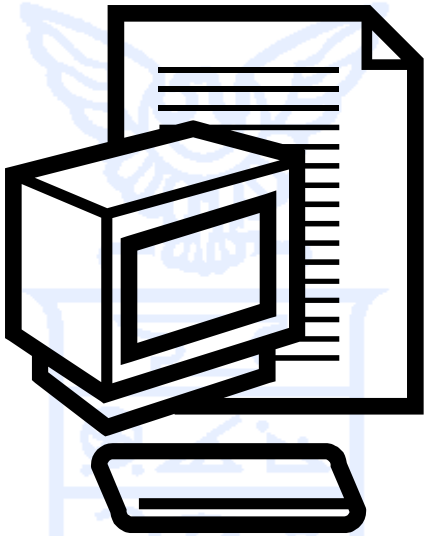
ELECTRONIC FORMS SYSTEM (EFS)



Office of Labor-Management Standards (OLMS)
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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.

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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.

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ELECTRONIC FORMS SYSTEM (EFS): USER REGISTRATION

Office of Labor-Management Standards (OLMS)
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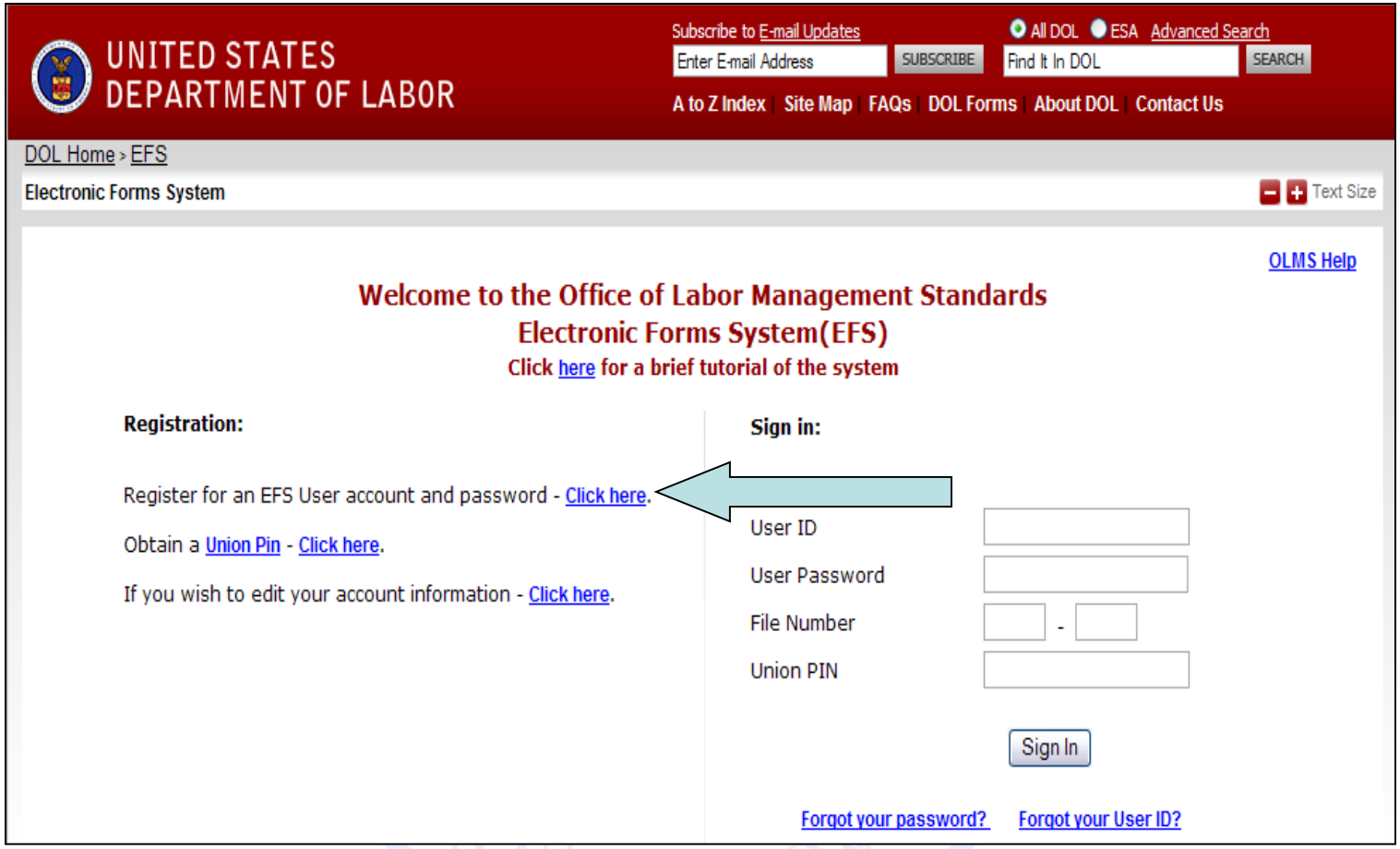
REGISTRATION HOME PAGE



