

My Plan Administration Account (My PAA) Review, Edit, Sign, and Route/Retrieve a Filing



Review, Edit, Sign, and Route/Retrieve a Filing

My PAA Login Page

- Enter your User ID into the field labeled “User ID” on the My PAA login page.
- Enter your Password into the field labeled “Password”.
- Select the button labeled “Login”.

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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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.

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Review, Edit, Sign, and Route/Retrieve a Filing

Launch Page

- You are now logged into My PAA.
- If the Launch Page overlaid on top of your Home Page is displayed, select the “Review In-Process Filing(s)” link in the Returning Users section.
 - ❖ The All In-Process Filing(s) Page will be displayed (slide 3).
- If the Home Page is displayed, go to the slide 4.

Note: The Launch Page is intended to help you initiate the premium related tasks. If you prefer not to see this page when you login, check the “Do not show this page at login” box and select “Close”.

My PAA (My Plan Administration Account) Launch Page x Testing!

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

Review, Edit, Sign, and Route/Retrieve a Filing

From the All In-Process Filing(s) Page

- Select the appropriate “Filing” link in the filing column.
 - ❖ The “Filing Manager” page will be displayed (Slide 5).

Note: You can sort the columns to find a particular filing.



v.15.1.0.26

LAUNCH PAGE HOME PLANS ▾ FILINGS ▾ HELP My Account Logout

All In-Process Filing(s) [Instructions](#)

Held By Me Held By Others All Filings [Clear Sort](#)

Filing ▾	Last Routed ▾	Plan Name ▾	EIN/PN ▾	Held By ▾
2015 Comprehensive		My Retirement Plan	88-8888888/ 750	Jack Black
2015 Comprehensive	04/07/2015	Retirement Plan 4	55-6666666/ 777	Jack Black
2015 Comprehensive		Retirement Plan1	11-2222222/ 123	Jack Black
2015 Comprehensive		Retirement Plan2	22-3333333/ 444	Jack Black
2015 Comprehensive		Retirement Plan3	44-5555555/ 777	Jack Black

Review, Edit, Sign, and Route/Retrieve a Filing

From the Home Page

- Select the appropriate “Filing” link in the In-Process Filings section.
 - ❖ The “Filing Manager” page will be displayed (Slide 5).
- If necessary, select the “View all in-Process Filings” link to see all of the plan’s in-process filings (Slide 3).

Note 1: You can sort the columns to find a particular filing.

Note 2: The Menu Bar on the top of every My PAA screen can be used to easily access other pages, e.g., the Launch Page, and Help information.

The screenshot shows the PBGC My PAA Home Page. At the top, there is a navigation menu with links for LAUNCH PAGE, HOME, PLANS, FILINGS, and HELP. The user is logged in as Jack Black. The page is divided into several sections:

- Quick Links:** Add Plan, Create Filing, Import Filing, Upload Filing.
- Right Now:** 4 Filings Count (In-Process), 4 You Hold, 0 Others Hold, 6 Plans Count.
- In-Process Filings:** A table with columns: Filing, Last Routed, Plan Name, EIN/PN, and Held By. A red arrow points to the "View all In-Process Filings" link, and another red arrow points to the second row of the table.
- Plans in Jack Black's Account:** A table with columns: Plan Name, EIN/PN, and Actions. It lists several retirement plans with options to "Create a Filing" or "Invite a Practitioner".
- Import Software-Prepared Filing(s):** A section for transferring filing data into My PAA editing screens.
- Upload Software-Prepared Filing(s):** A section for submitting fully-completed filings.

Review, Edit, Sign, and Route/Retrieve a Filing

Filing Manager page – View/Edit Filing

- Review the Filing status in the Filing Status section to see whether the filing is ready for submission and who is holding the filing.
- Select the “Retrieve Filing” button if you need to take action on the filing and the person holding the filing is not available to route the filing to you.
- Select the “View/Edit Filing” button in the Filing Task List section to view or edit the filing.
- ❖ The Data Summary Page will be displayed (Slide 6).

