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".

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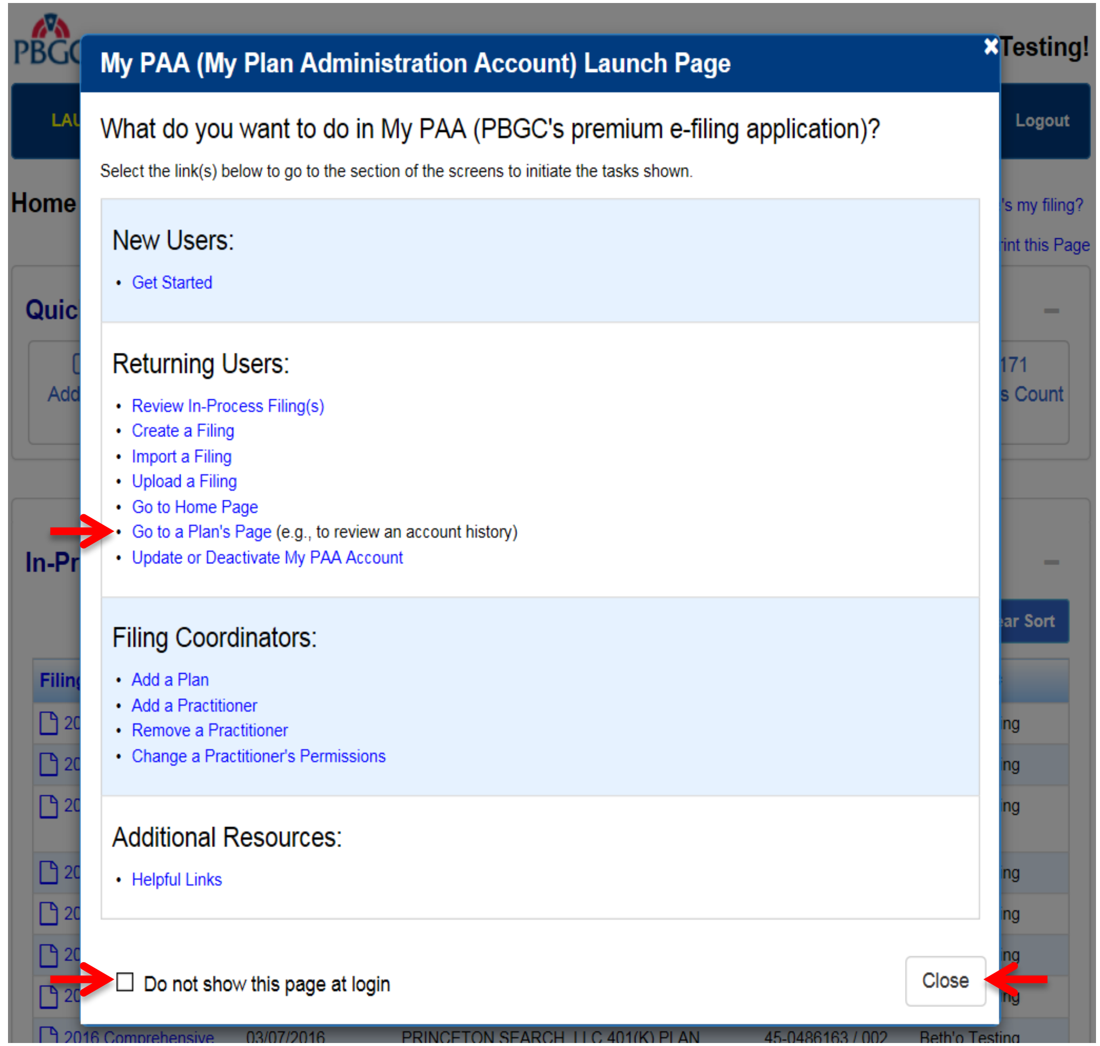
Launch Page

- 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".