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

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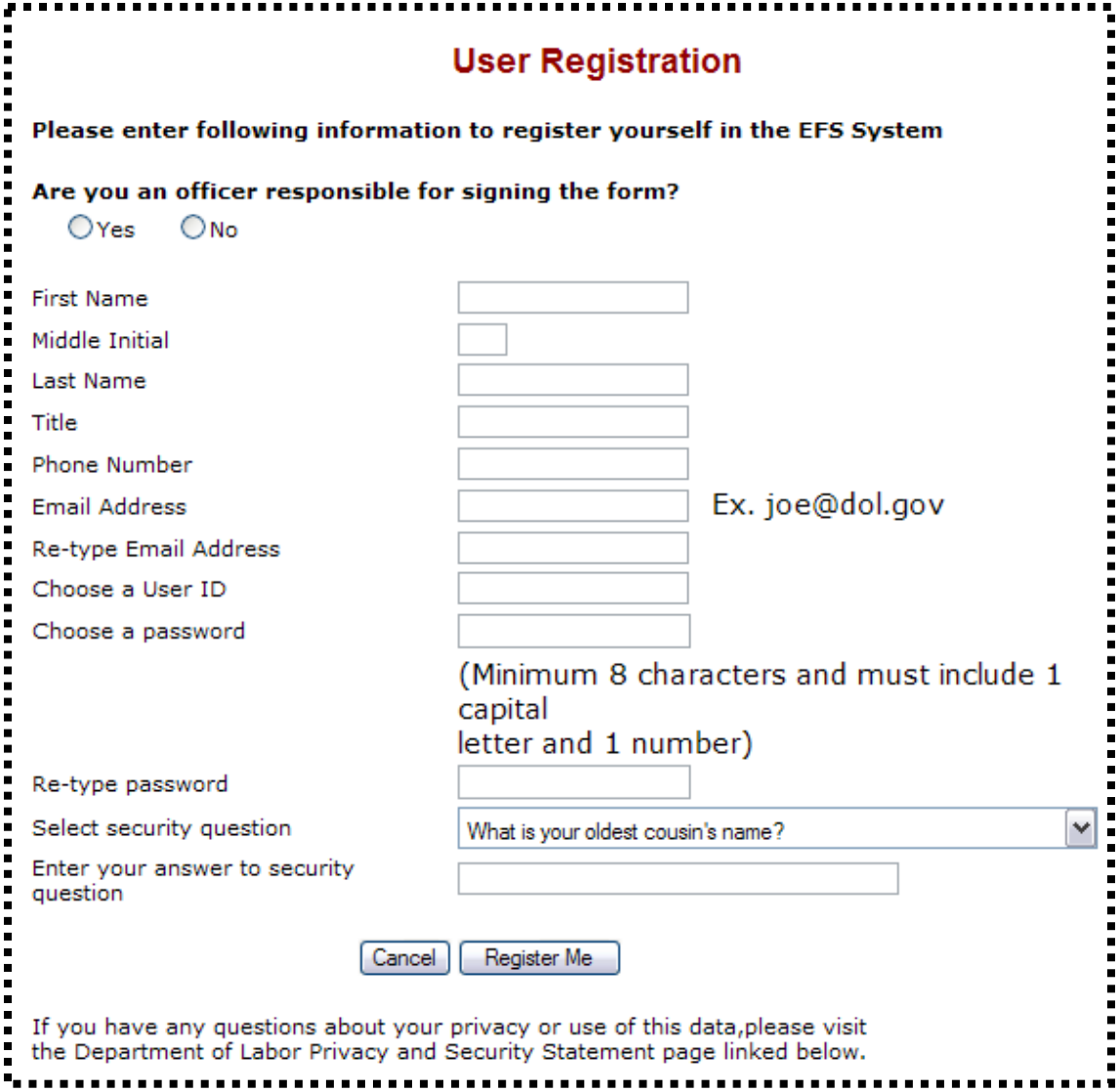
USER REGISTRATION



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 — What is your oldest cousin's name?