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative
Comprehensive Filing for Plan Year Commencing 1/1/2015
NEW 2016 FILING WITH CBA DATE – 78-9444111 / 001

1 Start a Draft Filing → 2 Edit Draft, Sign Filing, and Select Payment Alternative → 3 Submit Filing with Payment (if any) → 4 Receive Filing Confirmation

Filing Manager
This Filing Has **NOT** Been Submitted [Go to Plan Page](#)

Filing Status
Filing is: **not ready for submission** (refer to 'To submit this filing' below)
You are **not holding the filing**
Filing held by: Beth'o Testing, 202-326-4000, reddy.raj-testing@pbgc.govxxxpbgc [Retrieve Filing](#)

Filing Task List [Instructions](#)
[View Filing](#) This filing is not complete because the flat rate has changed since you saved your filing. To update this filing, click the "View/Edit Filing" button; scroll to the section of the summary page that shows the flat-rate calculation; and click that section's "Edit" link.
[Sign](#) Requires Plan Administrator or PA Representative Signature
[Sign](#) No Actuary Signature Required
[Authorize](#) Requires Paying Agent authorization

To take action on this filing:
• You must be holding the filing (otherwise, only 'View Filing' is available). Tasks listed reflect your permissions for this plan. Permissions are listed in the Filing Team section below.
• Note: If a change is made that affects the amount due or variable-rate premium information, any signatures/authorizations will be removed. The filing will need to be re-signed/authorized.

To submit this filing
• You must be holding the filing and must have the Plan Administrator, PA Representative or Filing Coordinator permission.
• The task list must indicate that the filing contains all required information.
• Each required signature/authorization on the task list must be completed.

Filing Team [Instructions](#)
The filing coordinator can change permissions from the [plan page](#)

Name	Permissions	Phone	E-mail
Vijaya Erukulla	Actuary, Plan Administrator's Representative, Preparer, Paying Agent, View Account History	202-326-4000	mail@mail.com
Beth'o Testing	Preparer, Filing Coordinator, Actuary, View Account History, Paying Agent, Plan Administrator	202-326-4000	reddy.raj-testing@pbgc.govxxxpbgc Holding
Shawn Parker	Filing Coordinator, Preparer, Actuary, View Account History, Paying Agent	602-944-1515	sparker@mgks.comxxxpbgc

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative
Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan 4 – 55-666666 / 777

1 Start a Draft Filing → 2 Edit Draft, Sign Filing, and Select Payment Alternative → 3 Submit Filing with Payment (if any) → 4 Receive Filing Confirmation

Filing Manager
This Filing Has **NOT** Been Submitted [Go to Plan Page](#)

Filing Status
Filing is: **not ready for submission** (refer to 'To submit this filing' below)
You are **holding the filing**

Filing Task List [Instructions](#)
[View/Edit Filing](#) This filing contains all the required information; however, a complete filing does not necessarily indicate that there are no errors. To review warning messages related to common mistakes, click the View button. [Delete Filing](#)
[Sign](#) Sign as Plan Administrator or PA Representative
[Sign](#) Sign as Actuary
[Authorize](#) Authorize as Paying Agent

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Filing Team [Instructions](#)
The filing coordinator can change permissions from the [plan page](#)

Name	Permissions	Phone	E-mail
Jack Black	Actuary, View Account History, Filing Coordinator, Paying Agent, Plan Administrator, Preparer	123-123-1234	jblack@workemail.com Holding
Jonny Doe	Preparer, Paying Agent	313-313-3333	jonnydoe@workemail.com Route To

Review, Edit, Sign, and Route/Retrieve a Filing

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

Data Summary Page

- This page lists all information entered thus far for your filing, separated into subsections.
- Select the “Print this Page” link on the top right corner of the page, to print this filing summary.
- Select the “View Printable Form” on the top right corner of the page, to view or print the draft filing receipt.
- Select the “Edit” link at the top of the each subsection, to make any changes to the filing data.
- Select the “Save & Continue” button, to go to the next screen.
- Note: The “NA” next to any item on this page indicates that the item was not answered or not applicable for the current filing.

Comprehensive Filing for Plan Year Commencing 1/1/2015

Data Masking Test Plan 1 – 11-1222445 / 001

[Print this Page](#)
[View Printable Form](#)

Data Summary

Please review the following reminders and verify that the correct information has been reported (see black flag(🚩) next to section(s) impacted):

- We have no record of the EIN/PN shown below, which typically means that the plan is a new or newly covered plan. Please select the new or newly covered plan checkbox and enter the requested information or contact the premium staff to explain why the EIN/PN is appropriate (at premiums@pbgc.gov or 1-800-736-2444 and select the “premium” option).
- The business code does not appear to be valid. Please verify and change the entry if appropriate.

