

# How to Review, Return for Edit, Certify and Submit a Filing

My Plan Administration Account (My PAA)

*Last Updated: May 06, 2024*



# Route, Review, Return for Edit, Certify and Submit a Filing

- Filing Certification and Approval Process

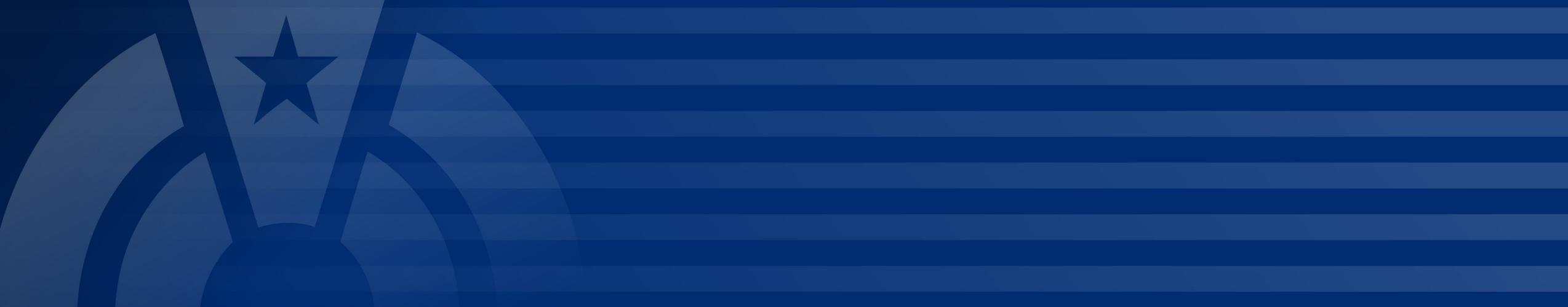
- Once the filing has been completed by the Filing Preparer, the Actuary (if applicable), Payment Preparer and Plan Admin/Plan Admin Rep must certify, approve and submit the filing to the PBGC.
  - Actuary: If there is Variable-Rate Premium (VRP) data supplied, they will need to certify that the information being reported in the VRP section of the filing is accurate.
  - Payment Preparer: They can submit ACH payment information through My PAA or select that the payment is being made outside of My PAA.
  - Plan Admin/Plan Admin Rep: They will review the information provided by the Filing Preparer, Actuary (if applicable), and Payment Preparer. Once the information has been reviewed and validated, then the Plan Admin or Plan Admin Rep will approve and submit the filing to the PBGC.
  - Note: Once the filing has been submitted by the Plan Admin/Plan Admin Rep, if the Payment Preparer submitted premium payment information via My PAA, the funds will be debited from the plan's account.