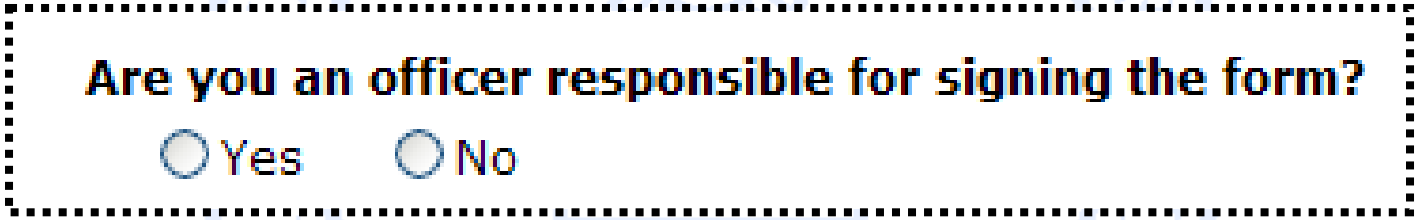
Enter your answer to security question

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.



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.

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USER REGISTRATION – COMPLETING THE FORM

First Name	
Middle Initial	
Last Name	
Title	

Enter the following information:

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

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

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USER REGISTRATION – COMPLETING THE FORM

Phone Number		
Email Address		Ex. joe@dol.gov
Re-type Email Address		

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

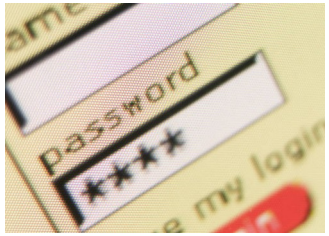
Create a User ID that you can easily remember. Your User ID can be a maximum of 30 characters and can include letters, number, and symbols.

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.**

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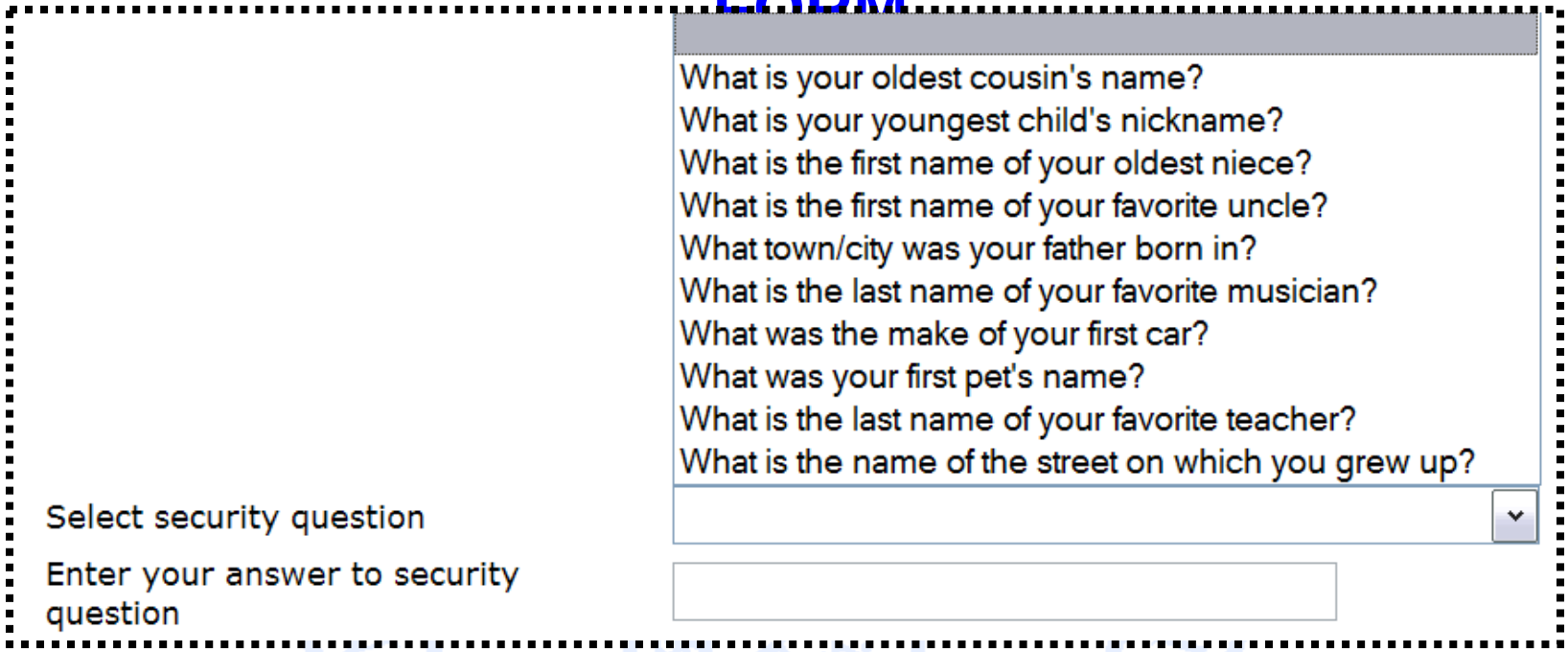
USER REGISTRATION – COMPLETING THE FORM