[Cancel](#) [Save & Continue](#)

Note: N/A indicates that this item was not answered or is not applicable.

Identify Filing to be Made [Edit](#)

Plan Year Commencement Date:	1/1/2015
Plan Year Ending Date:	12/31/2015
Date plan year change adopted (if any):	N/A
Plan Type:	Single-employer
Filing Type:	Comprehensive
Plan qualifies for proration:	Checked
Plan size (small plan):	No

Enter Plan Information [Edit](#)

Plan Name:	Data Masking Test Plan 1
Plan effective date:	1/1/2015
New or Newly Covered Plan:	Not Checked
Adoption date:	N/A
Date coverage began:	N/A
Continuation Plan:	N/A
Previous EIN / PN:	11-1222445 / 001
Current EIN / PN:	11-1222445 / 001
EIN/PN from 2014 Form 5500 (if different):	N/A
Explanation as to why EIN/PN does not match entry on 2014 Form 5500:	N/A

Enter Filing Information [Edit](#)

6-digit business code:	111700
First 6 digits of CUSIP number:	N/A
Disaster Relief Code:	N/A
Variable-rate Exempt:	Yes
Reason for Exemption:	Yes, because the plan has no vested participants

Review, Edit, Sign, and Route/Retrieve a Filing

Filing Manger page – Sign Filing

- Use this page to sign the filing as the Plan Administrator (PA) or PA Representative (PA Rep).
- The “Sign” button(s) will only show if you are holding the filing and have the appropriate permission(s).
- Select the “Retrieve Filing” button if you need to take action on the filing and the person holding the filing is not available to route the filing to you.
- Select the “Sign” button as PA or PA Rep.
- ❖ The Approval for Comprehensive Filing Page will be displayed (Slide 8).

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative
 Comprehensive Filing for Plan Year Commencing 1/1/2015
 NEW 2016 FILING WITH CBA DATE – 78-9444111 / 001

1 Start a Draft Filing → 2 Edit Draft, Sign Filing, and Select Payment Alternative → 3 Submit Filing with Payment (if any) → 4 Receive Filing Confirmation

Filing Manager
 This Filing Has **NOT** Been Submitted [Go to Plan Page](#)

Filing Status
 Filing is: not ready for submission (refer to 'To submit this filing' below)
 You are not holding the filing
 Filing held by: Beth's Testing, 202-326-4000, reddy.raj-testing@pbgc.govxxxpbgc [Retrieve Filing](#)

Filing Task List [Instructions](#)
[View Filing](#) This filing is not complete because the flat rate has changed since you saved your filing. To update this filing, click the "View/Edit Filing" button, scroll to the section of the summary page that shows the flat-rate calculation, and click that section's "Edit" link.
 Requires Plan Administrator or PA Representative Signature
 No Actuary Signature Required
 Requires Paying Agent authorization

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To submit this filing:
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 • The task list must indicate that the filing contains all required information.
 • Each required signature/authorization on the task list must be completed.

Filing Team [Instructions](#)
 The filing coordinator can change permissions from the [plan page](#)

Name	Permissions	Phone	E-mail
Vijaya Erukulla	Actuary, Plan Administrator's Representative, Preparer, Paying Agent, View Account History	202-326-4000	mail@mail.com
Beth's Testing	Preparer, Filing Coordinator, Actuary, View Account History, Paying Agent, Plan Administrator	202-326-4000	reddy.raj-testing@pbgc.govxxxpbgc Holding
Shawn Parker	Filing Coordinator, Preparer, Actuary, View Account History, Paying Agent	602-944-1515	sparker@mgks.comxxxpbgc

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative
 Comprehensive Filing for Plan Year Commencing 1/1/2015
 Retirement Plan 4 – 55-6666666 / 777

1 Start a Draft Filing → 2 Edit Draft, Sign Filing, and Select Payment Alternative → 3 Submit Filing with Payment (if any) → 4 Receive Filing Confirmation

Filing Manager
 This Filing Has **NOT** Been Submitted [Go to Plan Page](#)

Filing Status
 Filing is: not ready for submission (refer to 'To submit this filing' below)
 You are holding the filing

Filing Task List [Instructions](#)
[View/Edit Filing](#) ✓ This filing contains all the required information; however, a complete filing does not necessarily indicate that there are no errors. To review warning messages related to common mistakes, click the View button. [Delete Filing](#)
[Sign](#) Sign as Plan Administrator or PA Representative
[Sign](#) Sign as Actuary
[Authorize](#) Authorize as Paying Agent

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 • Each required signature/authorization on the task list must be completed.

