

Department of Labor LM Filers

ELECTRONIC FORMS SYSTEM (EFS): SYSTEM ACCESS INSTRUCTIONS

Part 1: Registering with the EFS

Part 2: Obtaining a PIN for the Union

EFS SYSTEM ACCESS

Two separate processes are required to assure a union's secure access to the EFS:

- Part 1: 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.

- Part 2: Union Registration

A Local/Region representative will register to obtain a unique Private Identification Number (PIN) for the union.

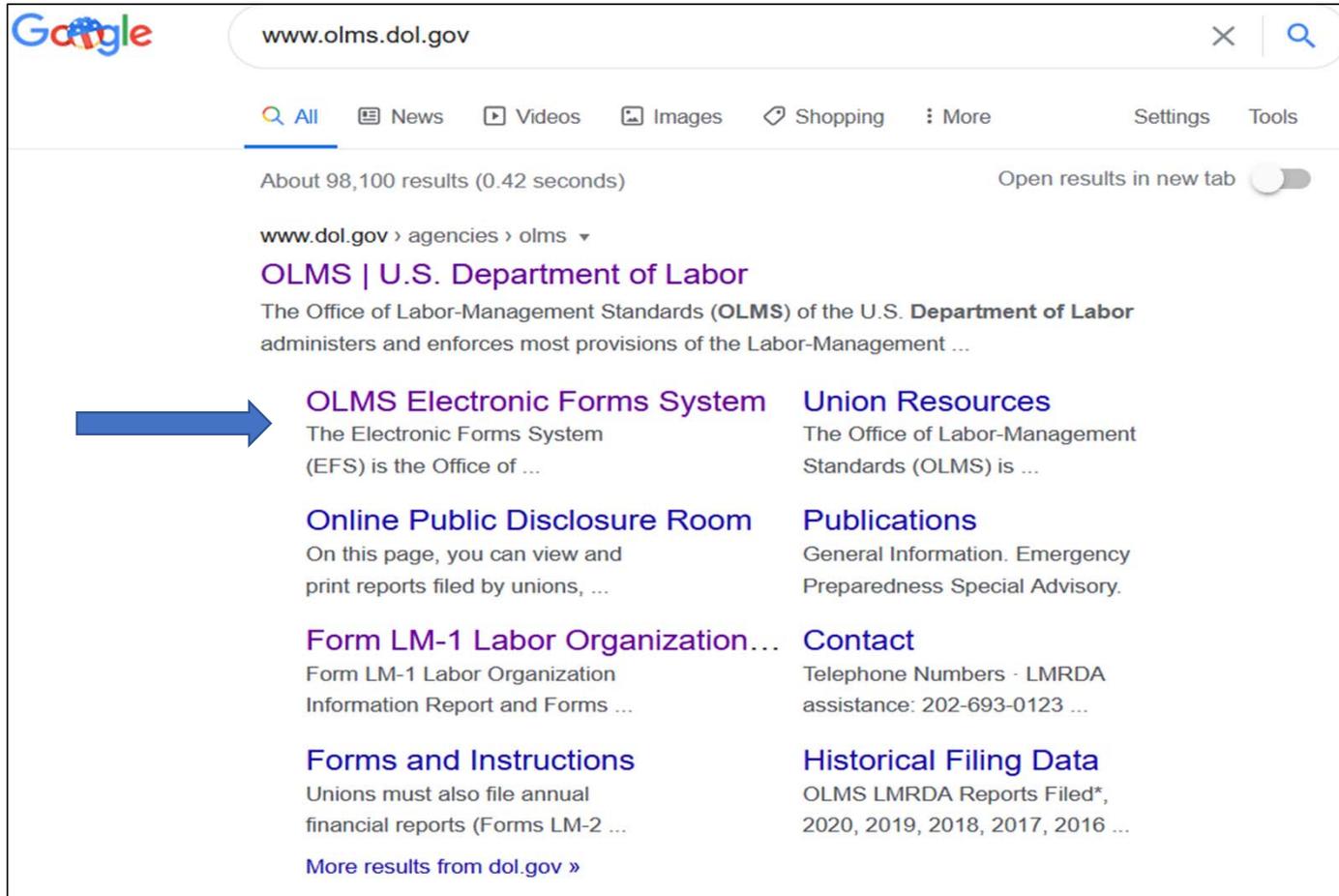
User Registration is the first step in gaining access to EFS.

ELECTRONIC FORMS SYSTEM (EFS):

Part 1: Registering with the EFS

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(OLMS) website at <http://www.olms.dol.gov>**

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Form LM-1 Labor Organization Information Report and Forms ...