- Flow of Certification and Approval Process



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# Step-by-Step Instructions

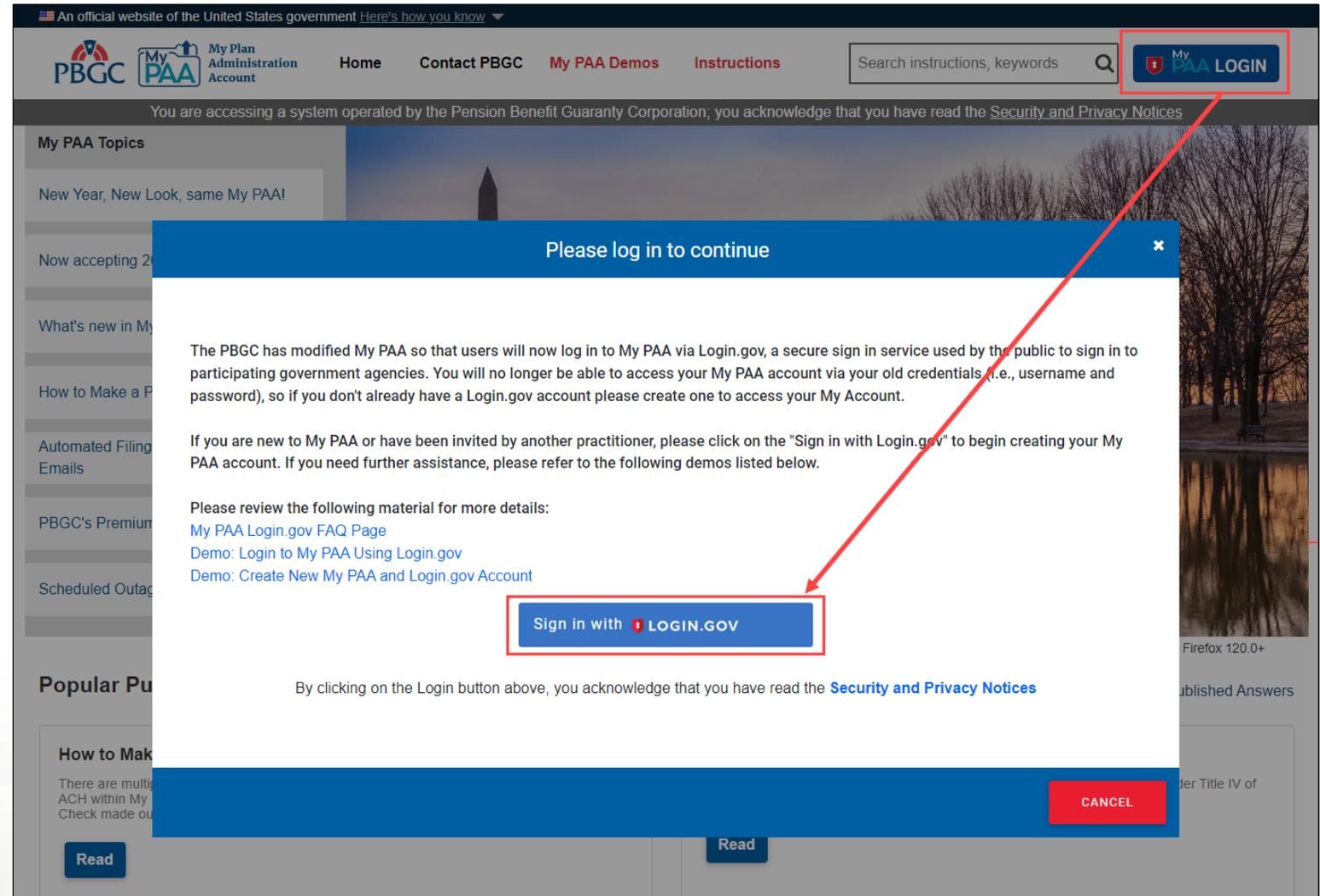


PBOGC

# Route, Review, Return for Edit, Certify and Submit a Filing

## Login

- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
  - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC’s [How to Log in to My PAA Using Login.gov?](#) Published Answer.



The screenshot shows the My PAA Login page. At the top right, there is a "My PAA LOGIN" button highlighted with a red box. A modal window titled "Please log in to continue" is displayed in the center. The modal contains the following text: "The PBGC has modified My PAA so that users will now log in to My PAA via Login.gov, a secure sign in service used by the public to sign in to participating government agencies. You will no longer be able to access your My PAA account via your old credentials (i.e., username and password), so if you don't already have a Login.gov account please create one to access your My Account." Below this, it says: "If you are new to My PAA or have been invited by another practitioner, please click on the 'Sign in with Login.gov' to begin creating your My PAA account. If you need further assistance, please refer to the following demos listed below." The demos listed are: "My PAA Login.gov FAQ Page", "Demo: Login to My PAA Using Login.gov", and "Demo: Create New My PAA and Login.gov Account". A "Sign in with LOGIN.GOV" button is highlighted with a red box. At the bottom of the modal, there is a "CANCEL" button and a "Read" button. A red arrow points from the "My PAA LOGIN" button to the "Sign in with LOGIN.GOV" button.

# Route, Review, Return for Edit, Certify and Submit a Filing

## Plan List Page

- Once you have logged in, click on the “Plan List” icon or link from the Home Page.
- From the Plan List Page, click on the “View Plan Details” link (once you hover over the plan name) for the plan you would like to route, review, return for edit, certify and/or submit a filing for.
- ★ You can also click on the “View Filing Details” link (once you hover over the “Latest Filing ID” number displayed) if that is the filing you wish to perform an action on. Then it will redirect you to the Filing Details Page.

An official website of the United States government Here's how you know

My PAA My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the Security and Privacy Notices

New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

My PAA Topics

- New Year, New Look, same My PAA!
- Now accepting 2024 Filings
- What's new in My PAA & Login Process
- How to Make a Payment?
- Automated Filing Status Transitions and Emails

Create New / Add Existing Plan

**Plan List**

In-Process Filings

Upload or Import Filings

View Upload History

Browsers: Google Chrome 119.0+, Microsoft Edge 119.0+, Firefox 120.0+ (7 as of 04/15/2024)

Plans in your My PAA Account

Show 10 entries Search:

Latest Filing Status Filter Draft Upload Cancelled FILTER CLEAR

How to Use the Plan List

Create Filing	Plan ID	EIN	PN	Name	Latest Filing Update	Latest Filing ID	Latest PYC	Latest Filing Status
<a href="#">CREATE FILING</a>	2420303	131311313	121	<a href="#">View Plan Details</a>	12/26/2023	530890	01/01/2020	Upload Cancelled
<a href="#">CREATE FILING</a>	86264	123456789	001	<a href="#">SPECIAL NON-PREMIUM TRANSACTIONS</a>	12/18/2023	530722		Draft
<a href="#">CREATE FILING</a>	2428115	335335335	111	<a href="#">FMS 4.2 PROD TEST CREATE</a>	12/11/2023	499980	02/01/2023	Draft

Showing 1 to 3 of 3 entries

# Route a Filing in “Draft” Status

## Plan Details Page

- After you have selected the appropriate plan, review all the associated filing(s) in the Premium Filings section.
- Once you have identified the appropriate filing, click on the “FILING DETAILS” button for that filing.
- It is important to note that you may only route, return for edit, certify, and/or submit a filing that is not in “Submitted” status.
  - Please ensure you also have the appropriate role(s) to proceed with the corresponding action. See the “[How to Manage Roles](#)” Published Answer for further details.

The screenshot displays the My PAA PBGC Plan Details Page. At the top, there is a navigation bar with links for Home, Contact PBGC, My PAA Demos, and Instructions, along with a search bar. Below the navigation bar, a red banner contains a message about the system redesign. The main content area shows the Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN, Plan ID: 2420303, Plan Status: Active, EIN: 131311313, PN: 121, Effective Date: 04/24/2021, and Plan Sponsor: test. Below this information are several action buttons: Create Filing, Submit Request, Manage Roles, Payment Voucher, Account History, View Request Status, and View Correspondence. The Premium Filings section is highlighted, showing a table of filings. The table has columns for Filing ID, PYC, Submit Date, Status, Action, and View PDF. The first row, with Filing ID 505200 and Status Draft, is highlighted with a red box around the Action column, which contains buttons for Filing Details and Amend. The other rows show various statuses like Pending Actuary Approval, Pending Admin Approval, Pending Payment Info, Submitted/Successfully Processed, and Submitted.

