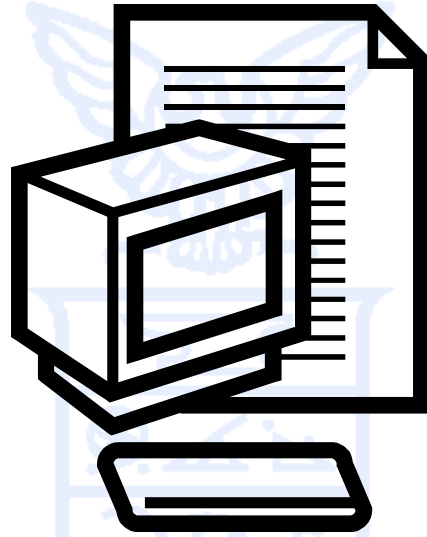


ELECTRONIC FORMS SYSTEM (EFS)



Office of Labor-Management Standards (OLMS)

<http://www.olms.dol.gov>

ELECTRONIC FORMS SYSTEM (EFS)

- ❑ The EFS is the Office of Labor-Management Standards (OLMS) web-based system for completing and filing the LM-2, LM-3, and LM-4 labor organization financial reports.
- ❑ Because the system is web-based, multiple users can access their union's form from different locations.
- ❑ The union's report can be prepared over a period of time and worked as needed.
- ❑ No software downloads will be required.
- ❑ Users will no longer have to purchase digital signatures to sign the forms.

ELECTRONIC FORMS SYSTEM (EFS): SYSTEM ACCESS



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EFS SYSTEM ACCESS

Two separate processes are required to assure a union's secure access to the EFS:

- ❑ User Registration

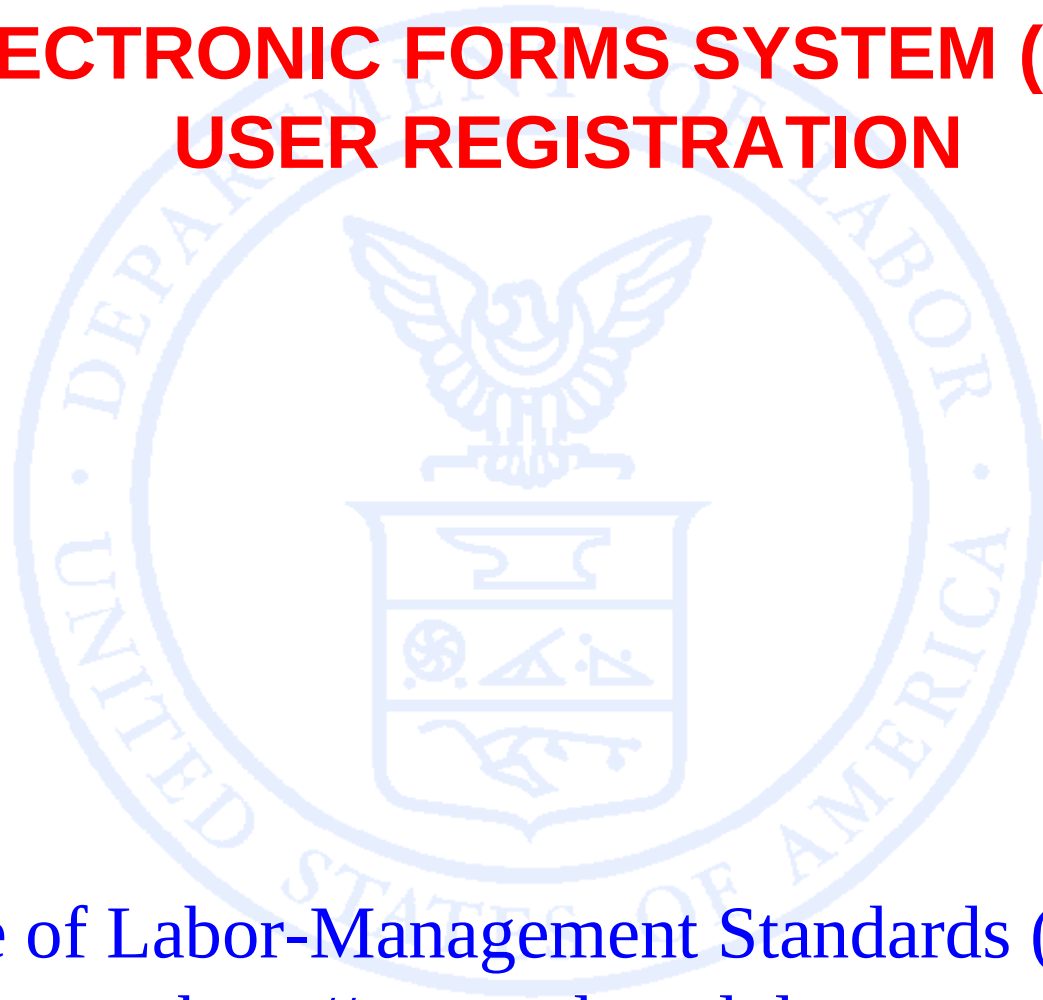
Every person who needs to prepare, review, or sign the LM Forms will need to register for an EFS user account and password to access the system.