Filing Team [Instructions](#)
 The filing coordinator can change permissions from the [plan page](#)

Name	Permissions	Phone	E-mail
Jonny Doe	Preparer, Paying Agent	313-313-3333	jonnydoe@workemail.com Route To
Jack Black	Actuary, View Account History, Filing Coordinator, Paying Agent, Plan Administrator, Preparer	123-123-1234	jblack@workemail.com Holding

Review, Edit, Sign, and Route/Retrieve a Filing

Approval for Comprehensive Filing Page

- Review the certification information that is displayed (e.g., this page is for a single-employer plan administrator).
- Review your personal information and make changes, if necessary.
- To approve the filing, enter your “Secret Answer” and select the “Approve Filing” button to go to the next screen.



v.15.1.0.26

LAUNCH PAGE HOME PLANS ▾ FILINGS ▾ HELP My Account Logout

Approval for Comprehensive Filing

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan 4 – 55-6666666 / 777

Certification of Single-Employer Plan Administrator

[Instructions](#)

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

Your Personal Information (To update this information, select the My Account link at the top of this page.)

First Name: Jack
Last Name: Black
Work Phone: 123-123-1234 Ext. 415
Work E-mail: JBLACK@WORKEMAIL.COM

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

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

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

* Secret Answer:

Cancel Approve Filing

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Review, Edit, Sign, and Route/Retrieve a Filing

Filing Manger page – Sign Filing

- Use this page to sign the filing as Actuary.
- The “Sign” button(s) will only show if you are holding the filing and have the appropriate permission(s).
- Select the “Retrieve Filing” button if you need to take action on the filing and the person holding the filing is not available to route the filing to you.
- Select the “Sign” button as Actuary.
 - ❖ The Approval for Comprehensive Filing Page will be displayed (Slide 10).

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative
 Comprehensive Filing for Plan Year Commencing 1/1/2016
 NEW 2016 FILING WITH CBA DATE – 78-9444111 / 001

Filing Manager
 This Filing Has NOT Been Submitted [Go to Plan Page](#)

Filing Status
 Filing is: not ready for submission (refer to 'To submit this filing' below)
 You are not holding the filing
 Filing held by: Beth'o Testing, 202-326-4000, reddy.raj-testing@pbgc.govxxxpbgc [Retrieve Filing](#)

Filing Task List [Instructions](#)

[View Filing](#) This filing is not complete because the flat rate has changed since you saved your filing. To update this filing, click the "View/Edit Filing" button, scroll to the section of the summary page that shows the flat-rate calculation, and click that section's "Edit" link

- Requires Plan Administrator or PA Representative Signature
- Requires Actuary signature
- Requires Paying Agent authorization

To take action on this filing:

- You must be holding the filing (otherwise, only 'View Filing' is available). Tasks listed reflect your permissions for this plan. Permissions are listed in the Filing Team section below.
- Note: If a change is made that affects the amount due or variable-rate premium information, any signatures/authorizations will be removed. The filing will need to be re-signed/authorized.

To submit this filing

- You must be holding the filing and must have the Plan Administrator, PA Representative or Filing Coordinator permission.
- The task list must indicate that the filing contains all required information.
- Each required signature/authorization on the task list must be completed.

Filing Team [Instructions](#)

The filing coordinator can change permissions from the [plan page](#)

Name	Permissions	Phone	E-mail
Vijaya Erukulla	Actuary, Plan Administrator's Representative, Preparer, Paying Agent, View Account History	202-326-4000	mail@mail.com
Beth'o Testing	Preparer, Filing Coordinator, Actuary, View Account History, Paying Agent, Plan Administrator	202-326-4000	reddy.raj-testing@pbgc.govxxxpbgc Holding
Shawn Parker	Filing Coordinator, Preparer, Actuary, View Account History, Paying Agent	602-944-1515	sparker@mgks.comxxxpbgc

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative
 Data Masking Test Plan 1 – 11-1222445 / 001