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Forms and Instructions
Unions must also file annual financial reports (Forms LM-2 ...

Historical Filing Data
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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 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](#).

SELECT “Register for an EPS User ID and Password”

Account Management Page

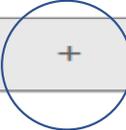
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Welcome to the Office of Labor-Management Standards Electronic Forms System (EFS)

Existing and New User Account Management 

LM-1, LM-2, LM-3, LM-4 and Simplified Report 

User ID
User Password
*File Number/Registration ID -
Union PIN [Request New Union PIN](#) 

[Forgot your password?](#) [Forgot your User ID?](#)

File an Initial LM-1 - Obtain an Initial LM-1 Registration ID and PIN

*Initial LM-1 filers must use your Registration ID

SELECT "Existing and New User Account Management"

Account Management Page



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LM-1, LM-2, LM-3, LM-4 and Simplified Report +

SELECT “Register for an EFS User ID and Password”

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

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

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

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

When you have completed the registration form, click on the button at the bottom of the page

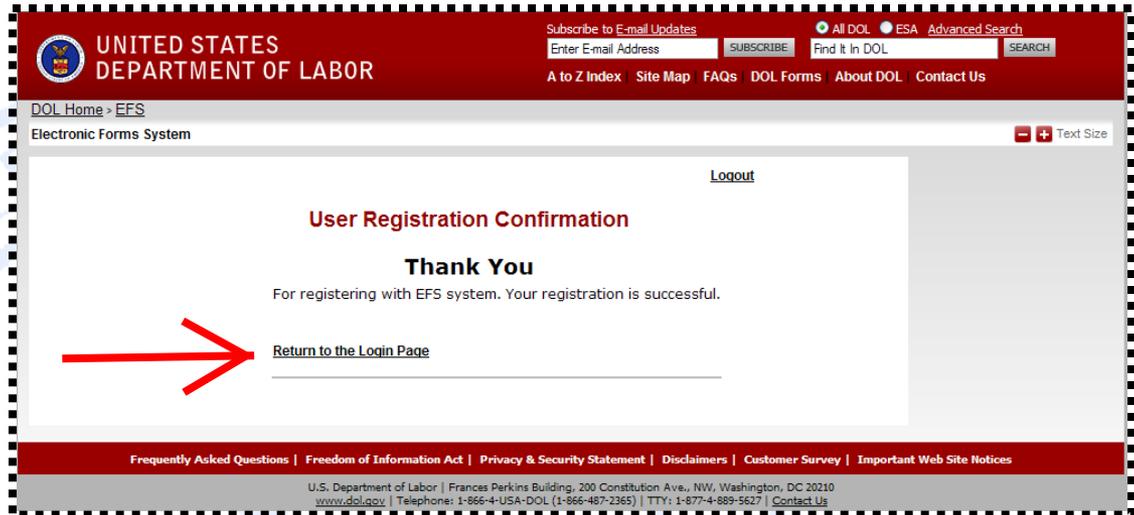
Cancel

Register Me

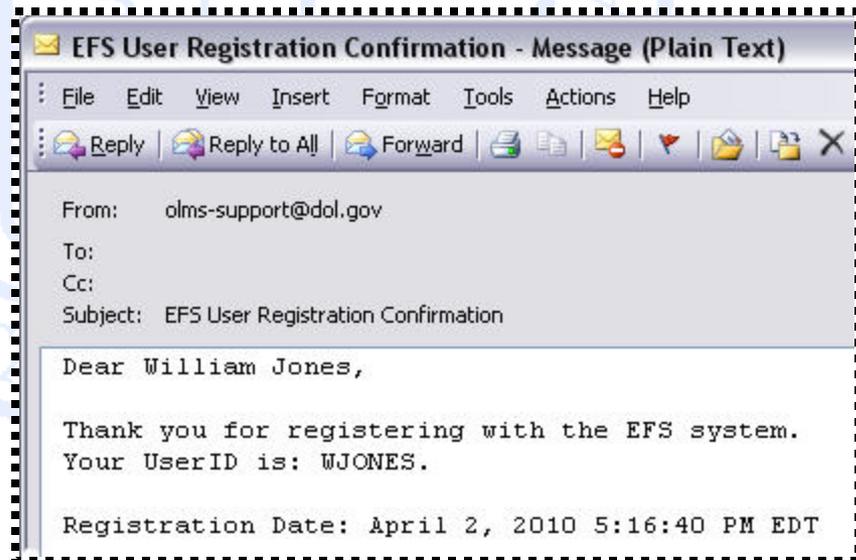
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USER REGISTRATION – COMPLETING THE FORM

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.



