

FORM T-1 TRUST ANNUAL REPORT

(electronic)

USER GUIDE

Version 3.0



Phone: 1 (866) 4-USA-DOL (487-2365)
E-mail: olms-public@dol.gov
Web: <http://www.olms.dol.gov>

- This page intentionally blank -

Contents

Table of Contents	1
Introduction, Getting Started	3
Hardware & Software	4
Tips for Navigating Throughout the T-1	5
Adding Additional Information	6 - 8
Deleting Additional Schedule Information	9
Downloading and Prefilling Document	10 - 12
Page 1	13
Page 2	14
Schedule 1	15 - 16
Schedule 2	17 - 18
Schedule 3	19
Importing Data	20 - 27
Viewing Form Attachments	28 - 29
Validating the Form	30
Signing the form	31 - 33

USER GUIDE

FORM T-1 TRUST ANNUAL REPORT (electronic)

- This page intentionally blank -

Introduction

The U.S. Department of Labor’s Office of Labor-Management Standards (OLMS) is pleased to introduce the new Form T-1 electronic software. This software supports revised reporting requirements for labor organizations that must file Form T-1. Using the new Form T-1, you can:

- Enter information directly into the form;
- Import data .les extracted from the trust’s financial accounting system into the form;
- Capture your labor organization’s president’s and treasurer’s signatures electronically; and
- Submit the signed form electronically to OLMS.

Getting Started

This document guides you through the process of preparing and completing the electronic Form T-1, providing instructions and navigation tips to help you:

- Download the electronic Form T-1 from the OLMS Web site;
- Navigate and enter information directly into the form;
- Import data files extracted from the trust’s accounting system into the form; and
- Add digital signatures.

This document’s focus is “how” to enter information into the form. Two companion documents provide additional information:

Document Name	Contents	Location
Instructions for Form T-1 Trust Annual Report	<ul style="list-style-type: none"> ▪ Rules for filing ▪ Guidance for filing temporary and continuing hardship exemptions ▪ Detailed directions for what information to enter 	http://www.dol.gov/esa/regs/compliance/olms/newt1.htm
Data Specifications Document (and accompanying files)	<ul style="list-style-type: none"> ▪ Guidance to technical users for creating data access or transformation tools and preparing data import files 	http://www.dol.gov/esa/regs/compliance/olms/dsd.htm

USER GUIDE

FORM T-1 TRUST ANNUAL REPORT (electronic)

Before You Begin

To use the electronic Form T-1, you need the following hardware and software. The specifications are minimum requirements.

Hardware

Processor: Intel® Pentium III® (or equivalent)

Operating System options:

Microsoft® Windows 98, Second Edition

Microsoft® Windows, Millennium Edition

Microsoft® Windows NT® 4.0 with Service Pack 6

Microsoft® Windows 2000 with Service Pack 2

Microsoft® XP Professional

Microsoft® XP Home Edition

Memory: 64MB of RAM

Available hard disk space: 60MB

Note: For optimum performance, OLMS recommends using an Intel Pentium 4® (or equivalent) processor running at a minimum speed of 2.4 GHz with 1GB of memory.

Software

Adobe® Reader®, Version 6.x or 7

Internet Browser options:

Internet Explorer, Version 5.5 or higher

Netscape, Version 4.7 or higher

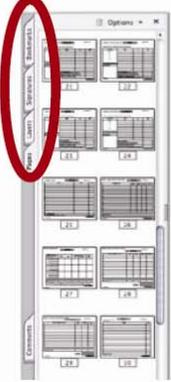
Mozilla, Version 1.3 or higher

Using Adobe® Reader®

You need Adobe® Reader® installed on your system to use the electronic Form T-1. You can download a free copy of Adobe® Reader® from the Adobe Web site (www.adobe.com).



Tips for Navigating Throughout the T-1

ACTION	TIP
<p>Moving from page to page</p> 	<p>For greater ease in navigating through the document, use the Page thumbnails on the left hand side of the screen to scroll from page to page.</p> <p>You also can highlight the page number that is displayed in the middle of the bottom of the screen, enter the page number you want to go to, and press <Enter>. You are automatically taken to that page. This is very useful if you know exactly where you want to go and saves scrolling through the form and/or the thumbnails. The navigation buttons located on either side of the number box allow you to navigate forward and back one page at a time or go to the first or last page of the form.</p> 
<p> Moving from field to field</p>	<p>Use the mouse to click the field in which you want to enter text instead of using the <Tab> key.</p>
<p>Saving the Document</p>	<p>Save your work frequently! As you fill out the form, go to the "File" Menu and select "Save As." The "Save As" function will automatically reduce the file size of the form so it is preferable to use the "Save As" function.</p>
<p>Date Fields</p>	<p>Enter dates in the format: mm/dd/yyyy.</p>
<p>State Fields</p>	<p>Enter the two-character postal abbreviation of a U.S. state or protectorate. You must use the drop-down list to enter the state in any section of the form where the state is required. The state cannot be manually entered by the user. Alternatively, you can choose "00" from the drop-down list to enter a non-listed country in the state field and its corresponding postal code (e.g., NW34D2).</p> <p>If you choose a U.S. state or protectorate you must enter a properly formatted U.S. ZIP code.</p>
<p>Telephone Numbers</p>	<p>Include the area code when entering the phone number.</p>
<p>Text Fields</p>	<p>Other than Item 25 – Additional Information, 50 characters is the maximum length of any field in the form.</p>
<p>ZIP Code Fields</p>	<p>ZIP codes must either be five or nine digits for U.S. states or protectorates. For example, 12345 or 12345-6789. Alternatively, choose "00" from the drop-down list to enter a non-listed country in the state field and its corresponding postal code (e.g., NW34D2).</p>

Adding Additional Information (Item 25)

The Instructions for Form T-1 identify entries that require you to provide details or additional information. For example, if your answer to the question “During the reporting period did the trust acquire or dispose of any goods or property in any manner other than by purchase or sale?” is yes, then you must provide details.

Using the electronic Form T-1, you add required and optional additional information in Item 25 (page 2 of Form T-1) in the following instances:

- When prompted by the form to enter required additional information for an item or schedule;
- When prompted by the form to enter required additional information when the form is validated; and
- When you want to add general comments or additional information about information you are reporting on the T-1 (optional additional information).

Entering Required Additional Information

The following table identifies Form T-1 items that prompt you to enter information in Item 25.

Page	Item Number	Reason to Prompt to Enter Additional Information
Page 1	Item 2	Entering a reporting period that is less than one year in length
Page 1	Item 3	Selection option “C”, Terminal Report
Page 1	Item 9	Answering “No”
Page 1	Item 14	Answering “No”
Page 1	Item 15	Answering “Yes”
Page 1	Item 26	Changing the President’s title
Page 1	Item 27	Changing the Treasurer’s title
Page 2	Item 16 - 20	Answering “Yes”

After you enter data in a field that requires additional information or when the system validates that field (see Validating the Form), a message identifying the additional information you must enter displays.

Adding Required Information

To add required additional information:

1. Click the **OK** button to close the message window.
The form takes you to Item 25—Additional Information.
2. Enter the information according to the instructions in the message window that prompted you to enter additional information.
3. Click the **Save** button in the upper right corner of Item 25—Additional Information.

The additional information displays on the Additional Information page that is automatically added to the end of the form.

