

EFAST2 Filing Preparation System

Intro Guide



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BLAZE SSI EFAST2 Filing Preparation System

Intro Guide

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A. Introduction

1. Proprietary Information and Copyright:

The BLAZE SSI EFAST2 Filing Preparation System is distributed under a License Agreement which specifies the number of simultaneous workstations of the product which may be employed by a licensed user of the system.

The system software, including the documentation contains proprietary and trade secret information and intellectual property of BLAZE SSI Corp. All Rights Reserved. Copyright 1980 (revised 2009) BLAZE SSI Corp.

2. System Requirements:

The BLAZE SSI EFAST2 Filing Preparation System is implemented using fully-managed, Microsoft .Net assemblies.

System requirements include:

- Microsoft Windows XP SP3 Professional or Vista SP2 (Business or Ultimate) or Windows 7 (Professional)
- Fully-managed .Net 4.0 application technology
- 1Gb or more of memory available to the application
- Display resolution of 800x600 or greater
- MS Internet Explorer 8 or higher; Internet connection required
- Free Adobe Reader ver. 6 or higher

3. Installation:

The BLAZE SSI EFAST2 Filing Preparation system is installed to the licensed user's local environment, e.g. workstation, LAN, WAN, using a Microsoft-format installer (.msi). After an authorized user has downloaded the system installer file from the BLAZE SSI web portal, the installer is copied to the target machine and then run. Follow the prompts provided in the installer dialogues to complete the installation.

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B. Filing Preparation System Overview:

The U.S. Department of Labor has mandated the electronic filing of Form 5500 and associated schedules and attachments for plan years after 2008 for most pension and welfare benefit plans. The DOL requirements provide that the filing must be prepared, signed and transmitted to the EFAST2 web service by systems which have been approved by the DOL.

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- 1) Has been approved by the DOL.
- 2) Creates, edits and stores Form 5500 filings in the DOL-specified format using the '.F5500' file extension at a location specified by the system user.
- 3) Completed filings may be uploaded to the BLAZE SSI EFAST2 Filing Transmission System for signing and submission to the EFAST2 web service
- 4) Because the system stores filings in the DOL-specified format:
 - i) Filings may be uploaded to the EFAST2 IFile system
 - ii) Filing may be imported from the EFAST2 IFile system
 - iii) Externally prepared Form 5500 schedules, e.g. Schedule SB/MB, may be inserted into a filing.
- 5) System Operator Workflow:
 - i) Create new filing
 - ii) Edit filing, including Form 5500 and applicable schedules; and add attachments. The fields are fully documented and validated.
 - iii) Save filing at user-specified location
 - iv) Upload a copy of the filing to transmission system for signing and submission to EFAST2 web service
 - v) Review completed filing in system-prepared .pdf-format
 - vi) Use transmission system to check submission and filing status from EFAST2 web service
 - vii) For subsequent plan year filings, use the annual update system feature.

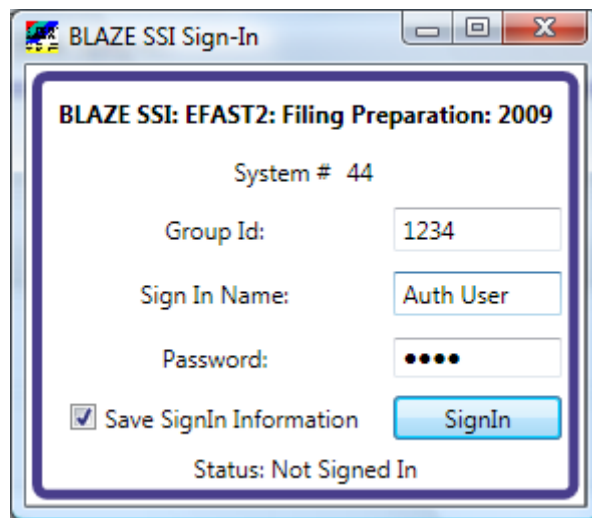
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1. Sign-in To System:

As an authorized user of this system, BLAZE SSI has provided the system administrator of your organization sign-in credentials and the information and tool (available at www.blazessi.net) necessary to create additional credentials for each of the licensed users of the system in your organization.

When a system work session is commenced from the desktop short-cut, the BLAZE SSI Sign-In dialog will be presented. At this time enter your Sign-In credentials and click the 'SignIn' button. Internet access is required to successfully complete sign-in to this system.



BLAZE SSI Sign-In

BLAZE SSI: EFAST2: Filing Preparation: 2009

System # 44

Group Id: 1234

Sign In Name: Auth User

Password: ●●●●

Save SignIn Information

SignIn

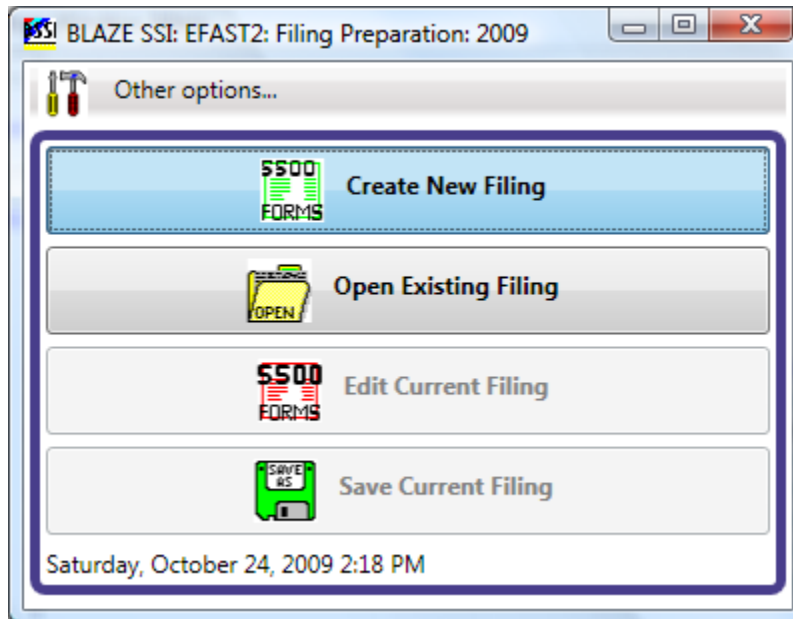
Status: Not Signed In

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2. Create New Filing:

From the main form of the system, click the 'Create New Filing' button:



The 'Create New Filing' dialog will be presented to select the 'Filing Plan Year' and the 'Form 5500'. Because of the DOL-specified filing structure, these two options must be selected now and cannot be modified for this filing at a subsequent time. After making these two selections, click the 'OK' button to create the new filing, make the new filing the 'current' filing and return to the main form of the system. Clicking the 'Cancel' button or closing the dialog ('X' in the upper right) will not create a new filing and will preserve the previously-created 'current' filing.



Remember to save your filing after editing. If the filing is not saved, it will not be available if the system is exited, or if another filing is created or opened.

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3. Open Existing (Previously-prepared) Filing:

From the main form of the system, click the 'Open Existing Filing' button:

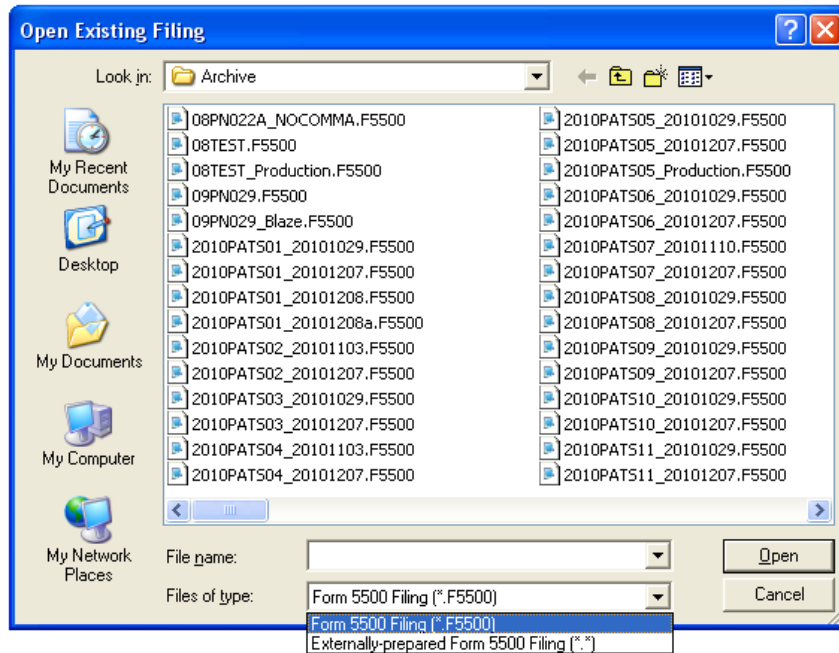


Opening an existing filing will replace the current filing, if any. If desired, save the current filing before opening an existing filing.

Any user-specified location accessible to the user's workstation can be the source of an existing filing file. It is suggested that a user designate a specific subdirectory in their computer domain to store in-progress and completed filings.

