

A top-down view of a desk with a laptop, a pair of glasses, a pen, and a notebook. The background is a solid purple color.

How-To Guide:

E-Filing Form 5500

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Logging In

Accessing the Form 5500 Gateway

Visit our website at
www.dwc401k.com.

- Select “Client Login” from the “LOGIN” dropdown list.



DWC
THE 401K EXPERTS

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Client Login
Investment Advisor Login


Your 401(k) & Defined Benefit Resource

Strategic guidance. Expert solutions.

Logging In: Existing User

Enter your login name and password.

- Click the “Sign In” button.



Username

Password

Remember My Username

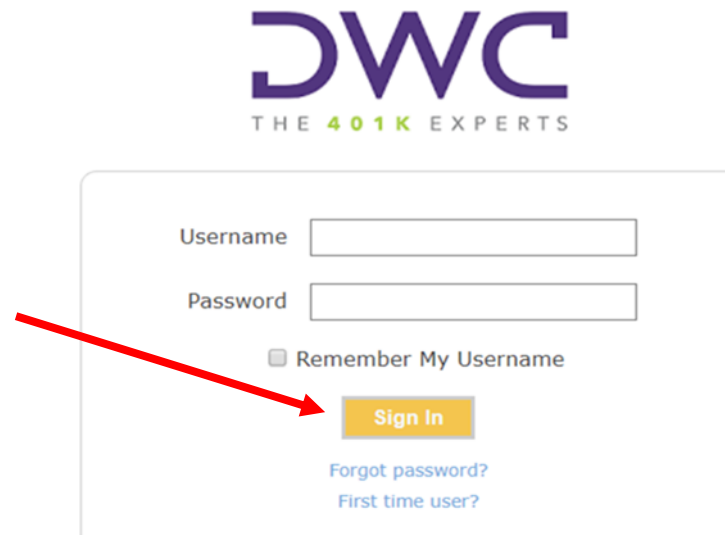
[Sign In](#)

[Forgot password?](#)

[First time user?](#)

Logging In: New User

Click “First time user?” at the bottom of screen.



The image shows a login form for DWCV. At the top is the logo "DWCV" in purple, with "THE 401K EXPERTS" in green and purple below it. The form contains a "Username" field, a "Password" field, and a checkbox labeled "Remember My Username". Below the checkbox is a yellow "Sign In" button. A red arrow points from the left towards the "Sign In" button. At the bottom of the form are two links: "Forgot password?" and "First time user?".

Logging In: New User

Enter your email address in the box that appears and click “Submit.”

- You will receive an email with a default password.

First Time User Registration ✕

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.

Email Address

Access Form 5500

Click on the “Sign My 5500” button in the upper right hand corner.

DWC - The 401(k) Experts Welcome, ABC Client ▾

1 My Active Tasks \$ Distributions Data Collection Documents Secure File Transfers Industry Bulletins

My Active Tasks Your list of task items **Sign My 5500**

▾ ABC Company, Inc. 401(k) Plan (1)

Name	Active Date	
Year End Data Collection 1/1/2017 to 12/31/2017	11/01/2017	Begin Task

You will be redirected to the Form 5500 Gateway.

The background image shows a group of people in a meeting, with their hands and arms visible as they look at documents on a table. The image is overlaid with a semi-transparent purple filter. A green rectangular box is positioned on the left side of the image, containing the title text. The overall scene suggests a professional or business environment.

