

Tutorial Title: Registration and Login

Slide 1: Title page with EFAST2 Logo.

Description: Title page with EFAST2 logo. Animated text displays the title: Registration and Login.

Narration: Welcome to the tutorial for Registration and Login.

Slide 2: EFAST2 Welcome page.

Description: The search buttons are highlighted.

Narration: The Form 5500 search and Form PR Registration search are available without signing in.

Slide 3: EFAST2 Welcome page.

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

Narration: An EFAST2 account is required to prepare, sign, or submit a Form 5500 Series, Form 5558 extension request, or Form PR on the EFAST2 website. To begin, click Sign in with Login.gov.

Slide 4: Login.gov page – Sign in or Create an Account.

Description: The Login.gov page has empty spaces for Email address and Password for existing users. The Create an Account button is highlighted.

Narration: If you already have a Login.gov account, then you can enter your email address and password to sign in. If you're not sure if you have an account or need to reset your password, click Forgot Your Password to confirm your email address. If this is your first time using Login.gov, click Create an Account.

Slide 5: Login.gov – Create your account.

Description: Text entry for the email address alan.taylor@zmail.com. The field is highlighted. The checkbox to indicate the Login.gov rules of use have been read and accepted is checked. The Submit button is highlighted. Select your email language preference. Login.gov allows you to receive your email communication in English, Spanish or French.

Narration: Your email address is required to create an account. You'll need to have access to this email account to continue the process. Read and accept the rules of use, then click Submit.

Slide 6: Login.gov – Check your email.

Description: Login.gov page indicates that an email was sent to the provided email address with a link to confirm the email address. Follow the link to continue creating the account. Links on the page include Resend or Use a Different Email Address.

Narration: Check your email for a link to continue creating your account.

Slide 7: Email from Login.gov.

Description: Email from Login.gov says "Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours." The button says "Confirm email address."

Narration: In the email that you received from Login.gov, click the link to confirm your email address.

Slide 8: Login.gov – Create a Strong Password.

Description: On-screen text indicates that you have confirmed your email address. A field is provided to enter a password of at least 12 characters and not a commonly used password. There is a check box to show the password, a password strength indicator, a Continue button, a box to expand password safety tips, and a link to cancel account creation.

Narration: After clicking the link from the email and returning to the Login.gov website, create a strong password with at least 12 characters. Re-enter the password to confirm, and then click Continue.

Slide 9: Login.gov – Authentication method setup.

Description: The user must select at least one authentication method to setup. Options are: Security key USB device, Government employee ID PIV card, Authentication application to generate secure codes, Text or Voice message to receive a secure code via SMS text or phone call, or Backup Codes to receive a list of 10 codes that can be printed or saved to a device. Each option has a check box to make a selection. The Continue button is at the bottom of the page, as well as a link to cancel account creation.

Narration: Select an authentication method. One option is to receive a text or voice message. After selecting an option, click Continue.

Slide 10: Login.gov – Send security code.

Description: After selecting the option to use text or voice message to receive a code, the next page title is Send your security code via text message or phone call. There is a field to enter a phone number, and then two options to select either text message SMS or phone call. There is a link to Mobile terms of service, and a button to Send Code.

Narration: For a one-time code, enter your phone number and select a text message or phone call, and then click Send Code.

Slide 11: Login.gov – Enter your one-time code.

Description: The page indicates that Login.gov sent a code to the provided phone number. The code will expire in 10 minutes. The field allows entry of the code, followed by a checkbox to remember the browser, followed by a Submit button. Other options are to Send another code, use another phone number, or choose another option.

Narration: Enter the one-time code that you received, and then click Submit.

Slide 12: Login.gov – Authentication method was added.

Description: The page indicates a phone was added to your account, and that you've added your first authentication method. The options are to Add another method, or skip for now.

Narration: After adding the first authentication method, adding another method is recommended to reduce the risk of being locked out of your account. Or, you can skip for now and add a second authentication method at another time.

Slide 13: Login.gov – Continue to EFAST2.

Description: The page indicates that Login.gov will share your information with EFAST2 to connect your account. The email address(es) on your account are displayed. An option to add a second authentication method is offered. The button to agree and continue is at the bottom.

Narration: Login.gov must share your information with EFAST2 to connect your account. Click Agree and Continue.

Slide 14: EFAST2 – We did not find an existing EFAST2 account for you.

Description: Upon automatic return from Login.gov to the EFAST2 website, EFAST2 will check for a matching account based on the email address from Login.gov. If no exact matches are found, the options at EFAST2 are to Create if you are a new user and want to create a new EFAST2 account, or Lookup Account if you have an existing EFAST2 account.