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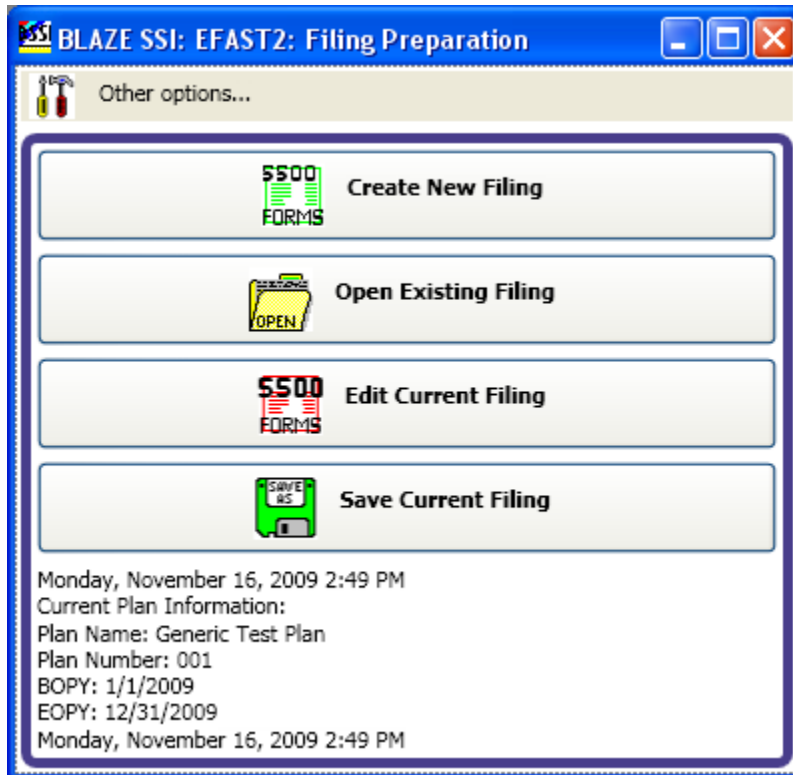
The Microsoft Windows 'File Open Dialog' will be presented so that the user may select the pre-existing filing file to open and make the current filing. Two 'file extension filters' are provided with this dialog. Selecting the 'Form 5500 Filing (*.F5500)' option will display filing files created by the EFAST2 Filing Prep system. Selecting the 'Externally-prepared Form 5500 Filing (*.*)' option will display all files in the user-specified location. From this complete file listing the user should select a file known to be an EFAST2 filing. See Appendix 2 for more detailed information.

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4. Saving a Filing:

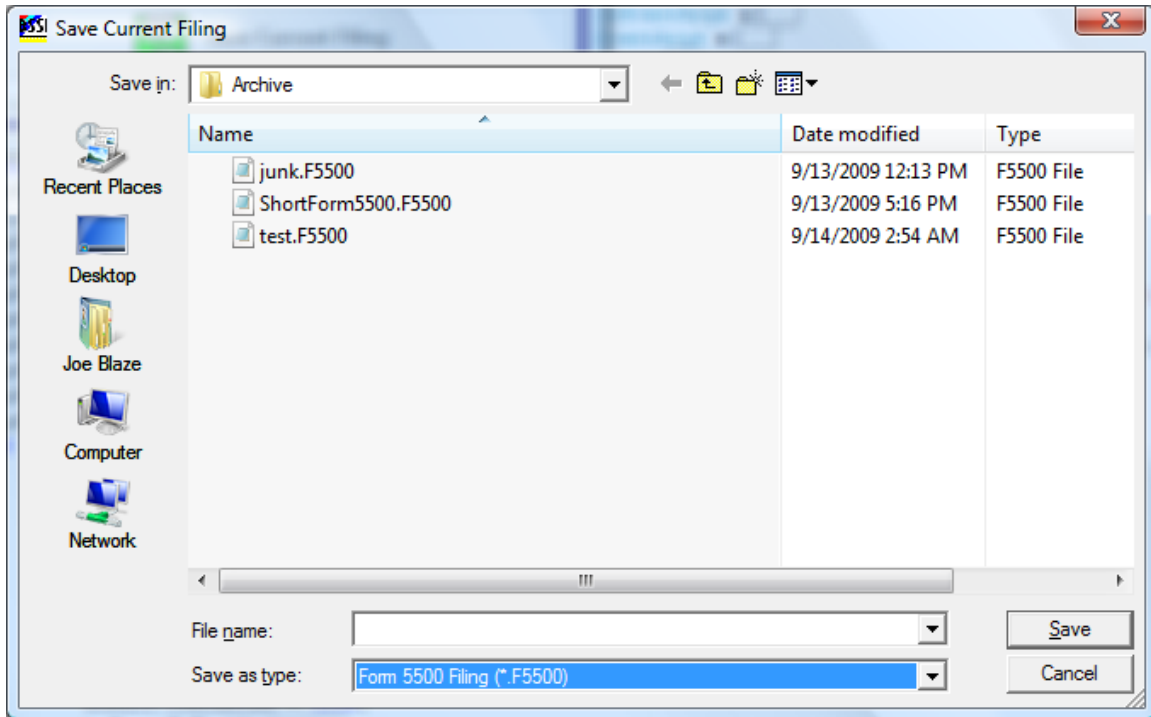
Remember to save your filing after editing. From the main form of the system, click the 'Save Current Filing' button:



If the filing is not saved, it will not be available if the system is exited, or if another filing is created or opened.

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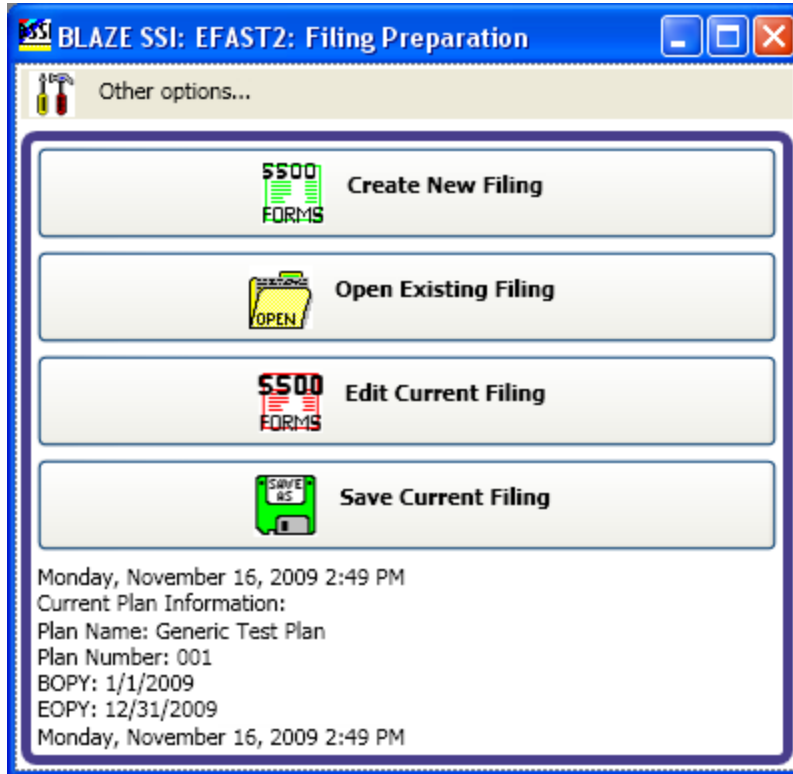
The Microsoft Windows 'Save File As' dialog will be presented. Any user-specified location accessible to the user's workstation can be the target for an existing filing file. It is suggested that a user designate a specific subdirectory in their computer domain to store in-progress and completed filings.

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5. Edit Current Filing:

From the main form of the system, select 'Edit Current Filing':



Remember to save your filing after editing. If the filing is not saved, it will not be available if the system is exited, or if another filing is created or opened.

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5. a. Filing Field Validation:

Filing fields are validated according to the DOL-specified EFAST2 validation criteria. Individual field and cross-field validation is applied by the system according to the DOL specifications.

Individual Field Validation Using DOL-Specified Criteria:

In this example, the user has entered a Schedule R Contributing Employer EIN and an invalid Applicable Date which do not satisfy the DOL validation requirements. The system dialog indicates this user-input error condition by outlining the invalid values in red and attaching a red-bordered, error explanation element to the dialog. The user may continue to edit fields on this dialog, but because at least one of the user-entered values violates the DOL-specified criteria, the dialog cannot be closed until the erroneous user-entry is corrected.

The screenshot displays the 'Edit: Schedule R: PartV: Multi-employer Contributions' window. The window is divided into three main sections: 'SCHEDULE R (Form 5500)', 'Retirement Plan Information', and 'OMB No. 1210-0110'. The 'Retirement Plan Information' section includes instructions and a 'File as an attachment to Form 5500.' button. The 'OMB No. 1210-0110' section shows the year '2009' and a note that the form is open to public inspection.

The main data entry area is titled '13 Enter the following information for the employer that contributed more than 5% of total contributions to the plan during the plan year (measured in dollars)'. It contains several fields:

- a Name of contributing employer:** Contributing Employer 1
- b EIN:** 5999999999 (highlighted in red)
- c Dollar amount contributed by employer:** 0
- d Date collective bargaining agreement expires:** 10/24/2000 (highlighted in red)
- Employer contributes under more than one collective bargaining agreement
- e Contribution rate information:**
 - More than one rate applies or complete items 13e(1) and 13e(2)
 - (1) Contribution rate (in dollars and cents): 0
 - (2) Base unit measure: Hourly (dropdown menu) Other (specify):

At the bottom of the dialog are 'Cancel' and 'OK' buttons. A red-bordered error message box at the bottom of the window reads: 'EIN: Value: 5999999999 is not less than or equal to: 999999999. Applicable date: Value is not a date: 10/24/2000'.

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Cross-Field Validation of Current Filing Option

Another option that users have to check field validation is to select the 'Cross-Field Validation of Current Filing' button, which is available when a user selects the 'Edit Current Filing' button from the systems Main Screen. When the user selects this option the Filing Preparation system performs the required EFAST2 validation checks.

