5500 Software
Quick Start Guide

This guide is meant to give a quick tour of how the ftwilliam.com Form 5500 software works. Many features of the software are not discussed in this guide but are explained in the Form 5500 Software User Guide. You can access this User Guide by clicking on the Help button at the top left of any page in the Form 5500 Software. Contact support@ftwilliam.com or (800) 596-0714 with specific questions.

Part 1: Loading your Data

If you do not use ftwilliam.com for plan documents or other applications, there are two ways to add your clients to the ftwilliam.com system in order to prepare their 5500 filings:

- If you only have a few clients you can add them manually – see below.
- If you have a larger number you can send ftwilliam.com a list of the company EINs and we will load them for you. We are able to download prior year form 5500 data from the Department of Labor – typically we will load the previous year's 5500 data, or if that is not available we will load the latest year's data that is available. This will add the companies and plans to our system under your account. To make use of this free service, please send a spreadsheet with the company EINs via e–mail to support@ftwilliam.com, and include your Company Code.

If you do use other ftwilliam.com software features, your companies and plans will likely already be in our system. See below for help on loading Form 5500 data.

Part 2: Log-in and Accessing Form 5500 Software

- **Log In** – click the 'Log in' link located at the top of the www.ftwilliam.com home page.

- **Select Company** – select a company that is already added from the drop down menu, or click 'Add Company'.
  When you add a company, you can use our EIN look-up feature to find the company's EIN; you also have the option of loading the prior year's 5500 data for this company. Note that it does not matter if you used the ftwilliam.com software in a previous year. As long as the company filed a return in a previous year, you should be able to retrieve the data. The last three available years and plans are listed and you can click on each year that you want to load. Note that this will:
  o Add the plan(s).
  o Add the 5500 forms & schedules that were in the prior year's filing on that year's filing page of the ftwilliam.com site.

- **Select Plan** – select a plan from the drop-down menu or click 'Add Plan'.
  To **Add** a Plan:
  Select the plan type – if you are adding the plan only to prepare 5500 filings, select 'Misc Plan (Use for Form 5500 Only)'. Add a plan name, click 'Add Plan', then 'Click here to return'.
  To **Select** a Plan:
  If you loaded prior year's Form 5500 data as described above you'll see one or more plans in the drop down box. Select the plan you want and click 'Select Plan'. You will be taken to the Edit/Print Menu screen for that plan.

- **Edit/Print Menu**
  Scroll down to the Print Menu towards the bottom of the page. Below '5500 Forms', select the year you want to work on and click 'Go'. You will be taken to the **Form 5500 - Year** menu, the 'homepage' for the Form 5500 software.

  Bringing forward prior year's data:
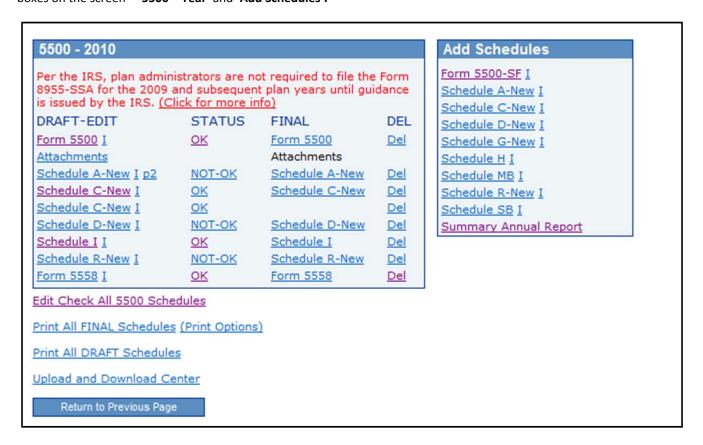 If you loaded 5500 data as described above, you can bring it forward to the current year in one of two ways:
  o Click the 'Bring forward (prior year) to (year) Data for this plan only' link in the middle of the screen. This will add all forms and schedules that were filed the prior year, and load the plan data and beginning of year numbers based on the prior year's ending balances and counts. Note that this will not work if you do not have the previous year's data loaded.
  o Add the forms and schedules you want for the filing by clicking it in the 'Add Schedules' box. This moves it to the 5500-(Year) box; the forms and schedules you add will pre-populate based on the prior year's data as described above.