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

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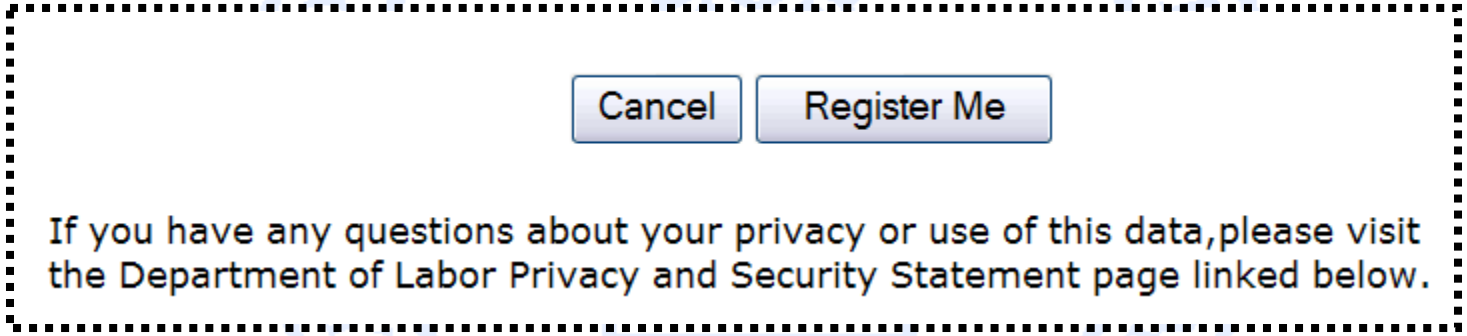
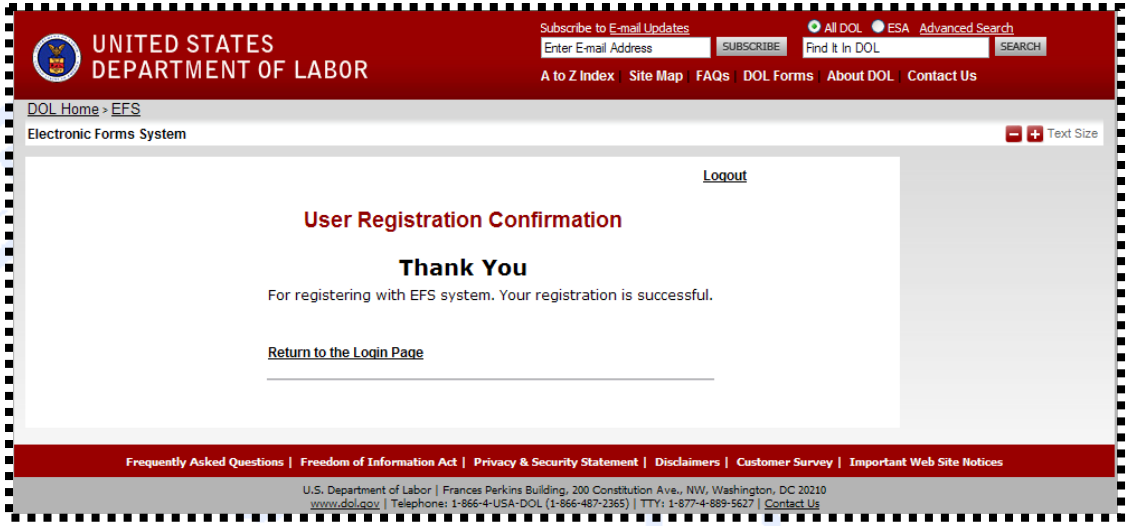
USER REGISTRATION – COMPLETING THE FORM