Note: You are required to enter an answer in Item 25. Entering a space, tab or return without any other text will not be accepted by Form T-1.

Deleting Required Information

To delete additional information you were prompted to enter:

1. Navigate to the page and field for which you entered the additional information.
2. Delete the entry in the field or change the answer.

Example 1: If you entered an amount in a field, delete the amount.

Example 2: If you selected a check box that prompted the message to enter additional information, change the check box selection—for example, from “yes” to “no.”

The additional information you entered is automatically deleted from the Additional Information page.

Adding Optional Information

To add optional additional information:

1. Navigate to the first page of the T-1.
2. Click the **General Additional Information** button.
A message stating that you can enter general comments displays.
3. Click the **OK** button to close the message window.
The cursor is now in Item 25—Additional Information.
4. Enter a comment in Item 25—Additional Information.
5. Click the **Save** button in the upper right corner of Item 25—Additional Information.

The comment that you entered is labeled “General Information” on the Additional Information page at the end of the form.

Modifying or Deleting Optional Additional Information

To modify or delete optional additional information:

1. Navigate to the first page of the T-1.
2. Click the **General Additional Information** button.

A message stating that you can enter general comments displays.

3. Click the **OK** button to close the message window.

Previously entered comments display in Item 25—Additional Information.

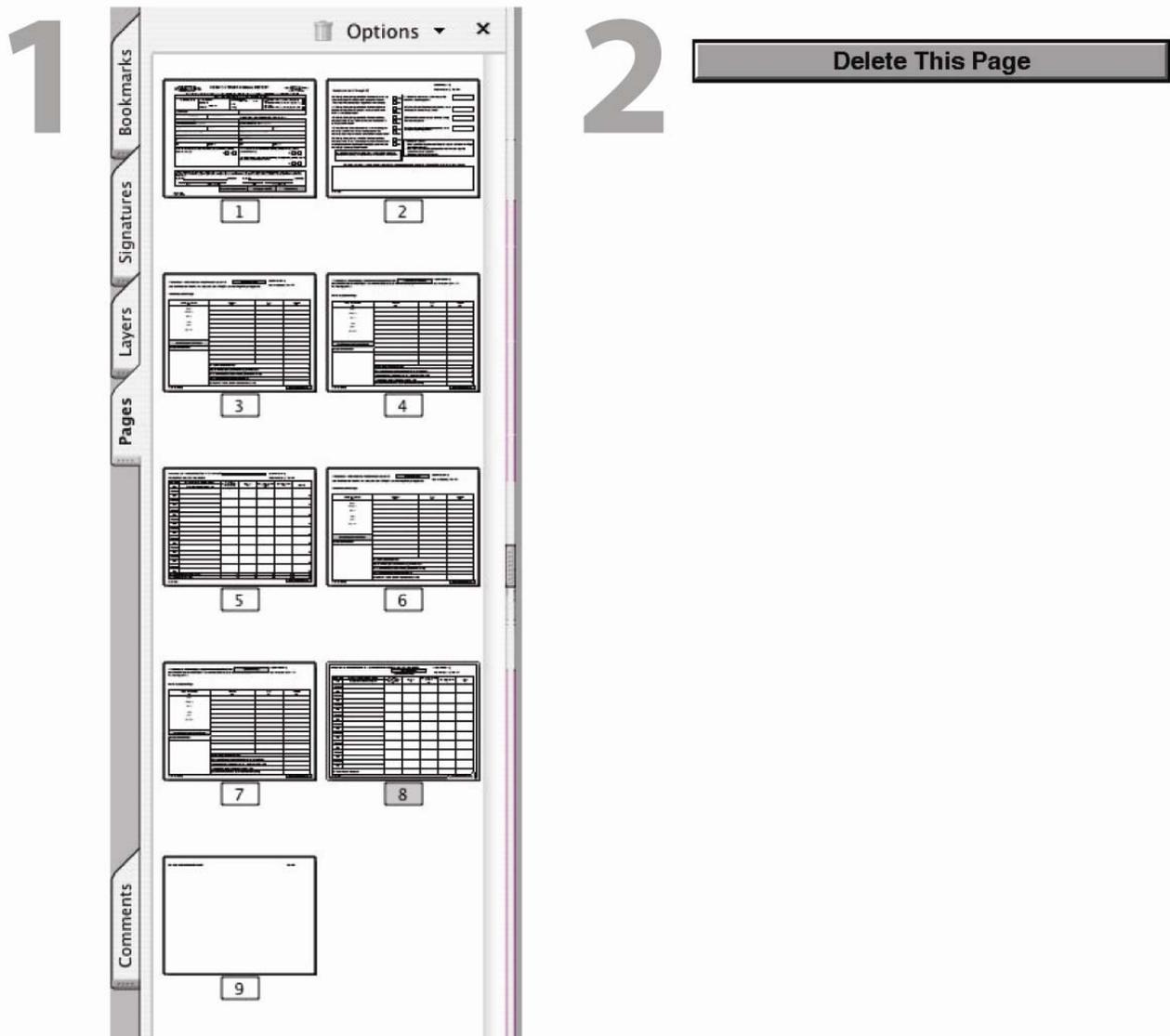
4. Modify, including adding more information or deleting the comment(s) that displays in Item 25—Additional Information.
5. Click the **Save** button in the upper right corner of Item 25—Additional Information.

The revised comment displays on the Additional Information page at the end of the form. When you delete a comment, it is removed from the Additional Information page.

Deleting Additional Schedule Information

Each schedule of the electronic Form T-1 allows you to generate additional pages to report information. If you need to report more information than fits on an electronic Form T-1 schedule page, you can generate additional pages. (Each schedule's instructions guide you through adding pages.) If you need to delete a page that you added, follow these steps.

1. Navigate to the additional Schedule page you want to delete.
2. Click the **Delete This Page** button at the top of the form.



Downloading and Prefilling Document

To begin the process of completing the electronic Form T-1, download the form and prefill information by following these steps:

1. Go to OLMS' electronic Form T-1 Web page (www.olms.dol.gov).
2. Select "Form T-1" from the "Forms Download" list in the right-hand blue menu bar.



U.S. Department of Labor

Employment Standards Administration

Office of Labor-Management Standards



www.dol.gov/esa

[Search / A-Z Index](#)

[Find It! By Topic](#) | [By Audience](#) | [By Top 20 Requested Items](#) | [By Form](#) | [By Organization](#) | [By Location](#)

September 28, 2006 [DOL Home](#) > [ESA](#) > [OLMS](#)

Office of Labor-Management Standards (OLMS)

The Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor's Employment Standards Administration administers and enforces most provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). The LMRDA was enacted primarily to ensure basic standards of democracy and fiscal responsibility in labor organizations representing employees in private industry. Unions representing U.S. Postal Service employees became subject to the LMRDA with the passage of the Postal Reorganization Act of 1970. The LMRDA establishes:

- A Bill of Rights for union members;
- Requirements for reporting and disclosure of financial information and administrative practices by labor unions;
- Requirements for reporting and disclosure by employers, labor relations consultants, union officers and employees, and surety companies, when they engage in certain activities;
- Rules for establishing and maintaining trusteeships;
- Standards for conducting fair elections of union officers; and
- Safeguards for protecting union funds and assets.

OLMS also administers provisions of the Civil Service Reform Act of 1978 and the Foreign Service Act of 1980 relating to standards of conduct for Federal employee unions, which are comparable to LMRDA requirements.

