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Introduction

My Plan Administration Account (My PAA) is a secure Web-based application that enables pension plan professionals to electronically submit premium filings and payments to PBGC via the Internet.

My PAA was first introduced in 2004 and has been modified and improved to more fully meet the business needs of a wide range of filers who use different business processes to complete premium filings. To meet these needs, My PAA offers filers three different options to electronically submit premium filings to PBGC.

Important points about the filing options (described below):

- At least one person (the Filing Coordinator) must first register for a My PAA account (set up a user ID and password) in order to submit a plan's e-filings to PBGC. The Filing Coordinator is the person who ensures that the plan's premium filings are submitted timely and agrees (with the plan/sponsor) to perform My PAA administrative tasks for the plan (e.g., setting up the plan's filing team if additional people are involved). For more information about the Filing Coordinator's role, review the information within [The Filing Coordinator](#)

[Role section.](#)

- Each person only registers for an account once. The user ID and password set up during registration is used for all plans and premium e-filings. In other words, you will use this user ID and password to access your account to which you can add plans and other filing team members, where appropriate.
- Once you have set up an account, you can use any one of My PAA's e-filing options. A filing may be created using My PAA's data entry and editing screens or using your own filing software. If you use your software, the software must be updated to create premium filings that can be saved as files (in XML format) that meet PBGC's standards. If you are unsure whether your software has been updated to meet PBGC's requirements, please contact your software vendor/developer.
- All e-filings (other than a batch of filings that are uploaded) may be paid online using My PAA (ACH, internet check, or credit card) or paid outside of the My PAA application (paper check or electronic transfer via ACH or Fed wire). If you upload a batch of filings, all payments must be made outside of My PAA.

Filing Option 1: Data Entry and Editing Screens

Description

This was the first filing option made available to My PAA users. If you choose this option, My PAA will walk you through a series of screens that allow you to enter filing information that is equivalent to that found on the paper premium forms used in the past. Once you enter and save this data, you have a draft filing that can be electronically edited, routed, signed, paid (using My PAA or outside of My PAA), and submitted to PBGC – all in My PAA.

Details

Each plan using this option must establish an e-filing team comprised of individuals who have the authority to complete the following tasks:

- Complete the “first draft” of the premium filing;
- Review the draft and make necessary changes;
- Sign the filing as the plan administrator;
- Sign the filing as the enrolled actuary (if necessary for the type of filing);
- Select the payment alternative to be used to pay any associated premium; and
- Submit the filing to PBGC.

Note that only one person may be needed to complete all the premium filing tasks for your pension plan. In that case, only that one person needs to set up a user ID and password. However, if your plan requires more than one person to complete all these tasks, each involved person must sign up for an account (after being invited by the Filing Coordinator).

This option is primarily targeted to filers who do not use private-sector software – where each person involved with premium filings is willing to set up their own account (their own ID and Password).

Filing Option 2: Upload Premium Filings Created with Private-Sector Software

Description

This filing option was added to assist filers who create filings with their own software. This allows you to “upload” an electronic file (in XML format) that contains one or more premium filings created with private-sector software if that file meets PBGC's defined standards. The filings must be fully completed and reviewed/approved by the appropriate parties outside of My PAA. The uploaded files are immediately transferred to PBGC's internal premium system for processing and posting to the appropriate plan accounts. Therefore, changes cannot be made once the file is uploaded.

Details

- To upload a filing, only one person needs to have a My PAA account (i.e., a user ID and password).

- If you have an account, you can upload a filing for any plan; you do not need to add specific plans to your account to perform this option.
- Anyone who is authorized to upload filings may do so. Uploaded filings must also be certified for accuracy like filings submitted on paper or by any other electronic method. How the certification is done depends on who performs the upload. See [Certification Requirements for Uploaded Filings](#) for details about the certification process.

This option is primarily targeted to filers who use private-sector software and who prefer that only one person set up a My PAA account (user ID and password).

Filing Option 3: Import Premium Filings Created with Private-Sector Software

Description

This filing option was added to assist filers who create filings with their own software but prefer to electronically route and complete the filing. This filing is a mixture of Filing Options 1 and 2. It allows you to “import” an electronic file (in XML format) that contains one or more premium filings created with private-sector software if that file meets PBGC’s defined standards. The imported filing data is transferred into My PAA’s data entry and editing screens. From there, you can electronically edit, route, sign, pay (within My PAA or outside of My PAA) and submit the filings to PBGC. Note that each My PAA reviewer and signer needs to set up their own My PAA account.

Details

As with Filing Option 1, each plan using this option must establish an e-filing team comprised of individuals who have the authority to complete the following tasks:

- Review the draft filing that was imported and make necessary changes (if any);
- Sign the filing as the plan administrator;
- Sign the filing as the enrolled actuary (if necessary for the type of filing);
- Select the payment alternative to be used to pay any associated premium; and
- Submit the filing to PBGC.

Note that only one person may be needed to complete all the premium filing tasks for your pension plan. In that case, only that one person needs to sign up for an account (obtain a user ID and password). However, if your plan requires more than one person to complete all these tasks, each involved person must sign up for an account (after being invited by the Filing Coordinator).

If you want to use this filing option for more than one plan, you will need to add each plan to your account (using the same user ID and password).

This option is primarily targeted to filers who use private-sector software – where each person involved with premium filings is willing to set up their own account (their own user ID and password).

Getting Started with My PAA

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Introduction

To get started with e-filing, you must register for a My PAA account (i.e., obtain a user ID and password). This is true for whatever filing option you intend to use (see Section A: Introduction).

There are two ways to register for an account:

- Register to use My PAA as a Filing Coordinator for at least one plan
- Respond to an invitation to join a plan's e-filing team sent to you by the plan's Filing Coordinator

Once you have an account, you will not go through the registration process again. This one account can be used for multiple pension plans and for all of the filing options.

The process of completing the registration process is described in more detail in [Registering for a My PAA Account](#). However, the basic process is that a person who can be the plan's Filing Coordinator first registers for his/her account and then invites others to register, as needed. Therefore, it is important to understand the role of the Filing Coordinator to determine who should register as the Filing Coordinator for your plans.

The Filing Coordinator Role

This is a role that PBGC established when My PAA was started. Each plan that intends to e-file its premiums must decide the appropriate person who can be the Filing Coordinator. The person who should register as a plan's Filing Coordinator differs for each plan and depends somewhat on what filing option(s) the plan will likely use as described here:

Filing Coordinator for e-filing with the Data Entry and Editing Screens or the Import Filing Feature

When you use one of these methods, the Filing Coordinator is the person who is responsible for organizing the team of practitioners who will use My PAA to contribute to a plan's premium filing and who will typically ensure that the filing and associated payment are submitted to PBGC on time.

Since the Filing Coordinator has these responsibilities, he/she is given the ability to perform actions with a filing in My PAA that other users can not. When you are determining who will be your plan's Filing Coordinator, you should consider that the Filing Coordinator will be responsible for the following actions:

- **Invite Practitioners:** Filing Coordinators have the ability to set up a plan's team of practitioners who contribute to a plan's premium filing (e.g., enrolled actuary, plan administrator). When the Filing Coordinator invites another person, he/she establishes that person's role on the team by selecting the appropriate permissions for that person (e.g., sign and submit filings as the plan administrator, authorize premium payment).
- **Remove Practitioners:** The Filing Coordinator can remove a practitioner from a plan's e-filing team when that person no longer is needed to complete the plan's premium filing.
- **Edit Permissions:** The Filing Coordinator has the ability to change the permissions granted to each practitioner on the plan's e-filing team.
- **Delete Filings:** A plan's Filing Coordinator can delete a filing before it is submitted to PBGC.
- **Retrieve Filings:** My PAA allows all practitioners to electronically "route" a filing to other team members. When a filing is routed to a person, only that person can work on it. The Filing Coordinator has the ability to retrieve a filing from any team member to ensure that a filing doesn't get "stuck" with someone who may not be available (e.g., on vacation).

Filing Coordinator for e-filing with the Upload Filing Feature

If you plan to e-file using this method, the role of the Filing Coordinator is different from when other methods are used. When you register for your account, we ask you to provide information (participant count and amount due from the last filing, plan administrator's name, etc.) about ONE plan for which you will be uploading filings. PBGC will use this information to verify that you have the proper authority to submit

premium filings online. Once you finish the account registration process and have obtained a My PAA account, you can upload filings for any plan – you are not limited to uploading filings only for the plan with which you registered.

When you provide this information about a plan during the account registration process, you become the Filing Coordinator for that plan. As a result, nobody else can sign up for an account using this plan or add this plan to their account. If this plan must be added to their account, they must be “invited” by the Filing Coordinator.

Note: Keep in mind that Filing Coordinators can invite other practitioners to be a “back-up” Filing Coordinator. We suggest that each plan have at least one back-up Filing Coordinator since there may be times when the original Filing Coordinator is unavailable and you may need someone to perform some of the tasks that only a Filing Coordinator can do.

Registering for a My PAA Account

Here are the main steps involved with registering for an account; more details for each step follow this list:

Step 1: Plan’s Filing Coordinator is identified (see [The Filing Coordinator Role](#))

Step 2: Filing Coordinator registers for an account

Step 3 (optional): Filing Coordinator invites other practitioners to the plan

Step 4 (optional): Other practitioners receive the invitation from the Filing Coordinator (via e-mail) and follow the instructions to register for their own account

Not every person who wants to use My PAA has to complete all four of these steps. The steps you have to complete depend on the responsibilities you have for e-filing for your plan.

Step 1: Plan’s Filing Coordinator is Identified

Read more about what it means to be a [Filing Coordinator](#)

Step 2: Filing Coordinator Registers for an Account

- On the My PAA Introduction page (www.pbgc.gov/mypaa), click the link called "New users click here to sign up." Read through the introduction information provided and click the button located at the bottom center of the page labeled "Filing Coordinators Sign Up Here." This will open a page entitled "Open a Filing Coordinator Account."
- Enter the information requested on the form. Note that all required fields are marked with an asterisk. (While the fields not marked with an asterisk are optional, you should try your best to complete them.). The plan information that you enter should be from the plan for which you want to submit premium filings electronically via My PAA. While it is possible for you to serve as Filing Coordinator for multiple plans, you are only able to sign up for one plan during this registration process. (You will be able to sign up for additional plans later from within My PAA.)
- It is best to enter information for a plan that has previously filed a premium with PBGC. To do so, select the first radio button and enter the participant count and premium paid from the previous premium filing submitted by the plan. If you have no choice but to sign up for a plan that has never filed a premium with PBGC, select the second radio button. Click the "Next" button when you are finished filling out this page.
- The second page gives you the opportunity to grant yourself additional filing permissions beyond those

already granted to you as a Filing Coordinator for the plan. Permissions determine what actions you can perform during the e-filing process for the plan. Note that by selecting additional permissions, you are claiming that you have been given approval to do so by the relevant plan authorities. If you have not been given such approval, either seek this approval before continuing or continue without selecting additional permissions. You will be able to modify your permissions at any time once you have finished this registration process. When you have finished selecting optional permissions, click the "Next" button.

