

April 6, 2017

## Mandatory Electronic Filing of DOL Report Forms LM-3 and LM-4

The U.S. Department of Labor has made Electronic Filing of Forms LM-3 and LM-4, Labor Organization Annual Reports, **MANDATORY** beginning April 1, 2018. As of that date, the Department of Labor will no longer accept paper reports. All LM reports filed by local lodges will also need to be signed electronically by the Lodge Secretary-Treasurer and President. If one or both of those positions in the lodge are vacant, another lodge officer(s) will need to sign the report electronically. To sign a report electronically, you must first obtain a Username and Password on the Department of Labor website. **The Username and Password that you obtain will not expire and will remain in effect as long as you are a lodge officer.**

At this time, we are requesting that all Lodge Secretary / Treasurers and Presidents go to the Department of Labor website and obtain their Username and Password if they have not done so already. Go to [www.olms.dol.gov](http://www.olms.dol.gov). Click on "Electronic Forms System (EFS)" in the "OLMS Highlights" section and proceed to "Access the OLMS EFS". Click on "Register for an EFS User ID and Password" and follow the instructions. **Do not obtain a Union Pin at this time.** Be sure to keep your Usernames and Passwords in a safe place so that they are available when it is time to sign the LM report. If you wish to provide your Username and Password to National Division Headquarters, we will keep them on file in case they are lost or misplaced. A copy of this notice will be provided by regular mail to all Lodge Secretary-Treasurer's in early April. Simply fill in the blanks below and forward it to National Division either by regular mail, fax: (248) 662-2659 or email: [cwalker@bmwe.org](mailto:cwalker@bmwe.org). You can also get a copy of this notice by calling National Division Headquarters at (248) 662-2625 or email: [cwalker@bmwe.org](mailto:cwalker@bmwe.org).

|          | Lodge Secretary | Lodge President | Lodge # |
|----------|-----------------|-----------------|---------|
| Name     |                 |                 |         |
| Username |                 |                 |         |
| Password |                 |                 |         |

If you should need any assistance in obtaining your Username and Password, please don't hesitate to contact National Division Auditor Joe Corley at (248) 662-2611 or Audit Clerk Candy Walker at (248) 662-2625.