Transit Employee Protections

When Federal Funds are used to provide services to

Quick Links

[New! Form T-1 Information and FAQs](#)

[Federal Unions Must Notify Members of Their Rights](#)

[Form LM-10 and Form LM-30 Filing Advisory](#)

[Update of Form LM-10 Advisory FAQs](#)

[OLMS Rulemaking Proposals](#)

[Current Form LM-30 Labor Organization Officer & Employee Report Information](#)

[Download the Revised Form LM-2](#)

[Electronically Submit Revised Form LM-2](#)

[Obtaining an Electronic Digital Signature](#)

[Form LM-2 Information and FAQ's](#)

[Notice of Employee Rights Concerning Payment of Union Dues \(Beck Poster\): E. O. 13201 Information and FAQs](#)

OLMS Links

[Compliance Assistance](#)

[LMRDA Enforcement](#)

[International Compliance Audit Program \(I-CAP\)](#)

[Internet Public Disclosure Room](#)

Forms Download

▪ [Which Form Do I Use?](#)

▪ [Form T-1](#)

▪ [Revised Form LM-2](#)

▪ [Form LM-3 \(Adobe Reader Version\)](#)

▪ [Form LM-4 \(Adobe Reader Version\)](#)

▪ [All Other Forms](#)

[Publications and Outreach](#)

[Laws and Regulations](#)

[Newsroom](#)

[About OLMS](#)

▪ [Mission](#)

3. Enter the first three digits of your labor organization’s file number in the Trust ID # field’s first segment. Enter the second three digits of your labor organization’s file number in the Trust ID # field’s second segment.
4. Enter the beginning date of this filing by using the Period Covered Begin field’s drop-down list.
5. Enter the ending date of this filing by using the Period Covered End field’s drop-down list.
Note: You cannot enter a date range that covers more than one year.
6. Click the **Generate Form** button.

The *Click Below to Start Downloading* window displays.

7. Right-click the Revised Form T-1 link. Click “Save Target As...” and then select a location to store the PDF file. To use the downloaded form, first start the Adobe® Reader® program on your computer. Open the form by selecting “Open” from the Adobe® Reader® “File” menu, and navigating to the location where you saved the t1.pdf and selecting it.

USER GUIDE

FORM T-1 TRUST ANNUAL REPORT (electronic)

Some fields on page 1 are populated with prefill information. The following table lists the fields containing prefill information and indicates whether or not those fields are editable.

Item Number	Name	Editable
1	Trust File Number	No
2	Period Covered Start Date	No
2	Period Covered End Date	No
10	Name of Trust	Yes
11	Tax Status of Trust	Yes (menu)
12	Purpose of Trust	Yes
13	First Name	Yes
13	Last Name	Yes
13	P.O. Box	Yes
13	Number and Street	Yes
13	City	Yes
13	State	Yes
13	Zip Code	Yes

USER GUIDE

FORM T-1 TRUST ANNUAL REPORT (electronic)

UNION FILE NUMBER (a):
TRUST FILE NUMBER (b): 546-789

Complete Items 16 Through 25

16. During the reporting period did the trust discover any loss or shortage of funds or other property? (Answer "Yes" even if there has been repayment or recovery.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	21. Enter the total assets of the trust at the end of the reporting period.	<input type="text"/>
17. During the reporting period did the trust acquire or dispose of any goods or property in any manner other than by purchase or sale?	<input type="checkbox"/> YES <input type="checkbox"/> NO	22. Enter the total liabilities (debts) of the trust at the end of the reporting period.	<input type="text"/>
18. During the reporting period did the trust liquidate, reduce or write-off any liabilities without full payment of principal and interest?	<input type="checkbox"/> YES <input type="checkbox"/> NO	23. Enter the total receipts of the trust during the reporting period.	<input type="text"/>
19. Has the trust extended any loan or credit during the reporting period to any officer or employee of the reporting labor organization at terms below market rates?	<input type="checkbox"/> YES <input type="checkbox"/> NO	24. Enter the total disbursements of the trust during the reporting period.	<input type="text"/>
20. During the reporting period did the trust liquidate, reduce or write-off any loans receivable due from officers or employees of the reporting labor organization without full receipt of principal and interest?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Please be sure to: <ul style="list-style-type: none">• Enter your labor organization's 6-digit file number and the trust's 7-digit file number in Item 1.• Have your labor organization's president and treasurer sign the Form T-1 in Items 26 and 27.• Complete Schedules 1 through 3	

If the answer to any of the above is "Yes," provide details in Item 25 (Additional Information) as explained in the instructions for each item.

25. (Text entered will appear on last page of form. To enter comments, press the "General Additional Information" button.)

Form T-1 (2003)

To complete page 2:

1. Answer Items 16-24 according to the instructions.

Important:

- For Items 16-20, you must check "Yes" or "No."
- For Items 21-24, enter a dollar amount. You cannot enter negative numbers in Items 22-24.
- You are prompted to enter additional information in Item 25 if you select "Yes" as the answer to Items 16-20.

To add a new payer:

1. Navigate to page 3 of Form T-1.



2. Click the **Add Other Receipts** button.

A blank itemization page is added to the end of Form T-1.

3. Enter other receipts information.



4. Click the **Perform Calculations** button.

Note: If you need to add pages to report receipts for another payer, you must return to Schedule 1 (page 3 of Form T-1) and click the **Add Other Receipts** button. You can return to this Schedule by clicking the **Return to Original Schedule Page** button.

Important:

- A valid row must have text in the Name field of Column A, text in Columns B and C, a date in Column D, and a dollar amount in Column E.
- You must use a valid state abbreviation from the drop-down list and ZIP code format in Column A.
- You must enter a date in Column D that is within the period covered entered on Page 1 of the form.
- You cannot enter a negative number in Column E or in Line I.

USER GUIDE

FORM T-1 TRUST ANNUAL REPORT (electronic)

To add additional representational activities information for another payee:

1. Navigate to page 4 of Form T-1.
2. Click the **Add More Representational Activities** button.
 A continuation page is added to the end of Form T-1.
3. Enter representational activities information.
4. Click the **Perform Calculations** button.


Note: If you need to add pages to report receipts for another payer, you must return to Schedule 2 (page 4 of Form T-1) and click the **Add Other Receipts** button. You can return to this Schedule by clicking the **Return to Original Page** button.

Important:

- A valid row must have text in the Name field of Column A, text in Columns B and C, a date in Column D, and a dollar amount in Column E.
- You must use a valid state abbreviation from the drop-down list and ZIP code format in Column A.
- You must enter a date in Column D that is within the period covered entered on Page 1 of the form.
- You cannot enter a negative number in Column E or in Line I.

SCHEDULE 3 — DISBURSEMENTS TO OFFICERS AND EMPLOYEES OF THE TRUST  **Add More Disbursements To Members Of Trust** UNION FILE NUMBER (A): TRUST FILE NUMBER (B): T123-456

Full Name	(A) LAST, FIRST, MIDDLE INITIAL	Gross Salary Disbursements (before any deductions) (B)	Allowances (C)	Disbursements for Official Business (D)	Other Disbursements (E)	(F) TOTAL
1. Full Name	Treasurer, Trustee, Attorney, etc.					\$0
Title						\$0
2. Full Name						\$0
Title						\$0
3. Full Name						\$0
Title						\$0
4. Full Name						\$0
Title						\$0
5. Full Name						\$0
Title						\$0
6. Full Name						\$0
Title						\$0
7. Full Name						\$0
Title						\$0
8. Full Name						\$0
Title						\$0
9. Full Name						\$0
Title						\$0
10. Total from Continuation pages (if any)		\$0	\$0	\$0	\$0	\$0
11. Total of Lines 1 through 10		\$0	\$0	\$0	\$0	\$0

Form T-1 (2003) 

To complete Schedule 3:

-  1. Complete Columns A through E according to the instructions.
-  2. Click the **Perform Calculations** button.