- The third page asks you to create a "Security Key," which is a combination of a "secret question" and "secret answer." Once you create your key combination, you should secure the information.

Later, when you use My PAA to conduct certain tasks (certifying a filing, changing your password), you will be asked to enter your security key. This is the equivalent of your e-signature and ensures that it is you who wish to complete the task (rather than an unauthorized person). Once you have created your Security Key, click the "Next" button.

- The fourth page gives you the opportunity to review all of the information that you have entered in the preceding three screens. If, after reviewing this information, you wish to make changes to it, click the "Edit" button that is located in the top left corner of the screen. Doing so will take you to an editable version of this screen.

If all of the information displayed on this screen is correct, click the "Submit" button, which will send your information to PBGC. My PAA will display a screen confirming that your information has been successfully transmitted to PBGC. This screen also directs you to check your e-mail for further directions from My PAA.

NOTE: If someone already has this plan in his/her account, My PAA will not direct/allow you to establish your account. Instead, My PAA will display an error message that includes the name of the established Filing Coordinator for that plan. You have two options at this point to register for an account: 1) Contact the Filing Coordinator and ask him/her to invite you to that plan or 2) Repeat steps #1 – 6 with a different plan.

- Open the e-mail sent from My PAA, and click or cut and paste the URL link that is provided into your browser's address window. My PAA's Login screen will be displayed in your browser.
- Enter the User ID and Password that were provided in the registration e-mail into the appropriate fields and click the "Log In" button. My PAA will display the First-Time Login page.
- Follow the directions on the page to create your own personal user ID and password. Be sure to secure the information and don't share them with anyone. Step Three asks you to enter your security key to confirm your identity in the login process. This security key is the one that you created at the beginning of the registration process.
- Note that this is the only time that you will ever see this page, as it is only displayed to those who are logging into My PAA for the very first time. In addition, there are rules guiding the creation of both your user ID and password to which you must adhere. If you do not follow these rules, you will be prompted to retry by an error message or messages. You will know that you have successfully signed up for My PAA as a Filing Coordinator once your personalized Home Page (see [The Basic Components of My PAA](#)) is displayed in your browser window.

Step 3: Filing Coordinator Invites Other Practitioners (optional)

If you plan on using My PAA's import filing feature or the data entry and editing screens, you may need to add other practitioners to the plan who can perform the necessary functions (e.g., authorize premium payment, sign filing as plan administrator, sign filing as enrolled actuary). (If you are going to be using the upload feature, you do not have to invite other practitioners to the plan – only one person is required for the upload process.)

When you invite a person who does not have a My PAA account (a user ID and password), My PAA will send that person an e-mail with instructions on how to obtain an account. When you invite a person who does have an account, the plan to which you invite them will be added to their account. Note: Only Filing Coordinators have the ability to add other practitioners to a plan.

Here are the steps to follow to invite another person to a plan for which you are the Filing Coordinator:

- If you do have Filing Coordinator permission for a plan, an "Invite a Practitioner" button is displayed to the right of the plan's name in the "Plans" area of your Home Page. This same button will also appear in the "Premium Filing Practitioners" area of the Plan Page for the plan. You can click either one of these buttons to begin the process of inviting a practitioner to join the plan.
- On the "Invite a Practitioner" screen, enter the name and contact information of the practitioner that you wish to invite to join the plan's e-filing team. Then, select the e-filing "permissions" that you wish to grant this practitioner for the plan. Note that if you grant a practitioner permission to serve as Filing Coordinator, you will not be able to edit this practitioner's permissions as you will the other practitioners' permissions.
- Click the "Invite Practitioner" button in the lower right corner of the screen to continue. Click "Cancel" to return to the page from which you initiated the process (any information you entered will not be saved).
- Once you click the "Invite Practitioner" button, My PAA will display a confirmation screen and will send an e-mail to the practitioner you invited. My PAA sends one of two possible e-mail invitations – one for a practitioner who previously signed up for My PAA and one for a practitioner who has not yet signed up.
- If a practitioner has not yet signed up, the e-mail invitation will provide them with a link to the "Open an Account" procedure, which they must complete before they become a member of the plan's e-filing team. If a practitioner has signed up already, the e-mail will simply notify them that they are now a member of the plan's e-filing team and that the plan will now be displayed in the "Plans" area of their home page.

Step 4: Invited Practitioners Register for an Account (optional)

When the Filing Coordinator completes Step 3 and invites you to join a plan, you will receive an e-mail with instructions on how to register for an account. You should then follow these steps:

- Once you receive the e-mail, carefully read its instructions. When you click the URL provided in the e-mail (or copy and paste it into your browser's address window), My PAA will display the "Open an Account" page.
- Enter the information requested into the online form. All required fields are marked with an asterisk. (While the fields not marked with an asterisk are optional, you should try your best to complete them.) Click the "Next" button to continue the registration process. Click the "Cancel" button if you wish to terminate the registration process.
- The second page asks you to create your security key, which is composed of a combination of a "secret question" and "secret answer." Once you create this combination, you should commit it to memory or otherwise secure the information and not share it with anyone else. Later, when you use My PAA to conduct such tasks as signing a filing, you will be asked to enter your security key. This ensures that it is you who wish to complete the task rather than someone else who is pretending to be you. Once you have created your Security Key, click the "Next" button.
- The third page gives you the opportunity to review all of the information that you have entered in the preceding two pages. If, after reviewing this information, you wish to make changes to it, click the "Edit" button that is located in the top left corner of the screen. Doing so will take you to an editable version of this screen.
- If all of the information displayed on this screen is correct, click the "Submit" button, which will send your information to PBGC via the Internet. My PAA will display a confirmation screen and will send you an e-mail message that contains a temporary user ID and password.
- Open the e-mail message that My PAA has sent to you. Note that the user ID and Password provided to you in this e-mail are randomly generated by the My PAA system. They are temporary, intended only to enable you to continue the registration process. The next step in the process will be for you to create your own, personal user ID and password.
- Click the URL that appears in the e-mail (or cut and paste it into your browser's address window) in order to open up the My PAA Login screen.
- On the My PAA Login page, enter the temporary user ID and password that were provided in the e-mail into the appropriate fields and click the "Log In" button. My PAA will display the First-Time Login page.

- You will only see the First-Time Login page once, as it only appears to those who are logging in to My PAA for the very first time. Follow the directions on the screen to create your own, personal user ID and password. Be sure to commit them both memory or otherwise secure the information and don't share them with anyone.

You have now established your account – either by registering as a Filing Coordinator for a plan or by responding to an invitation from a Filing Coordinator. What you do next depends on the filing method you plan on using to e-file for your plan(s).

[Click here](#) to find out how to use the My PAA data entry and editing screens to submit a premium filing.

[Click here](#) to find out how to import or upload a premium filing created with private-sector software.

[Click here](#) to find out general information related to managing your account.

Basic Components of My PAA

Here are some of the things you will see in My PAA. Some are only relevant to a particular e-filing option and will be noted as such:

User Accounts

Every practitioner who wishes to e-file a premium must register for a My PAA account. There are two ways to register for an account. See Getting Started: [Registering for a My PAA Account](#)

The screenshot shows the 'My PAA' interface for 'Beth White's Account'. At the top right, there are links for 'My Home Page', 'My Account', 'Logout', and 'My PAA Help'. The main heading is 'Enter Your Personal Information'. The form contains the following fields:

- * First Name: Jane
- * Last Name: Doe
- * Phone: 111-111-1111 (with a dropdown for area code '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', '12', '13', '14', '15', '16', '17', '18', '19', '20', '21', '22', '23', '24', '25', '26', '27', '28', '29', '30', '31', '32', '33', '34', '35', '36', '37', '38', '39', '40', '41', '42', '43', '44', '45', '46', '47', '48', '49', '50', '51', '52', '53', '54', '55', '56', '57', '58', '59', '60', '61', '62', '63', '64', '65', '66', '67', '68', '69', '70', '71', '72', '73', '74', '75', '76', '77', '78', '79', '80', '81', '82', '83', '84', '85', '86', '87', '88', '89', '90', '91', '92', '93', '94', '95', '96', '97', '98', '99', '00') and an 'Ext.' field with a dropdown for extension '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', '12', '13', '14', '15', '16', '17', '18', '19', '20', '21', '22', '23', '24', '25', '26', '27', '28', '29', '30', '31', '32', '33', '34', '35', '36', '37', '38', '39', '40', '41', '42', '43', '44', '45', '46', '47', '48', '49', '50', '51', '52', '53', '54', '55', '56', '57', '58', '59', '60', '61', '62', '63', '64', '65', '66', '67', '68', '69', '70', '71', '72', '73', '74', '75', '76', '77', '78', '79', '80', '81', '82', '83', '84', '85', '86', '87', '88', '89', '90', '91', '92', '93', '94', '95', '96', '97', '98', '99', '00').
- * E-mail: sample@sample.com (with a dropdown for domain '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', '12', '13', '14', '15', '16', '17', '18', '19', '20', '21', '22', '23', '24', '25', '26', '27', '28', '29', '30', '31', '32', '33', '34', '35', '36', '37', '38', '39', '40', '41', '42', '43', '44', '45', '46', '47', '48', '49', '50', '51', '52', '53', '54', '55', '56', '57', '58', '59', '60', '61', '62', '63', '64', '65', '66', '67', '68', '69', '70', '71', '72', '73', '74', '75', '76', '77', '78', '79', '80', '81', '82', '83', '84', '85', '86', '87', '88', '89', '90', '91', '92', '93', '94', '95', '96', '97', '98', '99', '00').
- * Confirm E-mail: sample@sample.com (with a dropdown for domain '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', '12', '13', '14', '15', '16', '17', '18', '19', '20', '21', '22', '23', '24', '25', '26', '27', '28', '29', '30', '31', '32', '33', '34', '35', '36', '37', '38', '39', '40', '41', '42', '43', '44', '45', '46', '47', '48', '49', '50', '51', '52', '53', '54', '55', '56', '57', '58', '59', '60', '61', '62', '63', '64', '65', '66', '67', '68', '69', '70', '71', '72', '73', '74', '75', '76', '77', '78', '79', '80', '81', '82', '83', '84', '85', '86', '87', '88', '89', '90', '91', '92', '93', '94', '95', '96', '97', '98', '99', '00').

