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**Accessing the DOL’s on-line LM Filing Tool: Electronic Forms System (EFS)**

To log into EFS system you will need a User ID, Password, Unions six-digit file number, and a Union PIN.

Be sure to write down and store **all** of your login information in safe place.

* *Graphical user interface, text, application

  Description automatically generated****User Registration*** – Individuals needing access to prepare, review, or sign the LM Form must register for their own EFS User ID and Password.
* ***Union Registration*** – Each union has its own file number and Union Pin. One of the local’s registered users MUST request a new pin annually.

1. Open your browser to: [www.dol.gov/olms/regs/compliance/efs/efsintro.htm](http://www.dol.gov/olms/regs/compliance/efs/efsintro.htm)

*Note: If you already have an EFS User ID and Password then go to step 5 below.*

1. Click on the link "Access the OLMS EFS" to reach the page titled “Welcome to the Office of Labor-Management Standards Electronic Forms System (EFS)”.
2. Look for "Register for an EFS User ID and Password" -- Click it.

The “User Registration" form should come up. **Fill in the form completely**, noting:

**Are you a filer responsible**

**for signing the form**? Choose Yes if required to sign form; No if review or prepare form only

**Phone Number:** Include area code; we suggest you use the local's phone number.

**Email address:** Use an address that is secure; your confirmation will be sent there.

**User ID**: Maximum of 30 characters (letters, numbers and symbols)

**Password:** Min 8 characters/Max15 characters. Must include 1 capital letter and 1 number.

When finished click on the “Register Me” button.

1. Open your internet browser to: [www.dol.gov/olms/regs/compliance/efs/efsintro.htm](http://www.dol.gov/olms/regs/compliance/efs/efsintro.htm)
2. Click on the link "Access the OLMS EFS"
3. Look for "Obtain a Union PIN" -- Click it.

Enter your User ID, User Password, and the local's Six Digit File Number. Click Submit.

1. Union PIN Registration should display. Verify the information is correct, if not, contact OLMS.
2. Enter address to send the Union PIN Registration letter.
3. When finished click on the button that says “Register Union”

If everything has been entered correctly you will receive a registration confirmation screen, also an email confirmation will be sent to the email address you provided. A letter will be sent to the address on record for the union notifying officials that PIN has been obtained as a security measure to prevent unauthorized access to the form.

The Union Representative should distribute the PIN only to those who need to access the LM Form.