

1300 Ethan Way  
Suite 175  
Sacramento, CA  
95825

phone: 916.922.3200  
fax: 916.922.3400

[www.benefit-resources.com](http://www.benefit-resources.com)

## HOW TO FILE MY 5500 – EFAST2

By Chantel Pizarro  
May 2010

Filing your Form 5500 this year was supposed to be easier. You would not have to print out the form, pay for postage, go to the post office, mail it in and hope that it was received. Now all you have to do is login online and *electronically file*, then wait for an email letting you know that your filing was accepted – simple, right? Wrong. We understand that a new procedure takes some time getting used to, and we are committed to aiding you in the process and assisting you in any way we can. The first year may be a struggle since you will have to initially set yourself up for the electronic submission process, but we promise it will get easier.

Listed below are the steps that a client of Benefit Resources will take to file the Form 5500 or Form 5500-SF to the DOL:

Step 1: Obtain Filing Signer Credentials

Step 2: Receive an email from Benefit Resources to Login to an independent website and view the Form 5500 or Form 5500-SF

Step 3: E-File the Form 5500 or Form 5500-SF directly on the website to the DOL

Step 4: Receive an email confirmation updating you on the status of your filing

[Click here](#) to view a list of FAQ's (Frequently Asked Questions).

### **Step 1: Obtain Filing Signer Credentials:**

You will be required to obtain special *filing signer* credentials before the DOL will accept your Form 5500 filing on their website. To obtain the *filing signer* credentials, a plan sponsor must register on the DOL website. The person responsible for signing the Form 5500 will need to obtain Filing Signer Credentials as a *Filing Signer*.

To download instructions on 'Obtaining EFAST2 Filing Signer Credentials':

1. Login to the Benefit Resources website using your username (email address) and password
2. Select your company plan name
3. Under the '*General Information*' tab on the right hand side of the screen, download the 'EFAST2 Filing Signer Credentials Instructions'
4. Follow the instructions to obtain your Filing Signer Credentials

*Note: You will only need to obtain filing signer credentials 1 time! We have a feature on our electronic submission website that will allow you to save your User ID and PIN.*



## Step 2: Receive an email from Benefit Resources to Login to an independent website and view the Form 5500 or Form 5500-SF

Follow the instructions on the email and login to our secure filing website. [Click here](#) to view the website.

On the independent website you may:

1. Update your user profile
2. Save the User ID and PIN that you received from the DOL
3. View your Form 5500 and attachments or Form 5500-SF

## Step 3: E-File the Form 5500 or Form 5500-SF

Once you login to our independent web-based filing system ([click here](#) to login), you will be able to view and E-File your Form 5500 or Form 5500-SF:

1. On the menu bar in the top left hand corner, select Main > Planbooks
2. Under 'Actions' in the middle of the right hand side of the screen, select 'Review' to view your Form 5500 or Form 5500-SF
3. Under 'Actions' in the middle of the right hand side of the screen, select E-File  
(Note: you will E-File using the User ID and PIN you received from the DOL)

**benefit resources inc.** Your #1 Resource for Retirement Plan Administration

Google Map  
1300 Ethan Way, Suite 175  
Sacramento, CA 95825  
phone: 916.922.3200  
fax: 916.922.3400

Main Help

Welcome back, chantelp Logout

Validate Sign Transmit

To obtain EFAST2 credentials, select the following link: [U.S. DOL IREG](#)

**Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.**  
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 the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

<input type="checkbox"/>	UserID <input type="text"/>	PIN <input type="text"/>	Re-enter PIN <input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of plan administrator			Date	Enter name of individual signing as plan administrator	
<input type="checkbox"/>	UserID <input type="text"/>	PIN <input type="text"/>	Re-enter PIN <input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of employer/plan sponsor			Date	Enter name of individual signing as employer or plan sponsor	

Would you like to save your PIN for future use?

Signing Agreement

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 the electronic version of this return/report and to the best of my knowledge and belief, it is true, correct, and complete.

I have read and accept this agreement.

Agree and Transmit Agree and Save Disagree

4. Check the box on the left hand side of the screen next to UserID to sign as the plan administrator
5. Enter your UserID, PIN, PIN, and name
6. Check the box 'Would you like to save your PIN for future use?' to save your PIN on this website
7. Read the statement and check the box 'I have read and accept this agreement'
8. Select 'Agree and Transmit'
9. The next screen will inform you that you have successfully filed your Form 5500 or Form 5500-SF

#### **Step 4: Receive an email confirmation updating you on the status of your filing**

You will receive an email from Benefit Resources updating you on the status of your Form 5500 or Form 5500-SF. This can take anywhere between a couple of hours and a couple of days, depending on how busy the server is.

There are 4 different filing statuses that you should be aware of:

**Processing:** The DOL has not completed its review.

**Filing Stopped:** A problem in the filing has caused the DOLs review to stop.  
*An amended return should be filed correcting the problem. Your BRI Administrator will contact you.*

**Filing Error:** The DOL recognized the filing as a 5500 but the DOL has determined that there is an error or omission.  
*An amended return should be filed correcting the problem. Your BRI Administrator will contact you.*

**Filing Received:** The DOL recognizes the filing as a 5500 and the DOL has determined that there are no errors or omissions.  
*No further action is needed.*

**If you receive a status other than 'Filing Received', contact your BRI administrator immediately.**