Narration: If an existing EFAST2 account is not found, you can create a new account, or you can use the function to look up an existing account.

Slide 15: EFAST2 Registration.

Description: Information on this page that you need to register to be provided with an EFAST2 User ID and PIN. Options are to Continue or to Cancel.

Narration: When you create a new EFAST2 account, you will receive an EFAST2 User ID and PIN. Click Continue.

Slide 16: Register – Privacy Statement.

Description: Top of Privacy Statement, then bottom of Privacy Statement

Narration: Scroll down to read the Privacy Statement,

Slide 17: Register – Privacy Statement.

Description: The checkbox next to "I have read this agreement" is highlighted. The Accept Agreement button is highlighted.

Narration: and accept the agreement to continue.

Slide 18: Register – Profile Information.

Description: The name "Alan" is entered into the First Name field. The name "Taylor" is entered into the Last Name field. The Email and Company Name fields are shown with entries of "alan.taylor@zmail.com" and "Taylor Small Business," respectively. The fields are highlighted.

Narration: Enter your profile information, including your name, address, and company. The email address will be the email that you used to create your Login.gov account. If more than one email was added to your Login.gov account, you can choose which email to use for EFAST2.

Slide 19: Register – Profile Information.

Description: The lower portion of the page is displayed, with the Filing Author and Filing Signer user type check boxes selected. The user types are highlighted, and then the Next button is highlighted.

Narration: The filing author and signer user types are selected by default, which will allow you to create, sign, and submit filings. Click Next.

Slide 20: Register – Summary.

Description: The page shows a summary of the user profile information. The Next button is highlighted.

Narration: Review the information. If necessary, click Edit to go back. Click Next to continue.

Slide 21: Register – PIN Agreement.

Description: The screen shows the text of the PIN Agreement. The “I have read this agreement” box is checked. The Accept Agreement button is highlighted.

Narration: By activating your PIN, you agree not to share it with anyone. Accept the PIN agreement to continue.

Slide 22: Register – Signature Agreement.

Description: The screen shows the text of the Signature Agreement. The “I have read this agreement” box is checked. The Accept Agreement button is highlighted.

Narration: Read and accept the Signature agreement.

Slide 23: Register – Confirmation.

Description: The page has a message at the top that says “Successful Account Activation.” Below the message are the User ID and PIN, followed by the profile information entered during registration. The User ID and PIN are highlighted.

Narration: Once the account is activated, you will have your EFAST2 User ID and PIN credentials. You can print the page for reference, and then click Login to continue.

Slide 24: EFAST2 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: 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 25: Filing Summary page.

Description: After clicking Login from the Confirmation page, the Filing Summary page with several options to work with filings will be displayed. The Your Account menu is opened to display the option to Logout.

Narration: After logging in, your options are listed on the Filing Summary page, including the option to Create a Filing. When you’re ready to log out, go to Your Account and click Log out.

Slide 26: EFAST2 Welcome page.

Description: EFAST2 Welcome page with the option to Sign in with Login.gov.

Narration: When you need to access the EFAST2 website again, click Sign in with Login.gov.

Slide 27: Login.gov page – enter email address and password.

Description: Text shows the entry of email address alan.taylor@zmail.com and password. The Sign In button is highlighted.

Narration: Enter your email address and Login.gov Password to sign in.

Slide 28: Login.gov page – enter one-time code (depending on the selected authentication method).

Description: Depending on the selected authentication method, the Login.gov page will prompt you to enter a one-time code, with options to remember the browser and submit. Other options are to send another code, choose another method, and cancel.

Narration: 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 29: EFAST2 Filing Summary page – Warning banner.

Description: After signing in successfully at Login.gov and returning to the EFAST2 Filing Summary page, you must accept the warning about accessing a U.S. Government information system.

Narration: Once authenticated, you will be on the EFAST2 Filing Summary page. Click Accept to continue.

Slide 30: EFAST2 Filing Summary page.

Description: The Filing Summary page with several options to work with filings will be displayed. The mouse movement points to Profile & PIN, and then points to Logout in the Your Account menu.

Narration: To make changes to your EFAST2 profile, go to Your Account and click Profile & PIN. When you're finished working in EFAST2, click Log out.

Slide 29: End page.

Description: Text displays the message: For more information, please visit www.efast.dol.gov.

Narration: Thank you for watching. For more information, please visit www.efast.dol.gov.