To add a page to report additional disbursements to officers and employees of the trust:

-  1. Click the **Add More Disbursements To Members Of Trust** button.
A continuation page is added to the end of the T-1.
- 2. Enter additional disbursements to officers and employees information.
-  3. Click **the Perform Calculations** button.

The total amounts from the additional page display on Schedule 3, Line 10.

Note: If you need to add more pages to report disbursements to officers employees, you must return to Schedule 3 (page 5 of Form T-1) and click the **Add More Disbursements To Members Of Trust** button.

Important:

- A valid row must have a full name and title in Column A.
- You cannot enter negative numbers in Columns B, C, D, or E.

Importing Form Data

Using the T-1 electronic filing data import tool, you can:

- Import Comma Separated Value (CSV) and Extensible Markup Language (XML) files directly into the form or as an attachment to the form.

Though the steps you take to import CSV and XML files are different, the import methods are the same.

Import Method	Recommended Use	What Happens
Import data into form fields	To import small and medium data files.	Information is imported directly into the form. Additional pages are automatically created if form data does not fit on one page.
Import data as attachment	To import large data files.	Information is imported as an attachment that you can view with the OLMS Attachment Viewer. You cannot modify information as an attachment.
Validate only; do not import	To validate that import file data is formatted correctly.	Information is validated only, and errors are identified so data can be corrected prior to importing. The form contents are not modified.

All import methods validate data. The import tool reports errors when data does not conform to specifications identified in the Data Specifications Document and OLMS business rules. You can print the error report or save it as a text file.

If the import process encounters errors, OLMS recommends that your labor organization fix the input data before you re-import files. ***Do not submit the T-1 until all data has been imported successfully.***

Importing CSV Files

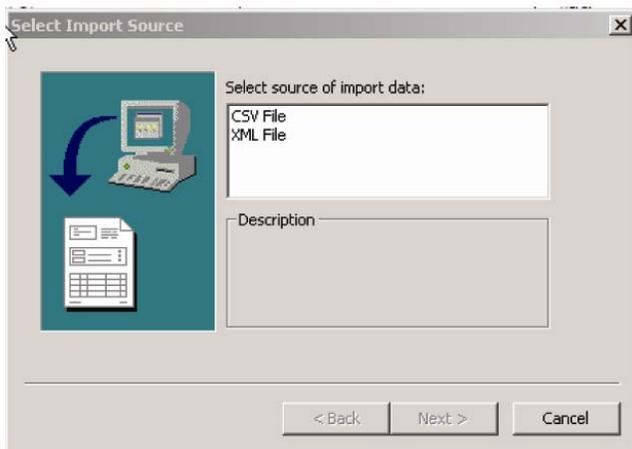
You can import data directly into Form T-1 or as an attachment. When you import a CSV file, you specify the schedule data you want to import. You can import data for some schedules and manually enter data for other schedules.

Recommendation: Avoid manually changing data you have imported for a schedule; if you re-import data, you overwrite your manual changes.

To import a CSV file:

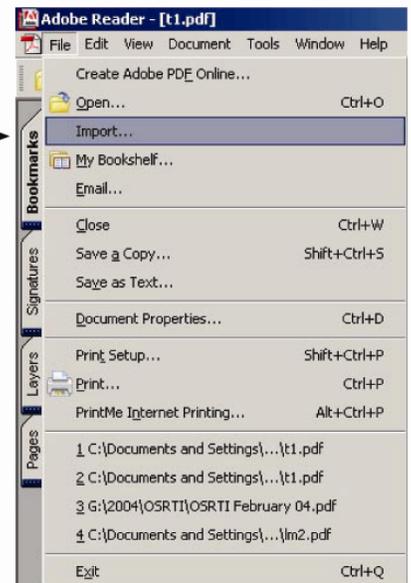
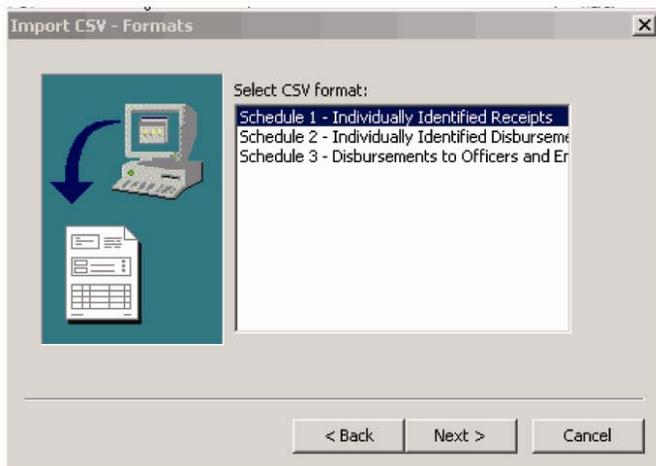
1. Open Form T-1 in Acrobat® Reader®.
2. Click **Import** from the File menu on the menu bar.

The *Select Import Source* box displays.



3. Click CSV File from the Select source of *import data* box.
4. Click the **Next** button.

The *Import CSV-Formats* box displays.

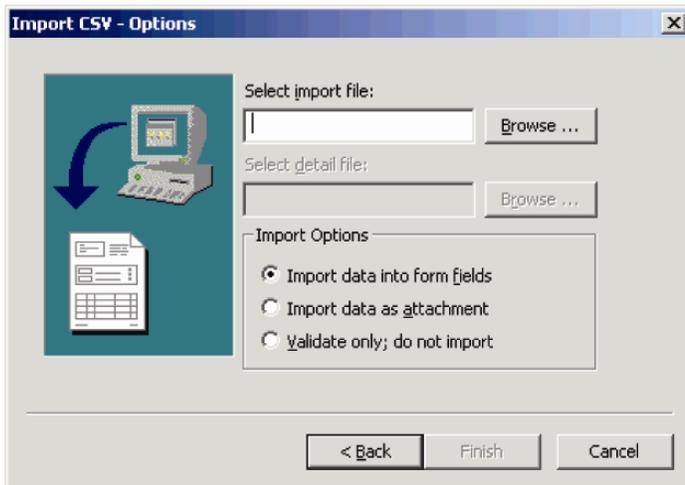


USER GUIDE

FORM T-1 TRUST ANNUAL REPORT (electronic)

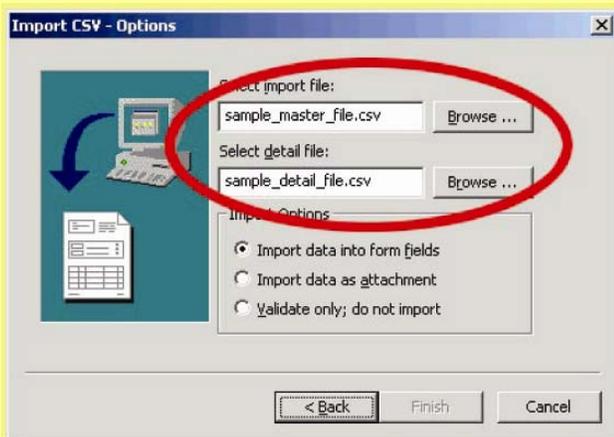
5. Select the schedule for which you want to import data.
6. Click the **Next** button.