 At the bottom right, there are 'Save' and 'Cancel' buttons. At the bottom of the page, there are links for 'PBGC.gov', 'Privacy Act Notice', 'Paperwork Reduction Act Notice', and 'My PAA Help'.

The Home Page

The *Home Page* is your personalized base of operations within My PAA. It is separated into four sections:

- The Plans section lists the pension plans for which you can use the data entry and editing screens to create a filing or for which you can import a filing created in private-sector software.

- The section entitled “Inbox” lists any filings created using the data entry and editing screens or imported into My PAA that have been routed to you for your immediate input.
- The section entitled "Uploaded Software-Prepared Filings" lists the filings that were created using your own software and submitted electronically to PBGC via My PAA.
- The Helpful Links area lists resources outside of My PAA that provide information that may assist you in completing your premium filing.

Beth Testing's Plans [Add Plans \(File as Filing Coordinator\)](#)

This area lists the plans that are in your account. For each plan in your account you can:

- Create filings using the My PAA data entry and editing screens (by clicking the "Create Filing" button);
- Access an Account History (from the Plan Page), if you have been given this permission (by the plan's Filing Coordinator);
- Import one or more filings created with private-sector software into the My PAA editing screens for editing, signature, and submission to PBGC. [Click here](#) for more information; and
- Upload a filing (see the "Uploaded Software-Prepared Filings" section below).

In addition, if you are the Filing Coordinator for a plan, you can set up that plan's filing team (by clicking the "Tools a Practitioner" button). If you are authorized to act as the Filing Coordinator for a plan not listed here, click the "Add a Plan as Filing Coordinator" link to add that plan to your account.

Plan Name (EIN/PI)

Ever Enterprise Pension Plan (00-000000 / 335)	Go to Plan Page	Tools a Practitioner	Create Filing
Mart's Taxi Service, Ltd. (05-8999900 / 777)	Go to Plan Page	Tools a Practitioner	Create Filing
Testing Linc My Paa (06-7654321 / 750)	Go to Plan Page	Tools a Practitioner	Create Filing
This is a New Plan (06-9876500 / 444)	Go to Plan Page	Tools a Practitioner	Create Filing
Toys R Us (44-1112211 / 222)	Go to Plan Page	Tools a Practitioner	Create Filing

Select the buttons to import one or more premium filings created with your software for any of the plans in your account listed above. Use My PAA screens to route, edit, sign, and submit.

Beth Testing's Plans: Inbox (filings requiring your input)

This area lists two types of premium filings - those created using the data entry and editing screens in My PAA and those created with private-sector and imported into the My PAA editing screens.

Filing	Entered by You	Plan Name (EIN/PI)	
2004 Estimated PM	10/12/2005 1:14:51	Testing Linc My PAA (06-7654321 / 750)	View/Manage Filing
2005 Final		This is a new plan (06-9876500 / 444)	View/Manage Filing
2005 Final		Toys R Us (44-1112211 / 222)	View/Manage Filing
2004 Final		Toys R Us (44-1112211 / 222)	View/Manage Filing
2005 Estimated		Toys R Us (44-1112211 / 222)	View/Manage Filing

Uploaded Software-Prepared Filings [Tools/Links](#)

This area lists any premium filings that were fully prepared with your software and submitted to PBGC online via My PAA without using the My PAA screens. Select the "Upload Fully Prepared Filing" button to upload another software-prep and filing into My PAA and submit to PBGC. Note that a plan need not be in your account for you to upload its filing this way. [Click here](#) for more information.

File Name	Conf. ID	Received	Filing Status	Payment Status
Ts_1_plan1_positive.xml	40007	11/17/2005 12:12:39 PM	Completed	No Payment Due
Ts_1_plan1_positive.fgh	40034	11/15/2005 5:28:10 PM	Completed	Other
01067061_pos.xml	38636	10/12/2005 11:45:10 AM	Completed	No Payment Due

Helpful Links

- > What's New
- > PBGC Customer Service Page
- > PBGC Contact Information
- > Defined Terms for Premium Filings
- > The ABC's of Premium Filing
- > Reminder About Reportable Events
- > Reminder About Participant Notices
- > Submit a Premium Filing Question

Plan Pages

Every plan listed on your personalized *Home Page* has its own *Plan Page*. A *Plan Page* includes basic plan information (e.g., Plan Sponsor, Administrator, and Contact) submitted on the most recent premium filing for a specific plan, a list of the plan's e-filing team members with contact information, an archive of electronic receipts from all of the plan's previous

e-filings except uploaded filings, and access to the plan's online Account History.

Note that this example does not show any information for the Plan Sponsor, Plan Administrator, and Plan Contact because this is not a real plan; it is used for example purposes only.

The screenshot shows the 'Plan Details' page for an 'EAW Enterprise Pension Plan' with ID 44-1234436 / 444. It includes sections for Plan Sponsor, Plan Administrator, and Plan Contact. A note states that the information is the most up-to-date available and provides contact information for the PBGC Contact Center. Below this are sections for 'Premium Filings In Process Online', 'Premium Filing Practitioners', and 'Premium Filings Received Online By PBGC'. The 'Premium Filings Received' section contains a table with the following data:

Filing	ID	Received
2014 E2	40321	12/6/2005 1:38:37 PM
2014 E2	39887	11/17/2005 3:22:08 PM
2005 E2	40342	11/11/2005 11:29:19 AM

At the bottom, there is an 'Account History' section with a link to 'About Account Histories' and a note about potential delays between filing submission and account history updates.

Filing Creation using the My PAA Data and Entry Screens

My PAA manages the filing process with 3 steps. Step 1 breaks down the process of filing creation into several pages, depending on the type of filing you are creating. The information entered on the first two pages identifies the type of filing (estimated or final) and plan (single-employer or multiemployer). The successive pages displayed by My PAA are determined based on the choices you make on these initial pages.

Once a team member creates a draft of a filing, it is saved in the *Filing Manager*, which starts Step 2 of the process – Edit Draft, Sign Filing, and Select Payment Alternative. When you are on Step 3, you are ready to submit the filing and payment if any.

The screenshot shows the 'How to File' page, which outlines a 3-step process for online filing. The steps are:

- 1 Start a draft filing
- 2 Edit Draft, Sign Filing, and Select Payment Alternative
- 3 Submit Filing with Payment (if any)

A 'Proceed to Step 1' button is located at the bottom right of the process list. A link for '> More Details' is also present.

The Filing Manager

The *Filing Manager* is a "workflow" feature that enables a plan's e-filing team to collaborate through My PAA to complete and submit a filing/payment. Once an e-filing draft is created and saved, team members open it and take action on it via the Filing Manager.

Note: This page is only used for filings that were created using the My PAA data entry and editing screens or imported into My PAA from a private-sector software program.

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative

Final Filing for Plan Year Commencing 1/1/2006
EAW Enterprises Pension Plan
44-1234435 - 444

1 → 2 → 3
Start Draft Filing Edit Draft, Sign Filing, and Select Payment Alternative Submit Filing with Payment (if any)

Filing Manager Delete Filing

Filing Task List Instructions

If a change is made that affects the amount due or the variable-rate premium information (if any), all signatures and payment authorizations that have been collected will be removed from the filing. The filing will have to be re-signed and the payment reauthorized by all required parties.

This filing contains all the required information.

Plan Administrator e-signatures completed
8:05 AM, 12/14/2005 Eastern Time

Annual Signatures Required

Paying Agent Authorization Required

Routing Instructions

Filing currently held by: Beth White

Name	Permissions	Phone	Email	
Beth White	Preparer, Actuary, Paying Agent, Filing Coordinator, Plan Administrator, View Account History	919-111-1111	MYPSAZ33@PRLDEV.PBCC.GOV	Holding

[PBCC.gov](#) | [Privacy Act Notice](#) | [Pension Reduction Act Notice](#) | [My PAA Help](#)

Using My PAA Data Entry and Editing Screens to Create and Submit Premium Filings

[Introduction](#)

[Step 1: Start a Draft Filing](#)

[Step 2: Edit Draft, Sign Filing, and Select Payment Alternative](#)

- [Change, Add or Delete Information in an E-filing](#)
- [Delete an E-filing](#)
- [Retrieve an E-filing](#)
- [Route an E-filing to Another E-filing Team Member](#)
- [Check the Status of an "In-process" E-filing](#)
- [Electronically Sign an E-filing as a Plan Administrator](#)
- [Electronically Sign an E-filing as an Enrolled Actuary](#)
- [Select Payment Alternative](#)
 - [Pay Online Using My PAA](#)
 - [Pay via Electronic Funds Transfer \(EFT\) outside of My PAA](#)
 - [Pay with a Paper Check](#)

[Step 3: Submit Filing \(with payment, if any\)](#)

- [Recalling a Scheduled Filing and Payment](#)
- [The Final E-filing Receipt](#)
- [Failed E-Payments](#)
- [Filing Due Date Reminder Messages](#)

Introduction

Once your plan's e-filing team has been established (see [Getting Started](#)), any member of the team may

create the first draft of a new e-filing using the [data entry and editing screens](#).

To create this first draft, a practitioner need only enter a minimum amount of information – plan year, plan type, and filing type. For the Final Filing of a Single Employer plan, a practitioner must also indicate whether or not the plan is exempt from the Variable-Rate Premium (VRP). While the practitioner need only enter the minimum amount of information, they are free to enter as much information as they feel qualified to enter.

When the practitioner saves the first draft of the e-filing, it is saved in the Filing Manager. The Filing Manager is My PAA's "workflow engine," enabling all members of a plan's e-filing team to electronically "[route](#)" an e-filing and make their individual contributions to it.

When a team member "holds" the e-filing, they are able to take action on it. Which actions they are allowed to take – editing, signing, approving payment, submitting – are determined by which "permissions" they have been granted by the Filing Coordinator.

Once the draft filing is created, the Filing Manager page will display a message that will indicate if the filing has all the required information or not. My PAA will help you to determine what is missing from your filing (see Change, Add or Delete Information in an E-filing below).

If your filing indicates that a premium payment is due, you must indicate how the payment will be made (either through My PAA or outside of My PAA – See [Select Payment Alternative](#) for more details).

When you (or another person on your team) submit a filing to PBGC via My PAA, an electronic receipt is generated and saved in My PAA. This receipt includes the date and time PBGC received the filing, a submission confirmation number, and all of the data entered into the filing. It can be accessed by any member of a plan's e-filing team from the Plan Page for the plan.