Edit Current Filing

Plan Name: Generic Test Plan

Plan Year Begin Date: 1/1/2009

Edit Form 5500

Schedules

No Schedule B ScheduleSB ScheduleMB **Edit Schedule B** **Import Schedule B** **Export Schedule B**

Include Schedule A(s) **Edit Schedule A(s)** **Import Schedule A(s)** **Export Schedule A(s)**

Include Schedule C **Edit Schedule C**

Include Schedule D **Edit Schedule D**

Include Schedule G **Edit Schedule G**

Include Schedule H **Edit Schedule H**

Include Schedule I **Edit Schedule I**

Include Schedule R **Edit Schedule R**

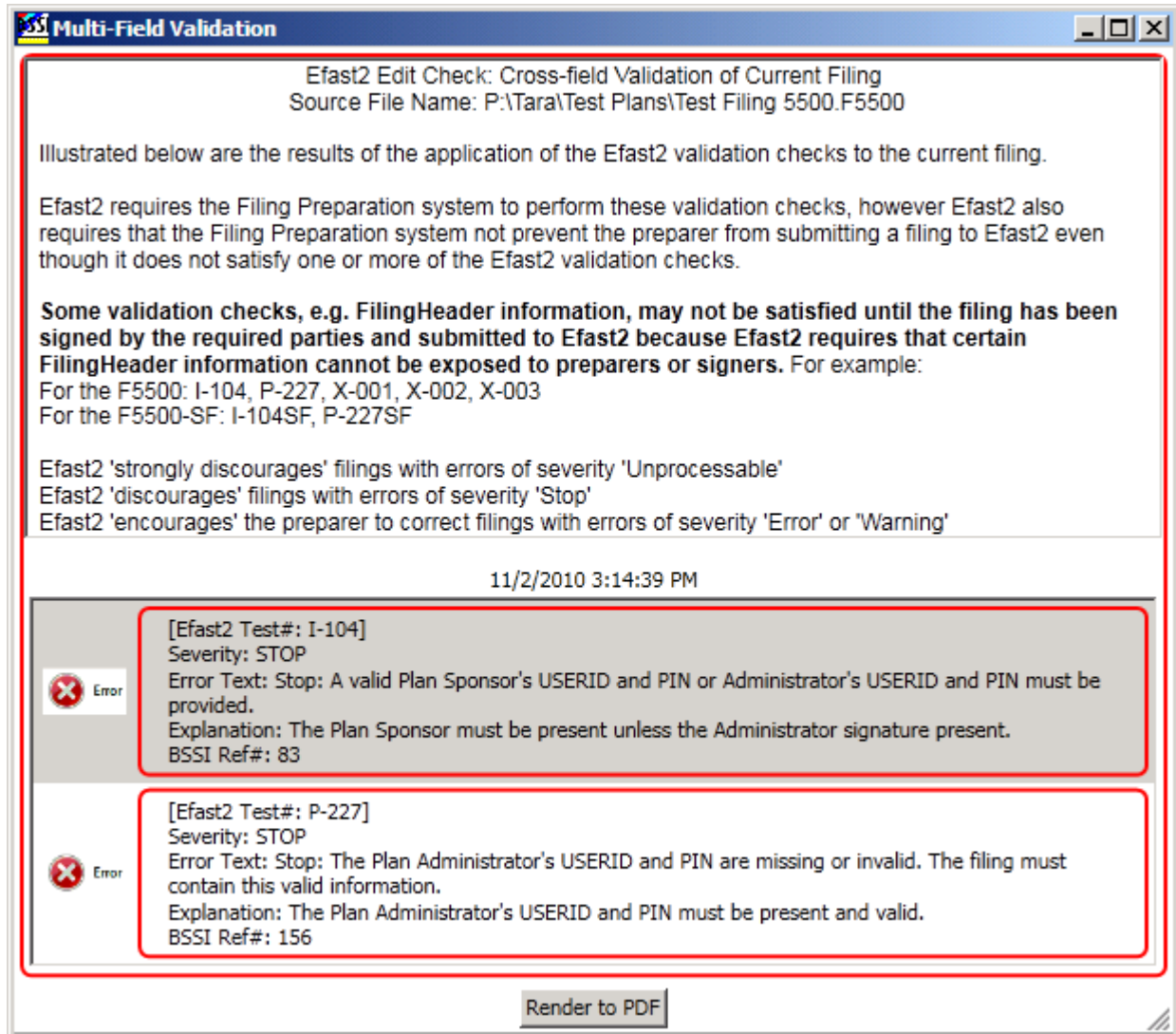
Attachments

View Current Filing in Pdf-Format **Cross-Field Validation of Current Filing**

The 'Cross-Field Validation of Current Filing' option will display the validation, if any, in a separate window. We recommend that users select this option prior to saving or prior to preparing to transmit their filing using the Efast2 Transmission System. If any validations are encountered then it is recommended the users make the necessary corrections, rerun the 'Cross-Field Validation of Current Filing' option, and select the save the filing prior to exiting the system.

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For the above illustration, this test plan has passed, and the messages above that are received should be ignored. These errors are not satisfied until the filing has been signed.

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5. b. **Edit Form 5500 or short-form 5500:**

The 'Edit Current Filing' dialog will be presented. Click the 'Edit Form 5500' button to review and edit that form. Because the user has already selected the type of filing (Form 5500 or Short Form 5500) the system will present the applicable form.

Edit Current Filing

Plan Name: Generic Test Plan
Plan Year Begin Date: 1/1/2009

Edit Form 5500

Schedules

No Schedule B ScheduleSB ScheduleMB

Include Schedule A(s)

Include Schedule C

Include Schedule D

Include Schedule G

Include Schedule H

Include Schedule I

Include Schedule R

Attachments

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The form is user-sizable and any portion of the dialog may be viewed and edited by using the scrolling control on the right side of the dialog:

Form 5500
Department of the Treasury
Internal Revenue Service
Department of Labor
Employee Benefits Security
Administration
Pension Benefit Guaranty Corporation

Annual Return/Report of Employee Benefit Plan
This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6047(e), and 6058(a) of the Internal Revenue Code (the Code).
▶ Complete all entries in accordance with the instructions to the Form 5500.

OMB Nos. 1210-0110
1210-0089

2009

This Form is Open to Public Inspection

Part I Annual Report Identification Information

A This return/report is for: DFE (specify)

B This return/report is:

the first return/report an amended return/report the final return/report a short plan year return/report

If the plan is a collectively-bargained plan, check here:

D Check box if filing under:

Form 5558 automatic extension the DFVC program special extension (enter description)

Enter Description of special extension:

Part II Basic Plan Information

1a Name of Plan:

1b Three-digit plan number (PN):

1c Effective date of plan:

2 Plan sponsor's name and address:

Name:

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Sections of the form are now self-documenting, providing all available options in user-selectable lists, e.g. Pension Benefit Codes and Welfare Benefit Codes:

8a If the plan provides pension benefits, enter the applicable Pension Benefit Codes

Included	Code	Description
<input type="checkbox"/>	3C	Not-qualified under 401, 403 or 408
<input type="checkbox"/>	3D	Master Plan
<input type="checkbox"/>	3E	Prototype Plan
<input type="checkbox"/>	3F	Plan Sponsor(s) Received Services of Leased Emp
<input type="checkbox"/>	3G	One-participant Plan
<input type="checkbox"/>	3H	Plan Sponsor(s) are a Member of a Controlled Gr
<input type="checkbox"/>	3I	Plan Requiring Employer Contributions be Invest
<input type="checkbox"/>	3J	U.S.-based Plan covering residents of Puerto Ric

8b If the plan provides welfare benefits, enter the applicable Welfare Benefit Codes

Included	Code	Description
<input type="checkbox"/>	4A	Health Plan (other than dental or vision)
<input type="checkbox"/>	4B	Life Insurance
<input type="checkbox"/>	4C	Supplemental Unemployment
<input type="checkbox"/>	4D	Dental
<input type="checkbox"/>	4E	Vision
<input type="checkbox"/>	4F	Temporary Disability (accident and sickness)
<input type="checkbox"/>	4G	Prepaid Legal
<input type="checkbox"/>	4H	Long-term Disability

Some sections of the form are automatically completed by the system and are not user edited on the form, e.g. Line 10 check boxes are system-filled when the user includes and edits an applicable schedule to Form 5500.

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5. c. *Edit a Schedule attached to Form 5500:*

If necessary, expand the 'Schedules' section of the 'Edit Current Filing' dialog to select the Form 5500 schedules which will be included with the filing. These selections may be user-modified at any time until the filing is ready for submission to EFAST2. To delete a schedule, uncheck the schedule selection checkbox in the 'Edit Current Filing' dialog.

Edit Current Filing

Plan Name: Generic Test Plan
Plan Year Begin Date: 1/1/2009

[Edit Form 5500](#)

Schedules

No Schedule B ScheduleSB ScheduleMB [Edit Schedule B](#) [Import Schedule B](#) [Export Schedule B](#)

<input type="checkbox"/> Include Schedule A(s)	Edit Schedule A(s) Import Schedule A(s) Export Schedule A(s)
<input type="checkbox"/> Include Schedule C	Edit Schedule C
<input type="checkbox"/> Include Schedule D	Edit Schedule D
<input type="checkbox"/> Include Schedule G	Edit Schedule G
<input checked="" type="checkbox"/> Include Schedule H	Edit Schedule H
<input type="checkbox"/> Include Schedule I	Edit Schedule I
<input checked="" type="checkbox"/> Include Schedule R	Edit Schedule R

Attachments

[View Current Filing in Pdf-Format](#) [Cross-Field Validation of Current Filing](#)

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To edit a schedule, click the 'Edit ...' button associated with the desired schedule, e.g. Schedule R illustrated below:

The screenshot shows the 'Edit Schedule R' window. The title bar reads 'Edit Schedule R'. The main content area is divided into three columns. The left column contains the 'SCHEDULE R (Form 5500)' logo and the names of the Department of the Treasury, Internal Revenue Service, Department of Labor, Employee Benefits Security Administration, and Pension Benefit Guaranty Corporation. The middle column is titled 'Retirement Plan Information' and contains the text: 'This schedule is required to be filed under section 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code). File as an attachment to Form 5500.' The right column contains 'OMB No. 1210-0110', the year '2009', and the text 'This Form is Open to Public Inspection.' Below these columns is 'Part I Distributions' with instructions: '(All references to distributions relate only to payments of benefits during the plan year)'. It includes three numbered items: 1. Value of distributions paid in property other than in cash or the forms of property specified in the instructions: [0]. 2. Enter the EIN(s) of payor(s) who paid benefits on behalf of the plan to participants or beneficiaries during the year (if more than two, enter EINs of the two payors who paid the greatest dollar amounts of benefits): EIN(s): [] []. 3. Number of participants (living or deceased) whose benefits were distributed in a single sum, during the plan year: [0]. Below this is 'Part II Funding Information' with instructions: '(Skip this part if the plan is not subject to the minimum funding requirements of IRC412 or ERISA 302)'. It includes three numbered items: 4. Is the plan administrator making an election under Code section 412(d)(2) or ERISA section 302(d)(2)? If the plan is a defined benefit plan, go to line 8. [N/A]. 5. Waiver of the minimum funding standard for a prior year is being amortized in this plan year: []. 5. Enter the date of the ruling letter granting the waiver: [10/24/2009].

