



ELECTRONIC FORMS SYSTEM (EFS)

Registration Tutorial

ELECTRONIC FORMS SYSTEM- (EFS)



EFS is a web-based system for completing and filing Office of Labor-Management Standards (OLMS) Information Reports, Labor Organization Annual Reports, and Employer and Consultant Reports.

Because the system is web-based, multiple users can access their form from different locations.

The report can be prepared over a period of time and worked as needed.

System Requirements and Settings



To access and use EFS, OLMS recommends that you use one of the following browsers:

- Microsoft Edge
- Google Chrome –Version 7.0 or higher



EFS System Access

The first step for using EFS is to register with the system. Individual users and labor organizations must both complete the registration process before an LM report can be accessed.

Individual User Registration

There are two types of individual users

Preparers – users who prepare the form (accountants, administrative assistants, officers, etc.)

Signing Officials – union (or employer or consultant) officers who will be required to sign the form.



EFS System Access – User

An individual user must identify as either a signing official or a preparer when registering with EFS and will choose a unique username and password during the registration process. If you are a signing official who will also be preparing a form, please identify yourself as a signing official.

EFS guides users through the registration process step-by-step. Upon successful registration EFS will send an email confirmation to the email address provided during registration.



EFS System Access – Labor Organization

Labor Organization Registration

Labor organizations must first obtain a PIN (Private Identification Number) in order to obtain their LM form. Upon completing the registration process, OLMS will email a unique PIN to the email address provided during the PIN registration process as well as mail that information in a letter to the labor organization's address provided during registration.

Electronic Forms System (EFS)

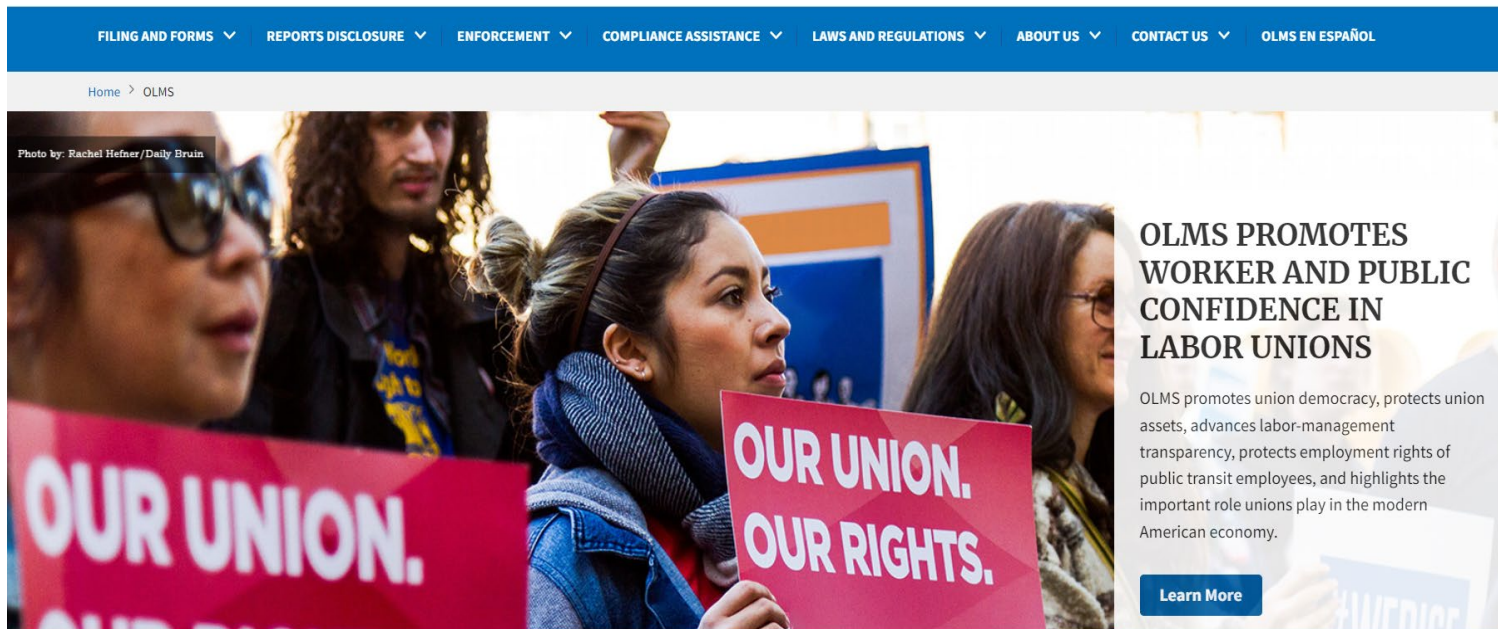


USER REGISTRATION



Accessing the System

Navigate to the [OLMS Website](#) and select FILING AND FORMS, then from the drop-down menu, select the File Labor Union, Employer, and Consultant Reports (EFS).