In addition, when the filing is posted to the plan's account, the Account History will typically be accessible (from the Plan Page) to those who are permitted to view the Account History.

Any follow-up by PBGC concerning the submitted e-filing will be conducted as if the filing were submitted via the traditional paper method.

Step 1: Start a Draft Filing

Any practitioner assigned to a plan is able to create the first draft of an e-filing for that plan. A plan can only have one draft filing in progress per plan year – i.e., your plan can have one draft filing for 2004, one for 2005, and one for 2006, but not more than one per plan year at the same time.

The "Create Filing" process can be initiated from either the Home Page or the appropriate Plan Page by clicking the "Create Filing" button. This button is displayed on the Home Page to the right of the plan's name listed in the "Plans" area. On the Plan Page, it is located in the "Premium Filing in Process Online" area.

Clicking the "Create Filing" button opens up a page that lists the three main steps you will follow to complete a filing and submit it to PBGC. On this page, click the "Proceed to Step 1" button. Within Step 1, My PAA will display a series of pages that breaks down the e-filing creation process into smaller parts.

You control your progress through the steps by using the set of buttons in the lower right corner of each screen:

- The "Back" button takes you to the preceding page
- The "Save & Exit" button saves any data that you have entered, terminates the step-by-step filing creation process, and displays the *Filing Manager* page. (Note that this button is only displayed after enough information has been entered to identify the filing type.)
- The "Cancel Filing" button discards any data that you have entered, step-by-step filing creation process, and returns you to the *Home Page*.
- The "Save & Continue" button saves any data that you have entered (in temporary or "session" storage) and takes you to the next page

The information that you enter on each page of this process determines the information you will have to enter on successive pages. (For example, if you indicate you are completing an estimated filing, you will be asked to enter information on successive screens that is only relevant to estimated filings.) You are not required to fill out all the information on all of the screens. If you do not complete a page, the system will generally allow you to save the filing with missing data, and you or another practitioner on your e-filing team will be able to complete it later.

Note that there are instructions links next to each data field. Clicking on these links opens up text instructions for the item in a new browser window. These instructions have been adapted from the paper instructions and forms packet that have been distributed each year by PBGC.

At this point, it is important to note that only the first draft of the filing is created - it still must be completed and signed, any associated payment must be authorized, and the filing and any associated payment must be submitted to PBGC. Once you have created an e-filing, it will be saved in the *Filing Manager*. The *Filing Manager* enables you to change, add, or delete information in the e-filing; route it to other practitioners for their input; complete e-signatures; authorize e-payments; and electronically submit the e-filing to PBGC.

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative

After a draft filing has been created, you must ensure that the filing is complete, that all appropriate signatures have been collected, and that you have selected a premium payment alternative (if a payment is due).

Change, Add, or Delete Information in an E-filing

After the first draft of a filing has been completed, you can make changes to it as necessary.

NOTE: Once a filing has been saved, only users with the plan administrator permission have the ability to make any changes to the information that indicates how the overpayment (if one exists) will be utilized (e.g., as a future credit). If you are not the plan administrator and this information needs to be changed, you will have to route the filing to the person who does have the plan administrator permission.

To make changes to a filing, follow these steps:

1. To change, add, or delete information in an e-filing, you must be "holding" it. You "hold" an e-filing if it appears in the section entitled "Inbox" section on your *Home Page*. (If you are not holding it, ask the person on your team who is holding it to route it to you. If you are the Filing Coordinator, you can retrieve the filing from another person by clicking the "Retrieve Filing" button that is found on the Filing Manager page. See the [Retrieve Filing](#) section.)
2. Click the "View/Manage Filing" button that appears to the right of the e-filing's name. This opens up the *Filing Manager* page for that filing.
3. The Filing Manager page will display a message that indicates if the filing contains all the required information.
4. To change, add, or delete information in the e-filing, click the "View/Edit" button at the top left of the *Filing Manager* page. If the filing is missing required information, the View Filing page will list the

missing fields at the top of the page.

5. The information displayed on the View Filing page is separated into different sections. Each section includes an “Edit” link. Select the “Edit” link for the section that has the information you need to change. My PAA will display the corresponding screen that has this information. NOTE: Only users with the plan administrator permission can make a change to the Overpayment section.
6. When you make the necessary changes, you can select the “Save and Continue” button that will save your changes and generally take you to the next screen that contains more filing information or you can select the “Save and Exit” button that will save your changes and take you back to the Filing Manager page.
7. If you continue to select “Save and Continue,” My PAA will display each successive screen that contains filing information where can make any necessary edits until you save the filing and return to the Filing Manager page.

Delete an E-filing (Filing Coordinators Only)

To delete a filing, you must be the Filing Coordinator for that plan. If a filing has been created but you do not want to submit it to PBGC, that draft filing will have to be deleted before you start a new one for the plan (for the same plan year).

To delete a filing before it is submitted, you must be "holding" the e-filing. You "hold" an e-filing if it appears in the section entitled “Inbox” section on your *Home Page*. (If you are not holding it, ask the person on your team who is holding it to route it to you. If you are the Filing Coordinator, you can retrieve the filing from another person by clicking the “Retrieve Filing” button that is found on the Filing Manager page. See the [Retrieve Filing](#) section.)

The Filing Coordinator can delete the filing by following these steps:

1. Once you are holding the filing, click the "View/Manage Filing" button that appears to the right of the e-filing's name. This opens up the *Filing Manager* page for that filing.
2. Click the “Delete Filing” button displayed in the top right of the screen. My PAA will ask you to confirm the deletion.
3. Click the “Delete Filing” button on the confirmation screen.
4. When you delete an e-filing, all data that were entered and all record of the e-filing is removed from My PAA. You or any of the other practitioners assigned to the plan can create a new e-filing for the plan (for the same plan year) using the My PAA data entry and editing screens.

Retrieve Filing (Filing Coordinators Only)

Only users who have the Filing Coordinator permission can retrieve an e-filing.

To work on a filing (e.g., edit or sign the filing), you must be holding the filing. There may be times when a member of your e-filing team is holding a filing but is out of the office and the filing needs to be edited by another person. The Filing Coordinator can retrieve the filing from this person by following these steps:

1. From the “Plans” section on your Home Page, click the “Go to Plan Page” button for the applicable plans. This opens the *Plan Page* for the selected plan.
2. In the Premiums in Process Online section, click the “View/Manage Filing” button for the applicable filing. This opens the *Filing Manager* page for this filing.
3. On the *Filing Manager* page, click the “Retrieve Filing” button located in the “Routing” section.
4. The filing will now be assigned to you. You can now take any appropriate action at this point (e.g., route it to another team member, edit it, submit it if it's ready).

Route an E-filing to Another E-filing Team Member

If you have finished with entering the information for which you are responsible for the filing, you may need to send, or "route," it to another e-filing team member for their contribution (e.g., editing and signature). My PAA includes a routing feature that allows you to electronically send the filing to another member on your plan's e-filing team.

1. To route an e-filing to another member of your plan's e-filing team, you must be "holding" the e-filing. You "hold" an e-filing if it appears in the section entitled "Inbox" section on your *Home Page*. (If you are not holding it, ask the person on your team who is holding it to route it to you. If you are the Filing Coordinator, you can retrieve the filing from another person by clicking the "Retrieve Filing" button that is found on the Filing Manager page. See the [Retrieve Filing](#) section.)
2. Click the "View/Manage Filing" button that appears to the right of the e-filing's name. This opens up the *Filing Manager* page for that filing.
3. Click the "Route To" button that is located to the right of the applicable name in the "Routing" area of the *Filing Manager* screen.
4. The screen displayed enables you to confirm that you are routing the e-filing to the correct person and allows you to write a customized e-mail message to the person (if desired).
5. Click the "Route Filing" button. The selected practitioner will receive an e-mail that contains both the standard My PAA text and any customized message text that you entered. You will know that the e-filing has been routed successfully when you see a confirmation screen.
6. When you route an e-filing to another member of your e-filing team, you no longer "hold" it. If you don't hold an "e-filing" you are unable to take any action on it (e.g., edit it, sign it). However, you can always view a filing if another team member is holding it. (See the Section entitled "[Check the Status of an In-process E-filing](#).")

Check the Status of an "In-process" E-filing

If you are not holding an e-filing but wish to check its status, you can check on its progress from the *Filing Manager* page. To do so:

- From the Home Page, click the "Go to Plan Page" button for the plan for which you wish to view a filing. My PAA will display the Plan Page for that plan.
- On the Plan Page, click the "View Filing" button which appears in the area entitled "Premium Filings In Process Online." My PAA will display the Filing Manager page for that filing.

The *Filing Manager* enables you to find out which member of your e-filing team is currently holding an in-process filing and who has signed it. As long as the filing is being "held" by another person, you can only view the e-filing. If you are the person "holding" the e-filing, you can also make changes to the data, you can route the filing to another person for review, and you can sign, and submit the e-filing (if you have the appropriate My PAA permissions).

If another person is holding the filing and you want to view the filing, click the "View/Edit" filing button in the Task List area of the *Filing Manager*. My PAA will open a read-only version of all the information entered for this filing.

Any practitioner who is a member of the plan's e-filing team can access the Filing Manager and a read-only version of the filing in process at any time. In addition, every team member can have these open at the same time. Note, however, that the information that you are seeing is a snapshot in time. That is, while you have the Filing Manager page or the filing itself open, the team member holding the regular e-filing may edit or sign it so that if you were to close the "read-only" version and open it again the e-filing's data or status would be changed.

Electronically Sign an E-filing as a Plan Administrator

All premium filings require the signature of the plan administrator. In My PAA, this signature is collected electronically by following these steps:

1. To sign an e-filing as a Plan Administrator, you must have the permission (within My PAA) to serve as Plan Administrator for the plan and you must be "holding" the e-filing. You "hold" an e-filing if it appears in the section entitled "Inbox" section on your *Home Page*. (If you are not holding it, ask the person on your team who is holding it to route it to you. If you are the Filing Coordinator, you can retrieve the filing from another person by clicking the "Retrieve Filing" button that is found on the Filing Manager page. See the [Retrieve Filing](#) section.)
2. Click the "View/Manage Filing" button that appears to the right of the e-filing's name. This opens up the *Filing Manager* page for that filing.
3. Click the "Sign" button in the Filing Task List area of the *Filing Manager* to the left of the line that reads "Plan Administrator e-signature required."
4. There are four possible screens that may be displayed after you click the "Sign" button. The screen that is displayed depends on the plan year, filing type, and plan type.
5. Enter the "Secret Answer" part of your security key. For some filing types and plan years, you must also certify that a participant notice was not required, was issued, or was not issued for a valid reason.
6. Click the "Approve Filing" button.
7. Once you click the "Approve Filing" button, My PAA will display the *Filing Manager* page. You can be sure that you have successfully signed the e-filing if a checkmark appears in the Filing Task List area to the left of a line that reads "Plan Administrator e-signature completed." The time and date that the e-filing was approved will also be displayed on the line below.

