Justification for No material or Non-substantive Change to Currently Approved Collection

AGENCY: Employee Benefits Security Administration (EBSA)

TITLE: **Intake Portal for Plan Administrators - Retirement Savings Lost and Found Database**

STATUS: OMB Control Number: 1210-0172 Exp. Date: 11/30/2027

The Department of Labor is submitting a request for no material/non-substantive change to deploy an alternative intake mechanism for the Retirement Savings Lost and Found Intake Portal for Plan Administrators. Offering an API solution for data uploads provides several advantages both for consumers of the API and the organization providing it. This API is designed to enhance communication and data transfer, improving the accuracy and timeliness of updates. It follows strict RESTful and schema validation principles to ensure high-quality and secure data handling.

Security Enhancements include but are not limited to:

1. **IAL Level 2 Authentication**: Provides a high level of security by requiring rigorous authentication, ensuring interactions are restricted to verified users.

2. **API Key Authorization**: Access is confined to authorized individuals, mitigating unauthorized use.

3. **Expiring Tokens**: Tokens expire every 90 days, minimizing risks associated with prolonged exposure to compromised credentials.

4. **End-to-End Encryption**: Utilizes HTTPS and AWS encryption to protect data throughout its transit and storage, safeguarding sensitive information.

5. **Data Validation and Sanitization**: Protects against injection attacks and ensures data integrity through comprehensive validation protocols.

To support the deployment, we have slightly modified the screens to reduce information overload within the Intake Portal. Now once Plan sponsors and administrations login, they will be prompted to use the legacy manual upload method or the API. From there, information presented to the user will be supportive of the option they chose.

The API includes the request for a contact phone number, which is an optional field on the manual upload process. However, the API streamlines submission once it is setup and seamlessly transmits the selected data.

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Retirement Savings Lost & Found Database Intake Portal

Retirement plan sponsors and administrators can use this website to upload information for the Department of Labor's Lost & Found database. If you have questions about Login.gov, please visit **Login.gov/help** for more information.

Get Started

Registration is required. We require a Login.gov account to verify your identity and keep your information safe. You can use an existing Login.gov account, but additional information may be required.

To access the Retirement Savings Lost and Found Database, you must have a valid ID-Proofed Login.gov account, which requires the following information:

- **Legal first and last name**
- **Date of birth**
- **Social Security number**
- **A mobile device**
- **Front and back photo of an active driver's license**

Select the button below to visit Login.gov and verify your information. Once verified, you will be automatically redirected here to upload the information for the retirement plans your company sponsors or administers.

Sign in with 🛡 LOGIN.GOV

Need Technical Assistance?

If you need technical assistance, please email us at **RSLFTechSupport@dol.gov**.

Get Login Help

If you have questions about using Login.gov to access this website, get answers at **login.gov/help**.

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Please read before continuing

You are about to access a U.S. Government information system. Access to this system is restricted to authorized users only. Unauthorized use, modification of this system or its data, or movement of data to/from this system may constitute a violation of **Title 18, United States Code, Section 1030**⧉ and other federal or state criminal and civil laws. These violations may subject you to criminal and civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A, and 7431.

This system is subject to monitoring to ensure proper performance of security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible misuse or criminal activity, supervisory personnel and law enforcement officials may be provided with this evidence.

Anyone who accesses a Federal computer system without authorization; exceeds their access authority; obtains, alters, damages, destroys, or discloses information; or prevents authorized use of information may be subject to fine, imprisonment, or both.

Your use of this system indicates the following:

- You understand that you are personally responsible for your use and any misuse of your access including your system account and password.
- You understand that, by accessing a U.S. Government information system, you must comply with its policies and procedures.
- You acknowledge that you have received, understand, and are willing to comply with the rules of behavior of this system.

Accept   **Go back**

Employee Benefits Security Administration

Create your profile

Thank you for verifying your identity with Login.gov. To process your plan data, we need additional information about your company. Please complete the form below to continue.