- ❑ Union Registration

A union representative will register to obtain a unique Private Identification Number (PIN) for the union.

User Registration is the first step in gaining access to EFS.

ELECTRONIC FORMS SYSTEM (EFS): USER REGISTRATION



Office of Labor-Management Standards (OLMS)

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REGISTRATION HOME PAGE

www.olms.dol.gov

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**Welcome to the Office of Labor Management Standards
Electronic Forms System(EFS)**
Click [here](#) for a brief tutorial of the system

Registration:

- Register for an EFS User account and password - [Click here](#).
- Obtain a [Union Pin](#) - [Click here](#).
- If you wish to edit your account information - [Click here](#).

Sign in:

User ID

User Password

File Number -

Union PIN

[Forgot your password?](#) [Forgot your User ID?](#)

Left-click on the “click here” hyperlink to continue to the User Registration page.

USER REGISTRATION

User Registration

Please enter following information to register yourself in the EFS System

Are you an officer responsible for signing the form?

Yes No

First Name

Middle Initial

Last Name

Title

Phone Number

Email Address

Ex. joe@dol.gov

Re-type Email Address

Choose a User ID

Choose a password

(Minimum 8 characters and must include 1 capital letter and 1 number)

Re-type password

Select security question

Enter your answer to security question

Cancel

Register Me

If you have any questions about your privacy or use of this data, please visit the Department of Labor Privacy and Security Statement page linked below.

USER REGISTRATION – COMPLETING THE FORM

If you prepare, review, or sign the LM Report Form, you will need to register and establish a User ID and password.

Are you an officer responsible for signing the form?

Yes No

Select **“Yes”** if you are an officer responsible for signing the form.

Select **“No”** if you are not an officer responsible for signing the form, **BUT** are responsible for reviewing or preparing the report.

USER REGISTRATION – COMPLETING THE FORM

First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>

Enter the following information:

- First Name**
- Middle Initial**
- Last Name**



Enter your complete title (i.e. Secretary-Treasurer, Accountant)

USER REGISTRATION – COMPLETING THE FORM

Phone Number	<input type="text"/>	
Email Address	<input type="text"/>	Ex. joe@dol.gov
Re-type Email Address	<input type="text"/>	



**Enter your telephone number with area code.
(i.e. 555-555-5555)**

**Enter the email address to which a confirmation
can be sent.**



USER REGISTRATION – COMPLETING THE FORM

Choose a User ID

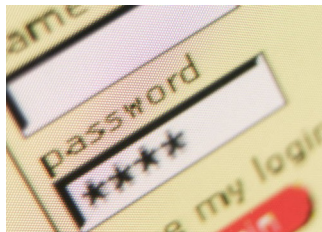
Create a User ID that you can easily remember. Your User ID can be a maximum of 30 characters and can include letters, number, and symbols.

Choose a password

(Minimum 8 characters and must include 1 capital letter and 1 number)

Re-type password

When creating your **password**, keep in mind these requirements:



- It must be 8-15 characters.
- It must include at least one CAPITAL letter.
- It must include at least one number.
- It may include special characters.

USER REGISTRATION – COMPLETING THE FORM

What is your oldest cousin's name?
What is your youngest child's nickname?
What is the first name of your oldest niece?
What is the first name of your favorite uncle?
What town/city was your father born in?
What is the last name of your favorite musician?
What was the make of your first car?
What was your first pet's name?
What is the last name of your favorite teacher?
What is the name of the street on which you grew up?

