 'Accepted'
 - ✦ If the status shows anything other than 'Accepted', contact your DWC consultant as soon as possible
 - ✦ If the status shows 'Accepted', the DOL has received and accepted your electronic filing



GENERATING & RETRIEVING DOL EFAST2 CREDENTIALS

EFAST2 Credentials

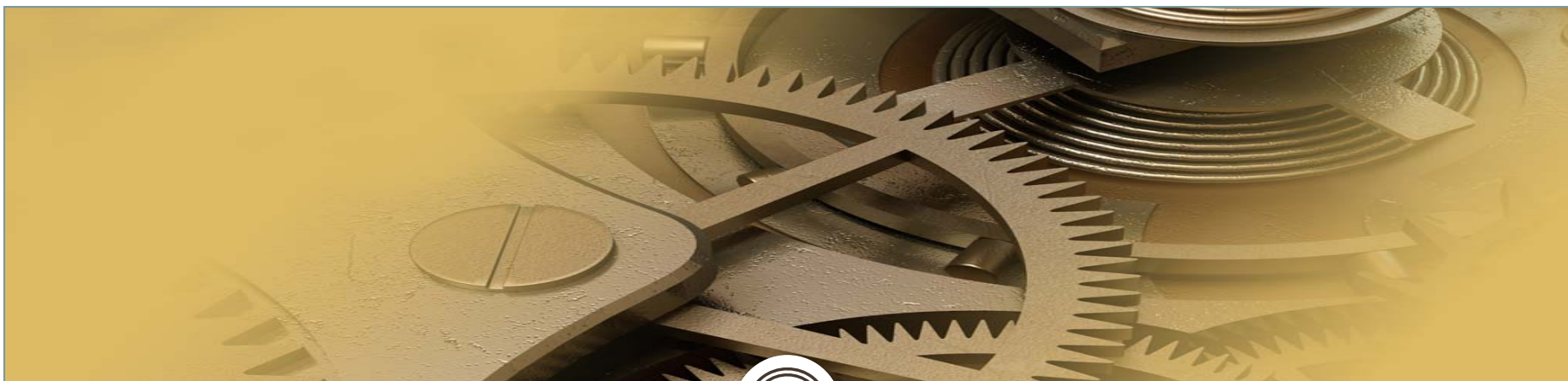


- If you have not requested your signing credentials via the EFAST2 website, you must do so before you will be able to electronically sign the Form 5500.
- To create your account and signing credentials go to www.efast.dol.gov
 - Click on 'Register' on the left side of the screen to initiate the process
 - You must enter a unique email address, not previously used for EFAST2 credentials
 - Complete the registration information, using the type 'Filing Signer'
 - Finalize the registration by clicking the link in the email sent by the Department of Labor
 - After creating a password, log in and click 'User Profile' on the left side of the screen to view your DOL issued User ID and 4-digit PIN

EFAST2 Credentials



- If you previously registered but cannot remember your signing credentials you must go to www.efast.dol.gov to retrieve the information.
 - Click 'Login' on the left side of the screen. You may either select 'Forgot User Name' or 'Forgot Password'.
 - The system will verify the challenge question you answered during your initial registration.
 - If you require additional assistance with your User ID or Password you may contact the EFAST Help Desk at 866.463.3278.



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