The Schedule R illustrates repeating data elements of a filing. Prior to EFAST2 most repeating data considered only a fixed number of elements, but with EFAST2 the filing must contain all such elements of repeating data. For the Schedule R Part V the repeating data is a collection of 'Contributing Employers' to the multi-employer defined benefit plan. The system illustrates a list of the user-entered repeating data elements along with 'Add...', 'Delete...' buttons to add or delete a repeating data element.

The screenshot shows the 'Edit Schedule R' window. The title bar reads 'Edit Schedule R'. The main content area is titled 'Part V Additional Information for Multiemployer Defined Benefit Pension Plans'. It contains item 13: 'Enter the following information for each employer that contributed more than 5% of total contributions to the plan during the plan year (measured in dollars). See instructions. Complete as many entries as needed to report all applicable employers.' Below this is a table with two columns: 'Contributing Employer Name' and 'Contributing Employer 1'. The first row contains 'Contributing Employer 1' and 'Contributing Employer 2'. Below the table are two buttons: 'Add Contributing Employer' and 'Delete Contributing Employer'. Below the buttons is the text: 'Select a Contributing Employer using a single left click of the row. Edit a Contributing Employer by double clicking its row.'

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To edit a specific repeating data element, e.g. a specific Contributing Employer on Schedule R, double click the row of that element in the list which will present a dialog to edit the filing values required for that repeating data element:

SCHEDULE R (Form 5500)
Department of the Treasury
Internal Revenue Service
Department of Labor
Employee Benefits Security Administration
Pension Benefit Guaranty Corporation

Retirement Plan Information
This schedule is required to be filed under section 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code).
▶ File as an attachment to Form 5500.

OMB No. 1210-0110
2009
This Form is Open to Public Inspection.

13 Enter the following information for the employer that contributed more than 5% of total contributions to the plan during the plan year (measured in dollars).

a Name of contributing employer: Contributing Employer 1

b EIN: 999999999 c Dollar amount contributed by employer: 0

d Date collective bargaining agreement expires:
 Employer contributes under more than one collective bargaining agreement
Or enter applicable date: 10/24/2009

e Contribution rate information:
 More than one rate applies or complete items 13e(1) and 13e(2)
(1) Contribution rate (in dollars and cents): 0
(2) Base unit measure: Hourly Other (specify):

Cancel OK

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5. d. Add/Delete/View Attachments to Form5500 or short-form 5500:

On the 'Edit Current Filing' dialog, expand the 'Attachments' section to select the type of attachments to add to the filing:

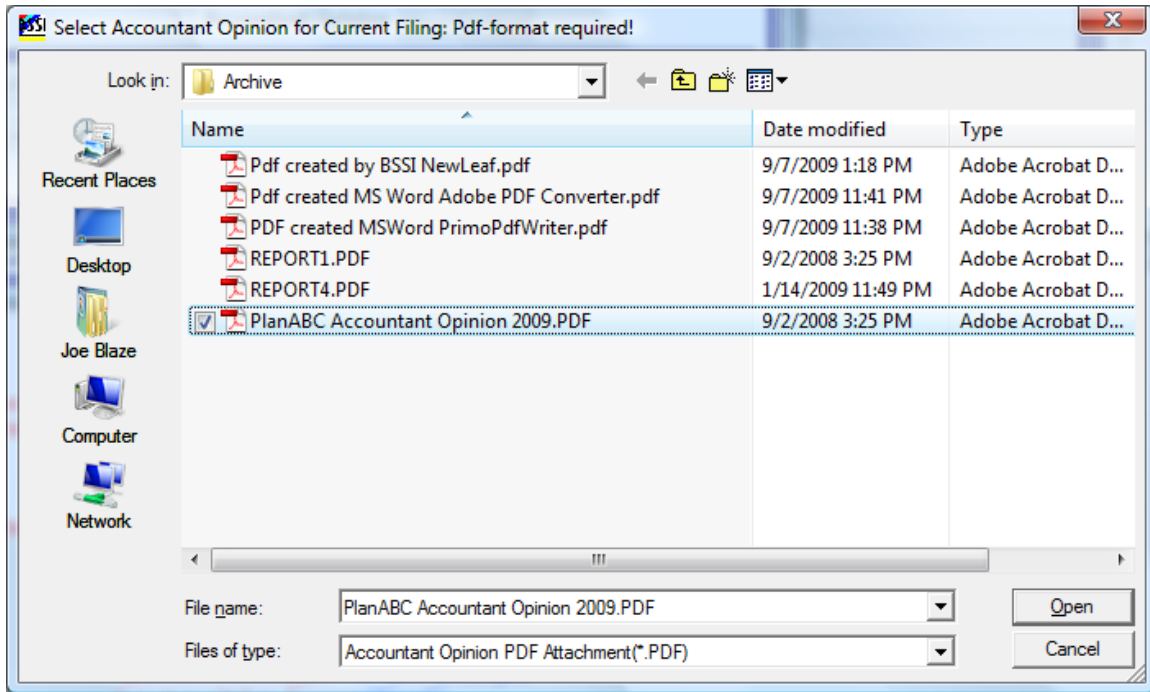
The screenshot shows the 'Edit Current Filing' dialog box with the following elements:

- Plan Name:** Generic Test Plan
- Plan Year Begin Date:** 1/1/2009
- Edit Form 5500** button
- Schedules** (collapsed)
- Attachments** (expanded)
- Accountant Opinion** **View Content** button
- Table with columns: Attachment Id, Attachment Type, Attachment Name, File Format
- Add Attachment**, **Delete Selected Attachment**, **View Selected Attachment Content** buttons
- Text: Select an attachment by left clicking its row in the list
- View Current Filing in Pdf-Format** and **Cross-Field Validation of Current Filing** buttons

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To add an Accountant Opinion, check the 'Accountant Opinion' checkbox which will present the Microsoft Windows File Open dialog. The 'File of type:' filter for this dialog, has been set to '*.PDF', because the DOL-specifications for an Accountant Opinion require that it be in .pdf format. Browse to the appropriately-formatted Accountant Opinion file received from the plan's accountant, select it and click the 'Open' button to attach this file to the current filing.



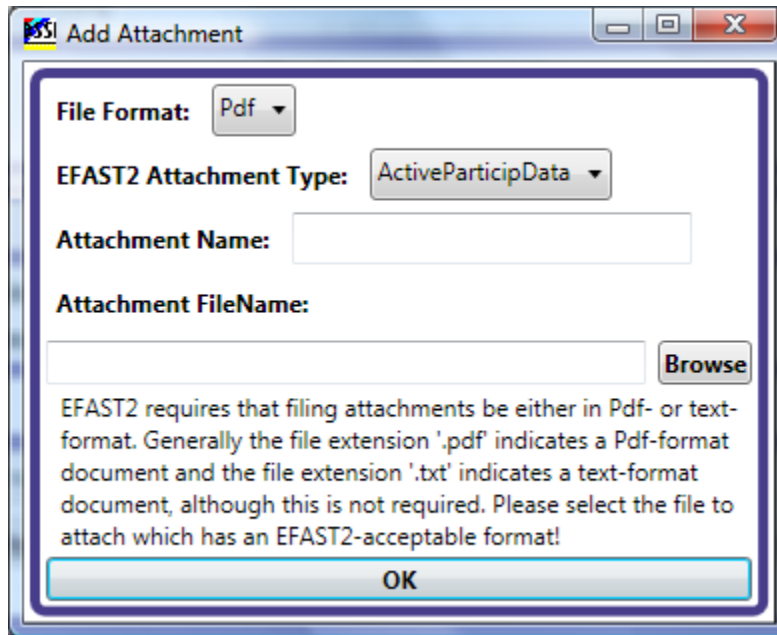
After an attachment (Accountant Opinion or other attachment) has been added to the current filing, it may be viewed by clicking the appropriate view content button in the 'Attachments' section of the 'Edit Current Filing' dialog.

The DOL specifications provide that attachments other than the Accountant Opinion may be in either a 'text' or 'pdf' file format. These other attachments may be added, deleted or their content viewed using the 'Attachments' section of the 'Edit Current Filing' dialog.