Filing ID	PYC	Submit Date	Status	Action	View PDF
<a href="#">505200</a>			Draft	<a href="#">Filing Details</a>	<a href="#">Filing Receipt</a>
<a href="#">505199</a>	01/01/2020		Pending Actuary Approval	<a href="#">Filing Details</a>	<a href="#">Filing Receipt</a>
<a href="#">505198</a>	01/01/2024		Pending Admin Approval	<a href="#">Filing Details</a>	<a href="#">Filing Receipt</a>
<a href="#">505197</a>	01/01/2023		Pending Payment Info	<a href="#">Filing Details</a>	<a href="#">Filing Receipt</a>
<a href="#">505192</a>	01/01/2023	04/23/2024	Submitted/Successfully Processed	<a href="#">Amend</a>	<a href="#">Filing Receipt</a>
<a href="#">505189</a>	08/01/2023	04/26/2024	Submitted	<a href="#">Amend</a>	<a href="#">Filing Receipt</a>

# Route a Filing in “Draft” Status

## Route as Filing Preparer

- Upon completion of the draft filing, you will have to select the checkbox to certify the information on the filing is accurate, and that you wish to proceed with the filing certifications.
- A list of filing team members with roles that correspond with the next filing status will appear.
  - Filings with variable-rate premium (VRP) information will display associated Actuaries
  - Filings without VRP information will display associated Payment Preparers.
  - Filings without VRP information or Premium Amount due will display associated Plan Administrators and Plan Administrators Reps, and you can select/deselect members
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.

### Filing Management V2

Published 04/07/2020 10:32 PM | Updated 10/18/2021 03:37 PM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ IV. Review and Summary
- ✓ **Filing Details Review**

#### Filing Details Review

Please review the Filing Summary information below.

[Filing Summary](#) [Filing Receipt](#)

If you have completed the preparation of this filing, please select the checkbox below. You will then be presented with a list of filing team members, based on their roles, who can be notified of the next action for this filing. After you have confirmed any notifications, select the "Proceed to Certifications" button. Once you proceed, any changes to filing data can be made via the "Edit Draft" button from the Filing Details page.

If any draft filing changes are needed at this time, navigate back to make the desired updates, then return to this Summary page.

If you would prefer to save your progress and return at a later time to complete this draft filing, select "Exit".

The Summary Information for this filing is the following:

- Plan Name: Test Plan
- EIN/PN: Unknown / Unknown
- Filing ID: 503745
- PYC 01/01/2023

I understand that by selecting this checkbox, I am indicating to PBGC that I have prepared this filing accurately and completely and that I am electing to proceed to filing certifications.

**Next Filing Status After Proceeding to Certifications: Pending Actuary Approval**

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article ["Disable Automated Filing Status Emails"](#).

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

[Back](#) [Proceed to Certifications](#)

[Return to Beginning of Filing](#) [Exit](#)

This section will appear once the checkbox is selected, and the list will correspond with the next filing action

# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify / Return for Edit as Enrolled Actuary

- If there is any Variable-rate Premium (VRP) data in the filing (excluding VRP exemptions), an Actuary must certify that the information provided in the section of the filing is accurate.
- From the Filing Details Page, for a filing in “Pending Actuary Approval” status, click on the “CERTIFY / RETURN FOR EDIT” button.
  - Please ensure you have the Actuary role for this plan to proceed with certifying or returning the filing for edits. See the [“How to Manage Roles”](#) Published Answer for further details.

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**PBGC My PAA My Plan Administration Account** Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

[Return to Plan Details](#)

### Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **PENDING ACTUARY APPROVAL**

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
First Last Name 04/30/2024 03:17 PM EDT	First Last Name 04/30/2024 03:17 PM EDT <a href="#">Edit Draft</a>	<b>Certify / Return for Edit</b>			

#### Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505203	01/01/2020	\$ 75,945.00	///

This premium filing is currently in **PENDING ACTUARY APPROVAL** status.  
As the Actuary, select the **CERTIFY / RETURN FOR EDIT** button to certify the filing or return to Draft status for filing edits.  
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing data. Please note that this action will revert the filing's status back to Draft status.  
If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)  
[Filing Receipt](#)  
[Payment Voucher](#)  
[Cancel Filing](#)

# Route a Filing in “Draft” Status

## Route as Filing Preparer (cont.)

- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
  - Users are not required to select any/all of the filing team members listed.
  - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
  - Any member with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications.
    - For more information about disabling email notifications, please refer to the “[Disable Automated Filing Status Emails](#)” Published Answer.

**Next Filing Status After Proceeding to Certifications: Pending Actuary Approval**

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article "[Disable Automated Filing Status Emails](#)".

Notify?	First Name	Last Name	Email Address
<input type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

# Filing Preparer Edit Draft

## Edit Draft

- As long as the filing has not been submitted to PBGC, on the Plan Details Page, any filing team member with the Filing Preparer role can edit the data on the Comprehensive Premium Filing by clicking the orange “EDIT DRAFT” button.
- It is important to note that once the filing returns to “Draft” status, any previous certifications or payment information provided will need to be completed again prior to submission.
  - For more information and step-by-step guidance, please view the [“How to Edit/Delete a Filing”](#) demo.