The *Import CSV-Options* box displays.

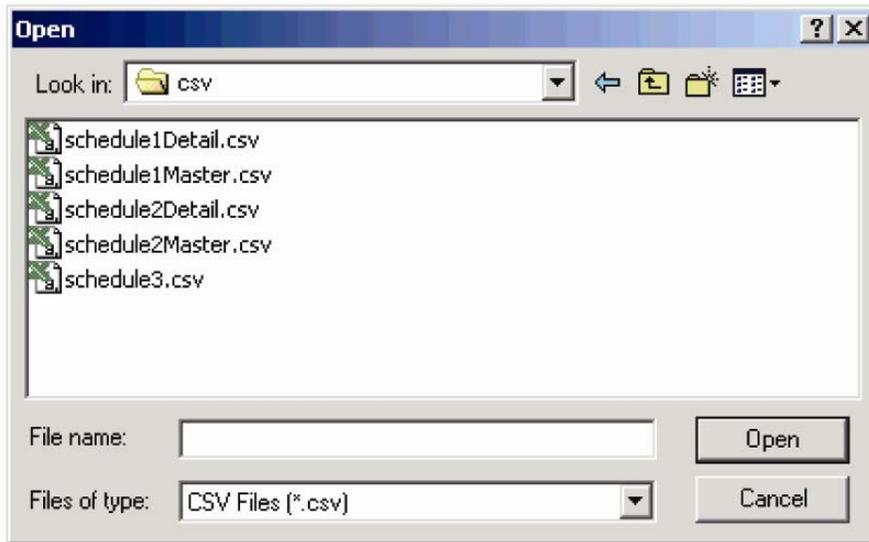


Important:

Schedule 3 requires only the master file for import. Schedules 1 and 2 require both a master and detail file import.



- Click the **Browse** button to the right of the *Select import file* box.
The *Open File* box displays.

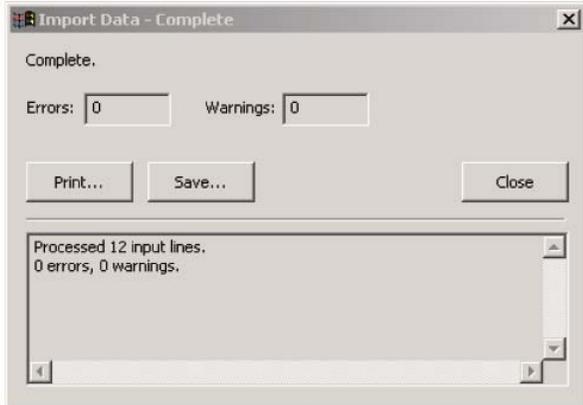


- Find and select the file containing the data you want to import.
- Click the **Open** button to return to the *Import CSV-Options* box. For Schedule 3 skip to Step 13 and continue through Step 17. For Schedules 1 and 2, continue with Steps 10 through 17.
- Click the **Browse** button to the right of the *Select detail* file box.
The *Open File* box displays.
- Find and select the file containing the data you want to import.
- Click the **Open** button to return to the *Import CSV-Options* box.
- Select an import method from the Import Options list.
- Click the **Finish** button.
The *Import CSV-Options* box displays.

After the import process is complete, the *Import Data - Complete* box displays. The box displays problems detected in the import file.

USER GUIDE

FORM T-1 TRUST ANNUAL REPORT (electronic)



Note: If the data imports successfully, the *Errors* and *Warnings* boxes will read "0." If any data is unsuccessfully imported, a log of the errors appears, in which case follow the error log and correct the necessary data in the CSV files. Once completed, re-import the file.

15. Review the information in the window. You can print the error report or save it as a text file by clicking the **Print** or **Save** buttons.
16. Click the **Close** button to return to Form T-1.
17. Review the information in the schedule for which you imported data.

Important:

- Once the data is imported directly into the form the totals are automatically calculated and the data rows can be edited.
- When importing as an attachment, the totals (but not the data rows) go into the form itself and the totals will be automatically calculated.
- The attachment cannot be edited.

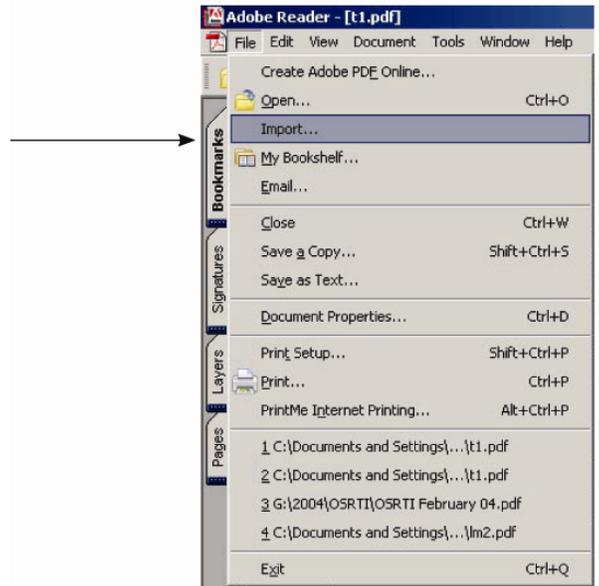
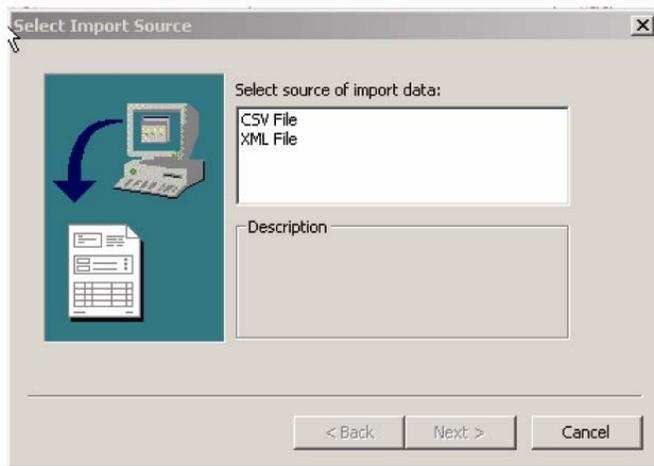
Importing XML Files

Note: Unlike CSV, which requires the data file for each schedule to be imported separately, XML allows all schedules to be imported in one data file.

To import XML file data:

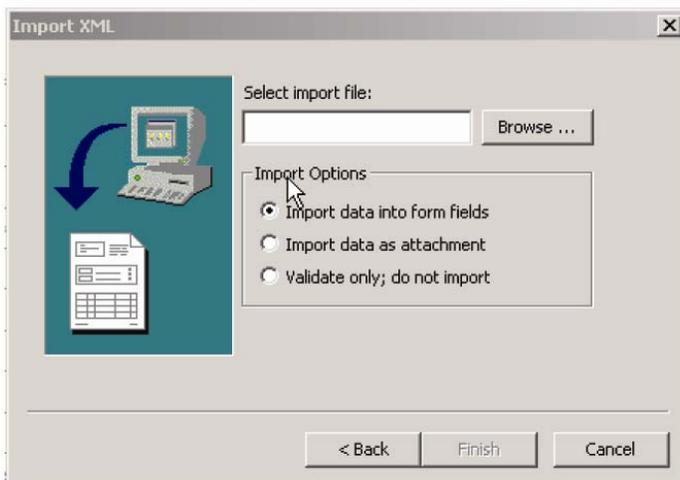
1. Open Form T-1 in Adobe® Reader®.
2. Select **Import** from the File menu on the menu bar.