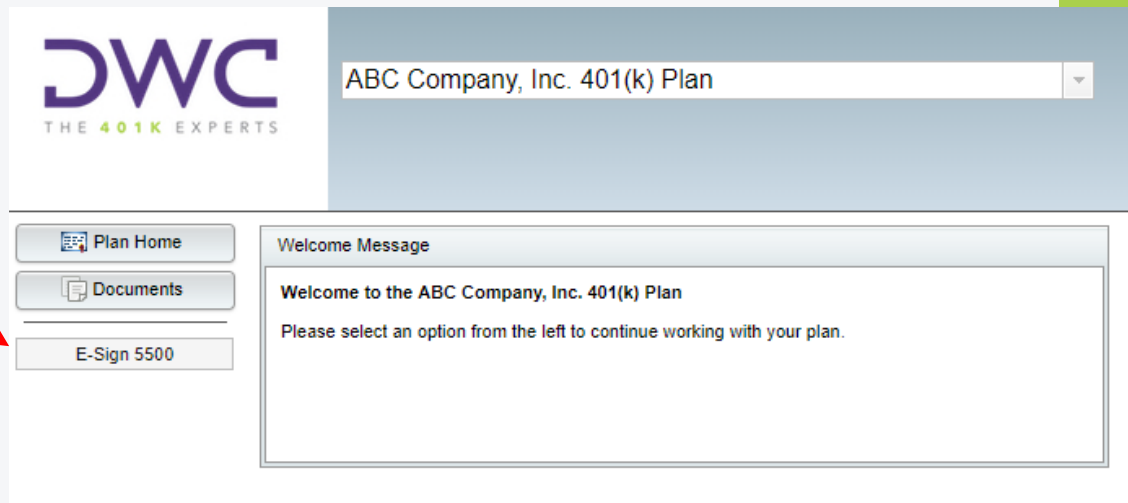
Form 5500 Gateway:

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.

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ABC Company, Inc. 401(k) Plan

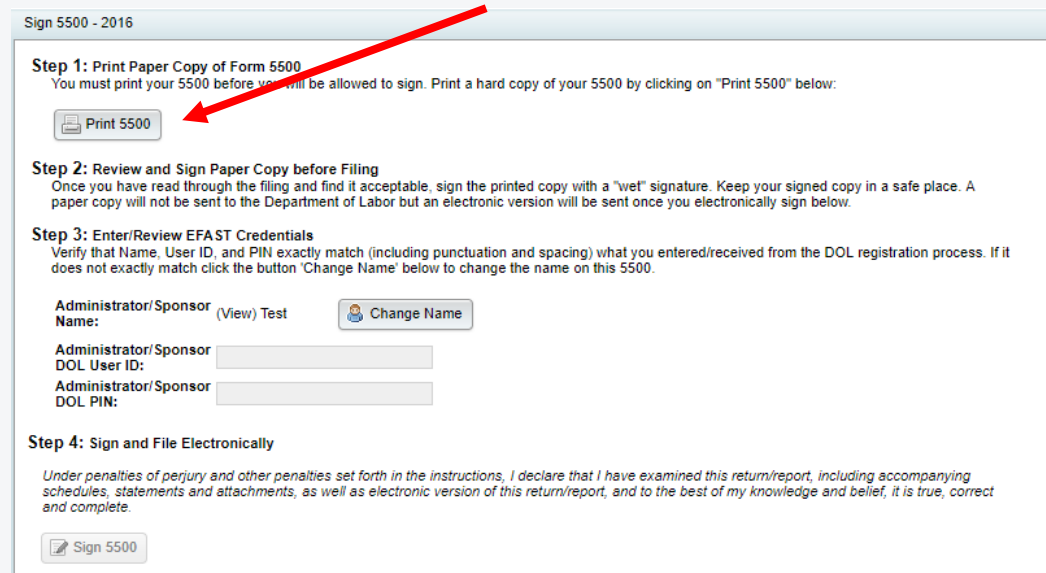
Plan Home Documents E-Sign 5500

5500s to Sign For ABC Company, Inc. 401(k) Plan

Year
2017
2016
2015

E-Filing Form 5500

The Gateway requires that you first click the “Print 5500” button in order to proceed.



Sign 5500 - 2016

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: (View) Test

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.

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 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

To create your account and signing credentials go to www.efast.dol.gov.

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.

- 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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www.dwc401k.com