

REGISTRATION INSTRUCTIONS FOR NEW IFILE SYSTEM

1. Enter the website <http://www.efast.dol.gov>.
2. Find the menu on the left hand side of the screen. Under Main, click on **Register**.
3. Read the agreement, click the box stating you have read it, and click **Accept Agreement**.
4. Fill in the information requested – under User Type, select **Filing Signer**, then click **Next**.
5. Select one of the challenge questions, enter the answer, then click **Next**.
6. Verify that all the information entered is correct, then click **Submit**.
7. A screen should appear that states **Registration Success!**, click **OK**.
8. You will be brought back to the home screen. The system will send you an e-mail.
9. Check your e-mail for a message from efast2@efastsys.dol.gov. (Be sure to check your junk e-mail folder as it may appear there.)
10. The e-mail will contain a link, click on the link.
11. You will be brought to a screen and asked to answer your challenge question. Enter the answer, then click **Next**.
12. Read the agreement, click the box stating you have read it, and click on **Accept Agreement**.
13. A screen will appear titled Register – Finalize - **Print/Retain this page for your records**.
14. Once you have printed the page, click **Next**.
15. You will be prompted to create your password. Note the password requirements on the right hand side of the page. Enter it twice and click **Next**.
16. You should see a screen titled Register – Confirmation.
17. It may be beneficial to write you password on the printed version of your registration page which contains your User ID and PIN. Please be sure to save this page in a safe place.
18. On the left hand side of the screen in the menu, click on **Login**.
19. Using the User ID and password, login to the system to ensure you have been successfully registered.