

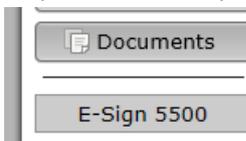
How Do I Sign the 5500?

12/04/2024 10:25 am CST

1. You can sign the 5500 by either clicking the 'Print and Sign' item in your ToDo list for the plan you wish to sign.

ToDo List	
ToDo	Days
Print and Review XYZ Company XYZ 401(k) Plan - 5500 - 2011	
Print and Sign XYZ Company XYZ 401(k) Plan - 5500 - 2011	0

2. Or by clicking the 'E-Sign 5500' link / button on the left side of the page. If you have more than one plan, you may need to select your plan from the plan dropdown at the top of the page before clicking the edit link.



3. To complete the signing process, you must first click the 'Print 5500' button before you will be allowed to enter your User ID and PIN to sign the filing. There are also instructions to sign the paper version of the filing with a wet signature and save the PDF to your hard drive.

Sign 5500 - 2011

Step 1: Print Paper Copy of Form 5500
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: My User

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.

If you have lost your User ID or PIN contact DOL EFAST2 support at 866-463-3278 or visit the website <http://www.efast.dol.gov/> (click on "Login" and then "Forgot UserID" or "Forgot Password")

4. Your name, User ID, and PIN must exactly match what you entered / received from the DOL registration

process. If your name does not match, you may change it by clicking the 'Change Name' button. Doing so will require that you reprint the 5500 by clicking the 'Print 5500' button.

5. When ready to file, click the 'Sign 5500' button. After signing, you will be shown the [5500 status page](#).
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