The screenshot displays the PBGC My PAA Filing Details Page. At the top, there is a navigation bar with the PBGC logo, 'My PAA My Plan Administration Account', and links for Home, Contact PBGC, My PAA Demos, and Instructions. A search bar is also present. Below the navigation bar, a red banner contains the text: 'New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).' The main content area features a 'Return to Plan Details' link and the title 'Filing Details Page'. A table lists plan information: Plan Name (MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN), Plan ID (2420303), Plan Status (Active), EIN (131311313), PN (121), Effective Date (04/24/2021), and Plan Sponsor (test). Below this is a 'Filing Progress' section with a 'DRAFT' status indicator and a progress bar showing five steps: Draft Started, Draft Completion, Actuary Certification, Administrator Certification, and Filing Submission to PBGC. The 'Draft Started' step is active, and an 'Edit Draft' button is highlighted with a red box. To the right of the progress bar are buttons for 'Filing Summary', 'Filing Receipt', 'Payment Voucher', and 'Cancel Filing'. The 'Filing Details' section includes a table with columns for Filing ID (505201), PYC (05/01/2021), Amount Due (\$ 0.00), and Submitted Date (JJ\_). Below the table, there is a note: 'This premium filing is currently in DRAFT status. As the Filing Preparer, select the EDIT DRAFT button to continue preparing this filing. If you do not want to proceed with this filing, select the CANCEL FILING button to remove it from My PAA. To request the Filing Preparer role, please see instructions on [How to Manage Roles](#).' At the bottom, there is a 'Filing Attachments' section with a '+ Add Attachment' link.

# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify / Return for Edit as Enrolled Actuary

- After clicking on the “CERTIFY / RETURN FOR EDIT” button, the VRP details, as entered on the Comprehensive Premium Filing, will appear in a pop-up window.
  - If the Actuary finds the VRP data is incorrect and must be returned to the Filing Preparer for edits, then click on the “RETURN FOR EDIT” (continue to slide 13 for more details).
  - If the Actuary considers the information to be correct, click on the blue “CERTIFY” button (continue to slide 14 for more details).

The screenshot displays the 'Actuary Review' pop-up window. The main content area shows 'Instructions' and 'Return for Edit' sections. A red box highlights the 'VRP Details' section, which contains the following information:

<b>VRP Cap Qualification:</b>	No
<b>UVB Valuation Date:</b>	01/01/2023
<b>Premium Funding Target is an Estimate:</b>	No
<b>Premium Funding Target Method:</b>	Alternative
<input checked="" type="checkbox"/> <b>Full Yield Curve Used</b>	
<b>Premium Funding Target:</b>	\$ 1,263,518,808.00
<b>Market Value of Assets:</b>	\$ 1,172,273,437.00
<b>Unfunded Vested Benefits:</b>	\$ 91,246,000.00
<b>Variable-rate Premium:</b>	\$ 4,744,792.00

# Route, Review, Return for Edit, Certify and Submit a Filing

## Return for Edit as Enrolled Actuary

- If the Actuary wants to return the filing back to the Filing Preparer for updates, they will click on the red “RETURN FOR EDIT” button, and then a Return for Reason text field will appear.
- The Actuary must enter a brief description indicating why the filing is being returned for edit and then click the blue “SAVE DECISION” button.
- The filing’s status will be updated back to “Draft,” so that the Filing Preparer can make the necessary changes.
- If you selected the “RETURN FOR EDIT” button by mistake and you want to certify the filing, simply unselect the “RETURN FOR EDIT” button and you will be able to select the “CERTIFY” button.

The screenshot displays the PBGC My Plan Administration Account interface. The top navigation bar includes the PBGC logo, 'My Plan Administration Account', and links for 'Home' and 'Contact PBGC'. The main content area shows the 'Return to Plan Details' page for 'TRANE TECHNOLOGIES PENSION PLAN NUMBER ONE'. The 'Filing Progress' section indicates the status is 'PENDING ACTUARY APPROVAL' with a progress bar showing 'Draft Completion' and 'Actuary Certification' steps. Below this, the 'Filing Details' section shows 'Filing ID: 504770' and 'PYC: 01/01/2023'. The 'File Attachments' section lists several files including 'saveOIASession\_formatted.txt', 'saveOIASession.txt', 'OIA\_Request.json', 'xmtojson.json', and 'import\_VRP\_NO\_AMOUNT\_OWED.XML'. On the right side, there is a 'Certify' section with instructions and a 'Return for Edit' section with instructions. At the bottom, there are two buttons: 'CERTIFY' (green) and 'RETURN FOR EDIT' (red). A red arrow points from the 'RETURN FOR EDIT' button to a 'Return Reason' text field. At the very bottom, there are two more buttons: 'SAVE DECISION' (green) and 'CANCEL' (red).

# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify as Enrolled Actuary

- If the Actuary wants to certify the filing they will click on the green “CERTIFY” button, and then additional fields will appear.
- All additional fields are required to continue with the Actuary certification:
  - Enrollment Number
  - Firm Name
  - Secret Answer to the Secret Question
  - The Certification Statement checkbox must be selected.

**CERTIFY** **RETURN FOR EDIT**

Certify

**Actuary Name:** First Last Name

Enrollment Number and Firm Name values will be pre-populated from your My PAA account if you have previously saved this information on your Account Settings page. You may update/enter this information here to complete the certification for this filing. To permanently save this information for future certifications you must update your My PAA account via the Account Settings page.

**Enrollment Number:**

**Firm Name:**

**Secret Question:** What is your pet's name?

**Secret Answer (Case Sensitive):**

Certification Statement

I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions, except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices.\*

**Next Filing Status after Actuary Certification: Pending Admin Approval**

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

**Notify Plan Administrator / Rep to Certify Filing & Submit**

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	CHITO FRANQUI	pbgctest3@gmail.com
<input checked="" type="checkbox"/>	JOANNA BONILLA	pbgctest2@gmail.com
<input checked="" type="checkbox"/>	KEVIN DONOVAN	testing123@gmmail.comm1
<input checked="" type="checkbox"/>	First Last Name	franqui-atiles.gisela@pbgc.gov
<input checked="" type="checkbox"/>	JONATAN RAMIREZ	test@pbgc.gov
<input checked="" type="checkbox"/>	NANCY STEVENS	feldman.brandy@pbgc.gov
<input checked="" type="checkbox"/>	PAUL LONGSTREET	pbgc_45202@pbgc.com.invalid

# Route, Review, Return for Edit, Certify and Submit a Filing

## Route as Enrolled Actuary

- Below the certify section, a list of filing team members with roles that correspond with the next filing status will appear.
  - Filings with a Premium Amount due will display associated Payment Preparers.
  - Filings without a Premium Amount due will display associated Plan Administrators and Plan Administrators Reps.
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
  - Users are not required to select any/all of the filing team members listed.
  - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
  - Any member without a checkbox cannot be selected, as they have opted out of filing email notifications.
    - For more information about disabling email notifications, please refer to the [“Disable Automated Filing Status Emails”](#) Published Answer.