Select security question

Enter your answer to security question



For additional security, you will be asked to select one of the security questions and provide an appropriate response.

USER REGISTRATION – COMPLETING THE FORM

When you have completed the registration form, click on the button at the bottom of the page

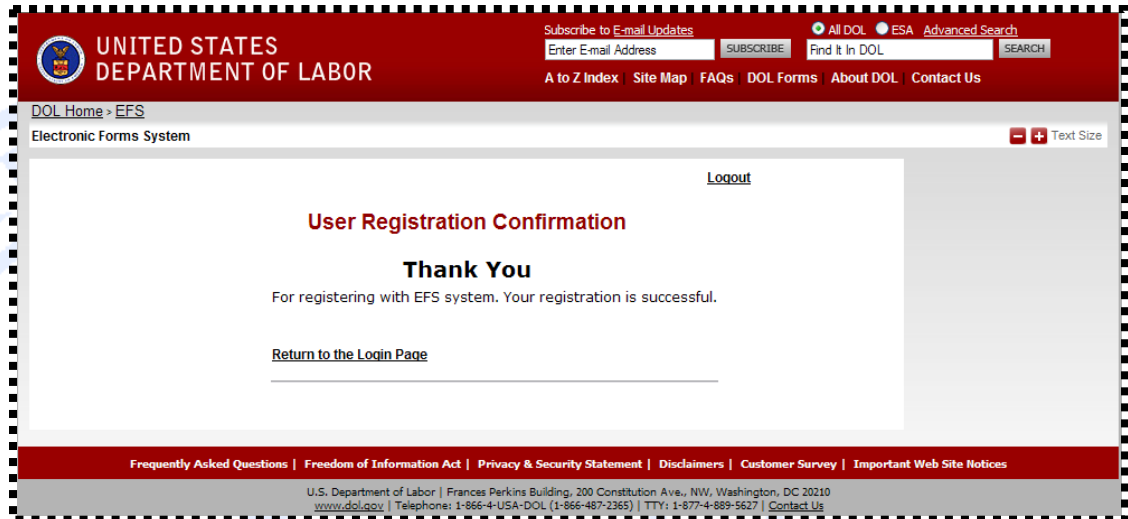
Cancel

Register Me

If you have any questions about your privacy or use of this data, please visit the Department of Labor Privacy and Security Statement page linked below.

USER REGISTRATION – COMPLETING THE FORM

If you have entered all required fields, a registration confirmation will display on the screen.



In addition, an email confirmation will be sent to the email address you provided on your registration form.



EFS: UNION REGISTRATION



Office of Labor-Management Standards (OLMS)


<http://www.olms.dol.gov>

OBTAINING A PIN FOR YOUR UNION

Each reporting union must obtain a PIN to gain access to the EFS

- ❑ A PIN is a Private Identification Number assigned to a union, and known ONLY by those who need to access the union's information through EFS.
- ❑ A union should select one representative to obtain the unique PIN.
- ❑ Only one PIN will be assigned to each filing union.
- ❑ The union representative assigned to obtain the PIN will then distribute this PIN to any individuals who prepare, review, or sign the LM forms.
- ❑ The union will need to obtain a new PIN every year to maintain authorized access to its LM forms.
- ❑ There is no charge associated with obtaining a PIN.

OBTAINING A PIN FOR YOUR UNION

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Electronic Forms System - + Text Size

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**Welcome to the Office of Labor Management Standards
Electronic Forms System(EFS)**
Click [here](#) for a brief tutorial of the system

<p>Registration:</p> <p>Register for an EFS User account and password - Click here.</p> <p>Obtain a Union Pin - Click here.</p> <p>If you wish to edit your account information - Click here.</p>	<p>Sign in:</p> <p>User ID <input type="text"/></p> <p>User Password <input type="password"/></p> <p>File Number <input type="text"/> - <input type="text"/></p> <p>Union PIN <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p> <p style="text-align: center;">Forgot your password? Forgot your User ID?</p>
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Left-click on the “Click here” hyperlink to continue to the Union Registration page.

