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

www.olms.dol.gov

Office of Labor-Management Standards (OLMS)
http://www.olms.dol.gov

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

www.olms.dol.gov

Office of Labor-Management Standards (OLMS)
http://www.olms.dol.gov

REGISTRATION HOME PAGE

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   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.

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	
Middle Initial	
Last Name	
Title	

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

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.**

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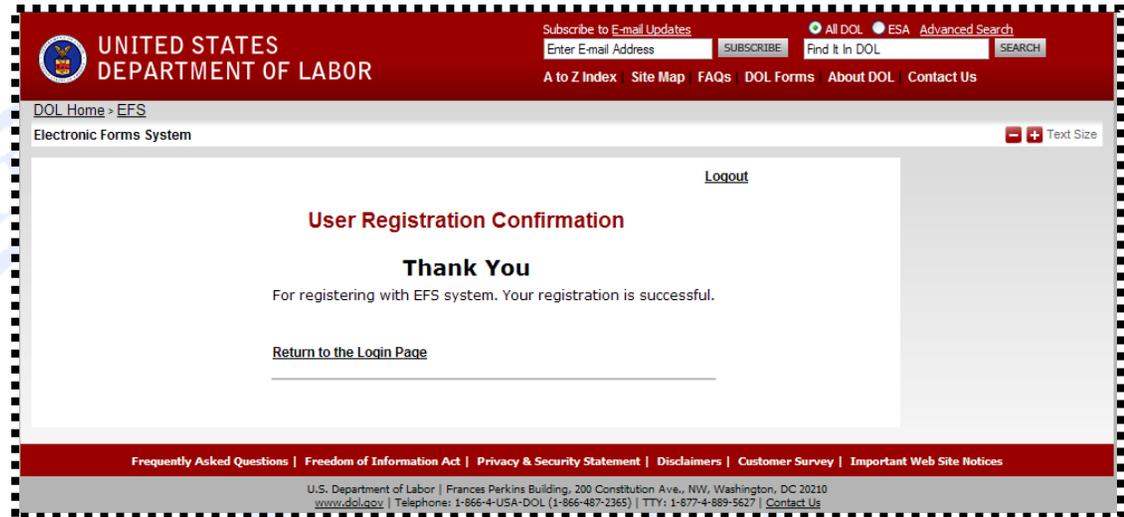
In addition, an email confirmation will be sent to the email address you provided on your registration form.
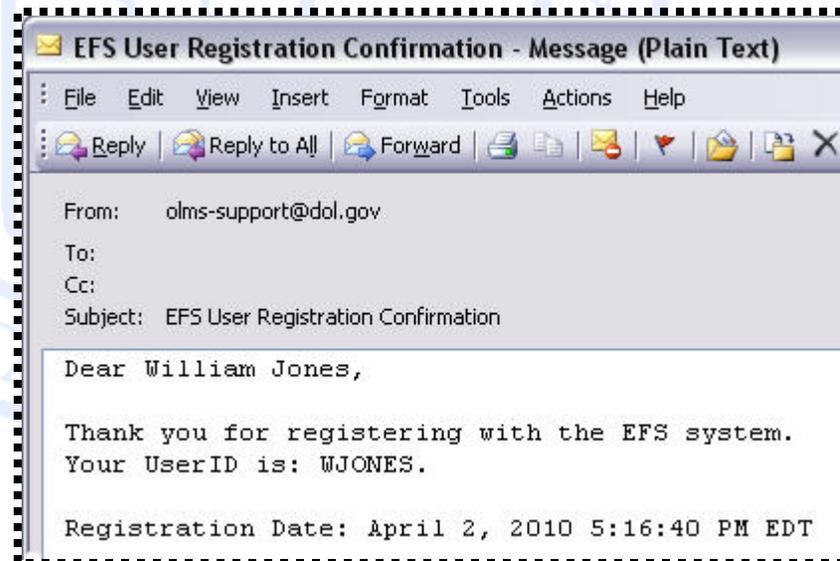
EFS: UNION REGISTRATION

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.

www.olms.dol.gov

OBTAINING A PIN FOR YOUR UNION

www.olms.dol.gov

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.