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If you already have companies and plans on ftwilliam.com but are new to the Form 5500 software, you can load 5500 data plan by plan, as described above, or you can utilize the link to 'Bring Forward (year) Data for all Plans'. This will bring data forward any schedules that existed in the prior year but not in the current year, so existing schedules will not be overwritten.

Part 3: Form 5500 Software Filing Preparation

The **Form 5500 – (Year)** is the "homepage" for the Form 5500 software; this is where you will prepare your filing. You'll see two boxes on the screen – **'5500 – Year'** and **'Add Schedules'.**

To add a form or schedule to your filing, click on it in the Add Schedules box. This moves it to the 5500-Year box. You can click on each form/schedule from the DRAFT-EDIT column in this box to make your updates. Any changes you make will update the version in the FINAL column which is in pdf format. Note that if you need additional pages for a schedule, you can click on the schedule again in the 'Add Schedules' box. You'll then see two copies in the DRAFT-EDIT column but only one in the FINAL column – for an example, see Schedule C in the screen print above.
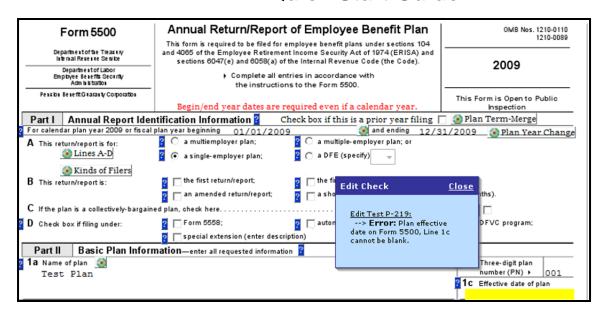
Running the Edit Checks
Once you have prepared your filing you can **run the edit checks**; you can do this from the above **Form 5500 – (Year)** screen.

There are three ways to run the edit checks:
- Open each form or schedule in turn by clicking on it in the DRAFT-EDIT column. Click on the 'Run Edit Checks' link at the top left of the screen. The software will highlight in yellow all questions on the form/schedule that do not pass an edit check. You can double click on the yellow box to see a description of the error.

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In the screen shot above you can see the yellow box covering Question 1c. When you double click on it you see the blue Edit Check box providing the reason for the edit check.

If you just want to see a list of all the Edit Checks, rather that opening each form/schedule, you can do one of the following from the Form 5500 – (Year) screen of the website:

• Click the '???' or 'NOT-OK' in the Status column; you'll see a listing of all the errors for that form/schedule.
• Click the 'Edit Check All 5500 Schedules' link under the 5500-Year box. You'll see a listing of all the errors for each of the forms/schedule you have added.

Once your filing is complete and you pass all the edit checks you are ready to have the filing signed.

Part 4: Signing the 5500 Filing

There are three options for signing:
• Signing yourself as Preparer and Administrator/Sponsor (Local Sign option)
• Signing electronically on behalf of the client (Local Sign option)
• Sending an invitation to the client to go to the Portal and sign the filing

Before the filing can be signed, the filing has to be locked and one or more signers need to be designated if signing via the portal. The electronic signer (whether it is you or your client) needs to obtain credentials as a Filing Signer from the Department of Labor. Go to http://www.efast.dol.gov and select the link to register. The Signer is provided a UserID and PIN which are used to sign the filing. *To see detailed DOL signing credentials instructions, Ctrl and Click on this link: Register for DOL Credentials Instructions.*

Follow the steps below for one of the signing scenarios:

Signing yourself as Preparer and Administrator/Sponsor
• Type your name directly onto the Form 5500/5500-SF on the Plan Administrator line (anyone signing as both Administrator and Sponsor only needs to enter their name on the Plan Administrator line). Print yourself a final copy of the 5500 filing for your records
• Lock the filing by clicking the 'Lock' link on the 'Edit Status' line of the Form 5500-Year screen.
• Click the 'Local Sign' link on the 'Signed status' line. From the drop-down box select 'Single Signer – Administrator and Sponsor'.
• Enter your DOL credentials in the spaces provided.
• Click 'Sign 5500'.

