

LAR PENSIONS, LLC

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IRS Form 5500 Electronic Filing Authorization Instructions

In order for us to file the IRS Form 5500 electronically, please follow the instructions as follows:

1. Go to www.efast.dol.gov. On the middle of the screen, click on “Register”.
2. The screen “Register – Privacy Statement” will come up. Read through the agreement and check the box at the bottom indicating that you have read it. Click “Accept Agreement”.
3. You will need to complete the information on the “Register – Profile Information” screen. Be careful to enter the correct email address. At the bottom, for the User Type, you want to click on “Filing Signer”. Then click “Next”.
4. Next you will be asked to choose and complete a Challenge Question (Date of Birth or Place of Birth). Once this is done, click “Next”.
5. The next screen, “Register – Summary”, summarizes the information. If everything is correct, we suggest that you print this screen for your records and then click “Submit”.
6. You should then go to the email address that you provided in step (3) and look for an email from efast2@efastsys.dol.gov. You should check the spam folder, if not received within 3 minutes. This email will provide you with a link to retrieve your PIN and UserID from the DOL secure server.
7. Once you click on the link from the email in the previous step received from efast2@efastsys.dol.gov, you will be asked to answer the challenge question that you chose in step (4). Then click “Next”.
8. The screen “Register – PIN Agreement” will appear. Read through the agreement and check the box at the bottom indicating that you have read it. Click “Accept Agreement”.
9. The screen “Register – Signature Agreement” will appear. Read through the agreement and check the box at the bottom indicating that you have read it. Click “Accept Agreement”.
10. The next screen, “Register – Finalize”, summarizes your profile information (User ID, PIN, Email address, challenge question and answer, etc.). If everything is correct, we highly recommend that you print this screen for your records. Click “Submit”.
11. The next screen asks you to create a password. Choose a password that is between 10 and 16 characters, contains at least 1 alpha character and at least 1 numeric character. Enter the password twice and make a note of this password in your files, then click “Save”.

Congratulations! You are now credentialed.

If you would like additional information regarding EFAST and this procedure, please visit <https://www.dol.gov/agencies/ebsa/about-ebsa/our-activities/resource-center/faqs/efast2-credentials>

If you have any questions or concerns, please feel free to contact your Plan Consultant.

Sincerely,

LAR Pensions, LLC

Complete this section and mail, email or fax it back to LAR Pensions, LLC IMMEDIATELY. *Be sure to save a copy for your use each year!!!*

IRS Form 5500 Electronic Filing Authorization

Plan Name: _____

EIN: _____

I hereby authorize LAR PENSIONS LLC to electronically file the above return with the US Department of Labor's Electronic Filing Acceptance System (EFAST).

I have signed Form 5500 for this return and understand a scanned copy of this return bearing my manual signature will be included in the electronic filing and posted on the US Department of Labor's internet site for public disclosure.

Plan Sponsor:

Print name (sign)

Email

(Date)

Optional: The information below will be required for the plan sponsor to enter every year. This information is often misplaced by clients. As a service, we can keep it on file for you.

EFAST User ID: _____

PIN: _____