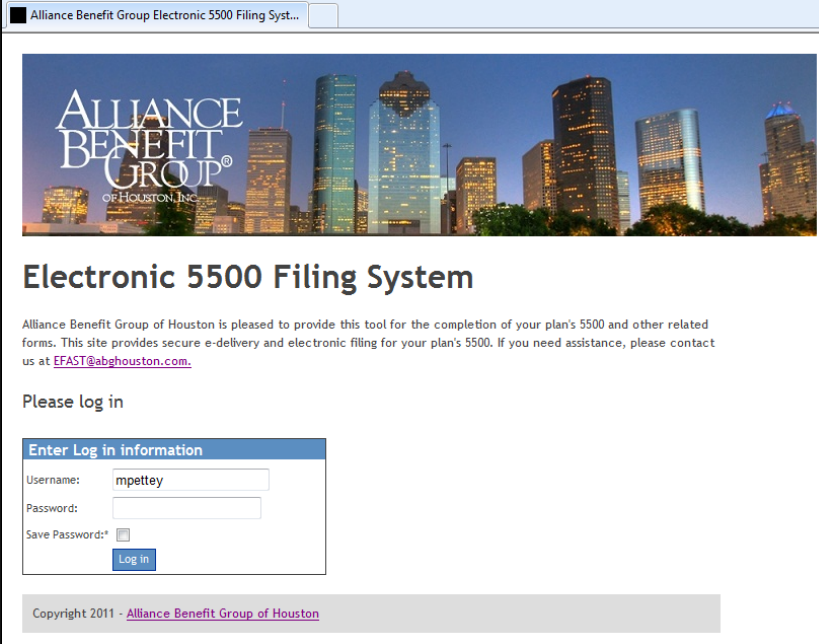


How to Electronically File your 5500

These directions assume you have already received your DOL credentials and e-mail notifying you your 5500 is ready to file.

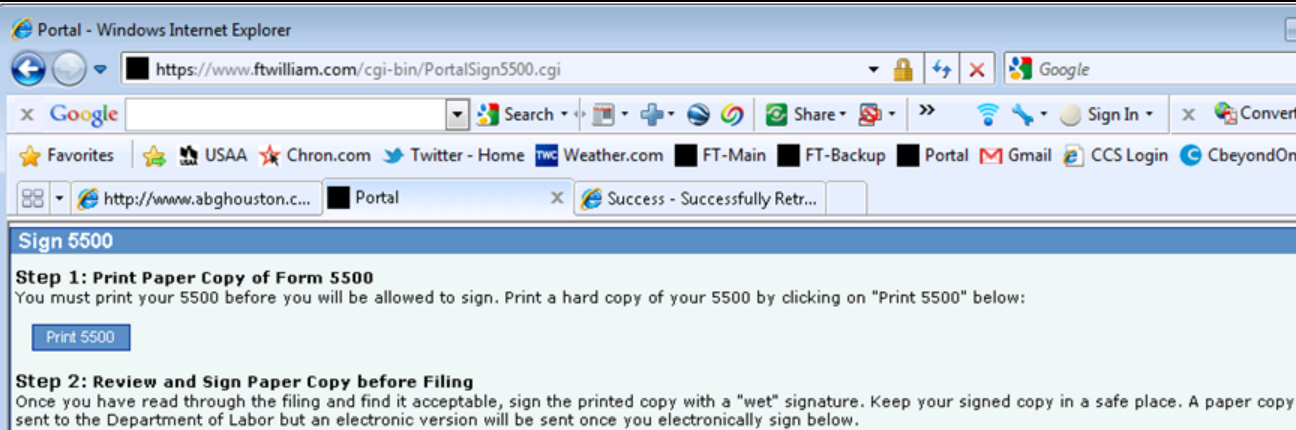
Step 1: Logging In

1. You will receive an e-mail with a username and password specific to you and your plan. Please keep this information in a safe place. Click on the link in the e-mail and log in using the username and password provided.



The screenshot shows a web browser window titled "Alliance Benefit Group Electronic 5500 Filing Syst...". The page features a header with the Alliance Benefit Group logo and a city skyline. Below the header, the text reads "Electronic 5500 Filing System". A message states: "Alliance Benefit Group of Houston is pleased to provide this tool for the completion of your plan's 5500 and other related forms. This site provides secure e-delivery and electronic filing for your plan's 5500. If you need assistance, please contact us at EFAST@abghouston.com." Below this, it says "Please log in". There is a form titled "Enter Log in information" with fields for "Username:" (containing "mpetty"), "Password:", and "Save Passwords:" (with an unchecked checkbox). A "Log in" button is at the bottom of the form. At the very bottom of the page, it says "Copyright 2011 - Alliance Benefit Group of Houston".

2. You will be required to print/save a copy of your 5500 before being allowed to file it. Click 'Print 5500' to get a PDF of the 5500 that can be saved to your PC and/or printed.



The screenshot shows a Windows Internet Explorer browser window. The address bar displays "https://www.ftwilliam.com/cgi-bin/PortalSign5500.cgi". The page content includes a "Sign 5500" heading, followed by "Step 1: Print Paper Copy of Form 5500" and the instruction: "You must print your 5500 before you will be allowed to sign. Print a hard copy of your 5500 by clicking on 'Print 5500' below:". A "Print 5500" button is visible. Below this is "Step 2: Review and Sign Paper Copy before Filing" with the instruction: "Once you have read through the filing and find it acceptable, sign the printed copy with a 'wet' signature. Keep your signed copy in a safe place. A paper copy sent to the Department of Labor but an electronic version will be sent once you electronically sign below." The browser's address bar also shows "http://www.abghouston.c..." and "Portal".

How to Electronically File your 5500

- Once you have printed and reviewed your 5500, put in your Department of Labor (DOL) signing credentials. The username should start with an 'A' and the PIN is a 4 digit code. (If the name is wrong you can click 'Change Name' to change the name. This will require you to reprint the 5500.)

Step 3: Enter/Review EFAST Credentials
Verify that Name, User ID, and PIN exactly match (including punctuation and spacing) what you entered/received from the DOL registration process. If it does not exactly match click the button 'Change Name' below to change the name on this 5500.

Administrator/Sponsor Name: Michael Pettey *If you click 'Change Name' you will be required to reprint the 5500 by clicking 'Print 5500'.

Administrator/Sponsor DOL User ID:

Administrator/Sponsor DOL PIN:

- Click 'Sign 5500' to sign the 5500.

Step 4: Sign and File Electronically
Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedule statements and attachments, as well as electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct and complete.

If you do not have your signing credentials you will need to obtain them by going to <http://www.efast.dol.gov/> and registering as a signer. Click [here](#) for details on how to obtain signing credentials.

- You will receive confirmation that the 5500 has been signed. Acceptance from the Department of Labor may be instantaneous or delayed depending on volume at the DOL. You can log in at any time to see the latest status of your 5500.