Accessing the System Link

From the EFS Introduction page, select on the “**Access the OLMS EFS**” link.

OLMS Electronic Forms System

Notice: [Advisory on Union Officer Elections and Public Disclosure Reporting in Areas Affected by COVID-19 and Natural Disasters](#)

EFS Resources

- [Register for an EFS User ID and Password](#)
- [Obtain a Union PIN](#)
- [Edit your EFS Account Information](#)
- [Forgot your password?](#)
- [Forgot your User ID?](#)

The Electronic Forms System (EFS) is the Office of Labor-Management Standards' (OLMS) web-based system that enables labor organizations, their officials, employers, and labor relations consultants to complete and submit LM reports to OLMS. Currently, EFS is available for use by Forms LM-1, LM-2, LM-3, LM-4, LM-10, LM-20, LM-21 and LM-30, as well as simplified annual reports, filers.

[Access the OLMS EFS](#) to register for an EFS User ID and password, obtain a union PIN, as well as edit your account information or retrieve your existing password or User ID. By accessing the OLMS EFS, you can also obtain, work on, or sign and submit an LM form. For more information on registering with EFS, see the [Registration Help page](#).

EFS allows anyone with a web-enabled computer to complete, sign, and electronically file a Form LM-1, LM-2, LM-3, LM-4, LM-10, LM-20, LM-21 and LM-30, as well as a simplified annual report, without purchasing a digital signature or downloading special software. EFS performs all calculations for the LM report and completes a form error check prior to submission to OLMS. EFS also allows unions that maintain electronic accounting records to import financial data from their accounting programs directly into the Form LM-2 or LM-3 they are completing.



Accessing Registration in EFS

To continue to the User Registration Page, select Register for an EFS User ID and Password.

Office of Labor-Management Standards - OLMS

OLMS HOME OLMS Reports ▾ User Guides/FAQs ▾ EFS Helpdesk: 1-866-401-1109 | TTY: 1-877-4-889-562 | Email: olms-public@dol.gov

[DOL Home](#) > [OLMS](#) > [EFS](#)

Welcome to the Office of Labor-Management Standards Electronic Forms System (EFS)

Existing and New User Account Management	LM-1, LM-2, LM-3, LM-4 and Simplified Report	LM-10, LM-20, LM-21 and LM-30
<p>Register for an EFS User ID and Password</p> <p>Edit your account information</p> <hr/> <p>Forgot your password?</p> <p>To reset your password, you must have the user ID and email address you provided when registering with the EFS system.</p> <hr/> <p>Forgot your User ID?</p> <p>To retrieve your user ID, you must have the email address, First Name, and Last Name you provided when registering with the EFS System.</p>	<p>User ID: <input type="text"/></p> <p>User Password: <input type="password"/></p> <p>*File No/Registration ID <input type="text"/> - <input type="text"/></p> <p>Union PIN <input type="text"/></p> <p><input type="button" value="Sign In"/></p> <p>Request a new PIN</p> <p>To get a new PIN, you must have your User ID, password, and organization's file number. You can only reset the PIN if it is expired. If you forgot the PIN, please contact EFS Helpdesk.</p> <p>Obtain an Initial LM-1 Registration ID and PIN</p> <p>* Use this link to obtain an organizational Registration ID and PIN in order to file an initial LM-1. Do not use this link if you have already registered with OLMS and have an existing organization file number.</p>	<p>User ID: <input type="text"/></p> <p>User Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>

User Registration



User Registration

Please enter following information to register yourself in the EFS System

Are you a filer responsible for signing the form?

Yes No

First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/> Ex. joe@dol.gov
Re-type Email Address	<input type="text"/>
Choose a User ID	<input type="text"/>
Choose a password	<input type="text"/>
	(Minimum 8 characters and must include 1 capital letter and 1 number)
Re-type password	<input type="text"/>
Select security question	<input type="text" value="What is your oldest cousin's name?"/>
Enter your answer to security question	<input type="text"/>

By obtaining an EFS User Account in this system you understand and agree to the following Rules of Behavior:

1. I understand that EFS User accounts are provided solely for the use of the individual for whom they were created. It is unlawful to misrepresent myself as another individual or use another individual's user account. It is unlawful to permit others to use my user account or to represent themselves as me.
2. I understand EFS Passwords may never be shared (or stored any place easily

I Agree

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 (Name and Title)

Enter the following information:

- First Name
- Middle Initial
- Last Name

First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>

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

User Registration – Completing the Form (Contact Information)



Phone Number	<input type="text"/>	
Email Address	<input type="text"/>	Ex. joe@dol.gov
Re-type Email Address	<input type="text"/>	



Enter your telephone number with area code.
(i.e., 555-555-5555)

Enter the email address to which a confirmation can be sent.
The email address entered must be the one in which you
conduct business.



