

# How Do I Sign the 5500 Using a Prior Year User ID and PIN?

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1. See [How Do I Sign the 5500?](#) to see how access the 5500 signing page and start the signing process.
2. When you reach step 3 of the signing process, click the 'Use prior year ID and PIN' link above the user ID field.
  - Note that the option to use a prior year's user ID and PIN will only be available if there is a prior year accepted filing and the same signer name is used to sign the 5500 for the current / next year.

The screenshot shows a web browser window titled "Sign 5500 - 2011". The main content area is titled "Step 1: Print Paper Copy of Form 5500" and includes a "Print 5500" button. Below this, "Step 2: Review a" and "Step 3: Enter/Re" are partially visible. A "Confirm Identity" dialog box is overlaid on the page. The dialog box contains a warning icon and the following text: "Under penalties of perjury and other penalties set forth in the instructions to the Form 5500, I declare that I am My User and my DOL UserID is A0123456. I would like my Administrator/Sponsor PIN to be populated below with the same four-digit number I entered in the prior year filing submitted to the Department of Labor." The dialog box has "Yes" and "No" buttons. Below the dialog box, the "Administrator/Sponsor Name" is set to "My User" with a "Change Name" button. The "Administrator/Sponsor DOL User ID:" and "Administrator/Sponsor DOL PIN:" fields are empty. At the bottom, "Step 4: Sign and File Electronically" is visible with a "Sign 5500" button.

3. You will see an Identity Confirmation box. Click the Yes button to verify that you are the identified signer.
4. When ready to file, click the 'Sign 5500' button. After signing, you will be shown the [5500 status page](#).