**Next Filing Status after Actuary Certification: Pending Payment Info**

The list of filing team members below have the Payment Preparer role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

**Notify Payment Preparers**

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	TEAM MEMBER	pbgc_39907@pbgc.com.invalid
<input type="checkbox"/>	TEST TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	PBGC EXAMPLE	testing.testing@pbgc.gov

# Route, Review, Return for Edit, Certify and Submit a Filing

## Route as Enrolled Actuary

- Once the Certify section has been completed, and the appropriate filing team members have been selected for notification, then you will click on the “SAVE DECISION” button.
- The filing’s status will be updated to either “Pending Payment Info” or “Pending Admin Approval” depending on filing information.

CERTIFY RETURN FOR EDIT

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Certify

**Actuary Name:** PBGC EXAMPLE

Enrollment Number and Firm Name values will be pre-populated from your My PAA account if you have previously saved this information on your Account Settings page. You may update/enter this information here to complete the certification for this filing. To permanently save this information for future certifications you must update your My PAA account via the Account Settings page.

**Enrollment Number:**

**Firm Name:**

**Secret Question:** What is your mother's maiden name?

**Secret Answer (Case Sensitive):**

Certification Statement

I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions; except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices.\*

**Next Filing Status after Actuary Certification: Pending Payment Info**

The list of filing team members below have the Payment Preparer role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

**Notify Payment Preparers**

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	TEAM MEMBER	pbgc_39907@pbgc.com.invalid
<input type="checkbox"/>	TEST TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	PBGC EXAMPLE	testing.testing@pbgc.gov

SAVE DECISION CANCEL



# Route, Review, Return for Edit, Certify and Submit a Filing

## Select Payment Method

- If there is a premium amount due, a Payment Preparer must select the appropriate payment method before proceeding with the Plan Admin certification and submission of the filing.
- From the Filing Details Page, for a filing in “Pending Payment Info” status, click on the “SELECT PAYMENT OPTION” button.
  - Please ensure you have the Payment Preparer role for this plan to proceed with certifying or returning the filing for edits. See the [“How to Manage Roles”](#) Published Answer for further details.
  - For step-by-step instruction and guidance on how to submit a premium payment please view the [“How To Submit a Payment to PBGC”](#) demo.

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Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

[Return to Plan Details](#)

### Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD OUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **PENDING PAYMENT INFO**

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
Gisela Franqui 04/26/2024 08:57 AM EDT	Gisela Franqui 04/26/2024 09:43 AM EDT <a href="#">Edit Draft</a>	Gisela Franqui 04/26/2024 02:01 PM EDT	<b>Select Payment Option</b>		

### Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505199	01/01/2020	\$ 75,945.00	///

This premium filing is currently in **PENDING PAYMENT INFO** status. A payment option must be selected to proceed. As the Payment Preparer, select the **SELECT PAYMENT OPTION** button to indicate a payment option for this filing, including choosing to pay outside of My PAA. As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing data. Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed. If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)  
[Filing Receipt](#)  
[Payment Voucher](#)  
[Cancel Filing](#)

Filing Attachments [+ Add Attachment](#)

# Route, Review, Return for Edit, Certify and Submit a Filing

## Route Filing as Payment Preparer Select Pay Outside Method

- After you select “Pay Outside My PAA” and click the “Next” button, a list of Plan Administrators (PA) and Plan Administrator Reps will appear.
- Any PA/PA Reps that are selected will receive an automated email from My PAA indicating that their action is required on the associated filing upon clicking the “Submit” button.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
  - Users are not required to select any/all of the filing team members listed.
  - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
  - Any member without checkbox cannot be selected, as they have opted out of filing email notifications.
    - For more information about disabling email notifications, please refer to the “[Disable Automated Filing Status Emails](#)” Published Answer.

Home Page Contact PBGC My PAA Demos Instructions Search My PAA for instructions, keywords or topics

Payment Methods

### Submit a Payment

Published 06/02/2020 10:29 AM | Updated 04/27/2021 04:07 PM

Select Payment Option ✓ Payment Summary ✓

#### Payment Summary

Comprehensive Filing for Plan Year Commencing 01/01/2023  
Test Plan - 123456789 / 001

#### Confirm Payment Premium Information

Below is the payment information you are submitting. If you would like to make changes to this information, click the "Back" button. Otherwise, identify who you would like to notify of the next required action for this filing and then click the "Submit" button to finalize your selection.

Payment Option: Pay Outside My PAA

Since you are choosing not to submit an ACH payment via My PAA and are choosing to make a payment outside of My PAA (via Pay.gov, paper check, or EFT), please read our full external premium payment instructions [here](#).

**Next Filing Status After Submitting Payment Information: Pending Admin Approval**

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members with a grayed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article "[Disable Automated Filing Status Emails](#)".