ELECTRONIC FORMS SYSTEM (EFS):

Part 2: Obtaining a Union PIN

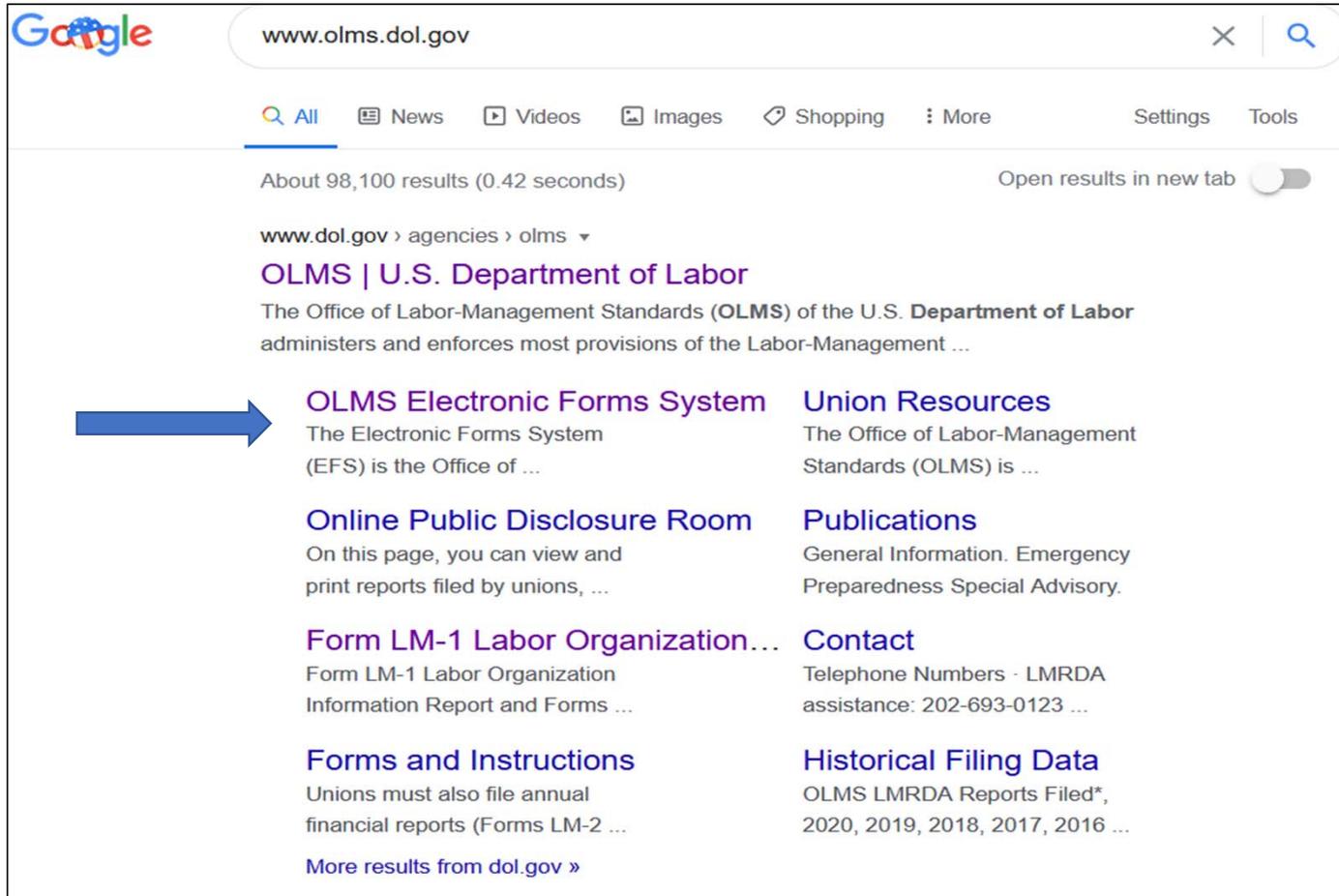
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OBTAINING A PIN FOR YOUR UNION

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.

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SELECT "Obtain a Union Pin"

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Electronic Forms System- Union Pin



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Obtain a Union PIN

Please enter following information to start the Union registration process

User ID ←

User Password ←

File Number - ←

Enter User ID

Enter Password

Enter Local or Region DOL File Number

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Union PIN Generation

User ID **SJONES**
File Number **123-456**
Union Name **STATE COUNTY AND MUNI EMPLS AFL-CIO**

Please verify that the Union address is correct

456 Main Street
Anytown, NY 12345

Note: If the above address is not correct, please notify OLMS at (202)693-0125 and enter an updated address below where a letter will be sent confirming the Union PIN registration.