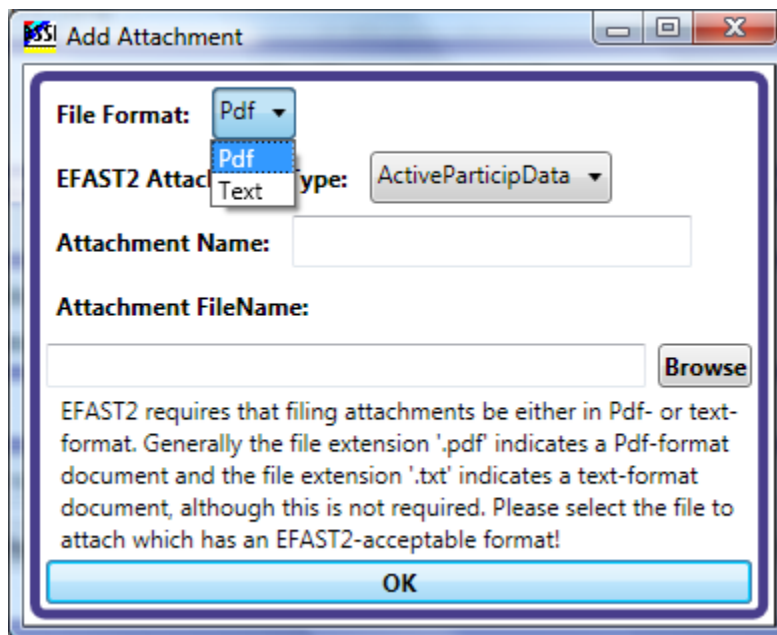
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Clicking the 'Add Attachment' button will present the 'Add Attachment' dialog:



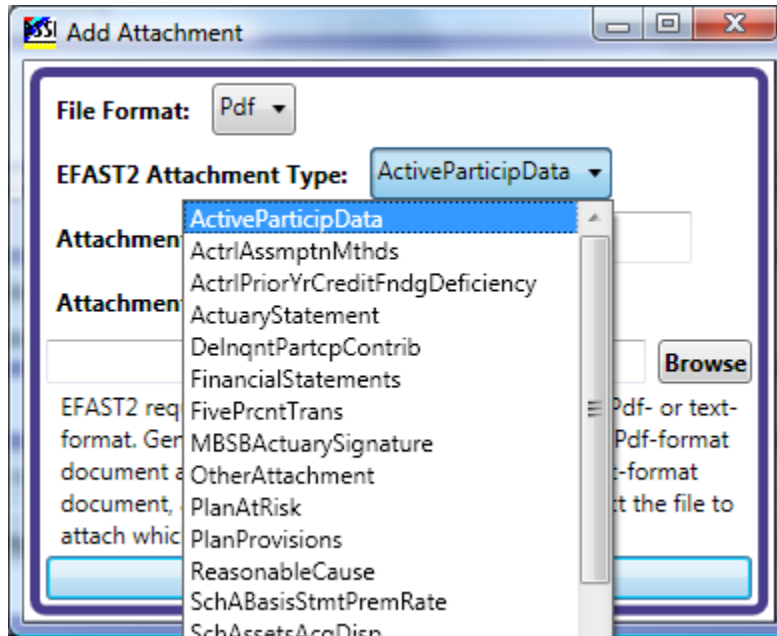
On the 'Add Attachment' dialog, select the 'File Format':



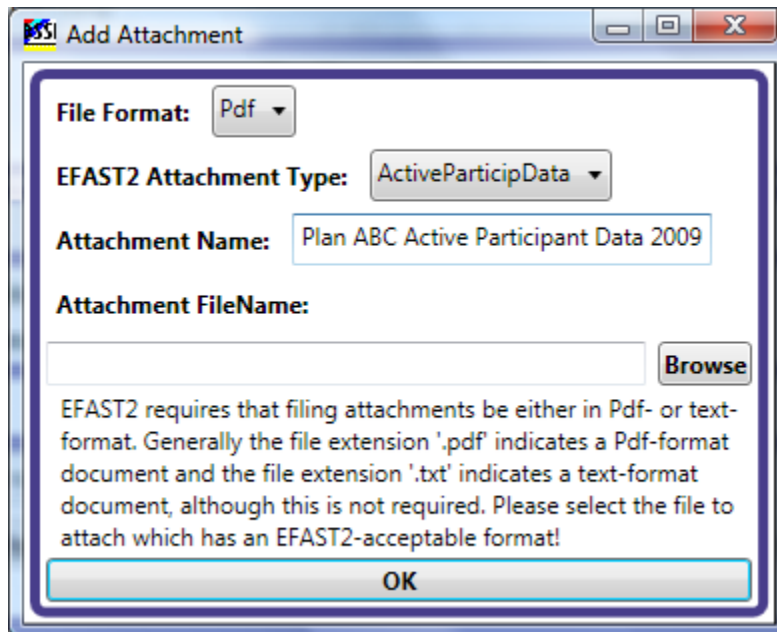
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On the 'Add Attachment' dialog, select the 'EFAST2 Attachment Type'. Note that except for the 'OtherAttachment' type, there can be only one attachment to a filing of any of the other attachment types.



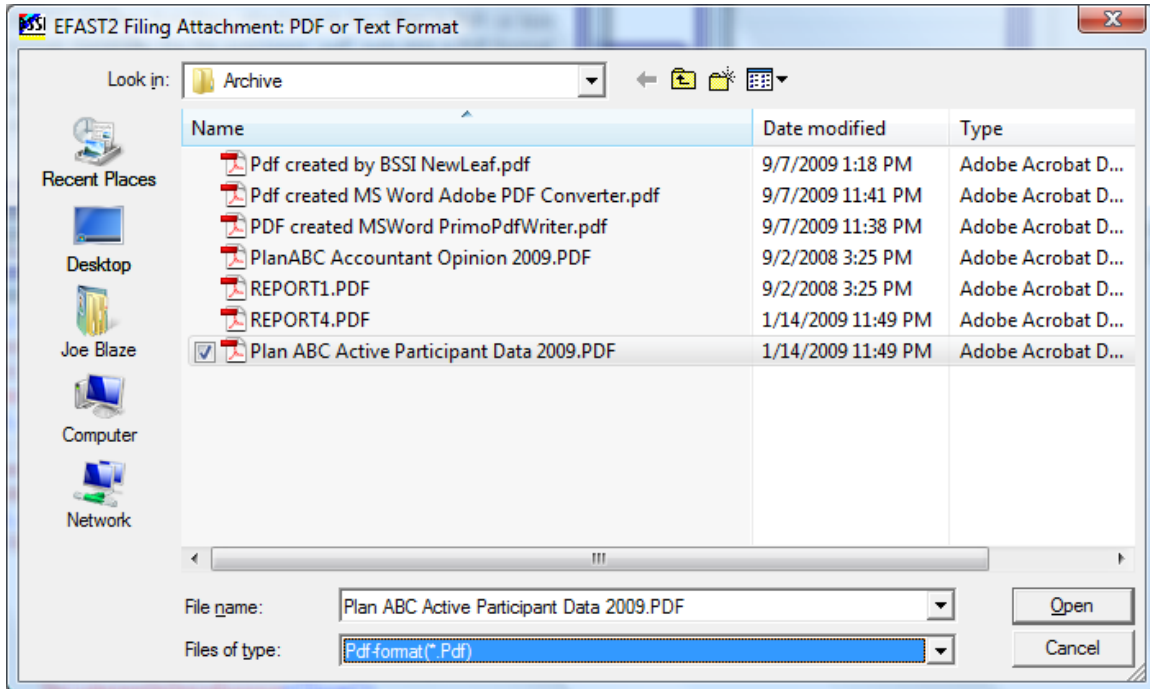
On the 'Add Attachment' dialog, enter the 'Attachment Name':



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On the 'Add Attachment' dialog, click the 'Browse' button to present the Microsoft Windows File Open dialog. The 'Files of type:' filter for this dialog has been set based on the user-entered 'File Format' selection on the 'Add Attachment' dialog. Browse to and select the appropriately-formatted file containing attachment content to be included in the current filing and click the 'Open':



The 'Add Attachment' dialog will be presented to verify the user-selected options for this attachment. Click the 'OK' button to add this attachment to the current filing:

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File Format: Pdf

EFAST2 Attachment Type: ActiveParticipData

Attachment Name: Plan ABC Active Participant Data 2009

Attachment FileName: C:\GF5500Prep\Archive\Plan ABC Active Participant Data 2009.PDF **Browse**

EFAST2 requires that filing attachments be either in Pdf- or text-format. Generally the file extension '.pdf' indicates a Pdf-format document and the file extension '.txt' indicates a text-format document, although this is not required. Please select the file to attach which has an EFAST2-acceptable format!

OK

The content of any 'Other' attachment may be viewed by selecting its row in the list of 'Other' attachments and clicking the 'View Selected Attachment Content' button:

Plan Name: Generic Test Plan

Plan Year Begin Date: 1/1/2009

Edit Form 5500

▼ Schedules

▲ Attachments

Accountant Opinion **View Content**

Attachment Id	Attachment Type	Attachment Name	File Format
2	ActiveParticipData	Plan ABC Active Participant Data 2009	Pdf

Add Attachment **Delete Selected Attachment** **View Selected Attachment Content**