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	testing.testing@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

Back Submit

Exit

Contact Us  
? Contact PBGC  
Give Feedback

Recently Viewed

# Route, Review, Return for Edit, Certify and Submit a Filing

## Route Filing as Payment Preparer Select Pay Within Method

- After you select “Pay Within My PAA,” enter the payment information and click the “Next” button, the payment summary page will appear, and a list of Plan Administrators (PA) and Plan Administrator Reps will show at the bottom of the page.
- Any PA/PA Reps that are selected will receive an automated email from My PAA indicating that their action is required on the associated filing upon entering the Secret Answer to your Secret Question and clicking the “Authorize Payment” button.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
  - Users are not required to select any/all of the filing team members listed.
  - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
  - Any member without checkbox cannot be selected, as they have opted out of filing email notifications.
    - For more information about disabling email notifications, please refer to the [“Disable Automated Filing Status Emails”](#) Published Answer.

The screenshot shows the PBGC My PAA interface. At the top, there are navigation links: Home Page, Contact PBGC, My PAA Demos, and Instructions. A search bar is located on the right. The main content area displays payment information for a filing. The payment option is "Pay Within My PAA". The flat rate premium is \$576.00, and the variable rate premium is \$0.00. The premium credit is \$0.00, and the premium amount due is \$576.00. The payment amount is \$576.00. The method selected is Automated Clearing House (ACH). The routing number is 065000090, and the account number is \*\*\*\*23. The account type is Checking, and the account holder name is Jenny Johnson. The bank name is CAPITAL ONE, NATIONAL ASSOCIATION.

Below the payment information, there is a section titled "Next Filing Status After Submitting Payment Information: Pending Admin Approval". A note states: "The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article 'Disable Automated Filing Status Emails'."

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	testing.testing@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

As an added security precaution, enter below the answer to your Secret Question:

I understand that under the Government Paperwork Elimination Act ("GPEA") (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your mother's maiden name?

Secret Answer:

Note: The secret answer is case sensitive.

Buttons: Back, Exit, Authorize Payment

# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify / Return for Edit as Plan Administrator or Plan Administrator Rep

- Once the filing has been certified by the Actuary (if there is Variable-rate Premium data entered in the filing), and a payment option has been selected by the Payment Preparer (if there is a premium amount due), then the filing can be certified or returned for edit by the Plan Admin/Plan Admin Rep.
- To ensure you can complete this action, confirm the filing status is “Pending Admin Approval” on the Filing Details Page.
- Click on the orange “CERTIFY / RETURN FOR EDIT” button to proceed.
  - Please ensure you have the Plan Admin/Plan Admin Rep role for this plan to proceed with certifying or returning the filing for edits. See the [“How to Manage Roles”](#) Published Answer for further details

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My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the Security and Privacy Notices

New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

Return to Plan Details

### Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **PENDING ADMIN APPROVAL**

- Draft Started: Gisela Franqui, 04/26/2024 08:57 AM EDT
- Draft Completion: Gisela Franqui, 04/26/2024 09:43 AM EDT (3)
- Actuary Certification: Gisela Franqui, 04/26/2024 02:01 PM EDT
- Payment Option Selection: Gisela Franqui, 04/26/2024 02:02 PM EDT
- Administrator Certification: **Certify / Return for Edit**
- Filing Submission to PBGC

#### Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505199	01/01/2020	\$ 75,945.00	---

Payment Option: Outside My PAA

This premium filing is currently in **PENDING ADMIN APPROVAL** status.  
As the Plan Administrator or Representative select the **CERTIFY / RETURN FOR EDIT** button to certify and submit the filing; or to return the filing to Draft or Payment status for edits.  
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing.  
Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed, including payment details, if applicable.  
If you do not currently have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

Filing Summary  
Filing Receipt  
Payment Voucher  
Cancel Filing

# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify / Return for Edit as Plan Administrator or Plan Administrator Rep

- After the Plan Admin/Plan Admin rep has reviewed the filing and payment details, you must proceed by either certifying the filing or returning the filing for edits.
  - If the Plan Admin/Plan Admin rep finds the filing and payment incorrect, then it will be returned to either the Filing Preparer or Payment Preparer for edits, by clicking on the red “RETURN FOR EDIT” (continue to slide 20 for more details).
  - If the Plan Admin/Plan Admin Rep finds the filing and payment information to be correct, click on the green “CERTIFY” button (continue to slide 21 for more details).
- If the Plan Admin Rep is certifying or returning the filing for edit, then they will need to enter the Plan Admin details before proceeding:
  - Plan Admin Name (individual, not the entity or TPA)
  - Email Address
  - Phone Number and extension (if applicable)
  - Secret Answer to the Secret Question
  - Select the Certification Statement

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My Plan Administration Account Home

You are accessing a system operated by PBGC My PAA

Return to Plan Details

Plan Header Details

Plan Name:  
MY PAA 2.0 PROD OUT OVER CREATE TEST PLAN

Filing Progress: **PENDING ADMIN APPROVAL**

Draft Started: 12/28/2023 10:13 AM EST | Draft Completion: 12/28/2023 01:27 PM EST | [Edit Draft](#)

Filing Details	
Filing ID	PYC
504767	08/01/2021
Payment Option	
Outside My PAA	

This premium filing is currently in **PENDING ADMIN APPROVAL**. As the Plan Administrator or Representative select the return filing to Draft or Payment status for edits. As the Filing Preparer, select the **EDIT DRAFT** button to return the filing to Draft. Please note, this action will revert the filing's status back to Draft. If you do not currently have the roles listed above and are a Filing Preparer, you will need to be added to the Roles.

File Attachments

Create New / Add Existing Plan | Plan List | In-Process Filings

**Return for Edit:**

- Read the Certification Statement and select the associated checkbox to accept the terms
- Select the "Submit Filing" button
- Upon submission, this filing (and payment if you selected to pay within My PAA) will be formally submitted to the PBGC for processing. You will then not be able to modify your decision.
- If you selected to pay outside of My PAA, please ensure you submit the premium payment in full by the due date.