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

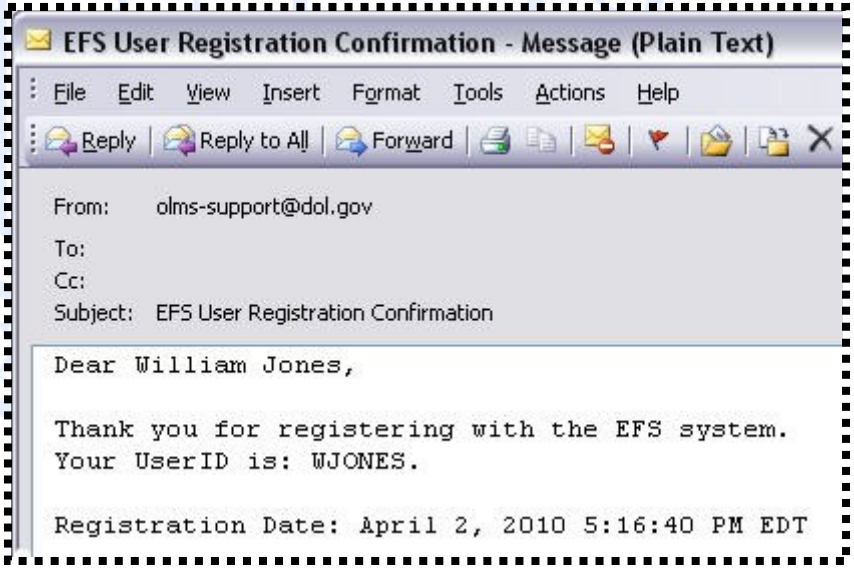


USER REGISTRATION – COMPLETING THE FORM

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.



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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.