Select an attachment by left clicking its row in the list

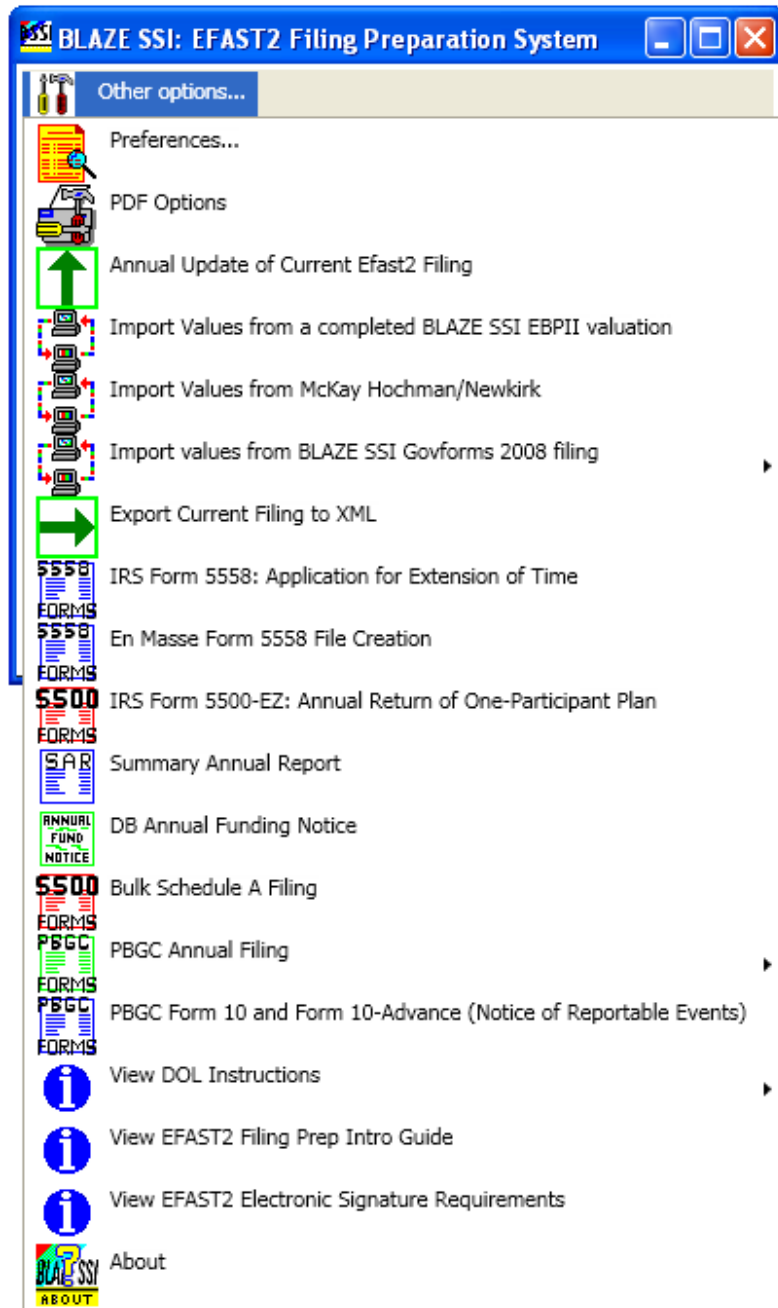
View Current Filing in Pdf-Format **Cross-Field Validation of Current Filing**

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6. Other Options

From the main form of the system, click the 'Other Options...' menu:

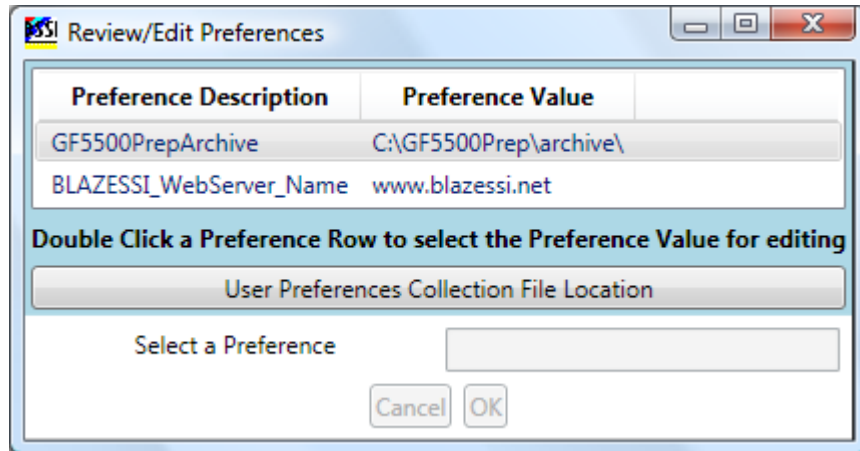


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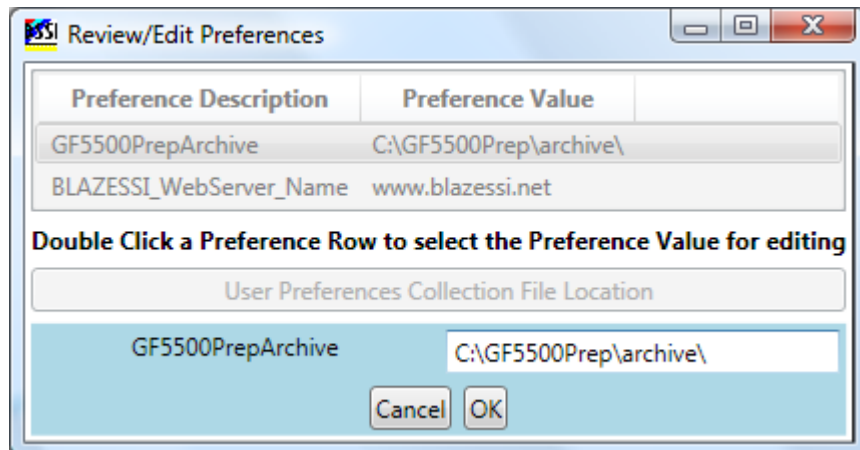
Intro Guide

6. a. User Preferences

Depending on the version of the system, the available user preference descriptions and their associated values will be illustrated in the list in the upper portion of this dialog. Preferences are preserved for future work sessions on the user's workstation.



Double clicking on the row of a preference will permit the editing of the user preference value, e.g. the user-selected default location for the .F5500 filing files created by the system. Clicking the 'OK' button will update the user-preference value.



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6. b. PDF Options

The user-selected PDF Options will be used by the system to create the .pdf format rendering of the user-entered filing information so that it can be displayed to the authorized signers of the filing.

The screenshot shows a window titled "BLAZE SSI: PDF Report Format Options". The window contains the following settings:

Left Margin (72 points/inch)	36
Top Margin (72 points/inch)	36
Right Margin (72 points/inch)	36
Bottom Margin (72 points/inch)	36
Page# Options	Consecutive with 1st page#
Starting Page# for 1st Page>	1
Include Page# on 1st page	<input checked="" type="checkbox"/> Include Page# on 1stPage
Footer Text Justification	Center
Include Current Date	<input checked="" type="checkbox"/> Include Current Date in 1-line Footer
Include Current Time	<input checked="" type="checkbox"/> Include Current Time in 1-line Footer
Include Current Release#	<input checked="" type="checkbox"/> Include System Release# in 1-line Footer
Multi-Line Footer Position	Below 1-line Footer
Multi-Line Text#1	
Multi-Line Text#2	
Multi-Line Text#3	
Multi-Line Text#4	
Multi-Line Text#5	
Multi-Line Text#6	

At the bottom of the dialog box, there are two checkboxes: Suppress Heading Box/Shading and Suppress Gridlines.

6. c. Annual Update of Current EFAST2 Filing

This option captures information from the prior year's EFAST2 filing, updates it for the current plan year's EFAST2 filing and inserts that updated information into the current year's filing. This function currently applies to 2009 filings, and prepares them for the 2010 filing year as follows:

Form 5500: Update plan year dates by one year
Set Line 5 from Line 6f and initialize lines 6 and 7

Form 5500SF: Update plan year dates by one year
Update Line 5a from Line 5b and initialize Lines 5b and 5c
Update beginning of year amounts from end of year values
Initialize end of year amounts
Initialize Line 10 amounts

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Schedule H: Update beginning of year amounts from end of year values

Initialize end of year amounts

Initialize other dollar amounts

Schedule I: Update beginning of year amounts from end of year values

Initialize end of year amounts

Initialize other dollar amounts

Schedule SB: Maintain Lines E and F and Actuary information

Update Line 1 Valuation date by one year

Initialize other values

Schedule MB: Update Line 1 Valuation date by one year

Initialize amounts in Lines 1 through 4

Initialize Lines 5k through 6a, 6g and 6h

Initialize other values

Initialize Schedule A, C, D, G and R values

6. d. Import Values from a completed BLAZE SSI EBPII valuation

This option captures information from an export file created by a user of the BLAZE SSI EBPII system which contains completed valuation calculations needed for the current filing and inserts this information into the current EFAST2 filing. See Appendix 1 for more detailed information.

6. e. Import Values from McKay Hochman/Newkirk Internet Docman

This option interfaces data from the McKay Hochman (MHCO) *Internet Docman* document creation system to initiate Form 5500 and Form 5500-SF filings. Using this option, the user can browse to select the '5500 Report' (which is an .xls file) created by the MHCO Internet Docman Report Function. The MHCO file will be read, and a list of Plan Names and Plan Numbers will be displayed in the grid in EFAST2 Filing Prep. The user can browse to select a target subdirectory for the EFAST2 Filing Prep filings that will be created by this utility.

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Import	Short Form	Overwrite	Status	Plan Name	Plan Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		AAB Plan	001
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		The ABD Inc Savings Plan 2	003
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		My Plan	001

The 'Import' column indicates whether the plan information should be used to import a 5500/5500-SF filing for the plan. The 'Short Form' column indicates if the filing will be 5500-SF filing (box is checked) or a Form 5500 filing (box is unchecked). The 'Overwrite' column indicates whether the imported filing should overwrite an existing filing of the same name in the target subdirectory. The "Import Now" button will start the process.

The utility will create a filing for each plan selected with the file name Plan Name + Plan Number + extension F5500. For example, for the first plan listed in the grid illustrated above, the file created would be "C:\EFAST2Prep\Archive\AAB Plan001.F5500." This filing can then be brought into EFAST2 Filing Prep by using the "Open" option.

6. f. Import from BLAZE SSI Govforms 2008 Filing

This option captures information on the 2008 filing which has been prepared by the BLAZE SSI Govforms 2008 system, updates the information for the 2009 plan year and inserts that updated information in to the current EFAST2 filing for the 2009 plan year. This function will only apply to the 2009 plan year filings.

6. g. Export Current Filing to XML

This option creates an XML file that may subsequently be imported to the DOL's EFAST2 IFILE application.

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6. h. IRS Form 5558: Application for Extension of Time

This option will display Form 5558, Application for Extension of Time, and the pdf fields will be editable. Note that the majority of fields are pre-filled from the current 5500 filing.

