


EFAST2 Electronic Filing

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Transmission Types

- Web integrated – TPA Transmits
- Web Integrated – Signer Transmits
- Locally Signed and Transmitted
- E-Signature – TPA Signs and Transmits

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Web Integrated – TPA Transmits

- TPA Publishes Filing
- Notification emails sent to signer(s)
- Signer(s) Sign at My5500.com
- TPA notified that filing has been signed
- TPA uses “Get My5500 Status” to retrieve signatures into Pension Reporter
- TPA transmits filing to EFAST and checks filing status and resolves issues

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Web Integrated – Signer transmits

- TPA Publishes Filing
- Notification emails sent to signer(s)
- Signer(s) Sign at My5500.com
- Last signer asked to transmit filing
- TPA notified that filing has been signed and transmitted
- TPA uses “Get My5500 Status” to retrieve Ack ID Pension Reporter
- TPA checks filing status and resolves issues

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Locally Signed and Transmitted

- Signers are physically present
- They enter credentials directly into PR
- TPA transmits filing immediately
- TPA checks filing status and resolves issues

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E-Signature

- TPA manually emails filing and authorization form to signer(s)
- Signers sign 5500 and Auth Form and return to TPA
- TPA scans 5500 or SF (both pages) and adds as an attachment to the filing
- TPA signs with their own credentials, but using name of paper signers
- TPA transmits, checks status, and resolves issues

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A word about Authorization Forms

- A model is included in PR
- Blanket multi-year authorizations are not acceptable to the DOL. One Authorization = One Filing.
- Must advise signers that a signed copy of the filing, with their manual signature will be posted at the DOL Public Disclosure website
- Must bear the signatures of the actual 5500 signers
- Consider your engagement letter/service agreement

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A word about Credentials

- One Transmitter Credential for entire organization, including all telecommuters and sites
- If you are using e-Signature, we recommend separate signing credentials for each staff member who will be signing
- Changing transmitter credentials renders PR unable to retrieve status of previous filings
- Changing transmitter PIN causes web integrated – signer transmitted filings to fail – must republish!

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Who is the Transmitter?

- YOU are ALWAYS the transmitter
- In Web Integrated – Signer Transmits mode, the signer is only initiating the transmission on your behalf
- DATAIR is NOT the transmitter