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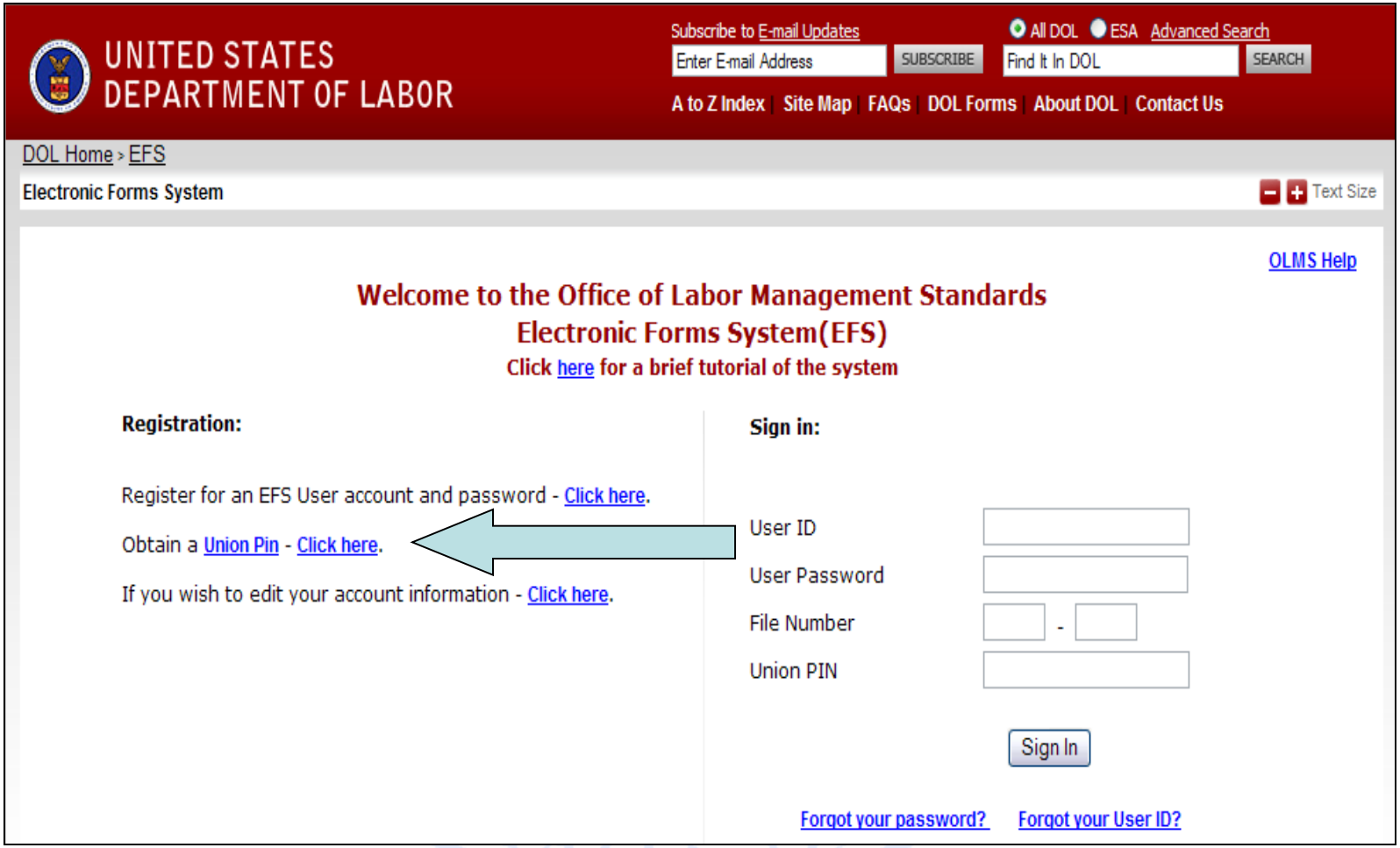
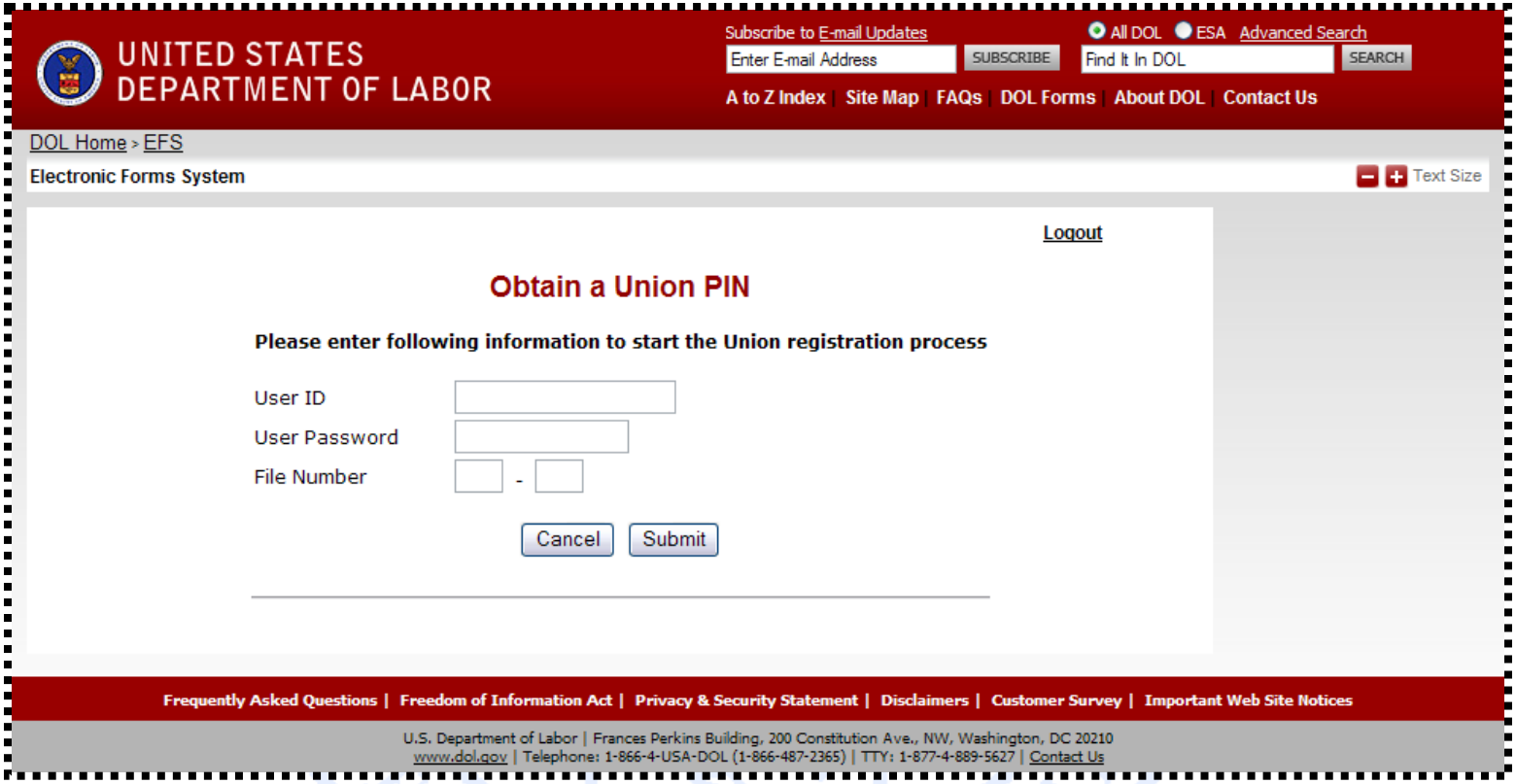
OBTAINING A PIN FOR YOUR UNION



Left-click on the "Click here" hyperlink to continue to the Union Registration page.