Electronically Sign an E-filing as an Enrolled Actuary

Some premium filings require the signature of an enrolled actuary. In My PAA, this signature is collected electronically by following these steps:

1. To sign an e-filing as an enrolled actuary, you must have the permission (within My PAA) to serve as enrolled actuary for the plan and you must be "holding" the e-filing. You "hold" an e-filing if it appears in the section entitled "Inbox" section on your *Home Page*. (If you are not holding it, ask the person on your team who is holding it to route it to you. If you are the Filing Coordinator, you can retrieve the filing from another person by clicking the "Retrieve Filing" button that is found on the Filing Manager page. See the [Retrieve Filing](#) section.)
2. Click the "View/Manage Filing" button that appears to the right of the e-filing's name. This opens up the *Filing Manager* page for that filing.
3. Click the "Sign" button in the Filing Task List area of the *Filing Manager* to the left of the line that reads "Enrolled Actuary e-signature required."
4. There are two possible screens that may be displayed after you click the "Sign" button. The screen that is displayed depends on whether the e-filing is: 1) A Final filing for a Single Employer plan that is exempt from the Variable-Rate Premium, or 2) A Final filing for a Single Employer plan that is not exempt from the Variable-Rate Premium.
5. If applicable, you must select certification statements that apply to the filing and enter information about significant events. In addition, you must enter your enrollment number, address information, the secret answer to your secret question, and then click the "Approve Filing" button.
6. Once you click the "Approve Filing" button on either type of screen, My PAA will display the *Filing Manager* page. You can be sure that you have successfully signed the e-filing if a checkmark appears in the Required Signatures and Authorizations area to the left of the line that reads "Enrolled Actuary e-signature completed." The time and date that the e-filing was approved will be displayed on the line

below.

Select Payment Alternative

For your filing to be considered timely, you must submit any associated premium payment by the due date. If your filing includes a payment due, you must identify the alternative you will use to make the payment. My PAA provides you with three payment alternatives:

- [Pay online via My PAA \(ACH, electronic check, or credit card\)](#)
- [Pay via electronic funds transfer \(EFT\) outside of My PAA \(ACH or Fedwire\)](#)
- [Pay using a paper check](#)

Note: Only users with the permission to authorize premium payments have the ability to select the payment alternative.

Pay Online Using My PAA

This option allows you to submit your premium filing and payment to PBGC simultaneously using My PAA. When the filing is submitted, the payment information you enter will be processed at the same time. If you would like to pay through My PAA, there are three available payment methods – Automated Clearing House, Electronic Check, and Credit Card. Here are the steps involved:

1. To authorize payment for an e-filing, you must have been granted permission to authorize e-payments for the plan's e-filings and you must be "holding" the e-filing for which you wish to authorize payment. You know you are holding a filing when the filing is displayed in the section of your Home Page labeled "Inbox." (If you are not holding it, ask the person on your team who is holding it to route it to you. If you are the Filing Coordinator, you can retrieve the filing from another person by clicking the "Retrieve Filing" button that is found on the Filing Manager page. See the [Retrieve Filing](#) section.)
2. Click the "View/Manage Filing" button to the right of the e-filing's name. This will open the main *Filing Manager* screen, on which you should see an "Authorize" button displayed in the Filing Task List area to the left of the line that reads "Paying Agent Authorization Required." Click this button to open the Select Payment Alternative screen.
3. Select the "Pay online using My PAA" button to open the "Authorize E-payment" screen, and specify the amount you would like to pay in the "Payment Amount" field. This amount must be at least the Premium Amount Due, but can be more, if you are including any estimated interest and penalty amounts. This page also allows you to enter a date that you would like this filing and its associated payment to be submitted to PBGC. By entering a date here, you are only making a SUGGESTION – you are telling the person on your team who will be submitting the filing when you would like the filing and payment to be submitted to PBGC.
4. Select one of three possible e-payment methods – Automated Clearing House (ACH), Electronic Check, or Credit Card, complete the required information for the selected method, and select the "Next" button.
5. The second screen of the e-payment authorization process includes a summary of payment information at the top. (You can click the "Edit" button to change any of this information.) Enter your "secret answer" and select the "Approve Payment" button.
6. The *Filing Manager* page will indicate the date and time the payment was authorized by the payor. **It is important to note that the payment information you entered has not yet been sent to your bank or credit card processor at this point.** Once the filing is submitted by the Filing Coordinator or Plan Administrator, your payment information will be sent to your bank or credit card processor (depending on the method you selected).
7. Before the filing and payment are submitted to PBGC, you have the option to change your payment

alternative by selecting the "Edit E-payment" button.

Pay via electronic funds transfer (EFT) outside of My PAA

If you would like, you can submit your premium payment via an EFT outside of the My PAA application (e.g., ACH or FedWire). If you choose this option, My PAA will provide you with these specific instructions to follow when sending in your payment:

- Send the payment to:

JPMorgan Chase Bank, N.A.
 ABA: 071000013
 Account: 656510666
 Beneficiary: PBGC
 Reference: (give the plan's EIN/PN and the date the premium payment year commenced (PYC) in the format "EIN/PN: XX-XXXXXXX/XXX PYC: MM/DD/YY")

Pay with a paper check

If you would like, you can submit your premium payment via a paper check. If you choose this alternative, My PAA will provide you with a printable check voucher that you should complete and include in the envelope with your check.

My PAA will provide you with these specific instructions to follow when sending in your payment:

- Include the EIN/PN and the date the premium payment year commenced (PYC) on your check. Mail the check to:

Pension Benefit Guaranty Corporation
 Dept. 77430
 P.O. Box 77000
 Detroit, MI 48277-0430

Step 3: Submit Filing with Payment (if any) (Filing Coordinator or Plan Administrator only)

Once a filing is complete, has the required signatures, and the premium payment alternative has been selected, the Filing Coordinator or Plan Administrator can electronically submit the filing/payment to PBGC using My PAA. (Note: If you selected to make the payment within My PAA, the payment will be processed at the same time the filing is submitted.)

The Filing Task List box on the Filing Manager page provides you with a way to monitor when your filing is ready to be submitted. You will know a filing is complete when the message on the top line of this reads: "This filing contains all required information." You will know that all the required signatures have been collected and any premium payment has been authorized when there is a checkmark to the left of the required signatures/authorizations. In addition, once a filing is ready to be submitted, My PAA will display the Submit buttons for users who are either the Filing Coordinator or Plan Administrator for the plan.

To submit a filing and its associated payment (if any), follow these steps:

1. You must be the plan's Filing Coordinator or Plan Administrator and you must be "holding" the e-filing that you wish to submit. You are holding an e-filing if it appears in your Inbox on your *Home Page*. If you are not holding an e-filing and you wish to submit it, ask the person on your team who is holding it to route it to you (see [Route an E-filing to Another E-filing Team Member](#)). Or, if you are the Filing Coordinator, you can retrieve the filing by clicking the "Retrieve Filing" button on the Filing Manager page. (See [Retrieve Filing](#)).
2. Click the "View/Manage Filing" button to the right of the e-filing's name in your Inbox on your *Home Page*. This will open the *Filing Manager* screen, where you will see two buttons at the bottom of the Filing Task List area that allow you to submit the filing/payment to PBGC.

One will be labeled "Now" and one "Select a Date to Submit." (For filings with no payment due, only one button will be displayed, the "Now" button.) If you do not see the submit buttons, it means that you are still missing some information required for your filing or not all the required signatures/authorizations have been completed. To learn what information is still needed, select the "View/Edit Filing," make your changes, and save the filing. To obtain the necessary signatures, click the appropriate sign/authorize button or route the filing to the appropriate person on your team.

3. When the person who authorized the payment entered the payment information, he/she was given the opportunity to enter a date that he/she would like the filing and its payment to be submitted to PBGC. If a date was entered, it will be displayed as the "Suggested Submission Date" under the e-payment authorization in the Filing Task List.
4. The "Now" button enables you to submit your filing and payment immediately. The "Select a Date to Submit" button allows you to enter an upcoming date on which you would like the filing and its associated payment to be submitted to PBGC. For filings with no premium payment due, My PAA will only display the "Now" button. This means that you can not schedule a date on which to submit these filings; your only option is to submit them at that moment.

If you select the "Now" button, My PAA will send the filing and payment to PBGC right then. My PAA will:

1. Display a receipt of your electronic filing that includes a confirmation number, the date/time PBGC received your filing, and all the information that was included on the filing;
2. Post this same receipt to the Plan Page for the plan where it can be accessed by all of the plan's e-filing team members; and
3. Send all the team members who signed the filing a confirmation e-mail that includes the filing type, EIN/PN, the date/time PBGC received the filing, and instructions on how to access the receipt in My PAA.

If you select the "Select Date to Submit" button, the next screen will allow you to enter the date on which you want My PAA to automatically submit your filing and payment (if you paid within My PAA) to PBGC. Enter a date in the field provided next to the "Submit this filing and payment" field. My PAA will hold your filing and payment and submit them on the day you indicated. (See [Recalling a Scheduled Filing and Payment](#) for information about how to open a scheduled filing to make any necessary changes before the scheduled date is reached).

Note that you should take into account the suggested submission date entered by the person who authorized the payment. If you enter a date on this screen that is different from the suggested date, My PAA will send an e-mail to the person who authorized the payment informing him/her of this difference.

Once you have entered a date, click the "OK" button. My PAA will:

1. Display an interim receipt that will include the scheduled submission date and all the information

- entered for the filing;
- 2. Send an e-mail to all the practitioners who signed the filing to let them know it has been scheduled for submission; and
- 3. Post the interim receipt on the Plan Page where it can be accessed by all team members.

Once the scheduled date is reached, My PAA will:

- 1. Send all the practitioners who signed the filing an e-mail to let them know the filing has been submitted to PBGC; and
- 2. Will change the interim receipt on the Plan Page to the final receipt.