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.
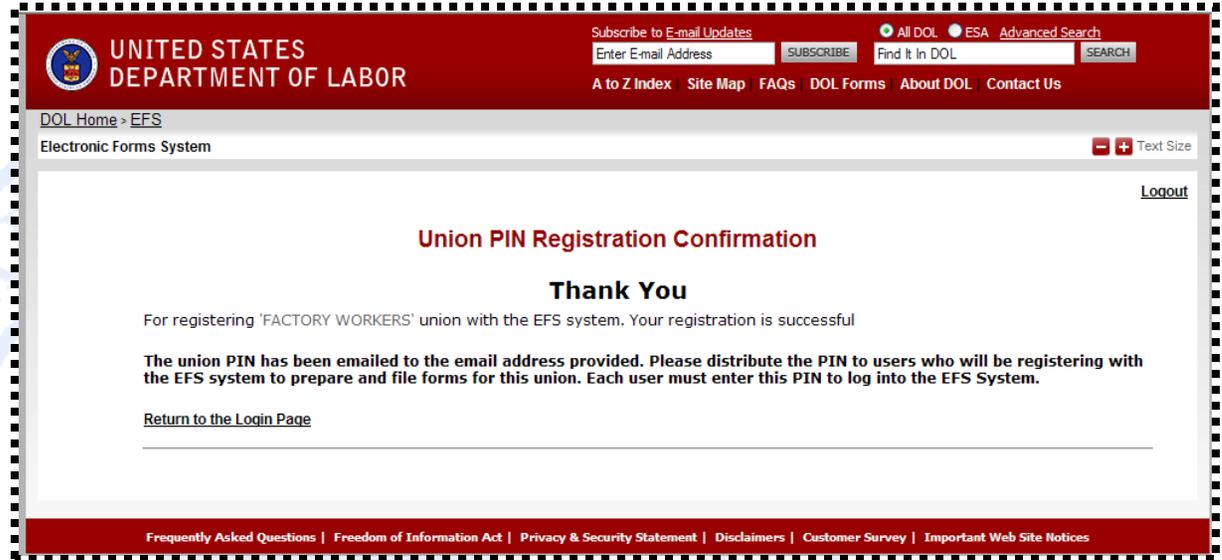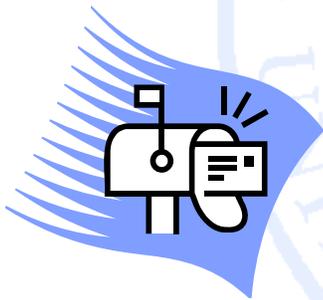

The PIN will be sent to the email address provided by the union representative.
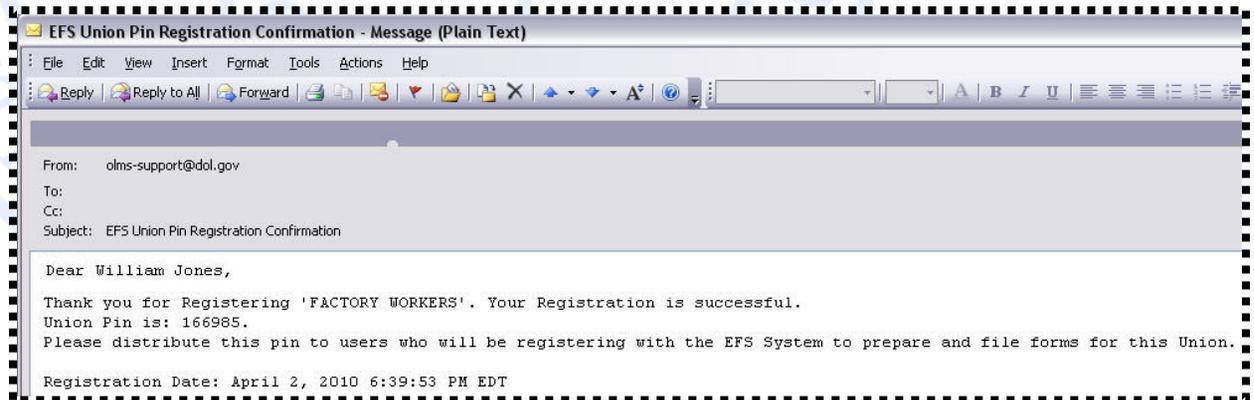
OBTAINING A PIN FOR YOUR UNION

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?

www.olms.dol.gov

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

Call OLMS: (202) 693-0123

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