

## Tutorial Title: Use IFILE to Create, Sign, and Submit a Filing

### Slide 1: Title page with EFAST2 logo.

Description: Animated text displays the title: IFILE: Create, sign, and submit a filing

Narration: Welcome to the IFILE tutorial for creating a filing.

### Slide 2: EFAST2 Welcome page.

Description: The Sign in with Login.gov button is highlighted.

Narration: To begin, click Sign in with Login.gov.

### Slide 3: Login.gov page.

Description: The options are to enter an email address and password and click Sign In, or click Create an Account.

Narration: At Login.gov, enter your email address and password to sign in, or click Create an Account if you don't already have one. If you're not sure if you have an account or forgot your password, click Forgot Your Password.

### Slide 4: Login.gov page.

Description: The options are to enter a one-time code, submit, send another code, choose another authentication method, and cancel.

Narration: When signing in, follow the prompt for your authentication method. For example, if you chose to receive a text or phone call, enter the one-time code and click Submit.

### Slide 5: Filing Summary page – Warning banner.

Description: After completing a registration and clicking Login, you must accept the warning about accessing a U.S. Government information system.

Narration: After signing in with Login.gov, a warning message will display each time that you access the EFAST2 website. Click Accept to continue, or click Reject to return to the Welcome page.

### Slide 6: Filing Summary page.

Description: The upper portion of the Filing Summary page shows options to Create a Filing, Import a Filing, and Create a Schedule. The Create a Filing button is highlighted.

Narration: To begin a Form 5500 Series filing, click Create a Filing.

### Slide 7: Form Selection page.

Description: An arrow points to the first radio button, which is for the option "Help me determine the correct 5500 Series form to complete." By selecting this option, other check boxes and questions appear lower on the page.

Narration: You can choose an option to help determine the correct form to use.

### Slide 8. Form Selection page.

Description: An arrow points to the second radio button, which is for the option "I know which form 5500 series I want to complete." By selecting this option, two options appear lower on the page, one to select the Form Year and Type, and two to name the new filing.

Narration: Or you can choose the Form 5500 that you want to complete. Other options include Form PR and Form 5558.

### Slide 9: Form Selection page.

Description: The Form Year and Type drop-down menu selection is "2023 – 5500" and is highlighted. The text entry field called "Name your new filing" contains "Acme Profit Sharing Plan" and is highlighted. The Create button is highlighted.

Narration: After selecting the form year and type from the list of options, enter a name for the filing, and then click Create.

### Slide 10: 2023 Form 5500 Part I Lines A-D.

Description: The plan year begin date and plan year end date at the top of the form contain the values 01-01-2023 and 12-31-2023. The fields are highlighted.

Narration: Enter or verify the plan year beginning and ending dates at the top of the form.

**Slide 11: 2023 Form 5500 Part I Lines A-D.**

Description: Line A contains radio button selections for a multiemployer plan, a multiple-employer plan, a single-employer plan, and a Direct Filing Entity (DFE). The single-employer plan is selected. The choices are highlighted. Mouse movement to simulate scrolling down the page.

Narration: Scroll down to access additional fields.

**Slide 12: 2023 Form 5500 Part I Lines A-D.**

Description: The bottom of the page is shown. There is no narration for this slide.

**Slide 13: 2023 Form 5500 Part I Lines A-D.**

Description: Under the Form 5500 banner are 7 tabs that go to different sections or line numbers of the Form 5500. The tabs are highlighted.

Narration: Use the navigation tabs to go to other parts of the form.

**Slides 14 through 16: 2023 Form 5500 Part II Lines 1-2.**

Description: Part II is for basic plan information. The screen shows the fields at the top of the page, including Name of plan, plan number, effective date, and plan sponsor fields. Text entry of "Acme Profit Sharing Plan" in the Name of Plan field. The screen shows the informational text box that describes the valid values for the Name of Plan field. Text entry of "001" in the field labeled Three-digit plan number (PN), and an entry of "01-01-2020" in the field labeled Effective date of plan.

Narration: Enter information into the fields, such as Name of Plan, Plan Number, and Effective Date.

**Slide 17: 2023 Form 5500 Part II Lines 1-2.**

Description: The Sponsor Name, Address Line 1, City, State, and Zip Code fields in Line 2a are filled in with example information (Robert Smith, 123 Mockingbird Lane, Springfield, Kansas, 66001). The fields are highlighted.

Narration: Continue entering information into each section,

**Slide 18: 2023 Form 5500 Part II Lines 1-2.**

Description: In the row of tabs, the tab for Part II 3-4 is highlighted.

Narration: and use the tabs to go other parts of the form.

**Slide 19: 2023 Form 5500 Part II Lines 3-4.**

Description: Part II 3-4 displays Lines 3a, 3b, and 3c for Plan Administrator information. The fields for Plan Administrator Name, Address, EIN, and Phone number are automatically populated because the box labeled "Same as Plan Sponsor" is checked. The fields are highlighted. In the row of tabs, the tab for 5-7 is highlighted.