Note: The receipt is a confirmation that PBGC has received the e-filing and e-payment data and will begin to process both. However, any e-filing, like any paper filing, is subject to further verification by PBGC and does not guarantee satisfaction of a plan's filing requirement or premium liability. If your e-filing is submitted late, your payment does not clear the bank, or your e-payment is insufficient (e.g., you have less credit than you reported), PBGC will subsequently send the Plan Administrator a statement of account (premium invoice) that shows the amount owed PBGC, including premium, interest, and penalty.

Recalling a Scheduled Filing and Payment (Filing Coordinator or Plan Administrator only)

If a filing has been scheduled to be submitted at a later date, only the Filing Coordinator or Plan Administrator for the plan can recall that filing to make any changes necessary.

It is important to note that when a filing is recalled, the scheduled submission date is removed from the filing. You will need to re-enter the date you would like to submit the filing.

- 1. To recall a filing, you must be the Filing Coordinator or Plan Administrator for a plan.
- 2. From the Home Page, click the "Go to Plan Page" button for the applicable plan. My PAA will display the Plan Page.
- 3. If you wish to view the filing without making any changes, click the "View Only" button in the Premium Filings Received Online section. This will open the filing in a read-only format and the scheduled date entered will be saved.
- 4. If you wish to recall the filing so you or other team members can make changes to it, click the "Recall and Edit" button. My PAA will display a screen telling you that the scheduled date will be removed and ask you to confirm that you want to recall the filing. If you confirm the recall, My PAA will display the Filing Manager page from where you can initiate a number of actions.

Note: If you edit a filing after you recall it so that the amount due changes or you edit the variable-rate premium information, My PAA will remove the signatures from the filing and the appropriate people will have to re-sign it.

The Final Filing Receipt

When a filing is submitted to PBGC (when the "submit now" option is chosen or when the scheduled submission date is reached) My PAA will generate the final filing receipt.

When reviewing your e-filing receipt, it is important to understand that the "Date/Time Filing Received" displayed at the top refers to the exact date and time that the e-filing "hit" PBGC's server, which is located in Washington, DC. When determining whether an e-filing is "on time," PBGC subtracts three hours from the Date/Time Filing Received to compensate for differences in time zones. For you to avoid interest or penalties due to filing late, it is important that the "Date/Time Filing Received" be on or before the plan's "Filing Due

Date," which is the date by which the plan must file as defined by PBGC rules.

In addition to the "Date/Time Filing Received," your e-filing receipt also contains a confirmation number for the transaction, which you can use to facilitate any customer service support you seek in regards to the e-filing. Finally, the e-filing contains a record of all of the data fields and the actual data that was entered into the e-filing. Even fields that were not completed (by choice) are displayed on the receipt for clarity.

This receipt can be accessed by all the plan's e-filing team members from the Plan Page for the plan. You can consider the receipt to be final confirmation that PBGC has received the e-filing and e-payment data and will begin to process both. However, any e-filing, like any paper filing, is subject to further verification by PBGC and does not guarantee satisfaction of the plan's filing requirement or premium liability. If your e-filing is submitted late, your payment does not clear the bank, or your e-payment is insufficient (e.g., you have less credit than you reported), PBGC will subsequently send the Plan Administrator a statement of account (premium invoice) that shows the amount owed PBGC, including premium, interest, and penalty.

Failed E-Payments

For a plan to meet PBGC's filing requirements, PBGC must receive both the filing information as well as the payment itself.

If you submit your filing via My PAA but pay outside of My PAA (with a paper check, ACH payment, or FedWire), you must ensure that your payment is timely and that you have sufficient funds in your account.

If you use My PAA to make a premium payment, your payment information will be submitted at the same time your filing is submitted. You should keep the following in mind:

- If you submit an ACH or e-check transaction through My PAA, you must still ensure that you have sufficient funds in your account and that all your banking and account information is correct. If you provide erroneous payment information (e.g., incorrect checking account number), your payment will not be successfully processed and you will not receive credit for having made a payment. In this case, PBGC will have received the filing, but no payment. PBGC will send you an invoice showing an amount due because the payment was unsuccessful (much like a bounced check). You will then have to make another payment outside of the My PAA application in this situation and could be subject to penalty and/or interest.
- If you submit a credit card payment through My PAA, the application will do an initial, high-level verification that the information you submitted is correct and valid. If this initial verification of your credit card information fails (i.e., the account number was erroneous), My PAA will send you an e-mail that your credit card payment was unsuccessful. In addition, My PAA will also "roll-back" your filing, meaning that PBGC did not actually receive the filing or the payment. You must go back to My PAA to correct your credit card information or enter different payment information and then re-submit your filing to PBGC. The effective date of your premium filing submission will be the day you re-submitted the filing.

Filing Due Date Reminder Messages

If a plan has a filing that has been saved but not yet submitted, My PAA will send the plan's Filing Coordinator and Plan Administrator an e-mail reminder that the due date for their filing is imminent.

Private-Sector Software-Prepared Filings

[Introduction](#)

- [Required File Format for Uploading or Importing a Premium Filing Created with Private-Sector Software](#)
- [Registering for a My PAA Account](#)

[Upload Private-Sector Software-Prepared Filings](#)

- [Introduction](#)
- [Certification Requirements for Uploaded Filings](#)
- [How to Upload Premium Filings Created with Private-Sector Software](#)
 - [Step 1 – Upload Filing\(s\)](#)
 - [Step 2 – Select Premium Payment Alternative for a Single Filing](#)
 - [Step 3 – Receive Confirmation of Filing\(s\) and Payment \(if any\)](#)

[Import Private-Sector Software-Prepared Filings](#)

Introduction

If you use compatible private-sector software to create premium filings for one or more plans, you can use My PAA to submit these filings electronically. You have two options for electronically submitting software-prepared filings:

- **Upload** Private-Sector Software Filings: **See** [Filing Option 2: Upload Premium Filings Created with Private-Sector Software](#)
- **Import** Private-Sector Software Filings **See** [Filing Option 3: Import Premium Filings Created with Private-Sector Software](#)

In both these methods (upload and import) the following conditions hold true:

1. The private-sector software program you are using must be able to save your premium information in a PBGC-compatible electronic file format; and
2. You must have a My PAA account (i.e., a User ID and Password).

(1) Required File Format for Uploading or Importing a Premium Filing Created with Private-Sector Software

To use My PAA to upload or import an electronic file that contains one or more premium filings created using private-sector software, that software must have the capability to save the filing(s) as a file in the PBGC-defined XML format. Some private-sector software may have this capability for only one filing at a time. Other software may be able to place multiple filings in a single electronic file. If you are unsure of your software's capabilities, contact your software provider or developer.

PBGC has provided guidance and instructions on the required format that can be found at <http://www.pbgc.gov/practitioners/premium-filings/content/page14933.html>.

(2) Registering for a My PAA Account

To use My PAA to upload or import an electronic file that contains one or more premium filings created using private-sector software, you must register for an account. (For more details on how to register for an account, see [Getting Started: Registering for a My PAA Account](#).)

Upload Private-Sector Software-Prepared Filings

Introduction

The following is a summary of the primary requirements and important facts you need to know before you can use My PAA to upload premium filings created with private-sector software:

- You must be using updated software that is compatible with PBGC's XML file requirements. See [Required File Format for Uploading or Importing a Premium Filing Created with Private-Sector Software](#) for details.
- You must have previously registered for a My PAA account (obtained a user ID and password). Once you have your user ID and password, you can upload filings for any plan (even a plan that is not listed on your Home Page). See [Registering for a My PAA Account](#) for details.
- You must follow PBGC's e-filing certification requirements for uploaded premium filings. See [Certification Requirements for Uploaded Filing](#) for details.
- You can upload an XML file that contains one or more than one premium filing as long as the size of that XML file does not exceed 1MB (approximately 100 filings).
- If you include just one premium filing in your XML file, you will be asked to select the payment alternative that will be used to make the associated premium payment (if any).
- Filings may be uploaded beginning with plan year 2005.

Certification Requirements for Uploaded Filings – General Information about Certifying Uploaded Premium Filings

When you upload an electronic file containing information for one or more premium filings, you will be asked to certify that you are authorized to submit to the PBGC each premium filing in the file you are uploading. There is a single certification screen, but the certification you make applies to each filing in your uploaded file.

In addition, if you are the enrolled actuary, you certify the variable-rate premium information in each filing; and if you are the plan administrator, you certify all the information in each filing (other than the participant count and premium in an estimated filing) and you also certify that, if you received variable-rate premium information certified by an enrolled actuary for a filing, the variable-rate premium information in the filing is the same as the variable-rate premium information certified by the enrolled actuary. If the plan administrator or enrolled actuary does not perform the upload, the plan administrator and/or enrolled actuary must certify separately in accordance with PBGC certification requirements.

Certification Requirements for Uploaded Filings – Detailed Information about Certifying Uploaded Premium Filings

Premium filings that are uploaded — like filings submitted by any other electronic method or on paper — must be certified. The plan administrator must certify all the information in the filing, and for many single-employer plan filings, an enrolled actuary must certify the variable-rate premium information in the filing. How the certification is done depends on who performs the upload. A plan administrator or enrolled actuary who uploads a filing will provide a certification directly on the My PAA upload screen; if a second certification is required, it will be done on a paper copy of the filing information (*i.e.*, by the plan administrator if the enrolled actuary uploaded, or by the enrolled actuary if the plan administrator uploaded). If the person who uploads is

not the plan administrator or enrolled actuary, the uploader will typically print out copies of the uploaded information and send one copy to the plan administrator and one copy to the enrolled actuary (if an enrolled actuary must certify) for certification. Certified copies of filing information are subject to audit and must be retained with plan records for six years from the due date of the filing. The upload certification procedures are designed to ensure that the plan administrator and enrolled actuary know what information they are certifying and that the information certified is the same as the information uploaded, while making the process as simple as possible.

Quick Examples

There are many possible workflow patterns for preparing, uploading, and certifying premium filings. Here are a few examples to illustrate the process:

- An enrolled actuary uses private-sector software to prepare and upload a filing, certifies the information on the My PAA screen, prints out the filing data (from the private-sector software), and sends the print-out to the plan administrator. The plan administrator then certifies the filing by signing and dating the print-out and files the certified document with plan records.
- The enrolled actuary's administrative assistant prepares and uploads a filing with private-sector software. The uploader prints out the filing data (from the private-sector software), hands one copy of the print-out to the enrolled actuary, and sends another copy of the print-out to the plan administrator. The plan administrator and enrolled actuary then certify the filing by signing and dating the print-outs and file the certified documents with plan records.
- An enrolled actuary prepares the variable-rate premium information for a plan's filing, certifies a paper copy of the information, and sends it to the plan administrator. The plan administrator's administrative assistant prepares the filing with private-sector software using the certified information from the enrolled actuary. The plan administrator uploads the filing and certifies it on the My PAA screen. (Alternatively, the plan administrator's administrative assistant could do the upload, print out the filing data (from the private-sector software), and hand it to the plan administrator, who would certify the filing by signing and dating the print-out and file the certified document with plan records.)