**Return for Edit:**

- Select a Return Reason of 'Filing' or 'Payment' from the dropdown list to indicate which type of data is incorrect and should be updated
- Select 'Payment' if the Payment Option Selected or Amount Paid are incorrect and should be updated. Otherwise, select 'Filing' if any other displayed information is incorrect and should be updated.
- Provide a text explanation for why this data is incorrect and/or what information should be updated before it can be certified
- Select the "Save Decision" button
- Once you have saved your decision, you will not be able to modify it. This filing will be routed back to an authorized Filing Preparer if you selected a Return Reason of 'Filing' and back to an authorized Payment Preparer if you selected a Return Reason of 'Payment'. This action will also remove any payment information that was previously recorded for this filing and require that it be recorded again.

**Plan Administrator Details**

This individual's information will appear in the 'Certification of Plan Administrator' section of the Comprehensive Premium Filing. It should be the actual Plan Administrator, not a third-party representative.

**Plan Administrator Name:**

**Email:**

**Phone Number:**  **Ext:**

**Payment Info**

Flat-rate Premium: \$ 172.00  
Variable-rate Premium: \$ 0.00  
Total Premium Before Proration: N/A  
Total Premium: \$ 172.00  
Premium Credit: \$ 0.00

Payment Option Selected: Pay Outside My PAA  
Amount Due: \$ 172.00  
Amount Paid: \$ 0.00

**CERTIFY** **RETURN FOR EDIT**

**SUBMIT FILING** **CANCEL**

# Route, Review, Return for Edit, Certify and Submit a Filing

## Return for Edit as Plan Administrator or Plan Administrator Rep

- If the Plan Admin/Plan Admin Rep decides to return the filing, a reason and description are required before proceeding.
  - If the edit is due to an issue with the Filing (Return Reason = Filing), then after the decision is saved, the filing will be placed back in “Draft” status, so that the Filing Preparer can make the necessary changes.
  - If the edit is due to an issue with the payment (Return Reason = Payment), then the filing will be placed back in “Pending Payment Info” status, so that the Payment Preparer can make the necessary changes.
- It is important to note that the filing status will not be updated until the Plan Admin/Plan Admin Rep clicks on the “SAVE DECISION” button.

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PBGC My PAA My Plan Administration Account Home

You are accessing a system operated by the Pension Benefits Guaranty Corporation

Return to Plan Details

Plan Header Details

Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN

Filing Progress: **PENDING ADMIN APPROVAL**

Draft Started 12/26/2023 10:13 AM EST

Draft Completion 12/26/2023 01:27 PM EST

File Edit Draft

Filing Details

Filing ID	PYC
504767	08/01/2021

Payment Option  
Outside My PAA

This premium filing is currently in **PENDING ADMIN APPROVAL** status. As the Plan Administrator or Representative select the **EDIT DRAFT** button to return the filing to Draft or Payment status for edits. As the Filing Preparer, select the **EDIT DRAFT** button to return the filing to Draft status. Please note, this action will revert the filing's status to Draft. If you do not currently have the roles listed above and you are not the Filing Preparer, you will not be able to edit this filing.

File Attachments

Create New / Add Existing Plan Plan List In-Process Filings

If any other displayed information is incorrect and should be updated:

- Provide a text explanation for why this data is incorrect and/or what information should be updated before it can be certified
- Select the "Save Decision" button
- Once you have saved your decision, you will not be able to modify it. This filing will be routed back to an authorized Filing Preparer if you selected a Return Reason of "Filing" and back to an authorized Payment Preparer if you selected a Return Reason of "Payment". This action will also remove any payment information that was previously recorded for this filing and require that it be recorded again.

Plan Administrator Details

This individual's information will appear in the 'Certification of Plan Administrator' section of the Comprehensive Premium Filing. It should be the actual Plan Administrator, not a third-party representative.

Plan Administrator Name:  
PBGC Example

Email:  
pbgcexample@pbgc.gov

Phone Number: Ext:  
(123) 423-6452

Payment Info

Flat-rate Premium: \$ 172.00  
Variable-rate Premium: \$ 0.00  
Total Premium Before Proration: N/A  
Total Premium: \$ 172.00  
Premium Credit: \$ 0.00

Payment Option Selected: Pay Outside My PAA  
Amount Due: \$ 172.00  
Amount Paid: \$ 0.00

CERTIFY RETURN FOR EDIT

Return for Edit

Return Reason: [Dropdown menu]

Return Reason Description: [Text area]

SAVE DECISION CANCEL

# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify and Submit Filing as Plan Administrator or Plan Administrator Rep

- If the Plan Admin/Plan Admin Rep confirms that the filing and payment information are accurate, then they will click on the green “CERTIFY” button to proceed.
- The Plan Admin/Plan Admin Rep will need to enter their Secret Answer to the Secret Question, as well as selecting the checkbox for the Certification Statement prior to clicking the green “SUBMIT FILING” button.

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PBGC My PAA My Plan Administration Account Home Contact PBGC

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New Year, New Look, same My PAA! PBGC

Return to Plan Details

### Filing Details Page

Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN

Filing Progress: **PENDING ADMIN APPROVAL**

Draft Started: Gisela Franqui 04/26/2024 08:57 AM EDT

Draft Completion: Gisela Franqui 04/26/2024 09:43 AM EDT

Actual Completion: Gisela Franqui 04/26/2024 09:43 AM EDT

Edit Draft

### Filing Details

Filing ID	505199	PYC	01/01/2020
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Payment Option: Outside My PAA

This premium filing is currently in **PENDING ADMIN APPROVAL** status. As the Plan Administrator or Representative select the **CERTIFY** / **RETURN FOR EDIT** button to return the filing to Draft or Payment status for edits. As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing details. Please note, this action will revert the filing's status back to Draft or Payment status, if applicable. If you do not currently have the roles listed above and would like to add roles, click on the **Roles** link.