Is this the correct address to send the letter? YES NO





Verify Address of Local or Region (Office or Treasurer)

Click "Generate Union Pin"

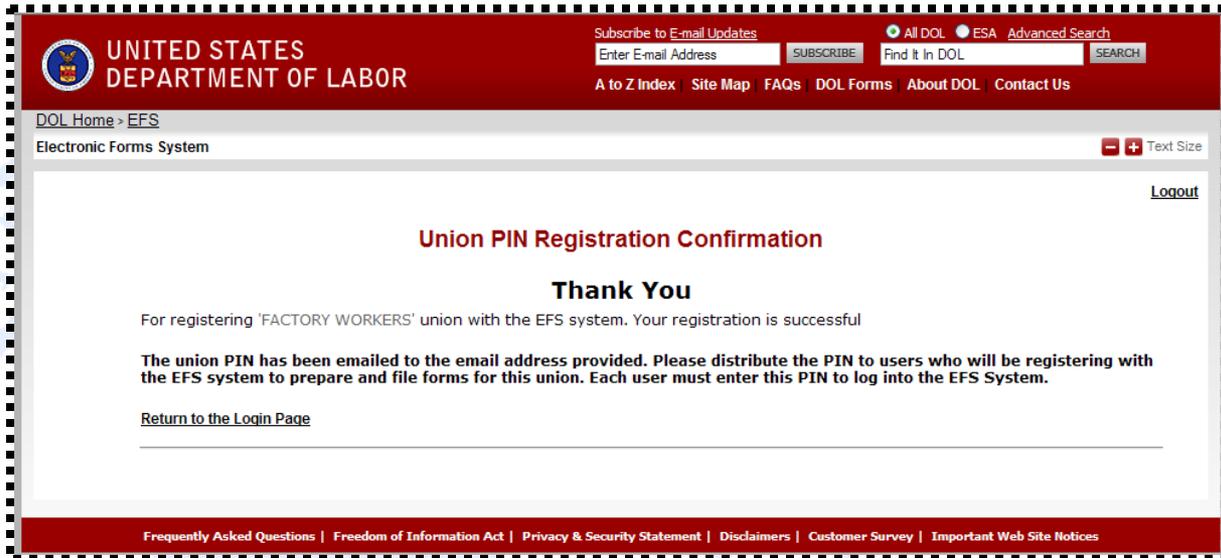
OBTAINING A PIN FOR YOUR UNION

IMPORTANT!

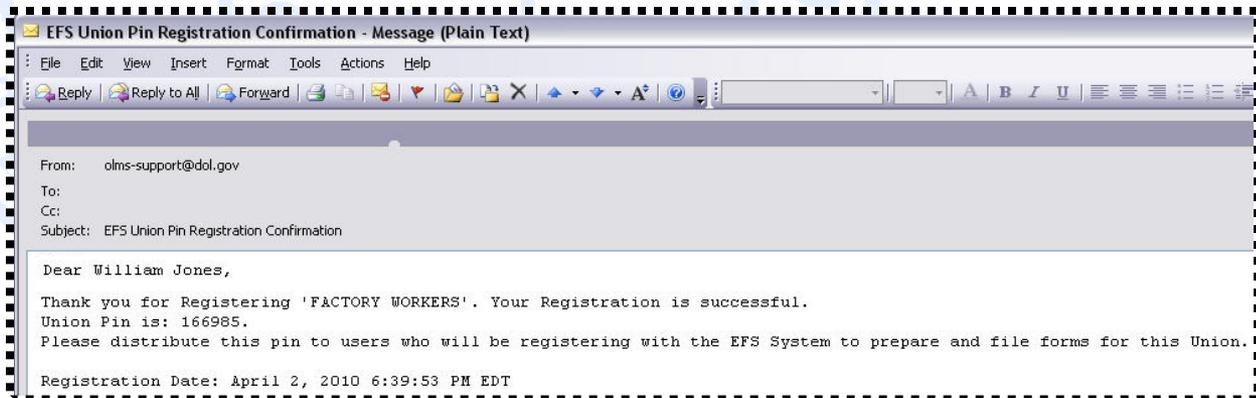
**ONLY ONE REPRESENTATIVE FROM
THE UNION WILL OBTAIN THE PIN**

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?

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

Call OLMS: (202) 693-0123

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

**Call CSEA Internal Operations:
(518) 257-1333**