



FILING THE FORM 5500

Follow this link [FT Williams](#) and login

Once the FT Williams's site opens click on the E-Sign 5500 button on the left side of screen. Then follow these steps.

The screenshot shows the FT Williams web portal. On the left side, there are navigation buttons: 'Plan Home', 'Documents', and 'E-Sign 5500' (highlighted with a yellow box). A 'Welcome Message' pop-up is open on the right, containing the following text:

Welcome Message

Thank you for accessing the Pension Plan Specialists Web Portal

Please save the website link to your favorites so that you may access this information at anytime.

The portal options are to the left of this screen. This is a secure site that you may use to email plan information to our office.

The screenshot shows the 'Sign 5500 - 2017' form with the following steps:

Step 1: Print Paper Copy of Form 5500
You must print your 5500 before you will be allowed to sign. Print a hard copy of your 5500 by clicking on "Print 5500" below:
Print 5500 (highlighted with a yellow box)

Step 2: Review and Sign Paper Copy before Filing
Once you have read through the filing and find it acceptable, sign the printed copy with a "wet" signature. Keep your signed copy in a safe place. A paper copy will not be sent to the Department of Labor but an electronic version will be sent once you electronically sign below.

Step 3: Enter/Review EFAST Credentials
Verify that Name, User ID, and PIN exactly match (including punctuation and spacing) what you entered/received from the DOL registration process. If it does not exactly match click the button 'Change Name' below to change the name on this 5500.

Administrator/Sponsor Name: (View) Tara Smith **Change Name**

Administrator/Sponsor DOL User ID:

Administrator/Sponsor DOL PIN:

Enter data or click the hyper-link to use prior year ID and PIN, if available

Step 4: Sign and File Electronically
Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct and complete.

Sign 5500 (highlighted with a yellow box)

If you do not have your signing credentials you will need to obtain them by going to <http://www.efast.dol.gov/> and registering as a signer. Click [here](#) for detailed instructions on how to obtain signing credentials.

If you have lost your User ID or PIN contact DOL EFAST2 support at 866-463-3278 or visit the website <http://www.efast.dol.gov/> (click on "Login" and then "Forgot UserID" or "Forgot Password")