The *Select Import Source* box displays.



3. Select *XML File* from the *Select source of import data* box.
4. Click the **Next** button.

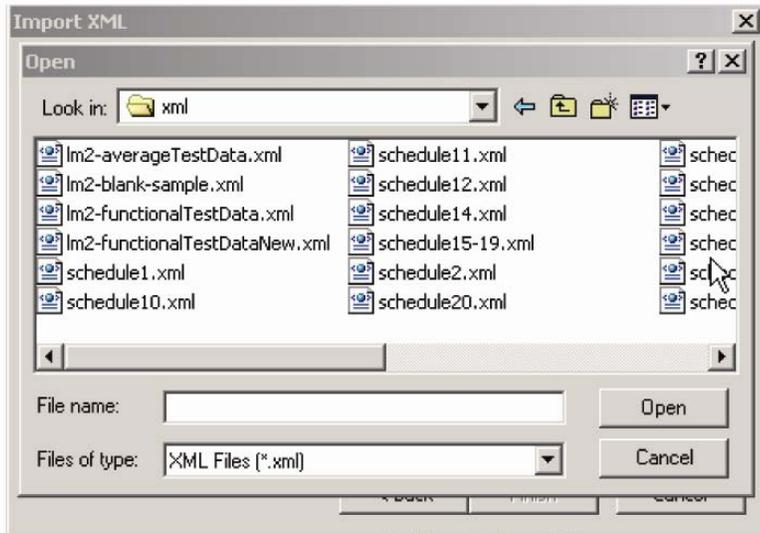
The *Import XML* box displays.



USER GUIDE

FORM T-1 TRUST ANNUAL REPORT (electronic)

- Click the **Browse** button to the right of the *Select import file* box.
The *Open File* box displays.

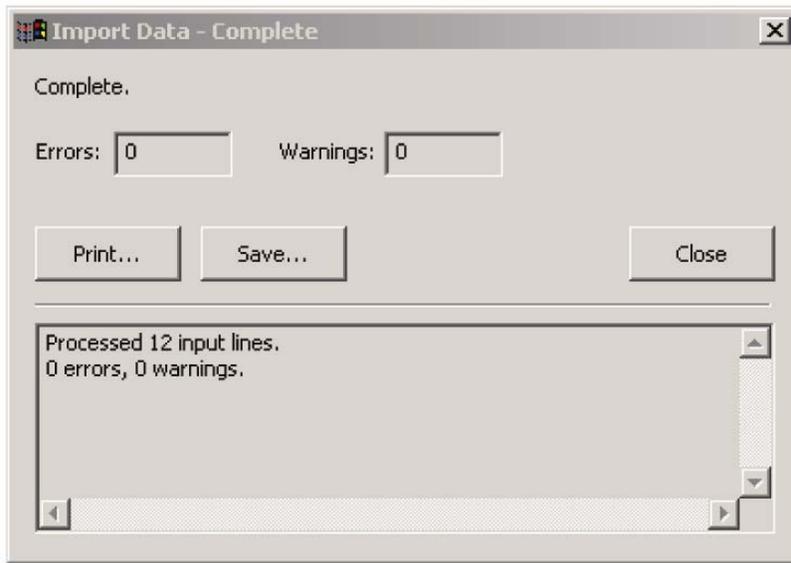


- Find and select the file containing the data you want to import.
- Click the **Open** button to return to the *Import XML* box.

8. Select an import method from the Import Options list.
9. Click the **Finish** button.

The *Importing Data* box displays.

After the import process is complete, the *Import Data - Complete* box displays. The box displays problems detected in the import file.



Note: If the data imports successfully, the *Errors* and *Warnings* boxes will read "0." If any data is unsuccessfully imported, a log of the errors appears, in which case follow the error log and correct the necessary data in the XML file. Once completed, re-import the file.

10. Review the information in the *Import Data-Complete* window. You can print the error report or save it as a text file by clicking the **Print** or **Save** buttons.
11. Click the **Close** button to return to Form T-1.
12. Review the imported information in the form.

Important:

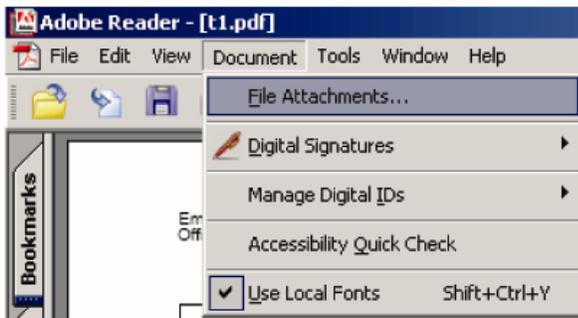
- Once the data is imported directly into the form the totals are automatically calculated and the data rows can be edited.
- When importing as an attachment, the totals (but not the data rows) go into the form itself and the totals will be automatically calculated.
- The attachment cannot be edited.

Viewing Form Attachments

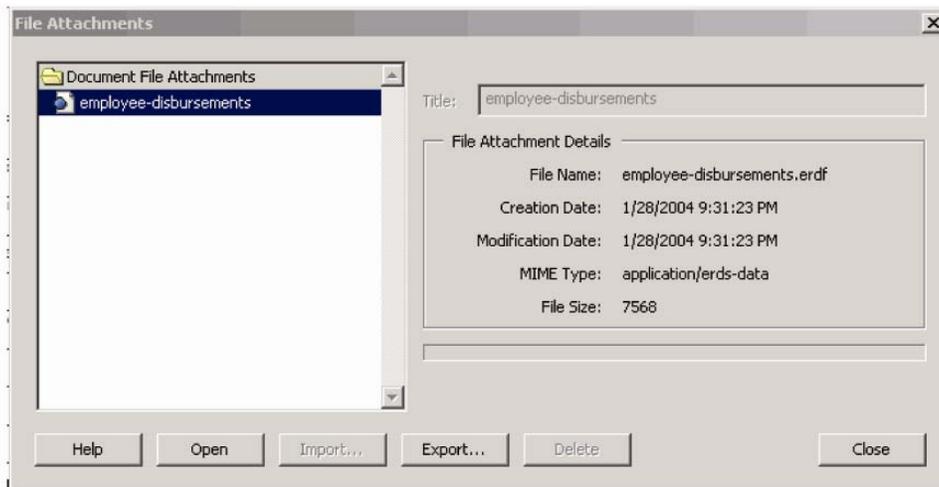
After importing data as an attachment, you will not be able to edit the schedule you imported.

To view data imported as an attachment:

1. Select File Attachments from the Document menu on the menu bar.



The *File Attachments* window opens.