OBTAINING A PIN FOR YOUR UNION

The screenshot shows the 'Obtain a Union PIN' page within the Electronic Forms System (EFS). The page header includes the United States Department of Labor logo and navigation links such as 'Subscribe to E-mail Updates', 'All DOL', 'ESA', 'Advanced Search', 'Enter E-mail Address', 'SUBSCRIBE', 'Find It In DOL', 'SEARCH', 'A to Z Index', 'Site Map', 'FAQs', 'DOL Forms', 'About DOL', and 'Contact Us'. The breadcrumb trail is 'DOL Home > EFS'. The page title is 'Electronic Forms System' with a 'Text Size' control. The main content area is titled 'Obtain a Union PIN' and contains the instruction: 'Please enter following information to start the Union registration process'. Below this are three input fields: 'User ID', 'User Password', and 'File Number' (with a hyphen separator). There are 'Cancel' and 'Submit' buttons. A 'Logout' link is in the top right of the content area. The footer contains links for 'Frequently Asked Questions', 'Freedom of Information Act', 'Privacy & Security Statement', 'Disclaimers', 'Customer Survey', and 'Important Web Site Notices'. At the very bottom, contact information for the U.S. Department of Labor is provided: 'U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210 | www.dol.gov | Telephone: 1-866-4-USA-DOL (1-866-487-2365) | TTY: 1-877-4-889-5627 | Contact Us'.

- ❑ Enter your User ID from the User Registration Process.
- ❑ Enter your User Password.
- ❑ Enter the File Number of your labor organization.

OBTAINING A PIN FOR YOUR UNION

IMPORTANT!

**ONLY ONE REPRESENTATIVE FROM
THE UNION WILL OBTAIN THE PIN**

OBTAINING A PIN FOR YOUR UNION

Electronic Forms System

[Logout](#)

Union PIN Registration

User ID WJONES
File Number **123-456**
Union Name **FACTORY WORKERS**

Please verify that the Union address is correct

PO BOX 5426
WASHINGTON,DC 20210

Note: If the above address is not correct, please telephone OLMS at (202)693-0124 and enter an updated address (in the following fields) to send a letter confirming the Union PIN registration.

Address to send the Union PIN registration letter

P.O.Box
Number & Street
City
State
Zip Code + 4

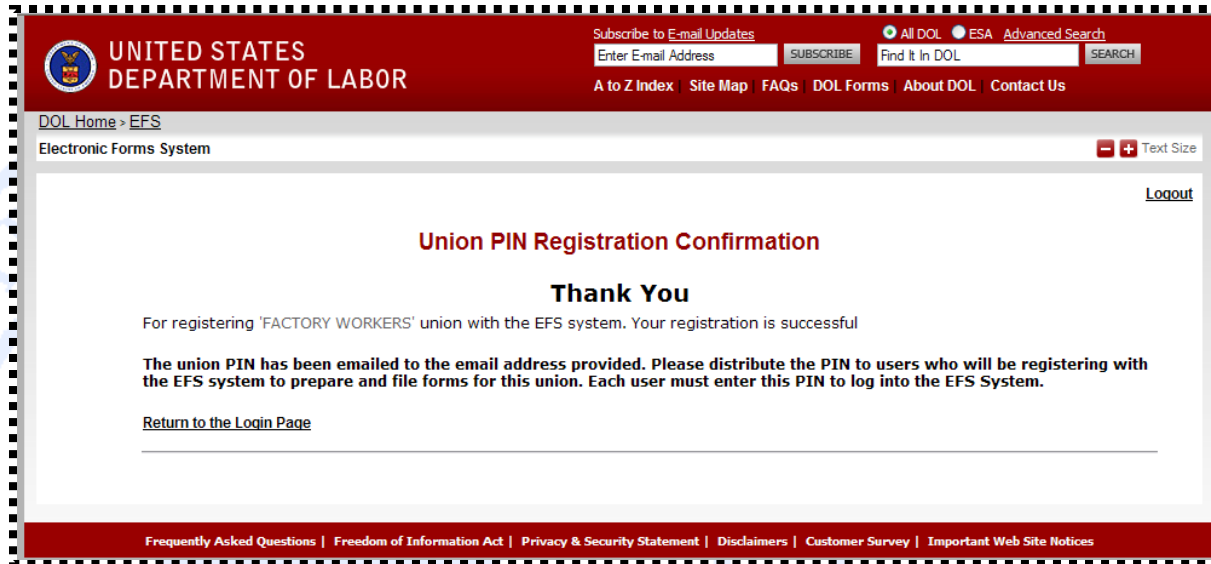
Cancel

Register Union

Please visit the [Department of Labor Privacy and Security Statement](#) page linked below.

