How-To Guide:

E-Filing Form 5500

DWC

Table of Contents

Accessing the Form 5500 Gateway

- Logging in: Existing user
- Logging in: New User

Form 5500 E-Filing

EFAST2 Credential for Form 5500 E-Filing

Form 5500 Gateway:

Logging In

Accessing the Form 5500 Gateway

Visit our website at
www.dwc401k.com.

• Select "Client Login" from the "LOGIN" dropdown list.

Logging In: Existing User

Enter your login name and password.

- Click the "Sign In" button.
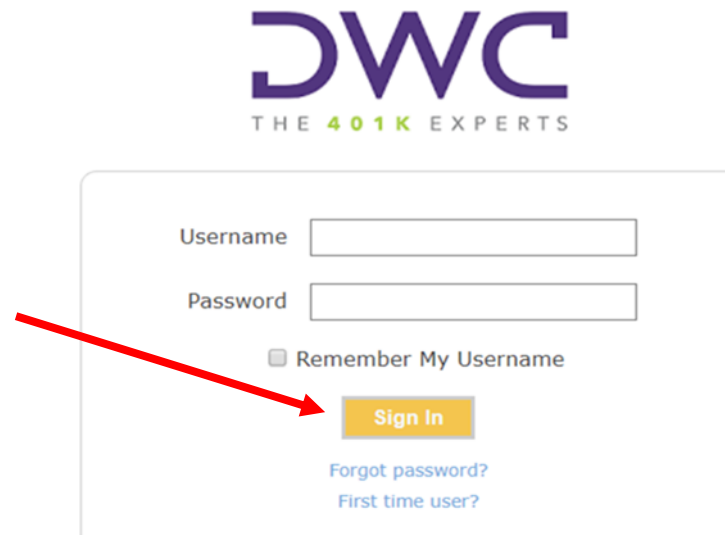
Logging In: New User

Click "First time user?" at the bottom of screen.

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.

Access Form 5500

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

You will be redirected to the Form 5500 Gateway.

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.
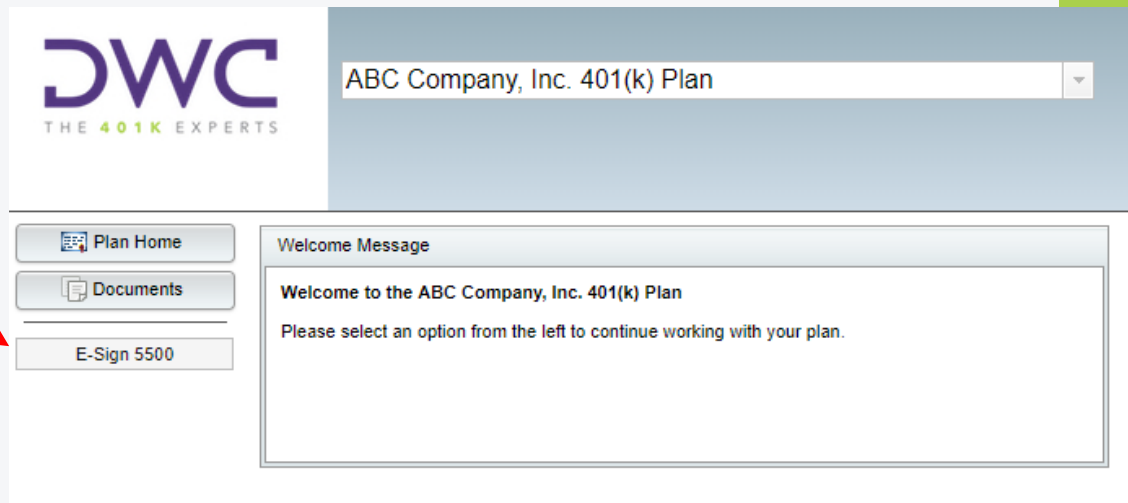
E-Filing Form 5500

If this is <u>not</u> 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.
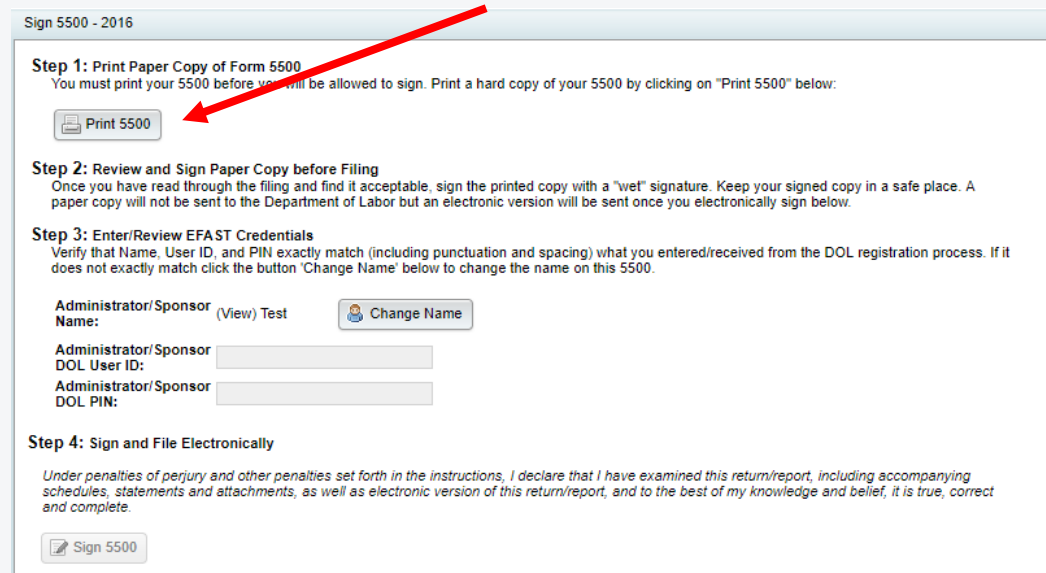
E-Filing Form 5500

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

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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