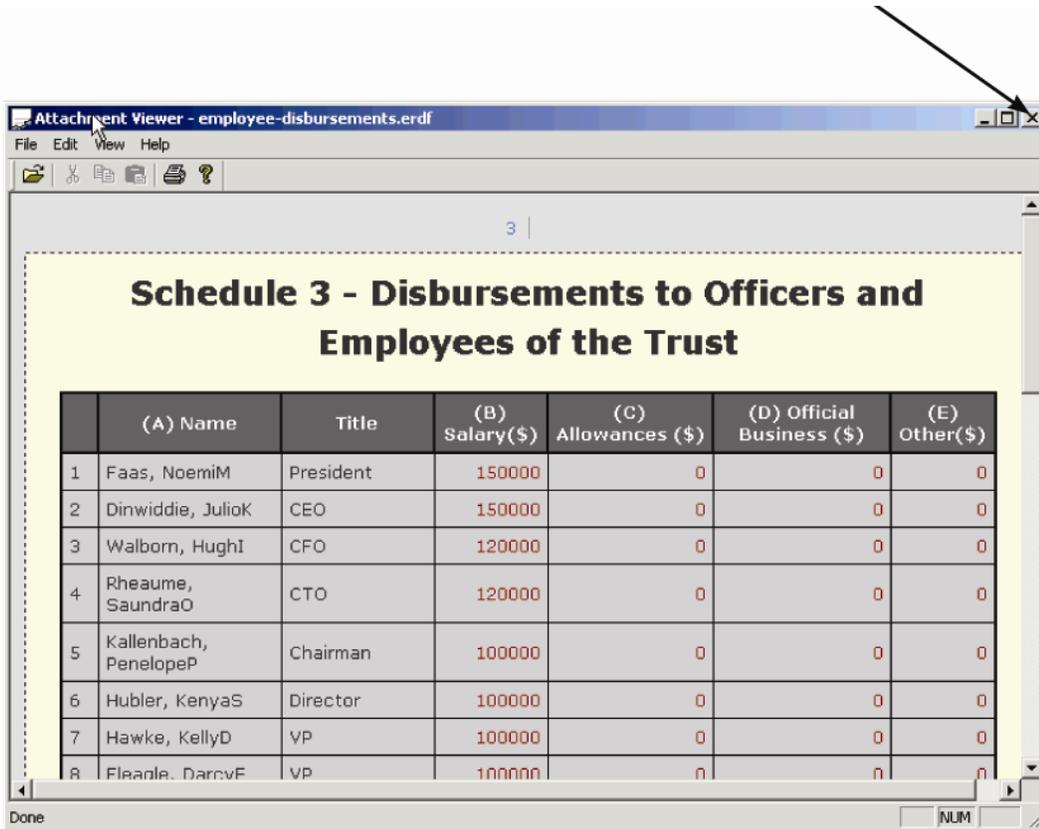


2. Select the schedule that you want to view from the Document File Attachments list.
3. Click the **Open** button.

The Attachment Viewer opens displaying the schedule you selected.

Note: If a warning message pops up, check the *Do not show this message again* box, then click the **Open** button.

4. Close the Attachment Viewer by clicking the **Close** button in the upper right corner of the window.



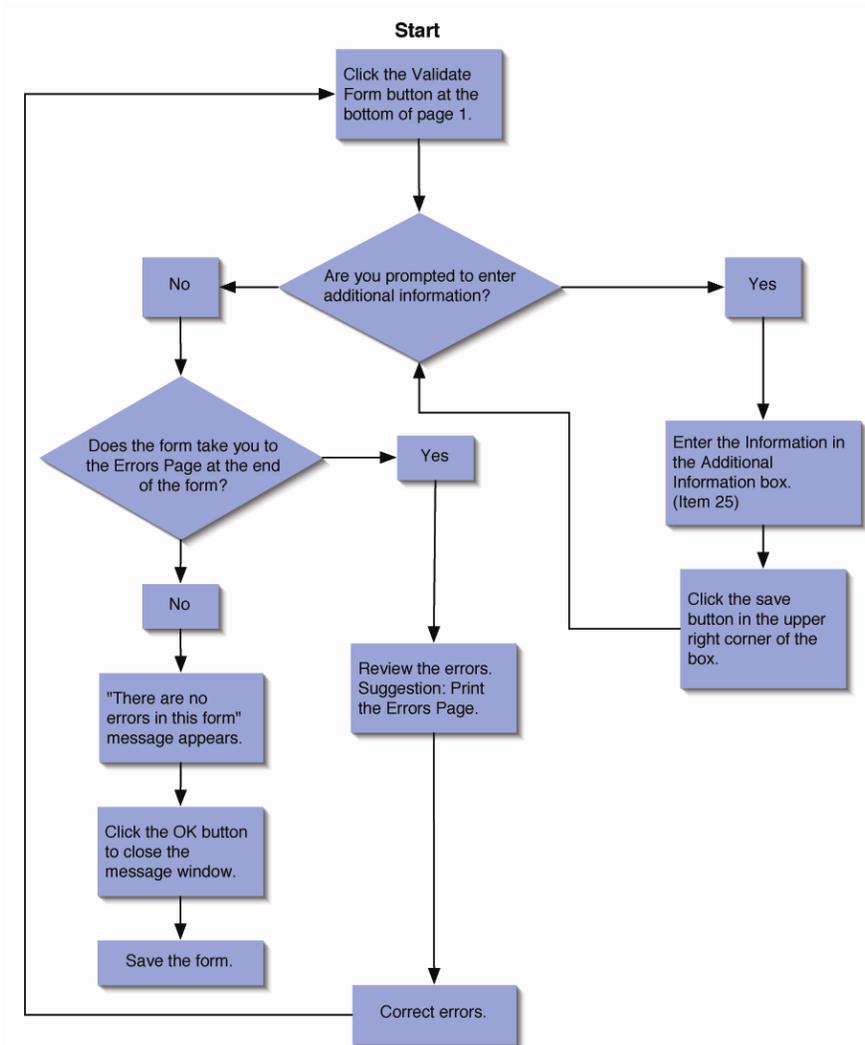
Validating the Form

After completing pages 1 and 2, and the Schedules in which you must report information, validate the form. The validation process:

- Verifies that you entered information in required fields;
- Ensures that the information you entered is what the form “expected” – for example, validation checks that you have entered a number, not text, into an amount field; and
- Ensures that data you have imported, if you imported data, is structurally sound.

To validate the form:

1. Go to page 1 of the Form T-1.
2. Use the decision chart to guide your next steps.



Adding Signatures

Using the electronic Form T-1, requires you to add digital signatures to the signature block on the bottom of page one. Before using this feature, your labor organization must obtain an Access Certificate for Electronic Services (ACES) digital certificate. See the OLMS Web (<http://www.olms.dol.gov>) site for information on obtaining an ACES certificate.

Note: If your organization's Form T-1 is prepared by a third party (e.g. an accounting firm), the preparer will need to save the completed form to a CD or other removable media and send it to the officer of your organization who will be signing the form. Once the completed form is loaded on an officer's computer, the officer will use his/her digital signature to sign the form. After the first officer digitally signs the form, he/she must send the form using removable media to the other officer who will then load the form on his/her computer and digitally sign the form.

Once you have the digital certificate, you must install it:

1. Double-click the certificate file.
2. Click the **Install Certificate** button.
3. You will see the initial installation splash screen. Click the **Next** button.
4. Select the certificate store in which to store your digital signature certificate. Normally, you can allow this to be done automatically.
5. Confirm the certificate to be installed, and click the **Finish** button.

