ELECTRONIC FORMS SYSTEM (EFS)

Guide to Using EFS for the Form LM-30

Office of Labor-Management Standards (OLMS)
www.olms.dol.gov
ELECTRONIC FORMS SYSTEM (EFS)

FORM LM-30

EFS is a web-based system for completing and filing forms required under the Labor-Management Reporting and Disclosure Act (LMRDA), including the Form LM-30 Labor Organization Officer and Employee Report.

This tutorial demonstrates basic features and functionality of the EFS Form LM-30 (revised in 2011). It does not contain instructions for what information should be provided on your report. Please consult the Form LM-30 instructions if you have questions about what information should be entered on the report.

You can download a complete set of Form LM-30 instructions from the OLMS website at:

www.dol.gov/olms/regs/compliance/GPEA_Forms/blanklmforms.htm#FLM30
System Requirements and Settings

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

- Microsoft Internet Explorer – Version 6 or higher
- Firefox – Version 3 or higher

Screen Resolution:

For optimal viewing, set your screen resolution to 1280 x 1024 or greater. It is recommended that, at a minimum, you set your screen resolution to 1152 x 864 to avoid horizontal scrolling.
Navigating to the OLMS website (www.dol.gov/olms/) and clicking the Electronic Forms System link in the Highlights box.
Accessing the System

To access the Form LM-30 in EFS, you must first register with EFS and obtain a user ID and password. If you already have an EFS user ID and password, you do not need to register again.

Registration:

Register for an EFS User account and password - [Click here.]

Obtain a Union PIN - [Click here.]

What is a PIN?

If you wish to edit your account information - [Click here.]

If you wish to login to the new EFS Form LM-30 - [Click here.]
Accessing the Form LM-30 Form

Once you have a user ID and password, click the EFS Form LM-30 link on the left side of the page.
Accessing the Form LM-30

Log into EFS using your user ID and password, and click Sign In.
Select User Type

You are asked to confirm whether you are a filer or preparer. You should only select “filer” if you are the person who will be signing this report.
Start a New Form LM-30 - Select the Start New Form Tab

There are three different ways you can start a new form:

1) If you have previously filed a Form LM-30 report, enter the File Number in the File Number box, and then press enter.

File Numbers should be 5 digits and start with a U. This number can be found in box one of your previously filed Form LM-30.
Start a New Form LM-30

2) Search for your name in the Search By fields. You can do a partial search. For example, you may enter just a last name and a first initial. Click the magnifying glass icon to search. If you locate your record, check the box to the left and click the Select button.
Start a New Form LM-30

3) If you are sure you have not previously submitted a Form LM-30 report, you can select the “I Have Never Filed LM-30” button. The system will generate a file number for you beginning with U-. Please make a note of this number.
LM-30 Forms In Progress

If you have previously started a Form LM-30, select the Forms In Progress tab. Click the link for the fiscal year to open the form for editing.
Form LM-30 – Submitted Forms

If you need to amend a Form LM-30 report that you previously submitted through EFS, select the Submitted Forms tab to view and retrieve it. You may then amend your report and submit it.

If you need to amend a Form LM-30 report that you originally submitted by mail, you may use EFS to file your amended report. However, you will have to start a new report and re-enter information on the form, since reports that were previously filed manually may not be viewed and retrieved in EFS.
LM-30 Access Key – How To Share Forms

The Access Key is a private key that gives filers the ability to allow others to help prepare the Form LM-30 report. A preparer, such as an accountant, can log into the EFS system using his or her own user ID and password, and can use the filer’s Access Key to link up to the filer and view and edit reports. If forgotten, the Access Key can always be retrieved by clicking the Access Key tab.

A filer should only share this Access Key with individuals who are authorized to have access to the form. **At no time should filers or preparers share their user name and password with anyone else.** Every user of EFS should have his or her own user ID and password.
LM-30 Access Key – Resetting the Access Key

A filer may need to change the Access Key to prevent unauthorized access to reports. For example, if an accountant is no longer employed by the filer, the filer may wish to change the Access Key to prevent the accountant from having continuing access to his/her forms.

To do this, click the Generate New Access Key button under the Access Key tab.
Navigating the Form LM-30 in EFS

Navigate forward and backward through the form by using the navigation arrows, or jump directly to a section by clicking on the page title on the left navigation pane.
Accessing Form LM-30 Instructions in EFS

While working on the Form LM-30 in EFS, you can click on the Form Instructions button to view the complete Form LM-30 instructions in a new window.
Entering Data into the Form LM-30 in EFS

Enter data in all fields. Fields that are “grayed out” indicate that you may not edit the data.

It is important to save your work often by clicking the Save button highlighted below. The form automatically saves your work when moving between pages.

The system will automatically log you out after 30 minutes of inactivity. If you do not save your work, you risk losing unsaved data.
Entering Data into the Form LM-30 in EFS

Searching within the Form LM-30

Item 5 and Parts A, B, and C provide the ability to search and add already established entities (e.g., labor organizations, represented employers, businesses, other employers and labor relations consultants) into the form. This improves efficiency by eliminating the need for filers to enter data that already exists in our database.