Filing Manager
 This Filing Has NOT Been Submitted [Go to Plan Page](#)

Filing Status
 Filing is: not ready for submission (refer to 'To submit this filing' below)
 You are holding the filing

Filing Task List [Instructions](#)

[View/Edit Filing](#) This filing does not contain all the required information. To see details, click the View button. [Delete Filing](#)

- Plan Administrator or PA Representative e-signature completed 10:14 AM, 7/6/2016 Eastern Time [Remove Signature](#)
- [Sign](#) Sign as Actuary
- [Authorize](#) Authorize as Paying Agent

To take action on this filing:

- You must be holding the filing (otherwise, only 'View Filing' is available). Tasks listed reflect your permissions for this plan. Permissions are listed in the Filing Team section below.
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Filing Team [Instructions](#)

The filing coordinator can change permissions from the [plan page](#)

Name	Permissions	Phone	E-mail
Tommy Testing	View Account History, Actuary, Filing Coordinator, Plan Administrator, Preparer, Paying Agent	972-458-9888	beth.test@pbgc.govxxx Holding

Review, Edit, Sign, and Route/Retrieve a Filing

Approval for Comprehensive Filing Page

- Review the certification information that is displayed (e.g., this page is for Filing Summary).
- Enter The Actuary Information.
- Review your personal information and make changes, if necessary.
- To approve the filing, enter your “Secret Answer” and select the “Approve Filing” button to go the next screen.

v.15.1.0.26

PBGC My PAA

LAUNCH PAGE HOME PLANS - FILINGS - HELP My Account Logout

Approval for Comprehensive Filing

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan 4 - 55-6666666 / 777

Filing Summary

VRP cap qualification:	N/A
UVB valuation date:	1/1/2015
Premium funding target is an estimate:	Not Checked
Premium funding target method:	Standard
Discount Rates:	Segment rates
Segment Rates:	
1st Segment:	6.00%
2nd Segment:	5.50%
3rd Segment:	4.50%
Premium funding target:	\$6,300.00
Market value of assets:	\$2,000.00
Unfunded Vested Benefits:	\$5,000.00
Variable-rate Premium:	\$120.00

Certification of Enrolled Actuary

[-> Instructions](#)

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

Actuary Information

Please fill out the following information.
An asterisk(*) indicates a required field.

*Enrollment Number:

Firm:

Your Personal Information

(To update this information, select the My Account link at the top of this page.)

First Name: Jack

Last Name: Black

Work Phone: (ex: 111-111-1111) Ext. (ex: 111111)

Work E-mail: JBLACK@WORKEMAIL.COM

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

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

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

* Secret Answer:

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Review, Edit, Sign, and Route/Retrieve a Filing

Filing Manager Page – Route Filing

- Use this page to route the filing to another Filing Team member, if needed (e.g., to sign the filing).
- Select the “Route to” button next to the person(s) name.
- The “Route to” button will appear on the screen, only if you are holding the filing.
- The “Route Filing” page will be displayed (Slide 12).

Note 1: If you are not available to route the filing, another filing team member may select the “Retrieve Filing” button on their Filing Manager page to retrieve the filing from you.

Note 2: The check marks in the Filing Task List section show that the filing has all the required information and e-signatures.

Note 3: The “Delete Filing” button will appear on the screen, only if you are the Filing Coordinator for the plan.

LAUNCH PAGE
HOME
PLANS ▾
FILINGS ▾
HELP
My Account
Logout

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative
 Comprehensive Filing for Plan Year Commencing 1/1/2015
 ELECTRICAL WORKERS PENSION TRUST FUND OF LOCAL UNION NO 58 IBEW – 38-6080404 / 001

Filing Manager

This Filing Has **NOT** Been Submitted Go to Plan Page

Filing Status

Filing is: **not ready for submission** (refer to 'To submit this filing' below)

You are holding the filing

Filing Task List -> Instructions

View/Edit Filing	<input checked="" type="checkbox"/> This filing contains all the required information.	Delete Filing
	<input checked="" type="checkbox"/> Plan Administrator or PA Representative e-signature completed 10:25 AM, 7/6/2016 Eastern Time Remove Signature	
	No Actuary Signature Required	
Authorize	Authorize as Paying Agent	

To take action on this filing:

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Filing Team -> Instructions

The filing coordinator can change permissions from the [plan page](#)

Name	Permissions	Phone	E-mail
Tommy Testing	Filing Coordinator, Actuary, Paying Agent, Preparer, Plan Administrator, View Account History	972-458-9888	beth.test@pbgc.govxx Holding
Kothqp Xwcpfpunm Puk	Paying Agent, Plan Administrator, Preparer, View Account History, Filing Coordinator	270-960-7894	nus@yqcdf.vvr Route To
Tjmxm Aehyn	View Account History, Paying Agent, Preparer, Plan Administrator, Filing Coordinator	915-711-4641	fcwvm@rishr.qsg Route To

Review, Edit, Sign, and Route/Retrieve a Filing

Route Filing Page

- This page describes that the filing will be routed to the selected Filing Team member.
- You have the option to include an additional short message.
- Select the “Route Filing” button to initiate the routing.



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[LAUNCH PAGE](#) [HOME](#) [PLANS](#) [FILINGS](#) [HELP](#) [My Account](#) [Logout](#)

Route Filing

Route Filing To: Sue Practitioner

This message will be sent to Sue Practitioner

The 2015 Comprehensive Premium Filing for Retirement Plan 4 (55-6666666/777) has been routed to you by Jack Black for your input. To open the filing, log in to My PAA by clicking the following link.

<http://www.pbgc.gov/mypaa/login.aspx>

If this link does not respond, re-type it (or copy and paste it) into your browser's address window. If you still experience difficulty, call the PBGC Contact Center at 1-800-736-2444

If you would like to include an additional message to be sent on your behalf (up to 256 characters), type it in the text box below:

[Cancel](#) [Route Filing](#)

Note: This process could take a while to complete. Only select the "Route Filing" button once or you will encounter an error.

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Review, Edit, Sign, and Route/Retrieve a Filing

Routing Confirmation Page

- This page confirms that the filing has been routed and the instructions email has been sent.
- Select the “Go to Your Home Page” button to see updated information (Slide 14).



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Routing Confirmation

Sue Practitioner has been sent an e-mail on your behalf with instructions to log in to My PAA in order to review and approve the filing.

You can track the progress of this filing from the appropriate plan page.

[Go to Your Home Page](#)

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Review, Edit, Sign, and Route/Retrieve a Filing

Home Page

- Your Home Page reflects the following updates for the routed or retrieved filing that continues to show in the “In-Process Filings” section:
 - ❖ The number of filings that you hold has reduced by one.
 - ❖ The number of filings held by others has increased by one.
 - ❖ The name of the person holding the filing has changed.
- Select the appropriate link/button to logout of My PAA or to go to another page (e.g., the Launch Page).

PBGC My PAA v.15.1.0.27
Welcome, Jack Black!

LAUNCH PAGE HOME PLANS FILINGS HELP My Account Logout

Home Page

Quick Links

- Add Plan
- Create Filing
- Import Filing
- Upload Filing

Right Now

- 4 Filings Count (In-Process)
- 3 You Hold
- 1 Others Hold
- 6 Plans Count

In-Process Filings

[View all In-Process Filings >](#) [Instructions](#) [Clear Sort](#)

Filing	Last Routed	Plan Name	EIN/PN	Held By
2015 Comprehensive		My Retirement Pension Plan	88-8888888 / 750	Jack Black
2015 Comprehensive		Retirement Plan1	11-2222222 / 123	Jack Black
2015 Comprehensive		Retirement Plan2	22-3333333 / 444	Jack Black
2015 Comprehensive	04/09/2015	Retirement Plan 4	55-6666666 / 777	Sue Practitioner

Plans in Jack Black's Account

[View all Plans >](#) [Instructions](#)

Plan Name / EIN

Plan Name	EIN/PN	Actions
Pension Plan1	44-1111111 / 444	Create a Filing Invite a Practitioner
Retirement Plan 4	55-6666666 / 777	Create a Filing Invite a Practitioner
Retirement Plan1	11-2222222 / 123	Create a Filing Invite a Practitioner
Retirement Plan2	22-3333333 / 444	Create a Filing Invite a Practitioner
Retirement Plan3		Create a Filing Invite a Practitioner
Retirement Plan5	88-8888888 / 750	Create a Filing Invite a Practitioner

Import Software-Prepared Filing(s)

[Instructions](#)