Narration: The forms and schedules may include several parts.

**Slide 20: 2023 Form 5500 Part II Lines 5-7.**

Description: Part II 5-7 displays Lines 5, 6a through 6h, and 7, filled with values to represent the number of participants. The fields are highlighted. In the row of tabs, the tab for Part II 8 is highlighted. There is no narration for this slide.

**Slide 21: 2023 Form 5500 Part II Line 8.**

Description: Part II 8 displays Lines 8a for pension codes, and 8b for welfare codes. Each line has a button labeled Add New Code. The Add Code button for pension codes is highlighted.

Narration: To enter pension or welfare codes, click the option to Add a New Code.

**Slides 22 through 26: 2023 Form 5500 Part II Line 8.**

Description: Three code fields are displayed for Line 8a pension codes. The three empty fields are highlighted. Text entry is "2G" in the first field, "2J" in the second field, and "3D" in the third field. In the row of tabs, the tab for Part II 9-10 is highlighted. There is no narration for these slides.

**Slides 27 and 28: 2023 Form 5500 Part II Lines 9-10.**

Description: Line 9a is for plan funding arrangement, and Line 9b is for plan benefit arrangement. The "Trust" box is selected for both. The options for Lines 9a and 9b are highlighted. Line 10a is for pension schedules. The box for Schedule

R is check marked. Line 10b is for General Schedules. The box for Schedule I is check marked. The options for Lines 10a and 10b are highlighted. In the row of tabs, the tab for Part III is highlighted.

Narration: Continue through the remaining pages.

**Slide 29: 2023 Form 5500 Part III.**

Description: Part III is for Form M-1 compliance information on Lines 11a, 11b, and 11c. No information is entered on this page. The Save and Close button is highlighted.

Narration: When finished, be sure to Save before you Close the form or schedule.

**Slide 30: Filing Menu page.**

Description: The name of the filing is displayed at the top of the page. In this example, the name is Acme Profit Sharing Plan. After the name is the “Last Updated” date. Below the name and date is a row of buttons for each function on the Filing Menu page. Below the buttons are sections for the Form and Schedules that have been created, the list of Available Schedules that may be selected, and a list of Attachments and Structured Attachments that have been added. The list of Available schedules is highlighted. An arrow points to Schedule I. The Create button is highlighted.

Narration: If necessary, choose one of the Available Schedules and then click Create.

**Slide 31: 2023 Schedule I Part I Lines 1-2.**

Description: The plan year begin date and plan year end dates, and the name of plan, plan number, sponsor’s name, and EIN fields for Lines A through D are automatically populated from the Form 5500. The fields are highlighted. A row of tabs for other sections of the schedule is at the top of the form, under the header. The tabs are highlighted. Mouse movement to simulate scrolling down the page.

Narration: Basic information from the form will appear at the top of the schedule. Use the navigation tabs to go to other pages. Scroll down to see more of each page.

**Slides 32 and 33: Schedule I Part I Lines 1-2.**

Description: The bottom of the page, showing several fields for Lines 1a through 1c, and lines 2a through 2l. Example values are entered: Line 1a(a) is 85,000; Line 1a(b) is 90,000; Line 1b(a) is 1,000; Line 1b(b) is 1,000; Line 1c(a) is 84,000; Line 1c(b) is 89,000; Line 2a(1)(a) is 2,000; Line 2a(2)(a) is 3,000. Lines 2a(3)(a), 2b(a), and 2c(a) are zero; Line 2d(b) is 5,000; Lines 2e, 2f, 2g, 2h, 2i, and 2j are zero; Line 2k(b) is 5,000; Line 2l is zero. The Save and Close button at the bottom of the page is highlighted.

Narration: Continue to enter filing information in each section. When finished, be sure to save.

**Slide 34: Filing Menu page.**

Description: On the Filing Menu page, the Schedule I has been removed from the list of Available Schedules and is now in the list of Forms and Schedules that have been created. The Schedule is highlighted.

Narration: The schedule will be added to the filing in the list of forms and schedules.

**Slide 35: Filing Menu page.**

Description: The list of Available Schedules is highlighted, with Schedule R selected.

Narration: Choose additional schedules if necessary.

**Slide 36: Filing Menu page.**

Description: The Schedule R is moved from the list of Available Schedules to the list of Forms and Schedules that have been created. In the Attachments section in the lower left of the page, the Add button is highlighted.

Narration: In addition to the form and schedules, your filing may require one or more PDF attachments. In the Attachments section under Forms and Schedules, click Add.

**Slides 37: Add Attachment page.**

Description: The Add Attachment page contains a drop-down menu for Attachment Type, and a button labeled “Choose File” to select an Attachment File from your computer. The Attachment Type drop-down menu is highlighted.

Narration: Select an attachment type from the drop-down menu.

**Slides 38: Add Attachment page.**

Description: The selected Attachment Type is "E-Signature Alternative." Next to the button labeled "Choose File" is a file name to reflect that a PDF file has been selected to upload from the computer. The button and file name are highlighted. The Add Attachment button is highlighted.