**Item 5**

If you know the labor organization’s 6-digit file number, you can enter it and then hit enter. Otherwise, use the search box to find the labor organization.
Entering Data into the Form LM-30 in EFS

Searching within the Form LM-30

When you are searching within the Form LM-30, a box will pop up with a list of choices. You can refine the search by entering more data in the search fields. For example, here we added a city.

If you find the entity you are looking for, check the box on the left and click the “Add selected organization” button. If you have trouble finding the union, you can contact our help desk. Contact information can be found at the end of this presentation.
Entering Data into the Form LM-30 in EFS

*Item 5*

If you are affiliated with more than one labor organization, you may add another Item 5 entry by clicking the highlighted button below.
Entering Data into the Form LM-30 in EFS

*Parts A, B & C*

You must first search to determine if the represented employer, business, labor relations consultant, or other employer for which you are reporting exists in our database. Enter the name in the search box and click the magnifying glass icon. The name and address fields will be “grayed out” until you search.
Entering Data into the Form LM-30 in EFS

*Parts A, B & C*

Like in Item 5, searching for the entity (e.g., employer, business, etc.) in Parts A, B and C will generate a list of possible choices.

If you find the entity you are looking for, check the box on the left and click the “Add selected employer” button. If you are not sure of the organization, or if you do not see the one that you need, click the “Employer not found” button.
Entering Data into the Form LM-30 in EFS

Parts A, B & C

If, after searching, you did not find an organization to select, you will now be able to enter information in Item 6. (You will see that the name and address fields are no longer “grayed out.”)

If you selected an organization that appeared in your search results, the data will be pre-filled. You will only need to enter contact information in Item 6.

You cannot change the organization’s name and address data. If the address that pops up is incorrect, you can return to the search screen by clicking the magnifying glass icon, and clicking “Employer Not Found.” Alternately, you may delete the record and start over.
Entering Data into the Form LM-30 in EFS

*Parts A, B & C*

If you enter a value in Item 7.b., you do not need an explanation, and this field becomes “grayed out.” If you do not know the value, you must explain why. In this case, the value field becomes gray. If you make a mistake, clicking save will again allow entry in both fields.

If you have more Part A, B or C information to enter, you can add another Part by clicking the button.
Entering Data into the Form LM-30 in EFS

*Parts A, B & C*

When you add another Part A, B or C, the first Part A, B or C that you entered becomes minimized. Clicking the plus sign to the left of the Employer name will expand the part so you can see all the data again.
Entering Data into the Form LM-30 in EFS

*Parts A, B & C*

If you have another transaction with the same employer, you can check the “Same as previous employer” box to automatically transfer Item 6 data. Please see the Form LM-30 instructions for how to enter data in this scenario.
Printing the Form LM-30
You can print a copy of the Form LM-30 for review by clicking the Print button on the menu bar. A printable PDF copy of the report will then pop up. Note: You must have a PDF viewer like Adobe Reader installed on your machine to perform this function.
Form LM-30 Validation

The Form Validation process ensures that the form contains all required data. You must click the "Validate" button on the menu bar to perform an error check on the entire form.

The validation summary page shows the list of errors that must be corrected before you are able to sign and submit the Form LM-30 report.

Click on the item to go directly to the page where the item can be corrected. For more information on what should be provided for these items, consult the Form LM-30 instructions.
Signing the LM-30 Form

Once all of the validation items have been corrected, the form is ready to be signed.

The signature block will turn red, indicating the form can be signed.

Note: In order to sign the form, users must have an established user account and must log into EFS with their account information to sign the form. Preparers cannot sign the form on behalf of filers.
Signing the Form

You must re-enter your password to sign the form. By doing so, you are legally attesting that you are the person identified by name in the signature block. It is considered forgery to digitally sign a form as someone else.
Signing the Form

Once the report has been signed, if any changes are made to any fields on the form, the signature will be removed and the form must be validated and signed again.
You Should Always Save a Signed Copy of the Report before Submitting the Form

Click the Print button and click “File→Save As” from the Adobe menu to save a signed copy of the report as a PDF to your computer.

Note: You can also obtain a copy of the submitted report from the OLMS Online Public Disclosure Room site. Please see the next slide for information on this.
Submitting the Form

Once the signatures have been applied, the form can be submitted.

Click the Submit button from the top menu bar. Once the form has been processed (this may take a few minutes), a confirmation message will display:

You can print this message by using the print option on your browser, or simply copy and paste the text from the page into an email or word processing document.

You should now be able to view your submitted report in the Online Public Disclosure Room, by using the link shown above.
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: www.dol.gov/olms/regs/compliance/efs/efshelp.htm

If you have additional questions or comments, please contact OLMS:

E-mail OLMS at olms-public@dol.gov
or contact your local OLMS District Office.