> **Please note:** This information is used to populate data in our system. Please ensure the information is the same as what appears in your own documents. Once it is submitted, this information cannot be changed, or it will create an additional entry in our database.
>
> By completing this form, you certify that the information entered is true and correct to the best of my knowledge and belief.

First Name*

Last Name*

Company Name*

Company EIN*

__-_____

Company Type*

○ My company is a plan sponsor

○ My company is a plan administrator

○ My company is **both** a plan sponsor and a plan administrator

○ My company is a plan record keeper/service provider

Do you have a EFAST account?*

○ Yes, I have an EFAST account

○ No, I do not have an EFAST account

Email

email-from-login-gov@website.com

Mobile Phone*

___-___-____

Create Profile

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If you need technical assistance, please email us at **RSLFTechSupport@dol.gov**.

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Home > Intake Portal > Get Started

Get Started

The information collected on this website will be used for the Department of Labor's Lost & Found Database, where the American public can search for retirement accounts they may have left behind from previous employment.

API Upload

Generate an API key, access your key, and review API documentation.

Access API Information

Manual Upload

Download the template and upload your information to the database.

Upload Information

Need Technical Assistance?

If you need technical assistance, please email us at **RSLFTechSupport@dol.gov**.

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My Profile

Home > Intake Portal > Get Started > Manual Upload

Manual Upload

If you are using the **manual upload template**, you will need to review the **Lost & Found template instructions (PDF)**, then download the template and upload your information below.

Manual Upload Template

Download Template ⬇

Manual Upload

Upload Information

Need Technical Assistance?

If you need technical assistance, please email us at **RSLFTechSupport@dol.gov**.

Manual Upload History ＋

Frequently asked questions

Answers to common questions related to manual uploads for the Retirement Savings Lost and Found Database are listed below.

Vestibulum pulvinar velit quis urna pellentesque mollis? ＋

Quisque eget lacinia odio, ac consequat massa nullam vel mi in dolor viverra efficitur. Fusce pellentesque iaculis nibh ac luctus? ＋

Vestibulum facilisis efficitur elit, sed faucibus nulla congue quis? ＋

Duis in tortor eu purus commodo efficitur? －

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Manual Upload

If you are using the **manual upload template**, you will need to review the **Lost & Found template instructions (PDF)**, then download the template and upload your information below.

Manual Upload Template

Download Template ⬇

Manual Upload

Upload Information

Need Technical Assistance?

If you need technical assistance, please email us at **RSLFTechSupport@dol.gov**.

Manual Upload History —

Upload date	File Name
00/00/0000	Suspendisse pulvinar risus met
00/00/0000	Vel accumsan tellus vehicula ulum
00/00/0000	Nissim vestibulum tincidunt
00/00/0000	Maecenas gravida maximus quama
00/00/0000	Neque quis sagittis convallisa

[1] [2] **[3]** [4]

Frequently asked questions

Answers to common questions related to uploads for the Retirement Savings Lost and Found Database are listed below.

Vestibulum pulvinar velit quis urna pellentesque mollis? +

Quisque eget lacinia odio, ac consequat massa nullam vel mi in dolor viverra efficitur. Fusce pellentesque iaculis nibh ac luctus? +

Vestibulum facilisis efficitur elit, sed faucibus nulla congue quis? +

Duis in tortor eu purus commodo efficitur? —

Integer non libero quis tellus mollis varius vel consequat enim. Fusce hendrerit viverra nulla in lobortis. Fusce et eleifend ligula, non cursus lectus. Donec purus enim, vulputate non libero nec, gravida varius ante.

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Upload File

Please take note of the following important information before proceeding:

The information you provide will be used to populate the Retirement Savings Lost and Found Database (RSLFDB). It is crucial to review the accuracy of the information provided.

To ensure successful processing, kindly follow these instructions for the template file:
1. Save the template file in the .csv file format.
2. Ensure that the file size does not exceed 100MB, equivalent to approximately 1 million rows.
3. To save the file as a .csv, open it and navigate to the File menu. From there, select "Save As" or "Export" and choose the .csv format. Proceed to save the file.
4. Finally, to upload the .csv file, locate the "Upload" or "Import" button within the portal. Select the .csv file you saved earlier for submission.

