

Safe Handling Procedures for PINs and Encryption Keys

You have been issued your Personal Identification Number (PIN) and/or your Encryption Key. It is your responsibility to keep them secure. The safety and integrity of your filings depend on the security of these items.

Your PIN and/or Key are considered “compromised” if anyone but you or someone authorized to file on your behalf obtains access to them. Please follow the guidelines listed below to ensure your PIN and/or Encryption Key are not compromised:

- Do not share your PIN or Encryption Key with anyone.
- Do not leave the papers containing your PIN and/or Encryption Key where anyone but yourself has access to them.
- Do not save your PIN or Encryption Key in an unsecured computer file.

Do not file with a compromised PIN or Encryption Key.

If you feel your PIN has been compromised, you must deactivate it as follows:

1. Call the EFAST Help Line at (866)-463-3278.
2. Have your Signer ID or PIN ready; you will need one of these numbers in order to deactivate your PIN. Your Signer ID is a 9-digit number assigned to you by the EFAST system.

After you deactivate your PIN, you must submit another Application for EFAST Electronic Signature and Codes for EFAST Transmitters and Software Developers in order to continue to sign electronic 5500-Series filings.

If you feel your Encryption Key has been compromised, you must have it reissued as follows:

1. Call the EFAST Help Line at (866)-463-3278.
2. You will need your EFIN and Password to have your Encryption Key reissued. The EFIN and Password are numbers assigned to you by the EFAST system.

After your Encryption Key is reissued, you can no longer use your old Key. A new Key will be mailed to you. You do not, however, need to submit a new application.

Compromised PINs or Encryption Keys are not “reasonable cause” for late filings; not filing timely subjects the Plan Administrator to possible late filing penalties. If you request to deactivate your PIN or to reissue your Encryption Key, you may need to file Form 5558 for a filing extension. If you cannot file for an extension and cannot file electronically on time due to a compromised PIN or Encryption Key, you must file on paper.