



**PIN (Personally Identification Number) Purpose**

Brokers can provide permission for filers to sign Part A Affidavits electronically on behalf of the broker. The broker must complete this [form](#) and email it to [ELANYHelpdesk@elany.org](mailto:ELANYHelpdesk@elany.org).

If a filer wishes to use an authorized electronic signature for the Part A Affidavit affirmation, they must select the broker signature (during the submit process step), and for security purposes, enter the PIN code associated with the signature.

**Brokers, or Broker Administrators with broker permission, can set their PIN.**

**PIN Requirements:**

1. Must contain five to eight numeric characters

**PINs do not expire.**

**To reset the PIN:**

- Sign in to EEFS <https://eefs.elany.org/eefs/>
- Select "Security" from the menu at the top of the home page.
- Select "Elect Submission" from the top of the Security Profile Maintenance screen.
- Select the SubLicensee, if applicable
- Enter the PIN (twice in subsequent fields)
- Select the "Update" button to save the changes.

**Broker Administrators can reset PIN codes if needed.**

Should you have any issues or need help identifying your broker administrator, please contact ELANY at [ELANYHelpdesk@elany.org](mailto:ELANYHelpdesk@elany.org).