Once you have finished installing the certificate, you may confirm the installation. Go to the Control Panel, in Users and Passwords, and if you click "Certificates," the newly installed certificate should appear.

Before you can digitally sign the T-1, the form must pass validation. See the section on validation for more information about errors in the T-1. All errors must be resolved before the form may be signed.

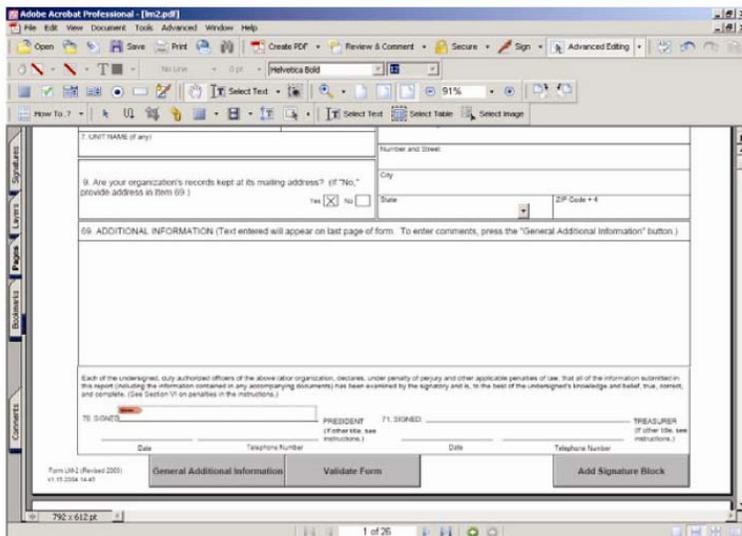
Once the form passes validation, and before the actual digital signing, the telephone number should be entered in the signature block for each signer. This needs to be entered before signing, because after the form is signed, any further input of text invalidates the signature. Dates cannot be entered manually, but will be added automatically to the signature during submission. If an officer other than the President or Treasurer is signing the form, the *title* field next to the signature can be changed. Changing the *title* field to a different value will prompt you to enter an explanation as to why the President or the Treasurer is not signing the form.

USER GUIDE

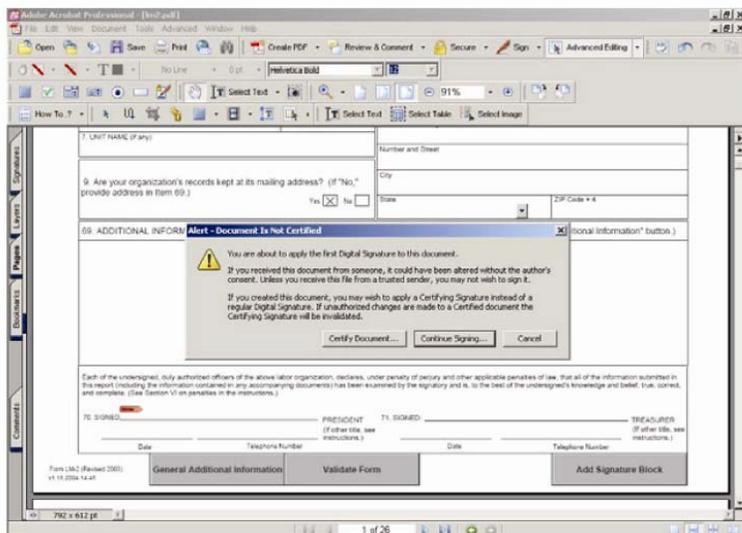
FORM T-1 TRUST ANNUAL REPORT (electronic)

To affix a digital signature to the form, do the following:

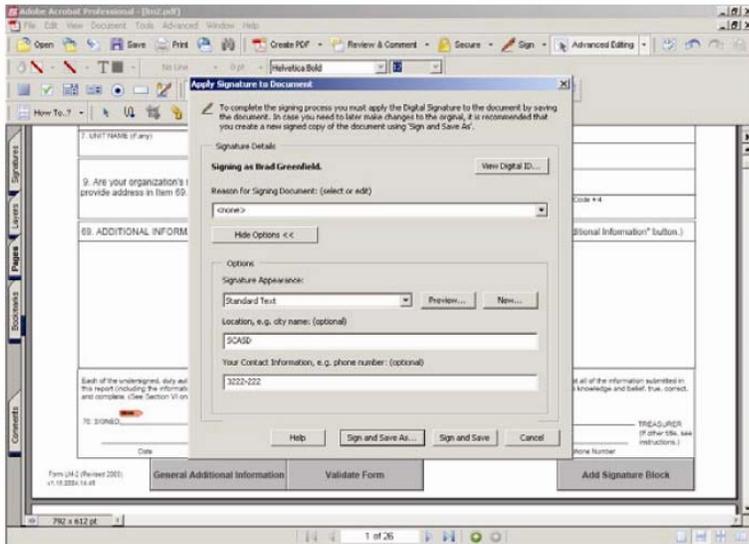
1. Click the signature line.
2. A pop-up should indicate "There are no errors in this form."
3. Click **OK**.
4. Another pop up will indicate "The form is ready for signing. Click the signature again to sign."
5. Click **OK** and a red arrow should appear in the signature block.



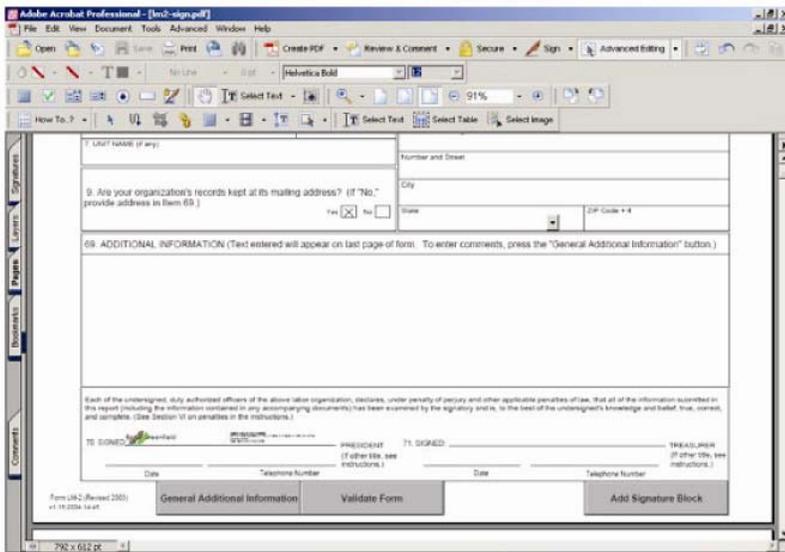
6. Click the arrow to apply the signature.
7. Click the **Continue Signing** button in the pop up alert.



8. Select the digital ID previously installed, and click **OK**.
9. Click Sign and **Save As** button to save the form complete with signature.



Once you have successfully signed the form, a green checkmark should appear next to the red arrow. The green checkmark indicates that the form has been signed, and there have been no changes to the form since the signature was applied. If any data in the form is changed after the signature is applied, the signature will disappear, and must be re-applied.



If you filing Form T-1 for a union in trusteeship, click the **Add Signature Block** button on the first page of the form. A new page will be appended to the end of the form with two additional signature blocks for trustees. These signatures function the same as the signatures on the first page of the form. Once all signatures have been affixed to the form, it can be submitted.

- This page intentionally blank -