

My Plan Administration Account (My PAA) Review Submitted Screen-Prepared and Imported Filings in Your Account



Review Submitted Screen-Prepared and Imported Filings in Your Account

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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Launch Page

- You are now logged into My PAA.
- If the Launch Page overlaid on top of your Home Page is displayed, select the “Go to a Plan’s Page” link in the Returning User section.
 - ❖ The All Plans in your Account 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 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 Submitted Screen-Prepared and Imported Filings in Your Account

From the All Plans in Your Account Page

- Select the appropriate plan in the “Plan Name” column to go to the Plan Page to review screen-prepared and imported filings for that plan.
 - ❖ The “Plan Page” will be displayed (Slide 5).

Note 1: You can search and sort the columns to find a particular plan.

Note 2: Submitted uploaded filings only show on the uploader’s Home Page.

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

All Plans in Jack Black's Account

[Instructions](#)
[Print this page](#)

Active Plans

Plan Name / EIN [Search](#) [Clear Search](#) [Move to Archived Plans](#)

Plan Name ^	EIN/PN ⇅	Actions		
Retirement Plan 1	10-4104104 / 001	Create a Filing	Invite a Practitioner	<input type="checkbox"/>
Retirement Plan 2	44-4555222 / 001	Create a Filing	Invite a Practitioner	<input type="checkbox"/>
Retirement Plan 3	44-4777888 / 001	Create a Filing	Invite a Practitioner	<input type="checkbox"/>
Retirement Plan 4	11-9922110 / 567	Create a Filing	Invite a Practitioner	<input type="checkbox"/>

Archived Plans

Plan Name / EIN [Search](#) [Clear Search](#) [Move to Active Plans](#)

Plan Name ^	EIN/PN ⇅	Actions		
Retirement Plan 5	10-2102102 / 001	Create a Filing	Invite a Practitioner	<input type="checkbox"/>
Retirement Plan 6	65-0425084 / 002	Create a Filing	Invite a Practitioner	<input type="checkbox"/>
Retirement Plan 7	10-3103103 / 001	Create a Filing	Invite a Practitioner	<input type="checkbox"/>
Retirement Plan 8	74-2980802 / 231	Create a Filing	Invite a Practitioner	<input type="checkbox"/>

Review Submitted Screen-Prepared and Imported Filings in Your Account

From the Home Page

- Select the appropriate plan name from the “Plan Name” column in the Plans in your Account section.
 - ❖ The Plan Page will be displayed (Slide 5).
- If necessary, select the “View all Plans” link to see all of your Plans (Slide 3).

Note 1: You can search and sort the columns to find a particular plan.

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.

PBGC My PAA v.15.1.0.26
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)
- 4 You Hold
- 0 Others Hold
- 5 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 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

Plans in Jack Black's Account

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

Plan Name	EIN/PN	Actions
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	44-5555555 / 777	Create a Filing Invite a Practitioner
Retirement Plan5	88-8888888 / 750	Create a Filing Invite a Practitioner

Import Software-Prepared Filing(s)

Transfer filing data into My PAA editing screens for review and submission for any plan(s) in your account.

[Import Filing\(s\)](#)

Review Submitted Screen-Prepared and Imported Filings in Your Account

Plan Page

- All of the plan’s screen-prepared and imported filings are shown in the “Premium Filings for the Plan” section.
- Select the “Submitted” radio button to see only submitted filings for the plan.
- To review or print a particular filing receipt, select the appropriate Filing link.
- Select the appropriate link/button to logout of My PAA or to go to another page (e.g., the Home page).

v.15.1.0.26



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Plan Page ➤ Instructions

Plan Information

Retirement Plan 4 – 55-6666666 / 777

Plan Sponsor: **Plan Administrator:** **Plan Contact:**

Note: The information displayed here is the most up-to-date information that PBGC has on record for this plan. For instructions on how to update this information (outside the premium filing process) call the PBGC Contact Center at 1-800-736-2444. TTY/TDD users may call the Federal relay service at 1-800-877-8339 and ask to be connected.

Account History

Premium Filings and Payments Received by PBGC

[Account History](#)

There will be a delay between when the filing is submitted and when it shows in the Account History. Due to the delay, this Account History may not include your most recent filing.

[About Account Histories](#)

Premium Filings for the Plan (Screen-Prepared and Imported Only)

[Create a Filing](#) In-process Submitted All filings

Filing	ID	Received Date	Status
2015 Comprehensive	3743938		IN-PROCESS
2014 Comprehensive	3743965	4/8/2015 8:55:10 AM	SUBMITTED

Premium Filing Practitioners for the Plan

[Invite a Practitioner](#)

Edit	Name	Permissions	Phone	Email	Remove Practitioner
	Sue Practitioner	Plan Administrator, Paying Agent, Preparer	202-326-4000	SPRACTITIONER@WORKEMAIL.COM	
	Jonny Doe	Preparer, Paying Agent	313-313-3333	JONNYDOE@WORKEMAIL.COM	
	Jack Black	Actuary, View Account History, Filing Coordinator, Paying Agent, Plan Administrator, Preparer	123-123-1234	JBLACK@WORKEMAIL.COM	

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Review Submitted Screen-Prepared and Imported Filings in Your Account

Receipt for Final Filing with Premium Payment (if any) Page

- The entire filing receipt is displayed (only the first page is shown here).
- Review the receipt and select the close symbol (x) on the top right corner of the browser to go back to the “Plan Page” (Slide 5).

Receipt for Comprehensive Premium Filing

Date/Time Filing Received: 4/8/2015 8:55:10 AM Eastern Time

Your reference number for this transaction is: **3743965**

Please note that this transaction is subject to further verification and does not guarantee satisfaction of filing requirement or premium liability. If this filing is late or the premium paid insufficient, PBGC will subsequently send the Plan Administrator a Statement of Account (Premium Invoice) that shows the amount owed to PBGC.

Payment Alternative:	Paid using a Paper Check
Flat-rate Premium:	\$10,800.00
Premium Credit:	\$1,000.00
Premium Amount Due:	\$9,800.00

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