How to Upload Premium Filings Created with Private-Sector Software

A complete premium filing has two parts:

- The information you will upload in your XML file.
- The payment of any premium due.

For your filing to be considered timely, you must submit both of these items by the filing due date.

My PAA will walk you through a three-step process to upload your XML file and provide you with information on making your premium payment (within My PAA or outside My PAA). To complete the online filing process, follow the three steps described below:

- [Step 1 - Upload Filing\(s\)](#)
- [Step 2 - Select Premium Payment Alternative for a Single Filing](#)
- [Step 3 - Receive Confirmation of Filing\(s\) and Payment \(if any\)](#)

When you have finished these three steps, the file you uploaded will be displayed in the "Filings created with private-sector software" box on your "My PAA Home Page" (see [More Information about Private-Sector Software Filings Uploaded to My PAA](#)).

Step 1 - Upload Filing(s)

In this step, you:

- Select or enter the name of the electronic file that you saved using your software program. Note that this file can contain one or more premium filings.
- Indicate if the file contains one or more than one premium filing.
- Enter comments that will help you identify the filing(s) you uploaded (e.g., EIN/PN(s), plan year beginning date(s), filing type(s) (estimated or final)) (optional).
- Indicate a confirmation e-mail preference.
- Certify that you are authorized to submit your filing(s) to PBGC by providing the “Secret Answer” to the “Secret Question” you established when registering for your My PAA account and by clicking the “Certify Filing(s) and Submit” button. If you are the plan administrator or enrolled actuary, you also certify information in your filing(s).
- Submit the electronic file containing your filing information.

After this step, you will not be able to make any changes to the file that you uploaded. However, the file you uploaded only contains the premium information for your filing(s). Payment of any premium(s) due is also required. If you indicate that you are uploading a single premium filing, [Step 2](#) will give you payment information and the option to pay the premium using the My PAA payment screens. For either a one-filing or multiple-filing upload, [Step 3](#) will provide you with confirmation of your filing(s) and payment (if any).

Step 2 – Select Premium Payment Alternative for a Single Filing

For your filing(s) to be considered timely, any associated premium payment(s) must be submitted by the due date.

If you indicate (in Step 1) that you are uploading an electronic file that contains more than one premium filing, My PAA will not take you through this payment step. Payment of any premiums due for the filings you upload must be made by the due date without assistance from My PAA.

If the file you uploaded contains just one premium filing, this payment step requires you to select one of the following five payment alternatives:

- Pay online via My PAA (ACH, electronic check, or credit card)
- Pay via electronic funds transfer (EFT) outside of My PAA (ACH or FedWire)
- Pay with a paper check
- No payment due
- Other (use this if you don’t know or are unsure how the premium will be paid)

After you select the payment alternative, you will be asked to confirm that the payment information is correct. For each alternative, My PAA provides you with specific directions to follow.

Once you have finished with Step 2, you have uploaded a file containing your premium filing and have indicated a payment alternative. My PAA will now provide you with a confirmation of the information you submitted as described in [Step 3 – Receive Confirmation of Filing\(s\) and Payment \(if any\)](#).

Step 3 – Receive Confirmation of Filing(s) and Payment (if any)

In this step, My PAA will display a screen that includes the following information:

- Confirmation ID for this transaction
- Date and time your uploaded file was received by PBGC
- Summary of the information you entered to identify your uploaded file (file name, comments)
- Premium payment alternative you selected
- Instructions on how to properly submit an electronic funds transfer or paper check, if you selected one of these payment alternatives

When you complete the upload process, a summary of the uploaded file is also reflected within the "Uploaded Software-Prepared Filings" box on your "My PAA Home Page":

- Name of the file you uploaded
- In the Filing Status column, the word "Complete" to indicate that you have uploaded your file
- In the Payment Status column, the name of the payment alternative you selected (i.e., Online, Paper Check, EFT, No Payment Due, or Other)
- Comments you entered about this filing

If you indicated that you were uploading an electronic file that contained more than one filing, the Payment Status column will show "Not Applicable."

If you indicated that you were uploading an electronic file containing just one filing but did not select a payment alternative, the Payment Status column will show either "Incomplete" or "Not Identified":

- "Incomplete" (which is displayed as a hyperlink) means that you did not select a payment alternative by completing Step 2 of this process. You have three business days (from when you uploaded the file) to select the payment alternative by clicking the "Incomplete" link. (Please note that this does not extend the due date.) My PAA will display a screen that allows you to indicate your payment alternative.
- After three business days, My PAA will process the premium filing information you uploaded and change the "Incomplete" status to "Not Identified." "Not Identified" means that you did not identify a payment alternative for an "Incomplete" transaction within three business days.

To complete the filing process, you must submit the necessary payment outside of My PAA following these payment instructions:

- If you pay the premium with a paper check, include the EIN/PN and the date the premium payment year commenced (PYC) on your check. Mail the check to:

Pension Benefit Guaranty Corporation
 Dept. 77430
 P.O. Box 77000
 Detroit, MI 48277-0430

- If you pay the premium with an electronic funds transfer (e.g., a FedWire), send the payment to:

JPMorgan Chase Bank, N.A.
 ABA: 071000013
 Account: 656510666

Beneficiary: PBGC

Reference: (give the plan's EIN/PN and the date the premium payment year commenced (PYC) in the format:
"EIN/PN: XX-XXXXXXX/XXX
PYC: MM/DD/YY")

- Alternatively, if you use a delivery service that does not deliver to a P.O. Box, your premium forms, along with your premium payment (if you pay by check), may be hand-delivered to :

PBGC
JPMorgan Chase Bank, N.A.
9000 Haggerty Road
Department 77430, Mail Code MI1-8244
Belleville, MI 48111

Import Private-Sector Software-Prepared Filings

The following is a summary of the primary requirements and important facts you need to know before you can use My PAA to import premium filings created with private-sector software:

- You must be using updated software that is compatible with PBGC's XML file requirements. See [Required File Format for Uploading or Importing a Premium Filing Created with Private-Sector Software](#) for details.
- You must have previously registered for a My PAA account (obtained a user ID and password). Once you have your user ID and password, you can upload filings for any plan (even a plan that is not listed on your Home Page). See [Registering for a My PAA Account](#) for details.
- The plan(s) for which you want to import a premium filing must be in your account (i.e., must be listed in the "Plans" section of your Home Page). If you need to add a plan, click the "Add a Plan as Filing Coordinator" link. See [Add a Plan to Your Account](#) for details.
- You can import an XML file that contains one or more than one premium filing as long as the size of that XML file does not exceed 1MB (approximately 100 filings).
- Filings may be imported beginning with plan year 2006.
- If you import a filing for a plan that already has a filing in progress for the same plan year, My PAA will overwrite the filing in progress with the one that you imported.
- There are certain fields (e.g., variable-rate premium, total premium due) that are auto-calculated by My PAA. If you choose to edit your imported filing, My PAA will auto-calculate these fields which *may* result in different numbers than the one you imported.

To import a file that contains one or more premium filings that you created using your private-sector software, perform the following steps:

- Click the "Import Filing into My PAA Editing Screens" button in the "Plans" section of your Home Page.
- My PAA will prompt you to select the file (.xml) you created and saved using your private-sector software.
- Complete the filing submission process using the My PAA data entry and editing screens. Once the filing is imported, it can be edited, signed, routed, and submitted just as you would a filing created with the My PAA data entry and editing screens. See [Using My PAA Data Entry and Editing Screens to Create and Submit Premium Filings](#) for more information on how to perform these tasks. In general, once your filing is imported:
 - You can review the imported filing, make any necessary changes, and obtain the required signatures. See [Edit Draft, Sign Filing, and Select Payment Alternative](#) for more details.
 - You can submit the filing to PBGC once you have obtained the necessary signatures. See [Submit Filing](#)

[with Payment \(if any\)](#) for details.

- After the filing has been submitted, you will be able to access a filing receipt and view an online account history from the Plan Page for this plan.

Managing Your Account and Plans

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[Change Account Information](#)

- [Change Password](#)
- [Change Name, E-mail Address or Phone Number](#)

[Add a Plan to Your Account](#)

[View Online Account Histories](#)

[Remove a Practitioner from a Plan](#)

[Edit a Practitioner's Permissions for a Plan](#)

Introduction

Once you have [registered for a My PAA account](#) (obtained a user ID and password), there may be updates and changes you need to make to this account, such as:

- Change your phone number, e-mail address, or password
- Add plans to your account
- Remove plans from your account
- Change the things you can do (the permissions) for a plan
- View account histories

Change Account Information

When you registered for your account, you provided information about yourself that might change. You may find that you need or want to change the following information:

[My PAA password](#)

[Your name, e-mail address, or phone number](#)

Change Password

When you registered for an account, you set up your own password. My PAA allows you to change this information at any time.

Follow these steps if you need to update your name, phone number, and/or e-mail address:

1. Click the link at the top of any page in My PAA (make sure you have saved anything you are working on) entitled "My Account." My PAA will display your account information as you have entered it.
2. Click the "Change Your Password" button in the "Login Information" section. My PAA will display the "Change Your Password" screen.
3. Enter your old password, the new password you would like, and then re-type the same new password in the "Confirm New Password" field.

4. As an extra security precaution, you must enter the secret answer to the secret question you established when you registered for your account.
5. Click the “Save” button. My PAA will display a confirmation screen and will send you an e-mail to confirm this transaction.
6. Click the “Return to My Account” button. My PAA will display your account information.

Change Name, E-Mail Address, or Phone Number

Follow these steps if you need to update your name, phone number, and/or e-mail address:

1. Click the link at the top of any page in My PAA (make sure you have saved anything you are working on) entitled “My Account.” My PAA will display your account information as you have entered it.
2. Click the “Edit” button in the “Your Personal Information” section. My PAA will display the “Enter Your Personal Information” screen.
3. Click in the field for which you need to make a change and type in the appropriate information. If you are changing your e-mail address, be sure to type the same new e-mail address in the “E-mail” and “Confirm E-mail” fields.
4. Click the “Save” button. My PAA will display a confirmation screen and will send you an e-mail to confirm this transaction.
5. Click the “Return to My Account” button. My PAA will display your account information with the changes you just made.

