

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



# 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.](#)

#### SECURITY NOTICE AND WARNING

This website is a U.S. Government information system and is provided for authorized use only. Your usage of this system may be monitored, recorded, and subject to audit by PBGC. PBGC may use communications transmitted through, or data stored on, this information system for any official business purpose. This information system and its data are protected by U.S. federal laws, including, but not limited to, federal privacy laws, Title IV of ERISA, the Homeland Security Act, and the USA PATRIOT Act. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Use of this information system by any individual, authorized or unauthorized, constitutes consent to these provisions. If you do not agree with these provisions, please close your browser or enter another URL to leave the site entirely.

[PBGC.gov](#) | [Privacy Act Notice](#) | [Paperwork Reduction Act Notice](#) | [Contact Us](#) | [About Online Premium Filing](#)

# 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.



### New User Sign Up — Open an Account

v.15.1.0.20

[My PAA Users Manual \(PDF\)](#)

To take any action in My PAA, you must first open an account. To do so, complete the information requested below. You only complete this information once when you open your account.

Already have an account? [Log into My PAA](#)

Need more information about My PAA accounts? [Click here](#)

Need more information about how My PAA works? [Click here](#)

#### Enter Your Personal Information

Required fields are marked with an asterisk (\*)

\* First Name:

\* Last Name:

\* Work Phone:  Ext.

\* Work E-mail:

\* Confirm E-mail:

#### Create a Security Key

Create a security key for My PAA by selecting a secret question from the dropdown list and then entering a secret answer to the question. Remember your security key combination, because My PAA will ask you to enter it to complete certain transactions (e.g., sign a filing, reset your password).

Required fields are marked with an asterisk (\*).

Your Secret Answer must be between 1 and 25 characters and can contain numbers and letters.

\* Secret Question:

\* Secret Answer:

\* Confirm Secret Answer:

What is your pet's name?  
In what city were you born?  
From what high school did you graduate?  
What is your mother's maiden name?

[PBGC.gov](#) | [Privacy Act Notice](#) | [Paperwork Reduction Act Notice](#) | [Contact Us](#) | [About Online Premium Filing](#)



Pension Benefit Guaranty Corporation  
Protecting America's Pensions

# 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.



## New User Sign Up — Open an Account

Please verify that all information is correct. Click “Submit” to submit this information to PBGC. Click “Edit” to change information.

[Edit](#) ←

### Your Personal Information

First Name:	Joe	
Last Name:	Practitioner	
Work Phone:	202-111-2222	Ext.
Work E-mail:	JPractitioner@workemail.com	

### Your Security Key

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

< Back Cancel **Submit** ←

# 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.



## Account Registration Confirmation

v.15.1.0.20  
My PAA Users Manual (PDF)

You have created a My PAA account. We have sent an e-mail message to you at JPractitioner@workemail.com that contains your temporary user ID and password.

To access your new account:

- Check your e-mail inbox at JPractitioner@workemail.com for our message
- Click on the link in the message to navigate to the My PAA Login screen
- Enter your temporary user ID and Password into the appropriate fields on the Login screen
- Follow the instructions on the First-time Login screen

If you have any questions or need additional assistance you can:

- Call our toll-free practitioner number, 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; or
- E-mail your questions to premiums@pbgc.gov.

[Return to My PAA Login](#)

[PBGC.gov](#) | [Privacy Act Notice](#) | [Paperwork Reduction Act Notice](#) | [Contact Us](#) | [About Online Premium Filing](#)

# 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.

### 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.](#)

### SECURITY NOTICE AND WARNING

This website is a U.S. Government information system and is provided for authorized use only. Your usage of this system may be monitored, recorded, and subject to audit by PBGC. PBGC may use communications transmitted through, or data stored on, this information system for any official business purpose. This information system and its data are protected by U.S. federal laws, including, but not limited to, federal privacy laws, Title IV of ERISA, the Homeland Security Act, and the USA PATRIOT Act. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Use of this information system by any individual, authorized or unauthorized, constitutes consent to these provisions. If you do not agree with these provisions, please close your browser or enter another URL to leave the site entirely.

[PBGC.gov](#) | [Privacy Act Notice](#) | [Paperwork Reduction Act Notice](#) | [Contact Us](#) | [About Online Premium Filing](#)

# Create An Account (New Users)

## 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 10 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:** What is your mother's maiden name?

\* **Secret Answer:**

< Back   Cancel   Next >

# 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.

**New Users:**

- [Get Started](#)

**Returning Users:**

- [Review In-Process Filing\(s\)](#)
- [Create a Filing](#)
- [Import a Filing](#)
- [Upload a Filing](#)
- [Go to Home Page](#)
- [Go to a Plan's Page \(e.g., to review an account history\)](#)
- [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](#)

Do not show this page at login

[Close](#)

**Upload Software-Prepared Filing(s)**

Submit fully-completed filing(s) for any plan(s) once you have at least one plan in your account. After the file is uploaded, click the link (if shown) under "Conf. ID/ Receipt" to view the receipt(s) showing data submitted for each filing. View this section's instructions for details.

You have not uploaded any software-prepared filings.