My Plan Administration Account (My PAA) Create An Account (New Users)

Pension Benefit Guaranty Corporation
Protecting America's Pensions

Create An Account (New Users)

My PAA Login Page

➢ To get started with e-filing, you must register for a My PAA account (i.e., create a security key, user ID and password). Your account will be used for all of your premium e-filing activities for all of your plans.

➢ To set up your account, click on the link labeled "New users click here to sign up".

My PAA Login

Welcome to My Plan Administration Account (My PAA), where you can electronically submit pension plan premium filings and payments to PBGC.

What's New and How to Use My PAA

- What's New for Practitioners: Premium filings for plan year 2015 may now be submitted.
- What's New in My PAA
- Password Rules
- More about My PAA: e-filing options, payment options, FAQs, Tips, Users Manual, etc.

User ID: [_____]

Password: [_____] (Case Sensitive)

[Login]

∻ Forgot your User ID?   ∻ Forgot your Password?

∻ New users click here to sign up.

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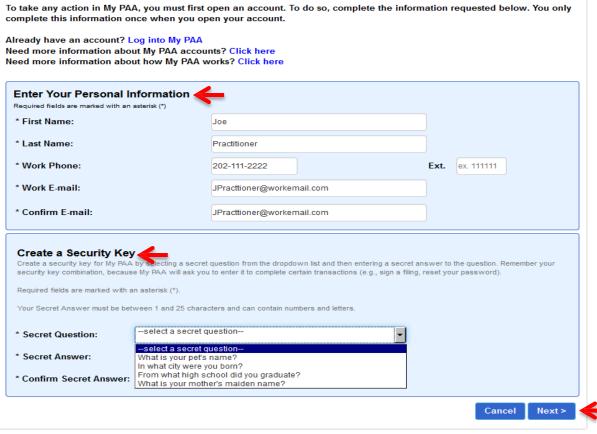
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Create An Account (New Users)

New User Sign Up – Open an Account Page

➢ Enter your personal information – name, work phone and work email – and provide your work email a second time in the field labeled "Confirm e-mail". It is important that the email address provided is correct, because My PAA will use this email address to communicate with you once your account is set up.

➢ Select a Secret Question and enter your Secret Answer twice. Your Secret Question and Answer will be used throughout the filing process, so be sure to securely remember them.

➢ Select the "Next" button.

Create An Account (New Users)

New User Sign Up – Open an Account Page

➢ The personal information and security key you entered are displayed.

➢ If there are errors in the information, select the "Edit" link.

➢ If the information is correct, select the "Submit" button.

Create An Account (New Users)

Account Registration Confirmation Page

➢ After you select the "Submit" button, this screen confirms that your account has been created.

➢ Note the temporary User ID and Password in the My PAA email that was sent to your email address.

➢ Select the "Return to My PAA Login" button.

Create An Account (New Users)

My PAA Login Page

➢ Enter the temporary User ID and Password from your My PAA email.

➢ Select the "Login" button.

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Create An Account (New Users)

PBGC: My PAA
First-Time Login

First-Time Login Page

The screen identifies steps to complete the first time login.

➢ Step 1: Enter a new User ID.

   ❖ Select your permanent User ID carefully – once you set it up here, it cannot be changed.

➢ Step 2: Enter & Confirm a new Password.

   ❖ Follow the password rules. Consider that The password **is** case sensitive.

   ❖ The two password fields must match in order to proceed.

➢ Step 3: Enter your security key.

   ❖ In the security key section, the secret question you selected during account sign up is displayed. Enter the secret answer that you established on account sign up.

   ❖ Select the "Next" button to complete the account set up process.

Step 1: Enter a New User ID:

Your User ID can be any combination of letters and/or numbers and it must be between 8 and 25 characters long. Your User ID is not case sensitive. This will be the last time that you will be able to change your User ID.

Step 2: Enter a New Password:

▹ Password Tips

Passwords to government systems must meet federal security regulations, which include the following requirements to help protect your personal and business information:

- The length of the password must be between 13 and 24 characters without any spaces.
- The password must contain at least 1 uppercase and 1 lowercase character(s) (A-Z.); (a-z).
- The password must contain at least 1 number(s) and 1 special character(s) (1, 2, 3, etc.); ($, #, !, etc.).
- Do not include spaces or the following special characters:
    - Single Quote (') or Double Quote (")   - Equal to (=) or Percent (%)
    - Asterisk (*) or Backslash (\)   - Plus (+) or Ampersand (&)
    - Greater than (>) or Less than (<)   - Semicolon (;) or Question mark (?)
- For password changes, at least 1 character(s) must be changed.

Confirm New Password

Step 3: Enter Your Security Key

As an extra security precaution, we ask that you enter below the answer to your secret question before clicking Next.

Secret Question: In what city were you born?

* Secret Answer:

< Back | Cancel | Next >

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Create An Account (New Users)

Launch Page

➢ You are now logged into My PAA. You will see a Launch Page overlaid on top of your personalized Home Page.

➢ The Launch Page has links to information to help you get started and to perform additional tasks.

❖ To go directly to your Home Page, select the "Go to Home Page" link or select the "Close" button.

My PAA (My Plan Administration Account) Launch Page

What do you want to do in My PAA (PBGC's premium e-filing application)?

Select the link(s) below to go to the section of the screens to initiate the tasks shown.

Shortcuts:
- Review In-Process Filing(s)
- Create a Filing
- Import a Filing
- Upload a Filing
- Go to Home Page
- Go to a Plan's Page (e.g., to review an Account History or Submit a Request)
- Update or Deactivate My PAA Account

Filing Coordinators:
- Add a Plan
- Add a Practitioner
- Remove a Practitioner
- Change a Practitioner's Permissions

Additional Resources:
- Helpful Links
- Demo: Create a Comprehensive filing for Single-employer plan
- Demo: Create a Comprehensive filing for Multiemployer plan
- Demo: Review Plans and Correspondence in Your Account
- Demo: Submit Request, Penalty RFR or Refund

☐ Do not show this page at login

Close