Add a Plan to Your Account

Note: When you add a plan to your account following these steps, you become the [Filing Coordinator](#) for the plan that you add. If are not the person who should be the Filing Coordinator for the plan or if the plan already has a Filing Coordinator, you will not follow these steps to add the plan to your account. The person who is the plan’s Filing Coordinator must [invite you to this plan](#).

When you registered for your account, you registered with one plan for which you are responsible for submitting premium filings. You will need to add specific plans to your existing account to accomplish the following tasks for these plans:

- Use the My PAA data entry and editing screens to create and submit a premium filing;
- Import a premium filing created with private-sector software;
- View plan details that PBGC has on record (e.g., Plan Administrator, Sponsor, and Contact names); and
- View an Account History report for the plan that shows the most recent payments and account status.

To add a plan to your account, follow these steps:

1. From your Home Page, click the “Add a Plan as Filing Coordinator” link in the “Plans” section. My PAA will display the “Add a Plan as Filing Coordinator” screen.
2. Enter the information requested on the screen. Note that all required fields are marked with an asterisk. (While the fields not marked with an asterisk are optional, you should try your best to complete them.)
3. If the plan you are adding has made a previous premium filing, click once in the “radio button” next to the line: “This plan’s last premium filing included the following information” and enter the participant count and premium paid from the previous premium filing submitted by the plan.

If you are adding a plan that has never made a premium filing before, click once in the “radio button”

next to the line: “A premium filing for this plan has never been made.” It is best to enter information for a plan that has previously filed a premium with PBGC. To do so, select the first radio button.

4. Once you have finished filling out the information, click the “Next” button. My PAA will display the “Add Permissions to Your Account” screen.
5. This screen gives you the opportunity to grant yourself additional filing permissions beyond those already granted to you as a Filing Coordinator for the plan. Permissions determine what actions you can perform during the e-filing process for the plan.

Note that by selecting additional permissions, you are claiming that you have been given approval to do so by the relevant plan authorities. If you have not been given such approval, either seek this approval before continuing or continue without selecting additional permissions. You will be able to modify your permissions at any time once you have finished this registration process.

6. The next screen gives you the opportunity to review all of the information that you entered on the preceding two screens. If, after reviewing this information, you wish to make changes to it, click the "Edit" button that is located in the top left corner of the screen. Doing so will take you to an editable version of this screen.

If all of the information displayed on this screen is correct, click the "Submit" button. My PAA will display a screen confirming that your information has been successfully entered. My PAA will also send you an e-mail to confirm this transaction.

NOTE: If someone has already has this plan in his/her account, My PAA will not allow you to add this plan to your account. My PAA will display an error message that includes the name of the established Filing Coordinator for that plan. If you need access to this plan, you must contact the Filing Coordinator and ask him/her to invite you to that plan.

View Online Account History

One of the benefits of filing electronically is that authorized team members will typically be able to view the plan's Account History in My PAA. The Account History reflects PBGC's record of your filing, including the participant count, amount due, and amount paid. In addition, if applicable, it will also show any interest and/or penalty charges, any amount still owed to PBGC, and any overpayment (that may be used as a future credit or may be refunded upon request). The on-line Account History is intended only for your review and verification.

To view the Account History:

- You must have the correct permission. If you are a Filing Coordinator, you can add this permission yourself. If you are not a Filing Coordinator for the plan, you need to contact the plan's Filing Coordinator and ask him/her to give you that permission (see [Edit a Practitioner's Permissions for a Plan](#)).
- The plan for which you wish to view the Account History must be in your account. (See [Add a Plan to Your Account](#).)

To view the Account History for a specific plan:

- In the “Plans” section of your Home Page, click the “Go to Plan Page” button for the applicable plan. My PAA will display the Plan Page for that plan.
- Scroll to the bottom of that page. If you have the correct permission, you will see the “Account History” section. Click the “Account History” link in that section. My PAA will display an instructional screen.
- Click the “Continue” button. My PAA will display the account history for this plan.

Please consider the following when reviewing the Account History:

1. If an amount owed is present, please contact us to get payment details and, if applicable, an updated amount owed (due to the time delays that can be involved in posting filings to your account).
2. If there is any questionable data, for example, any unexpected payments or overpayments reflected on the Account History, please contact us for further analysis.

To reach the Practitioner Contact Center, please call toll-free 1-800-736-2444 (and select the "premium payment" option). Note: TTY/TDD users may call the Federal relay service toll-free at 1-800-877-8339 and ask to be connected. You may also e-mail your questions to premiums@pbgc.gov.

Add a Practitioner to a Plan (Filing Coordinators only)

You will need to add practitioners to a plan if:

- You plan on using My PAA's import filing feature or the data entry and editing screens, and there are other practitioners who have the authority to perform the necessary functions (e.g., authorize premium payment, sign filing as plan administrator, sign filing as enrolled actuary); and/or
- You want other users to have access to the plan's online account history.

Important points to note about adding practitioners:

- If you are going to be using the upload filing feature, you do not have to invite other practitioners to the plan – only one person is required for the upload process.
- You can and should, if possible, invite multiple practitioners who have the authority to perform the same functions. For example, it is a good idea to invite more than one person who can sign the filing as the enrolled actuary or be the Filing Coordinator. This ensures that you will have "back-ups" for each role in case the practitioner who normally contributes to the premium filing is unavailable.
- When you invite a person who does not have a My PAA account (a user ID and password), My PAA will send that person an e-mail with instructions on how to obtain an account.
- When you invite a person who does have an account, the plan to which you invite them will be added to their account.
- Only Filing Coordinators have the ability to add other practitioners to a plan.

Here are the steps to follow to invite another person to a plan for which you are the Filing Coordinator:

- If you do have Filing Coordinator permission for a plan, an "Invite a Practitioner" button is displayed to the right of the plan's name in the "Plans" area of your Home Page. This same button will also appear in the "Premium Filing Practitioners" area of the Plan Page for the plan. You can click either one of these buttons to begin the process of inviting a practitioner to join the plan.
- On the "Invite a Practitioner" screen, enter the name and contact information of the practitioner that you wish to invite to join the plan's e-filing team. Then, select the e-filing "permissions" that you wish to grant this practitioner for the plan. Note that if you grant a practitioner permission to serve as Filing Coordinator, you will not be able to edit this practitioner's permissions as you will the other practitioners' permissions.
- Click the "Invite Practitioner" button in the lower right corner of the screen to continue. Click "Cancel" to return to the page from which you initiated the process (any information you entered will not be saved).
- Once you click the "Invite Practitioner" button, My PAA will display a confirmation screen and will send an e-mail to the practitioner you invited. My PAA sends one of two possible e-mail invitations – one for a practitioner who previously signed up for My PAA and one for a practitioner who has not yet signed up.
- If a practitioner has not yet signed up, the e-mail invitation will provide them with a link to the "Open an Account" procedure, which they must complete before they become a member of the plan's e-filing team. If a practitioner has signed up already, the e-mail will simply notify them that they are now a member of the

plan's e-filing team and that the plan will now be displayed in the "Plans" area of their home page.

Remove a Practitioner from a Plan (Filing Coordinators only)

If you wish to remove a practitioner from a plan:

1. You must have Filing Coordinator permission for the plan,
2. The practitioner you wish to remove must **not** have Filing Coordinator permission for the plan (one Filing Coordinator cannot remove another Filing Coordinator); and
3. The practitioner you wish to remove cannot be holding a filing that is in progress in My PAA (i.e., a filing that was created using the data entry and editing screens or imported into My PAA and not yet submitted).

If all these conditions are met, you can remove a practitioner from a plan by following these steps:

- In the "Plans" section of your Home Page, click the "Go to Plan Page" button for the applicable plan. My PAA will display the Plan Page for that plan.
- Scroll to the middle of that page to the "Premium Filing Practitioners" section that lists all the practitioners on this plan. If you have the Filing Coordinator permission, you will see a "Remove" button for each person listed (except for other Filing Coordinators).
- Click the "Remove" button for the applicable practitioner. My PAA will display a confirmation screen to make sure you want to continue with this transaction. Click the "Remove" button on the confirmation screen.
- The practitioner you just removed will receive an e-mail and, for this particular plan, will no longer be able to perform any premium e-filing tasks, e.g., will not be able to create or submit filings or view the plan's account history.

Note: It is not a good idea to remove all the Filing Coordinators from a plan. If you are a Filing Coordinator and need to be removed from a plan, you should first invite another Filing Coordinator to your plan and then remove yourself from a plan. However, it may happen that a Filing Coordinator changes jobs or otherwise becomes unassociated with a plan before another Filing Coordinator is added to the plan. This means that plan could be left without a Filing Coordinator. In this circumstance, the person who is to be the new Filing Coordinator may call PBGC Customer Service and ask that the first Filing Coordinator be removed and that the new Filing Coordinator be added. With some validation of identity and authority, PBGC can respond to this request.

Edit a Practitioner's Permissions for a Plan

When a plan is added to your account (either by adding the plan as the Filing Coordinator or by being invited by the plan's Filing Coordinator), you selected (or were given) specific permissions that dictate what you can do for each plan in My PAA (e.g., sign a filing as plan administrator, view an online account history).

There may be instances when your responsibilities for a plan change and you need to update these permissions. The Filing Coordinator for a plan has the ability to update this information.

To update the permissions for a practitioner, the Filing Coordinator for the plan will:

- In the "Plans" section of your Home Page, click the "Go to Plan Page" button for the applicable plan. My

PAA will display the Plan Page for that plan.

- Scroll to the middle of that page to the “Premium Filing Practitioners” section that lists all the practitioners on this plan. Every practitioner who is assigned to your plan is listed here as a hyperlink. (Note that the names of other Filing Coordinators are not listed as hyperlinks because you can not edit the permissions of another Filing Coordinator.)

Click on the name of the practitioner whose permissions you wish to edit. My PAA will display the “Practitioner Permissions” screen.

You can select or deselect the permissions that you wish to grant to or take away from the practitioner. Note that if you grant the practitioner the permission to serve as Filing Coordinator, you will not be able to edit his/her permissions later. In addition, you give him/her the right to edit the permissions of all other practitioners who do not have the Filing Coordinator permission.

If you click the "Cancel" button, the practitioner’s permissions will remain unchanged. If you click the "Submit" button, the system will add or delete permissions from the practitioner’s account for the plan based on your selections.

Contact PBGC with Your E-Filing Questions

Please contact us if you still have questions after reviewing the My PAA Online Help information:
Send your e-mails to premiums@pbgc.gov or

Call us at 1-800-736-2444 and select the “premium” option. TTY/TDD users, call the federal relay service toll-free at (800) 877-8339 and ask to be connected to (800) 736-2444.