

New for Form 5500's filed with the Department of Labor ("DOL") for plan years beginning on or after January 1, 2009 must be filed using a new DOL developed computer system called EFAST2. EFAST2 was developed to ease the administrative burden and provide enhanced transparency. The registration for electronic credentials includes the person signing the return, auditors and third party administrators at a minimum.

Filing with EFAST2 requires the following steps to be registered with the DOL:

Step	Item
1	Log On To: WWW.EFAST.DOL.GOV
2	Click on "Register" located on the left margin under Main.
3	There is a Privacy Statement acknowledgement screen. You will need to read the Privacy Statement. Click on the box to put a check mark on "I have read this agreement." Click on "Accept Agreement."
4	You will be brought to a Profile Information page. You will be required to enter a variety of information related to your organization, location, contact information, etc. After entering the required information you will click "Next" to continue.
5	You will be asked for Challenge Information. You will need to select the challenge question and then record your answer. This is required to complete your profile so please remember what you selected for the answer to the challenge question. Click on "Next."
6	The summary screen will display. This will contain the information that you entered under Profile Information. Please review this information. Click on "Submit" if no changes are needed.
7	A confirmation page will appear telling you to check the e-mail address provided for an e-mail for the DOL that contains a link into the DOL System. This will be needed to acknowledge and complete the creation of your profile. Click "OK."
8	Once you have received your confirmation e-mail, click on the link provided in the e-mail from the DOL to be taken to the DOL's Website.
9	This will bring up a screen for you to verify the challenge question. Please put in your answer. Click on "Next."
10	A PIN agreement is necessary to continue. Please read the agreement then click to place a check mark on "I have read this agreement." Click on "Accept Agreement."
11	The next screen is a signature agreement. Please read the agreement then click to place a mark on "I have read this agreement." Click on "Accept Agreement."
12	The next screen called finalize is providing you with your User ID and PIN. You may want to print this page and keep it in a secure location for future use. You will need these numbers in order to file your Form 5500 electronically. Click on "Next."
13	Then next screen titled "Password" is where you will create your password. It must be between 10 and 16 characters long and must not contain spaces. You must use at least one letter and one number. The password will only be used on the DOL's EFAST2 website. Once you have entered your password and confirmed the password, click on "Save."
14	The last screen is a confirmation screen that shows that your account is established. There is a login button if you want to login or you may now leave the website.
15	Remember your User ID and PIN. These will be needed when you approve your Form 5500 to be filed electronically.

How we can help

We have significant experience with benefit plan audits, DOL regulations and the filing of Form 5500. At Mueller Prost PC, we have:

- **Experience**
Mueller Prost PC offers more than 25 years of employee benefit plan auditing and Form 5500 filing experience.
- **Positive Results**
Our positive peer review results and reviews of our DOL audits support our high quality of compliance with the reporting and disclosure requirements of ERISA.
- **High Professional Standards**
Our firm is PCAOB registered and a member of the AICPA's Employee Benefit Plan Audit Quality Control Center that exhibits our commitment to the highest quality audit that can be provided.

When using Mueller Prost to perform your 403(b) audit and assisting with the electronic filing of your Form 5500, you will find we offer:

- **Peace of Mind** Knowing that your plan will be in compliance with all reporting and disclosure requirements.
- **Timeliness** It is our goal to comply with all filing deadlines.
- **Responsiveness** No matter what the question, our specialists will have the knowledge and desire to assist you without delay.
- **Guidance** We can advise you in different facets of employee benefit plans that can benefit your organization and your employees.
- **Value** A cost effective engagement that ensures you receive the highest value for the price.

Contact Us Today.

For more information regarding 403(b) audits and electronic filing of Form 5500 using the DOL's EFAST2 system call us at 314.862.2070 or e-mail **Jeanette Bax-Kurtz, CPA** at jkurtz@muellerprost.com or **Karyn Nunn, CPA** at knunn@muellerprost.com.

Mueller Prost PC is a team of CPAs and business advisors headquartered in St. Louis that is **Advising with Vision®** to help clients grow and prosper. As a member of both the PKF North America and PKF International networks (associations of independent CPA firms), our team has the ability to leverage national and global resources when needed to benefit client engagements.

From humble beginnings on a ping-pong table in 1983, the corporation has grown into one of the leading CPA and business advisory firms in the area, operating out of two locations with more than 90 staff members. The firm offers a full range of professional tax, audit, accounting and management advisory services to high-net-worth individuals, entrepreneurs, closely-held businesses, as well as to non-profit organizations and public companies. For more details, visit www.muellerprost.com.