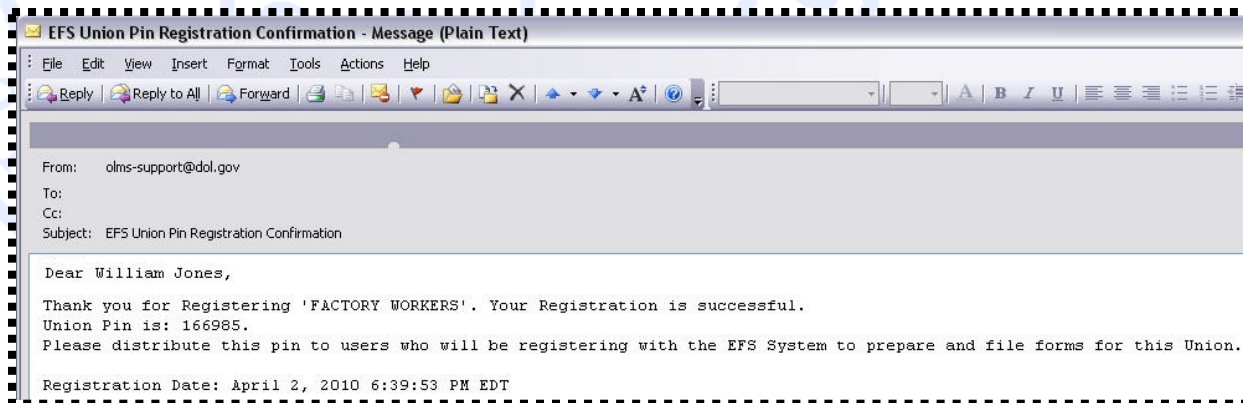
OBTAINING A PIN FOR YOUR UNION

If you have successfully submitted your Union PIN Registration form, a **Union PIN Registration Confirmation** will display on the screen.



The screenshot shows the United States Department of Labor's Electronic Forms System (EFS) interface. The page title is "Union PIN Registration Confirmation" and it includes a "Thank You" message. The message states: "For registering 'FACTORY WORKERS' union with the EFS system. Your registration is successful. The union PIN has been emailed to the email address provided. Please distribute the PIN to users who will be registering with the EFS system to prepare and file forms for this union. Each user must enter this PIN to log into the EFS System." A link for "Return to the Login Page" is provided. The page also features a navigation menu at the top with options like "Subscribe to E-mail Updates", "All DOL", "ESA", "Advanced Search", and "Find It In DOL".

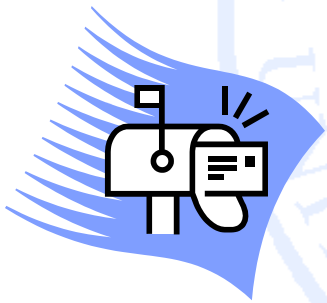
The PIN will be sent to the email address provided by the union representative.



The screenshot shows an email message titled "EFS Union Pin Registration Confirmation - Message (Plain Text)". The email header includes: "From: olms-support@dol.gov", "To:", "Cc:", and "Subject: EFS Union Pin Registration Confirmation". The body of the email reads: "Dear William Jones, Thank you for Registering 'FACTORY WORKERS'. Your Registration is successful. Union Pin is: 166985. Please distribute this pin to users who will be registering with the EFS System to prepare and file forms for this Union. Registration Date: April 2, 2010 6:39:53 PM EDT".

OBTAINING A PIN FOR YOUR UNION

The Union Representative should distribute the PIN only to those who need access to the union's LM form.



In addition, a letter will be mailed to the address(es) on record for the union notifying the union officials of any activities relating to obtaining or updating a PIN.

This is another security measure to prevent unauthorized access to the forms.

QUESTIONS OR COMMENTS?

E-mail OLMS: olms-public@dol.gov

Call OLMS: (202) 693-0123

Visit the OLMS website: www.olms.dol.gov