6. i. En Masse Form 5558 PDF File Creation

This option allows the creation of Forms 5558 for all existing 2009 filings, so that completed forms can be filed to extend the filing deadline for 2010 filings.

This option will create Form 5558 PDF files for all selected filings for the following plan year. A “Windows File Open” dialog will be presented for the selection of filings for which to create Form 5558 PDFs. Note that a “Ctrl / A” keystroke will select all files in the directory. Next, the user will be presented with a “Browser” dialog to select the folder to contain resultant PDF files.

For each filing the utility will assume that the Form 5558 will be required for the following plan year. As such, the utility will add one year to the plan year and calculate the date for extension of time based on the calculated end of plan year. For each filing processed, the system will create a Form 5558 PDF at the target directory with the name: File Name + “.5558.PDF” (where File Name is the name of the .F5500 filing file name).

6. j. IRS Form 5500-EZ: Annual Return of One-Participant Plan

This option will access a menu applicable to the Form 5500-EZ, Annual Return of One-Participant Retirement Plan. The information for Form 5500-EZ is saved separately from EFAST2 Filing Prep filings. A separate 5500-EZ Intro Guide is available; click the Information link on the IRS Form 5500-EZ option.

6. k. Summary Annual Report

This option will allow editing, updating and printing of the SAR from the Filing Prep System. The information for the Summary Annual Report is saved separately from the EFAST2 Filing Prep Filings. A separate SAR Intro Guide is available; click the Information link on the Summary Annual Report option.

6. l. DB Annual Funding Notice

This option will allow editing, updating and printing of the DB Annual Funding Notice from the Filing Prep System. This option also supports the editing and printing of the Small Plan Audit Waiver. The information for the Annual Funding Notice is saved separately from the EFAST2 Filing Prep Filings. A separate DB AFN Intro Guide is available; click the Information link on the DB Annual Funding Notice option.

6. m. Bulk Schedule A Filing

This is an optional function that will process information for Schedules A, and create export files and PDFs for each Schedule A. Contact BLAZE SSI for more information.

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6. n. *PBGC Annual Filing*

This option will allow editing, updating, creating of XML files, and printing of the PBGC Comprehensive Form, as well as Estimated Premium Filing Form for 2010 and 2011. The information for PBGC Forms is saved separately from the Efast2 Filing Prep Filings. A separate PBGC Intro Guide is available; click the Information link on the PBGC Annual Filing option.

6. o. *PBGC Form 10 and Form 10-Advance*

This option will allow editing, updating, creating and printing of the PBGC Form 10 and Form 10-Advance (Notice of Reportable Events. This information is saved separately from EFAST2 Filing Prep filings.

6. p. *View DOL instructions*

This option displays the government 2009 or 2010 Instructions for Form 5500 or Form 5500-SF in the user's browser.

6. q. *View EFAST2 Filing Prep Intro Guide*

This option displays the EFAST2 Filing Prep Intro Guide in the user's browser.

6. r. *View EFAST2 Electronic Signature Requirements*

This option displays documentation explaining the EFAST2 options for electronic signatures, along with a suggested system workflow for each option.

6. s. *About BLAZE SSI EFAST2 Filing Preparation System*

The system is modularized, so that each component has its own version number illustrated in this dialog. When the system is installed and subsequently updated under a BLAZE SSI maintenance agreement, the appropriate versions of the required components will be incorporated into the user's copy of the system software:

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Title	Description	Company	Copyright	Assy Version	File Version
BSSI.Efast2FilingPrep	EFAST2 Filing Preparation System	BLAZE SSI Corp.	Copyright © 2010	4.0.6.18328	4.0.6.0
BSSI.ImgLib	Image Library Module	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.2.14843	4.0.2.0
BSSI.EFAST_Types2009	C# Classes for EFAST2 2009 - 2010 XSD	BLAZE SSI Corp.	Copyright © 2010	4.0.0.0	4.0.0.0
BSSI.WPFValidations	WPF Data Validation module	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.2.27321	4.0.2.0
BSSI.SignInForm	Sign-in Form module	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.0.0	4.0.0.0
BSSI.EditPrefs	Preference Review/Edit Module	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.0.0	4.0.0.0
BSSI.EFAST2UCAAddr	WPF User control for Efast2 address editing	BLAZE SSI Corp.	Copyright © 2010	4.0.2.18220	4.0.2.0
BSSI.ErrWrnWindow	Non-modal Error/Warning Window	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.0.0	4.0.0.0
BSSI.PdfOptions	PDF Options Display/Edit Module	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.0.0	4.0.0.0
BSSI.MaintWinPos	Record Window Position Module	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.0.0	4.0.0.0
BSSI.DoEvents	Windows Message Queue Processor Module	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.0.0	4.0.0.0
BSSI.HelpSvc	Context-sensitive Documentation Module	BLAZE SSI Corp.	Copyright © 2009 - 2010	4.0.0.0	4.0.0.0

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Display only BLAZE SSI Module Information

7. BLAZE SSI EFAST2 Filing Transmission System

The BLAZE SSI EFAST2 Filing Preparation System license also includes the BLAZE SSI EFAST2 Filing Transmission System, which is designed to:

- Obtain and apply electronic signatures from the plan's sponsor, administrator and 'DFE', if any, to a prepared EFAST2 filing.
- Submit a prepared and signed EFAST2 filing to the EFAST2 web service operated by the DOL.
- Obtain from the EFAST2 web service operated by the DOL the EFAST2 status of a submission or a specific filing
- Maintain a coordinated record of filings which have been signed, submitted and their EFAST2 status.

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Appendix 1: Values Updated from the EBPII Valuation System

This appendix lists the fields on the Schedule SB that are updated from EBPII Valuation system data when the user imports values from a completed BLAZE SSI EBPII valuation:

Schedule SB Fields Updated:

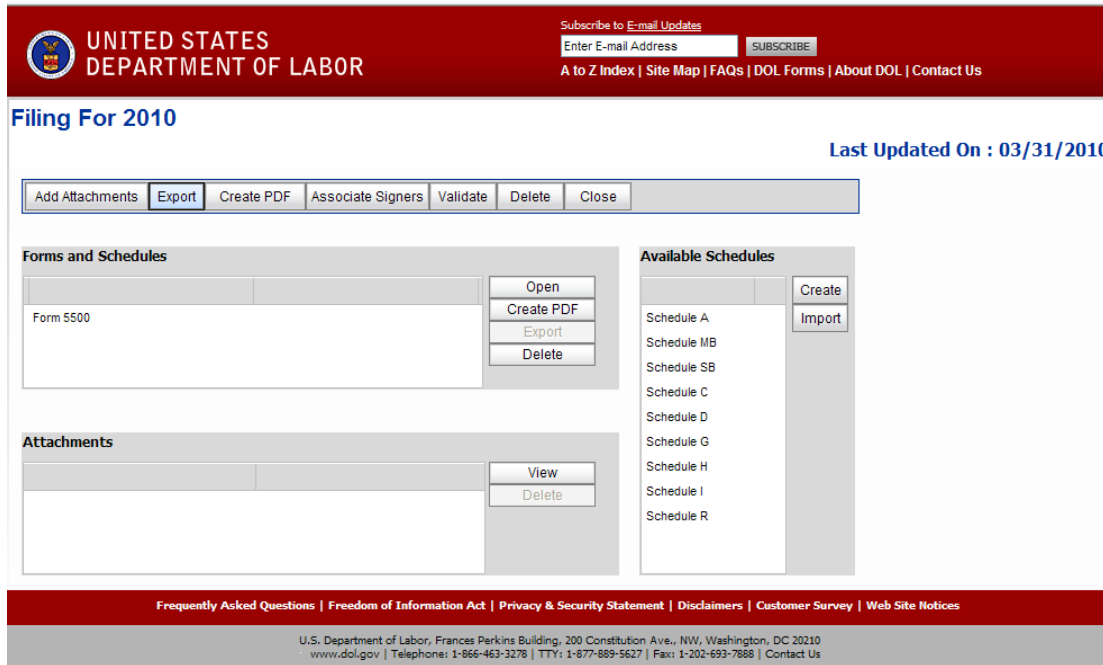
Plan year begin date	Actuary name
Plan year end date	Actuary address
Line A	Actuary phone number
Line B	Line 7(a)
Line C	Line 7(b)
Line D	Line 8(a)
Line 1	Line 8(b)
Line 2a	Line 11a(b)
Line 2b	Line 11b(b)
Line 3a(1)	Line 12(a)
Line 3a(2)	Line 14
Line 3b(1)	Line 16
Line 3b(2)	Line 18 contribution date and amount paid by employer
Line 3c(1)(2)	Line 19c
Line 3c(2)(2)	Line 20a
Line 3c(3)(1)	Line 21a segment rates and checkbox
Line 3c(3)(2)	Line 23
Line 4 checkbox	Line 28
Line 4a	Line 31
Line 4b	Line 32a outstanding balance and installment
Line 5	Line 32b outstanding balance and installment
Line 6	Line 35 carryover balance, prefunding balance and total balance

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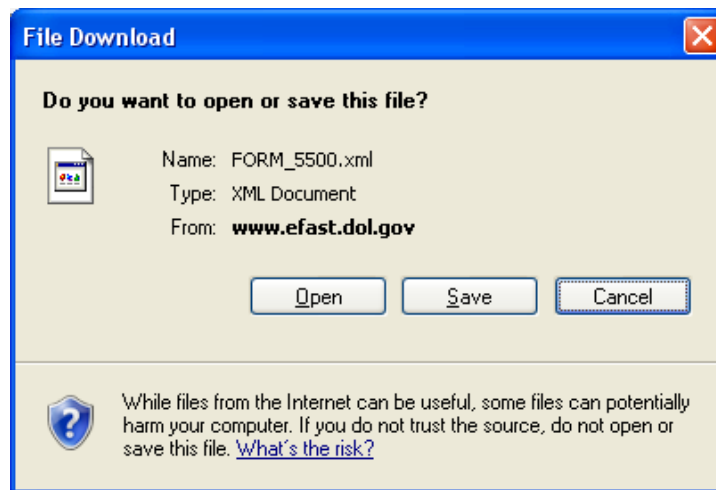
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Appendix 2: Open Externally-supplied Filing

The BLAZE SSI EFAST2 Filing Prep System can open a filing that was prepared externally from the Filing Prep system. This includes IFILE-compatible files that were exported from IFILE (see screen below).