### Filing Attachments

### Plan Administrator Details

**Plan Administrator Name:** Gisela Franqui  
**Email:** franqu-attiles.gisela@pbgc.gov  
**Phone Number:** (123) 456-7890  
**Ext:**

### Payment Info

**Flat-rate Premium:** \$ 75,945.00  
**Variable-rate Premium:** \$ 0.00  
**Total Premium Before Proration:** N/A  
**Total Premium:** \$ 75,945.00  
**Premium Credit:** \$ 0.00

**Payment Option Selected:** Pay Outside My PAA  
**Amount Due:** \$ 75,945.00  
**Amount Paid:** \$ 0.00

**CERTIFY** **RETURN FOR EDIT**

**Certify**

**Secret Question:** What is your pet's name?  
**Secret Answer (Case Sensitive):**

**Certification Statement**

I hereby certify, under penalty, to the best of my knowledge and belief, that all the information in the filing is true, correct and complete and has been determined in accordance with the PBGC's premium regulations and instructions, except that if the filing reports an estimated premium funding target, the estimate is reasonable, takes into account the most current information available to the enrolled actuary, and has been determined in accordance with generally accepted actuarial principles and practices. If I received variable-rate premium information certified by an enrolled actuary for this filing, the variable-rate premium information in the filing is the same as the variable-rate premium information certified by the enrolled actuary.

**SUBMIT FILING** **CANCEL**

# Route, Review, Return for Edit, Certify and Submit a Filing

## Filing Submitted

- Once the approve section has been completed, click on the green “SUBMIT FILING” button to formally submit the filing to the PBGC for processing.
- You will be redirected to the Filing Details Page and the filing will be updated to “Submitted.” status, and no further action (pertaining to this filing) is required from the plan in My PAA at this time.
- The following three actions will always be available to filing team members throughout the filing process:
  - Filing Summary: review the data on the filing
  - Filing Receipt: filing data will be generated in the formal Comprehensive Premium Filing form in PDF document format.
  - Payment Voucher: PDF voucher will generate (this is to be used for “Outside” payments).

The screenshot displays the 'Filing Details Page' for a plan named 'MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN'. The plan status is 'Active'. The filing task history shows a sequence of steps: Draft Started, Draft Completion, Actuary Certification (marked with a '3'), Payment Option Selection, Administrator Certification, and Filing Submission to PBGC. The 'Filing Details' section provides specific information: Filing ID 505199, PYC 01/01/2020, Amount Due \$ 75,945.00, and Submitted Date 04/26/2024 02:19 PM EDT. The payment option is 'Outside My PAA'. A red box highlights three buttons: 'Filing Summary', 'Filing Receipt', and 'Payment Voucher'. A note at the bottom states: 'This premium filing has been submitted to the PBGC for processing. To review all of the submitted data for this filing, please select the FILING SUMMARY button. Note: You can verify if this payment has posted to the plan's account by viewing the Account History link from the Plan Details page.'

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Step	User	Date
Draft Started	Gisela Franqui	04/26/2024 08:57 AM EDT
Draft Completion	Gisela Franqui	04/26/2024 09:43 AM EDT
Actuary Certification	Gisela Franqui	04/26/2024 02:01 PM EDT
Payment Option Selection	Gisela Franqui	04/26/2024 02:02 PM EDT
Administrator Certification	Gisela Franqui	04/26/2024 02:19 PM EDT
Filing Submission to PBGC	Gisela Franqui	04/26/2024 02:19 PM EDT

Filing ID	PYC	Amount Due	Submitted Date
505199	01/01/2020	\$ 75,945.00	04/26/2024 02:19 PM EDT

Payment Option: Outside My PAA

Filing Attachments

# Route, Review, Return for Edit, Certify and Submit a Filing

## Filing Submitted (cont.)

- All filing team members will be able to confirm the submission of the filing on the Plan Details Page.
- Submitted status does not mean the filing is error-free. PBGC will perform another validation check after the filing is submitted via My PAA, and the filing status will be updated accordingly:
  - Submitted/ Pending Processing: Filing is pending PBGC processing, check back later for official status.
  - Submitted/Successfully Processed: Filing has been processed and posted to the plan's Account History.
  - Submitted/Filing Errors: Possible errors have been found and an official letter will be sent to the Plan Contact. This letter will be viewable on the "View Correspondence" page of My PAA.
  - Submitted/Deleted: The submitted filing has been replaced by an amended filing or deleted from the plan's account by PBGC.

The screenshot shows the My PAA Plan Details Page for a plan named "MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN". The page includes a navigation bar with links for Home, Contact PBGC, My PAA Demos, and Instructions. Below the navigation bar, there is a search bar and a notification banner. The main content area displays the Plan Details Page with a table of Premium Filings. The table has columns for Filing ID, PYC, Submit Date, Status, Action, and View PDF. The first row, with Filing ID 505199, PYC 01/01/2020, Submit Date 04/26/2024, and Status Submitted, is highlighted with a red box. The second row, with Filing ID 505192, PYC 01/01/2023, Submit Date 04/23/2024, and Status Submitted/Successfully Processed, is also visible. The Action column for both rows contains "Amend" and "Filing Receipt" buttons.

Filing ID	PYC	Submit Date	Status	Action	View PDF
505199	01/01/2020	04/26/2024	Submitted	Amend	Filing Receipt
505192	01/01/2023	04/23/2024	Submitted/Successfully Processed	Amend	Filing Receipt