Thank you for your attention to these guidelines.

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It is unlawful to make any false statement, representation, or certification to an agency of the United States. Violations can be punished by fine or imprisonment of not more than five years, or by both. See 18 U.S.C. 1001(a); 29 U.S.C. 666(g).

Upload file

Drag file here or **choose from folder**

☐ By checking this box, I certify that the information I have entered is true and correct to the best of my knowledge and belief.

Upload

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Upload File

There was an issue when uploading your file. Please ensure the file follows our requirements before trying again.

Please take note of the following important information before proceeding:

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Upload

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Upload File

Your file was submitted. Thank you for providing important information to assist individuals in accessing their benefits.

If you need to upload an additional file, please use the button below to return to the homepage.

Return to Homepage

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API Information

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By using the API information, I certify that the information I am submitting is true and correct to the best of my knowledge and belief.

> **API Key:** No Key Generated

Status: Inactive
Expiration Date: n/a

[**Generate API Key**]   [**Delete API Key**]

Need Technical Assistance?

If you need technical assistance, please email us at **RSLFTechSupport@dol.gov**.

API Documentation Include

Frequently asked questions

Answers to common questions related to API uploads for the Retirement Savings Lost and Found Database are listed below.

| Vestibulum pulvinar velit quis urna pellentesque mollis? | + |

| Quisque eget lacinia odio, ac consequat massa nullam vel mi in dolor viverra efficitur. Fusce pellentesque iaculis nibh ac luctus? | + |

| Vestibulum facilisis efficitur elit, sed faucibus nulla congue quis? | + |

| Duis in tortor eu purus commodo efficitur? | − |

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By using the API information, I certify that the information I am submitting is true and correct to the best of my knowledge and belief.

> **API Key:** 000-0000-0000-0000

Status: Active
Expiration Date: 00/00/0000

Generate API Key   **Delete API Key**

API Documentation Include

Need Technical Assistance?

If you need technical assistance, please email us at **RSLFTechSupport@dol.gov**.

Frequently asked questions

Answers to common questions related to API uploads for the Retirement Savings Lost and Found Database are listed below.

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| Quisque eget lacinia odio, ac consequat massa nullam vel mi in dolor viverra efficitur. Fusce pellentesque iaculis nibh ac luctus? | + |

| Vestibulum facilisis efficitur elit, sed faucibus nulla congue quis? | + |

| Duis in tortor eu purus commodo efficitur? | − |

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Are you sure you want to delete your API key?

You cannot undo this action and your API key will be deleted.

Accept   **Go back**

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My Profile

My profile

Below you'll find your account information. Due to how our system collects this data, certain fields cannot be edited directly. See the accompanying instructions for guidance on making updates.

Your Information

Mobile Phone

> (123) 456-7890

Note: The following information can only be updated through your **Login.gov account**.

First Name:	John
Last Name:	Smith
Email:	john.smith100@website.com

Update information

Company Information

Company Name:	Financial Company LLC
Company EIN:	12-3456789
Company Type:	My company is both a plan sponsor and a plan administrator
Do you have a EFAST account:	Yes, I have an EFAST account

You can update the information above by resetting your account. Your old account will be deactivated, but all previously submitted data will remain in our database.

Reset account

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Are you sure you want to reset your profile?

You cannot undo this action. Your previous account will be deactivated but any data submitted will remain in our database.

Accept   **Go back**

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Unable to verify identity

Your identity could not be verified with Login.gov. Please check the resources below for troubleshooting help and other ways to verify your identity.

Resources

Information regarding in person identify verification ↗

Participating in person verification locations ↗

Accepted forms of government photo ID ↗

Troubleshooting photo ID verification ↗

View login.gov general help information ↗

If you think you've reached this page in error, you can return to the Retirement Savings Lost and Found Database **welcome page** to try again.

Need Technical Assistance?

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