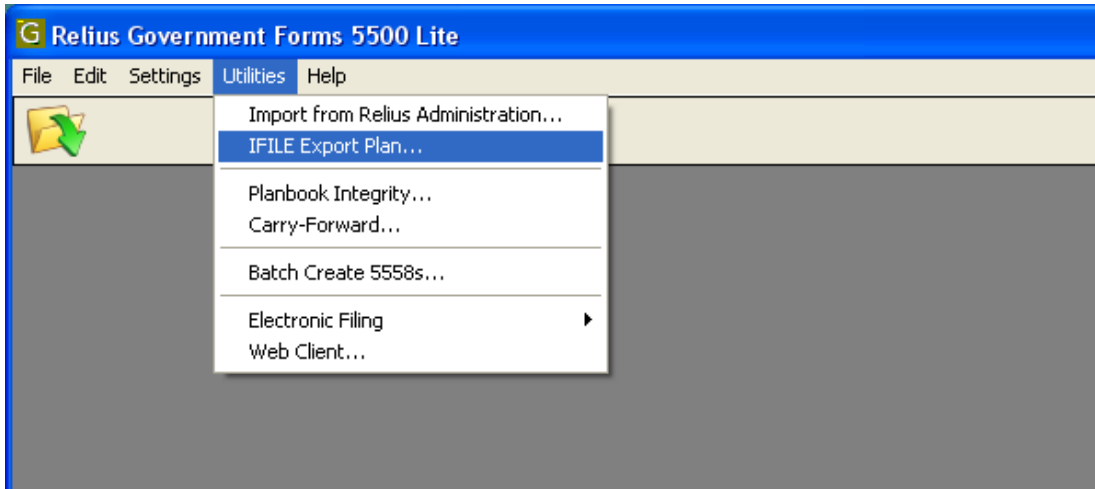
In IFILE, the user would select the “Export” option to create an XML file that can be opened in EFAST2 Filing Prep. You will then have the option to save the file:



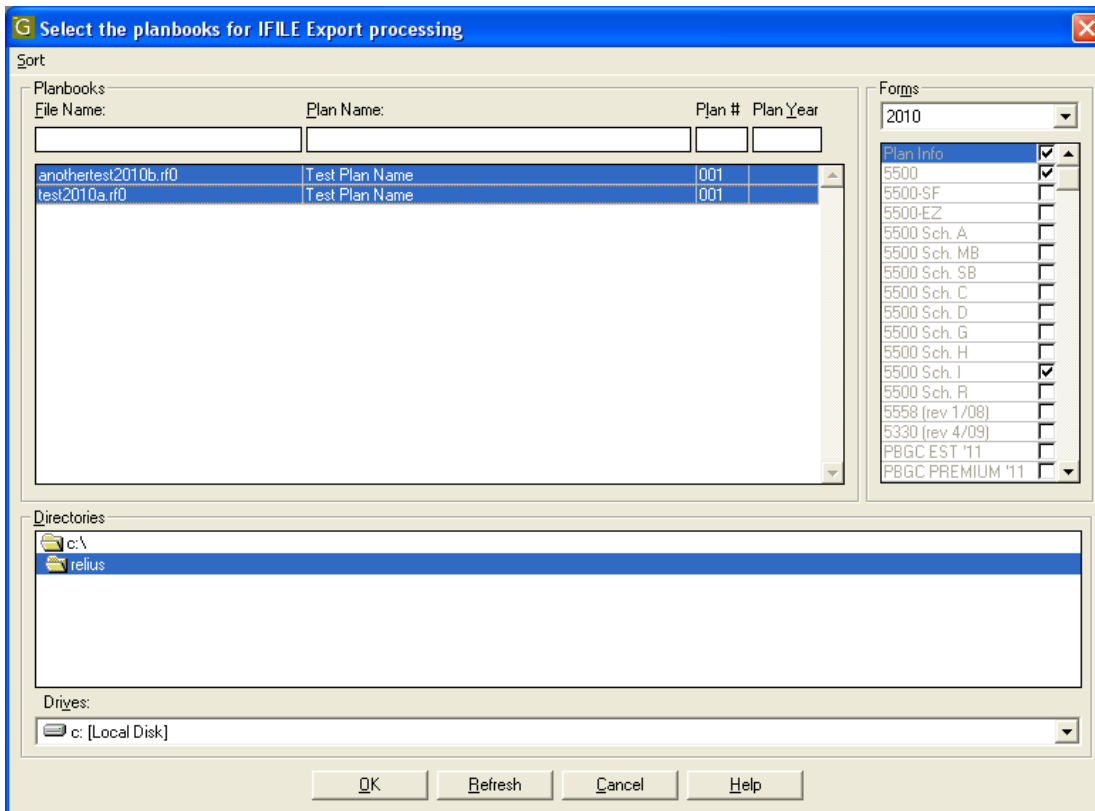
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The system can also open IFILE-compatible files that are exported from EFAST2-approved vendors, such as Relius. For example, in the Relius Government Forms system, the “Utilities > IFILE Export Plan” option will create IFILE-compatible XML files:



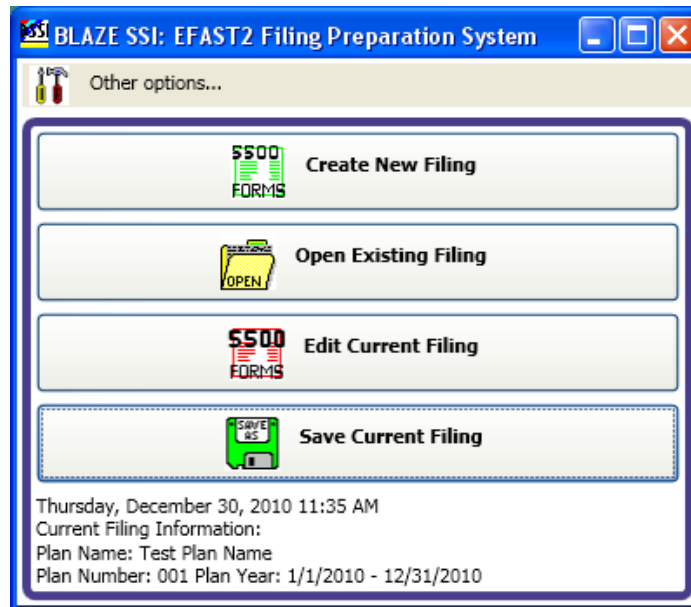
When this option is selected in Relius Government Forms, the user may then select filings to export:



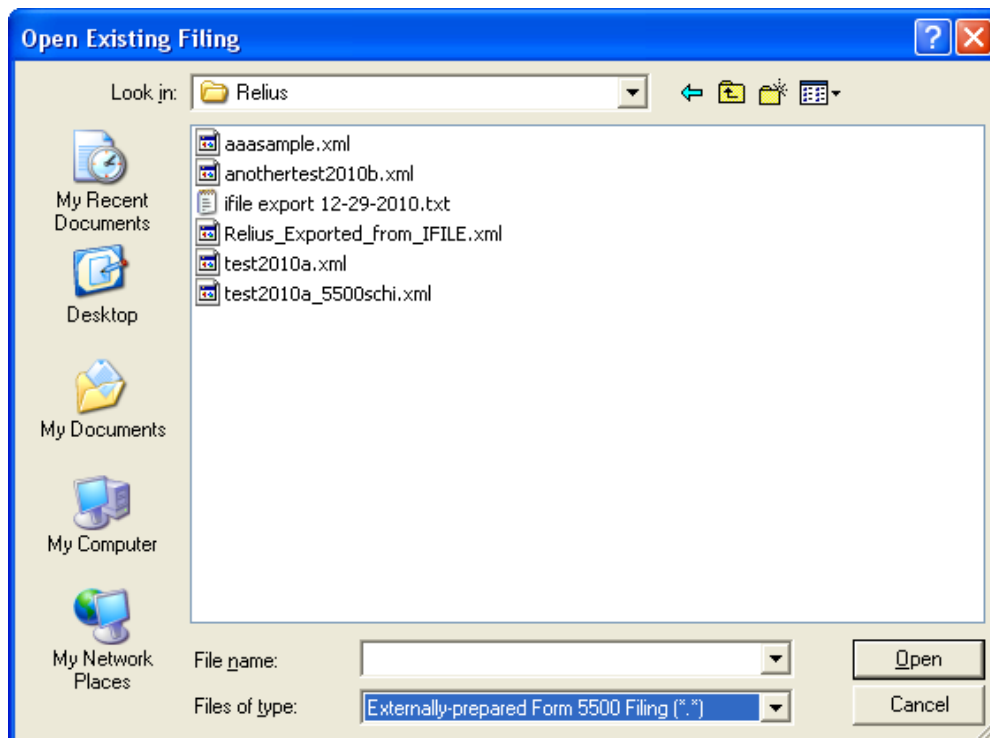
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The resultant XML filings can be opened in EFAST2 Filing Prep by first selecting the “Open” option:



After selecting the “Open” option from the main form, change the “Files of type” option from “Form 5500 Filing (*.F5500)” to “Externally-prepared Form 5500 Filing (*.*)”.



This demonstrates that opening an IFILE-compatible XML filing is as easy as opening a filing that has been prepared using EFAST2 Filing Prep.