Narration: Choose the file to upload from your computer, and then click Add Attachment.

**Slide 39: Filing Menu page.**

Description: The Attachments, Structured Attachments, and DCG Attachments sections are highlighted for emphasis.

Narration: Additional attachments can be added as necessary. Structured Attachments can be used to provide information for Schedules MB and SB, which can be added as a CSV file or manually entered like a form or schedule. The DCG Attachments are for Defined Contribution Group filings, which contain multiple Schedules DCG, and require separate attachments for each participating plan.

**Slide 40: Filing Menu page.**

Description: In the row of buttons at the top of the page, the Validate button is highlighted. In the row of buttons at the top of the page, the Add Signer button is highlighted, and then the Sign button is highlighted.

Narration: Use the Validate function at any time to check for errors or warnings. If someone else needs to sign the filing, click the button to Add a Signer and follow the steps to add the signer's email address to request the signature. If you are signing the filing with your own User ID and PIN, click the Sign button.

**Slide 41: Sign – Validate (Step 1 of 3).**

Description: A pop-up window is displayed and contains the Plan Name, Sponsor Name, Plan Number, EIN, Plan Year Begin, and Plan Year End dates. The on-screen text "We did not identify any errors or warnings in your unsubmitted return/report. The filing is ready for you to sign" is highlighted. The Sign button is highlighted.

Narration: During the signing process, the filing will be checked for errors.

**Slide 42: Sign – Signature Agreement (Step 2 of 3).**

Description: The Signature Agreement appears in Step 2. The box labeled "I have read agreement" is check marked and highlighted. The Accept Agreement button is highlighted.

Narration: In step 2, read and accept the signature agreement.

**Slides 43 and 44: Sign – Apply the Signature (Step 3 of 3).**

Description: The fields to enter a User ID, PIN, and boxes to select the signer role are in Step 3. Text entry of "A1172848" in the User ID field, and an entry of four characters (represented by asterisks) in the PIN field. The signer roles are highlighted and consist of Plan Administrator, Plan Sponsor, DFE, and Service Provider using the E-Signature Alternative option.

Narration: Enter your User ID and PIN, and then select the role for which you are signing.

**Slide 45: Sign – Apply the Signature (Step 3 of 3).**

Description: The Service Provider role is check marked and an arrow points to this role. The selection of this role has caused additional fields to appear below, including fields for the name and date of the manually signed Form 5500 by the Administrator, Sponsor, or DFE. The fields for the Plan Administrator name and date are highlighted. The fields for manually signed name and date have been filled with "Robert Smith" and "Feb 1, 2024." The Sign button is highlighted. The Sign button is highlighted.

Narration: If signing as a service provider, enter the name and date of the plan administrator who manually signed the form. The manually signed form is also a required PDF attachment for this signer role. After entering your signature information, click Sign.

**Slide 46: Sign – Confirmation**

Description: The signature has been added successfully. The Go To Filing Menu button is highlighted.

Narration: A confirmation will indicate that your signature was added. Click Go To Filing Menu.

**Slide 47: Filing Menu page.**

Description: In the row of buttons at the top of the Filing Menu page, the Submit button is highlighted.

Narration: If you do not need to enable the filing to be edited or to add more attachments, click Submit.

**Slide 48: Submission Success.**

Description: The Submission Success pop up window appears over the Filing Summary page. The pop-up window contains text that says "Your submission to EFAST2 has been received" and provides an Acknowledgment ID. The pop-up window includes a Close button.

Narration: The filing will be checked again for errors. If no errors are found, a message will indicate that your submission was received. The acknowledgment contains a link to check the filing status.

**Slide 49: Filing Summary page.**

Description: After submitting the filing, the Filing Summary page is displayed. Mouse motion to scroll down. The 5500 Series Submissions button is highlighted. From the navigation menu at the top of the page, a circle indicates to click the Your Filings menu. An arrow points to the link for Submissions in the menu options.

Narration: You can access your submitted filings from the Filing Summary page. Scroll down and click the 5500 Series Submissions button.

**Slide 50: Submissions page.**

Description: The Submissions page contains one filing, with columns for Name, Plan Year, Status, Submitted Date, and Acknowledgment ID. The filing status is highlighted first, followed by the Amend and Replicate buttons, and then the Filing Name link.

Narration: On the Submissions page, you can view a PDF of the filing and check the status. If necessary, you can Amend the filing, or use Replicate to copy the filing for the same year or the next year.

**Slide 51: Submissions page.**

Description: From the navigation menu at the top of the page, a circle indicates to click the Your Account menu. An arrow points to the link for Logout in the menu options.

Narration: To exit, click Your Account and then click Logout.

**Slide 52: End page.**

Description: Text displays the message: For more information, please visit [www.efast.dol.gov](http://www.efast.dol.gov)

Narration: Thank you for watching. For more information, please visit [www.efast.dol.gov](http://www.efast.dol.gov)