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Signing yourself on behalf of the client

- Type the client's name onto the Form 5500/5500-SF on the Plan Administrator line.
- Print a copy of Form 5500 and have the client sign it; scan this and save to your hard drive as PDF file. Add the scanned copy to the filing as 'Other Attachment'.
- Obtain an authorization, signed by the client allowing you to file on their behalf – you do not need to include this with the filing but do keep it with your records.
- Lock the filing by clicking the 'Lock' link on the Edit Status line of the Form 5500 - Year screen.
- Click the 'Local Sign' link on the Signed status line. From the drop-down box select 'Preparer – on behalf of Administrator'.
- Enter your DOL credentials in the spaces provided.
- Click 'Sign 5500'.

Sending an invitation to the client to go to the portal and sign the filing

- Click on 'Work with Signers/Portal Users' and add your Signer(s). If there is only one Signer, add them as 'Administrator and Sponsor' and give them a Portal Username and password. If there are two Signers, add both of them; assign one as 'Administrator' and the other as Sponsor' and again give each of them a unique Portal Username and password. Note that when you enter the Signer's/Signers' name(s) in the 'Name' field this populates the 'Name of Individual Signing' field on the Form 5500/5500-SF.

For more detail on this process, see the 5500 Software User Guide. You can access this User Guide by clicking on the Help button at the top of any page in the Form 5500 Software. There's also a link to a Visual Tutorial on the Signers/Portal Users page of the website – this is a three minute visual walkthrough of the process of adding a Signer.

- Lock the filing by clicking the 'Lock' link on the Edit Status line of the Form 5500 - Year screen.
- Click the 'Invite (Name of Client) to Sign' link on the Signed Status line. You'll see a box with the text of an e-mail. Click the 'Click to Open E-mail' link. This will open a new e-mail message containing the text you just reviewed. You can edit this text if you wish, either here or in the step above. This will only change the e-mail text for this one client. *Note that this assumes that you are sending the e-mail invitation from your own e-mail account – there is another option, i.e. to send the invitation from a generic e-mail address. For this option you need to 'Specify a Server' under E-Mail Settings. For more information on this, please see the full User Guide, accessible by clicking on the Help button at the top of any page in the Form 5500 Software.*
- Send the e-mail message. Note that this is sent through your own email program (e.g. Outlook, Lotus Notes).
- Click the box 'Mark 5500 as Invited'. This tells the system that you did indeed send the e-mail message.

When the client receives the e-mail invitation, they will click the link to the portal, or copy and paste the address into their browser. This will take them to the Portal login screen where they will enter the Portal Username and password you provided in your email into the boxes provided. They will then need to print and review the filing before being able to enter their DOL credentials and clicking the link to sign the 5500 and recording the filing status.

Filing Status

After the Electronic Signer has entered their DOL credentials and signed the 5500 they will see one of the following filing statuses:

- Accepted: the DOL has accepted the filing.
- Not Accepted: the DOL has not accepted the filing, due to the plan not meeting DOL required edit checks. The software should provide a list of the DOL errors. The filing is still considered filed but will need to be amended and re-filed.
- Rejected: If certain fields are missing, the filing will be rejected. The filing does not need to be amended, just unlocked, corrected, re-locked and re-filed.

Note: If the filing is not accepted or rejected, the reason(s) are listed under the 'Details' link next to the filing status on the '5500-(year)' screen of the website.

You can review the filing status of all your clients on the Review/Assign Detail Status/Extensions grid. Click on the 'Admin Menu' link, then '5500 Workflow'. Select the year from the drop-down box and click 'Review/Assign Detail Status/Extensions'.