User Registration – Completing the Form



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 User ID

When creating your **password**, keep in mind these requirements:

Choose a password

(Minimum 8 characters and must include 1 capital letter and 1 number)

Re-type password



- 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 (Security Questions)

Select security question

Enter your answer to security question

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?



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



User Registration – Completing the Form (Register Me)

When you have completed the registration form, select “I Agree” and then select “Register Me” at the bottom of the page.

By obtaining an EFS User Account in this system you understand and agree to the following Rules of Behavior:

1. I understand that EFS User accounts are provided solely for the use of the individual for whom they were created. It is unlawful to misrepresent myself as another individual or use another individual's user account. It is unlawful to permit others to use my user account or to represent themselves as me.
2. I understand EFS Passwords may never be shared (or stored any place easily

I Agree

Cancel

Register Me

User Registration – Completion



If you have entered all required fields, a registration confirmation will display on the screen.

Office of Labor-Management Standards - OLMS

[OLMS HOME](#) [OLMS Reports](#) ▾ [User Guides/FAQs](#) ▾ EFS Helpdesk: 1-866-401-1109 | TTY: 7-1-1 Telecommunications Relay Service (TRS)
Email: OLMS-Public@dol.gov

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User Registration Confirmation

Thank You

For registering with EFS system. Your registration is successful.

[Return to the Login Page](#)

User Registration – Completing the Form (Confirmation)



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

EFS User Registration Confirmation



OLMS-EFS-NOTIFICATION@test.dol.gov

To

Thank you for registering with the Office of Labor-Management Standards (OLMS) Electronic Forms System (EFS).

This email confirms your individual registration with EFS.

Your User ID is:wljones

If you forget your username or password, you can request them from the EFS home page.

If you did not register with the OLMS EFS and believe you have received this message in error, please contact OLMS at 1-877-401-1109.



Electronic Forms System

UNION REGISTRATION

(This only applies to the LM-1, LM-2, LM-3,
LM-4 and Simplified Filers)



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.



Requesting a PIN

Select “Request a new PIN” to obtain a pin for your union.

Office of Labor-Management Standards - OLMS

OLMS HOME | OLMS Reports ▾ | User Guides/FAQs ▾ | EFS Helpdesk: 1-866-401-1109 | TTY: 1-877-4-889-562 | Email: olms-public@dol.gov

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Obtaining A Pin



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EFS Helpdesk: 1-877-401-1109 | TTY: 711 Telecommunications Relay Services(TRS)
Email: OLMS.Public@dol.gov

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EFS Form LM-1

Welcome to the Office of Labor-Management
Standards

User ID

User Password

- Enter your User ID from the User Registration Process.
- Enter your User Password.



IMPORTANT!

**ONLY ONE REPRESENTATIVE FROM
THE UNION WILL OBTAIN THE PIN**



Obtaining A Pin For Your Union – (Confirmation)



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Email: OLMS.Public@dol.gov

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Registration Confirmation

Registration ID : A00952

Union PIN : 534073

Please save the Registration ID and Union PIN to file the LM-1 form. The Registration ID and Union PIN has been emailed to your email address. Allow up to 20 minutes to receive the email. Make sure to check your SPAM and Junk folders for the email. You will need to distribute this Registration ID and PIN to all users who prepare, sign, and/or file an LM-1 form for your organization.

To access your LM-1 form, please return to the EFS log in page and log in using your Registration ID and PIN.

[Return to the Login Page](#)

Once you have successfully submitted the Form LM-1 Registration form, a Registration ID and Union PIN Registration Confirmation will display on the screen.

Office of Labor-Management Standards (OLMS)

<https://www.dol.gov/olms/>



Obtaining A Pin For Your Union – (Email Confirmation)

LM-1 Registration Confirmation



OLMS-EFS-NOTIFICATION@test.dol.gov

To

Your Registration ID is A00952 and unique Private Identification Number (PIN) is 534073.

Please save a copy of this email for future reference, as you will need to distribute this Registration ID and PIN to all users who prepare, sign, and/or file LM-1 form for your labor organization.

To log into the EFS, all your users must enter a valid user id and password, the Registration ID and the PIN.

If you did not register this labor organization and believe you have received this email in error, please contact the EFS Helpdesk at 1-877-401-1109.

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

Your Registration ID is A00952 and unique Private Identification Number (PIN) is 534073.



Obtaining A Pin For Your Union – (Mail Confirmation)

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.



Getting Help

- If you experience difficulty using EFS, please contact OLMS Form Technical Support toll-free at: 1-866-401-1109.
- This PowerPoint presentation and other information regarding EFS can be found on our website at the following URL:
<http://www.dol.gov/agencies/olms/regs/compliance/efs/efshelp>.
- If you have additional questions or comments, please email OLMS at olms-public@dol.gov, visit the OLMS website at www.olms.dol.gov/olms, or call OLMS at (202) 693-0123.