OBTAINING A PIN FOR YOUR UNION



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

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OBTAINING A PIN FOR YOUR UNION

IMPORTANT!

ONLY ONE REPRESENTATIVE FROM THE UNION WILL OBTAIN THE PIN

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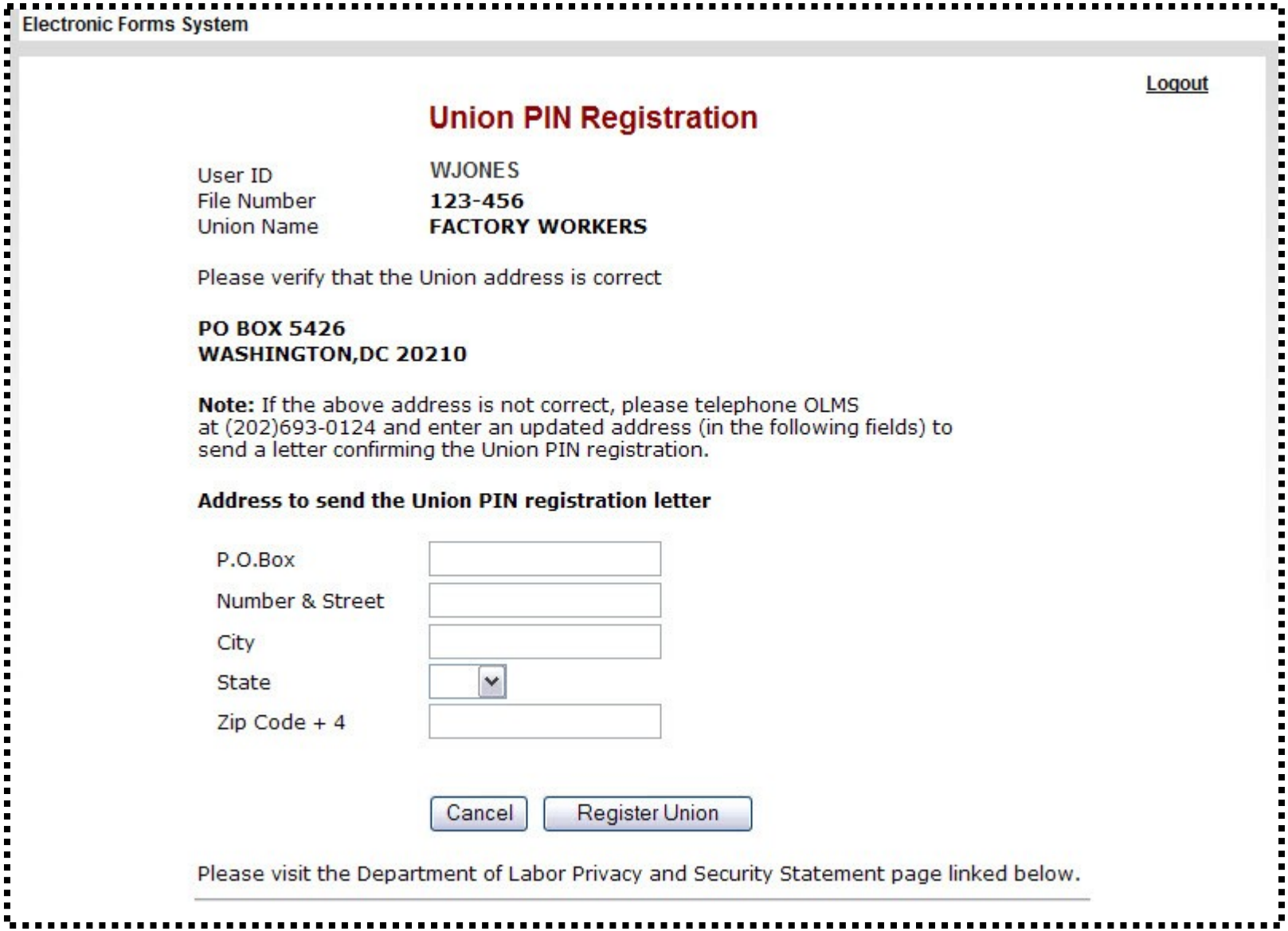
OBTAINING A PIN FOR YOUR UNION



