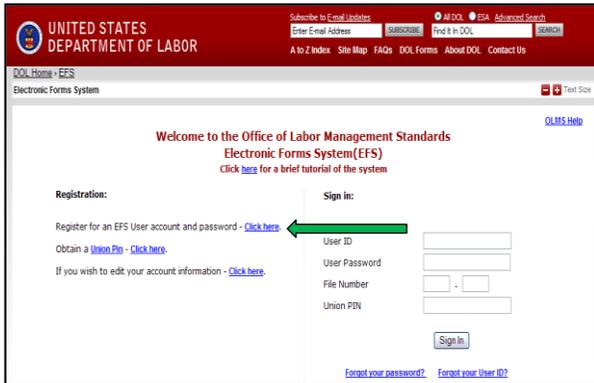


# TO OBTAIN USER ID (PRESIDENT AND FINANCIAL SECRETARY)

1. Go to <https://olms.dol-esa.gov/efsui/> - using Microsoft Internet Explorer – Version 6 or higher
2. Click 'Register for an EFS User ID and Password'



3. YES to Officer responsible for signing the form.
4. Fill in remaining data, including email address\*

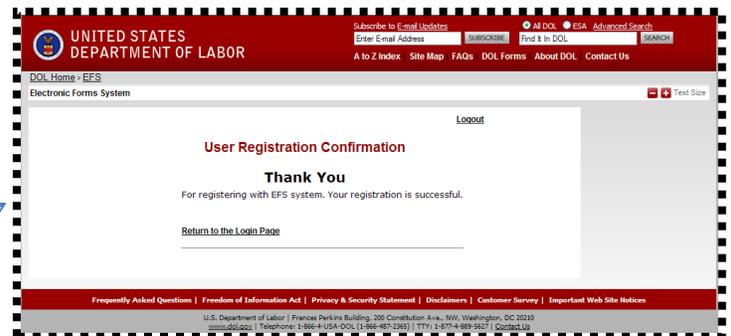
A screenshot of the 'User Registration' form. The form is titled 'User Registration' and asks the user to 'Please enter following information to register yourself in the EFS System'. It includes a question 'Are you an officer responsible for signing the form?' with 'Yes' and 'No' radio buttons. Below this are input fields for 'First Name', 'Middle Initial', 'Last Name', 'Title', 'Phone Number', 'Email Address' (with an example 'Ex. joe@dol.gov'), 'Re-type Email Address', 'Choose a User ID', and 'Choose a password'. There is a note: '(Minimum 8 characters and must include 1 capital letter and 1 number)'. Below the password fields is a 'Select security question' dropdown menu with 'What is your oldest cousin's name?' selected, and an 'Enter your answer to security question' text box. At the bottom are 'Cancel' and 'Register Me' buttons. A dashed black border surrounds the form.

\*if you don't have a personal email address, create one for the local in Google, Yahoo, etc. that both officers can access, such as GMPLocal999@gmail.com

A screenshot of the security question selection screen. It features a list of ten questions: '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?', and 'What is the name of the street on which you grew up?'. Below the list is a dropdown menu with a downward arrow. Underneath the dropdown are the labels 'Select security question' and 'Enter your answer to security question' followed by a text input field. A dashed black border surrounds the entire screen.

5. Create a unique User ID (maximum 30 characters, including letters, numbers and symbols).
6. Create a password, as instructed.
7. Choose a security questions from list and enter answer.
8. Click on 'Register Me'

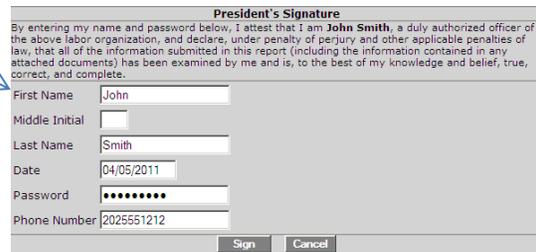
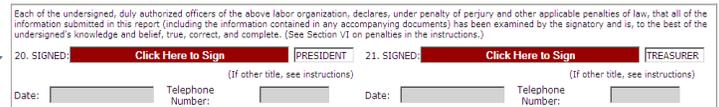
If all is okay, you will see this screen and will get a confirmation email at the email address you provided.



# SIGNING THE LM FORM

Once the annual report has been received and balanced by the International, and the LM has been completed, both officers will be notified via email, with the Union File #, PIN, and which form, in order to log in and sign and submit the form.

1. Go to <https://efs.dol-esa.gov/efsui/> - using Microsoft Internet Explorer – version 6 or higher
2. Log in using your User ID and password, along with the 6-digit file number and PIN provided by the International.
3. Select 'Continue to work on forms in progress'. A list of forms will appear.
4. Select top of list for the fiscal year just ended. Completed form will appear with signature block in red (if not, please contact International accounting office).
5. Click on appropriate local office held.
6. You must re-enter your password to 'sign' the form.
7. Click Save to save form, and logout.
8. Repeat steps 2 to 6 for the second officer.
9. Click Print and then File-Save As to save a signed copy of the report as a PDF to your computer before submitting the report.
10. Click Submit button from the top menu bar. Once the form has been processed (may take several minutes), a confirmation message will display. You can print this message by going to File, Print, or simply copy and paste text into an email or document. The signed LM is now available to view at link shown.
11. Logout of DOL EFS system.
12. Once the LM has been submitted, please notify the International accounting office via email (either [sharonorlando@gmpiu.org](mailto:sharonorlando@gmpiu.org) or [elizabethbenetz@gmpiu.org](mailto:elizabethbenetz@gmpiu.org)).



Your LM-4 Form has been successfully accepted for processing.  
Your confirmation number is: 544446-441258-20110405114851  
Please make a note of this number for your records.

[Logout](#)

To view your submitted LM-4 report, visit the OLMS Online Public Disclosure Room  
OLMS Online Public Disclosure Room link:  
<http://www.dol.gov/olms/regs/compliance/rro/lnrda.htm>