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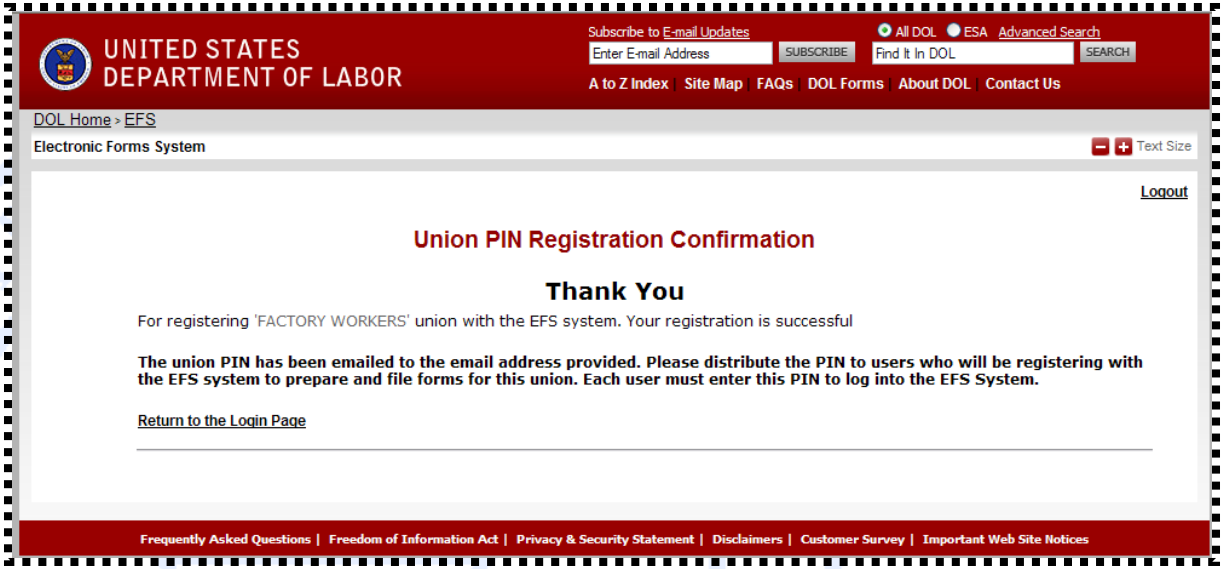
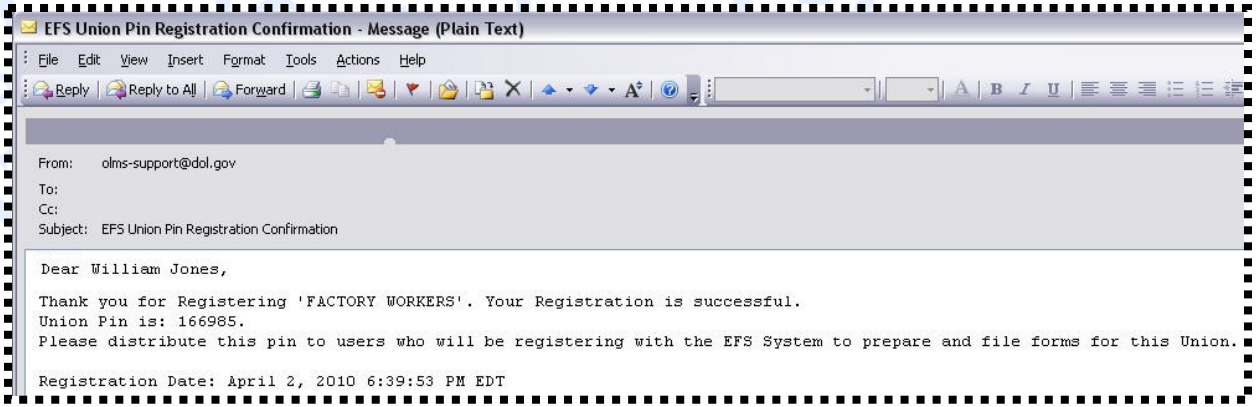
OBTAINING A PIN FOR YOUR UNION

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



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



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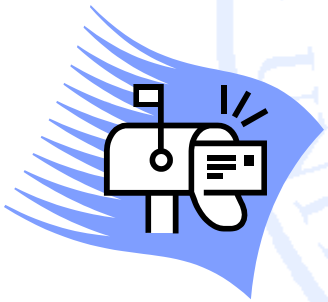
OBTAINING A PIN FOR YOUR UNION

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

www.olms.dol.gov