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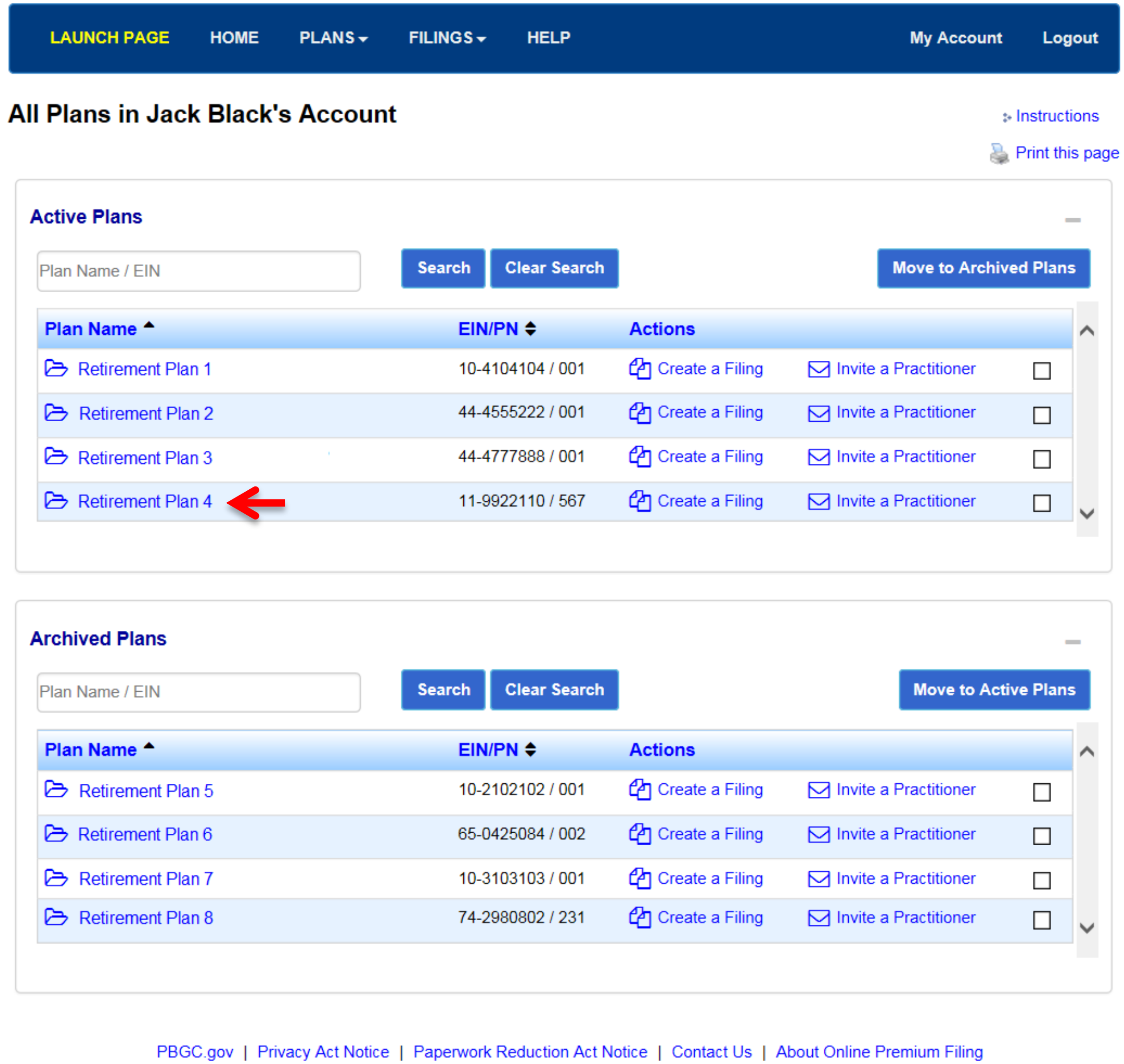
From the All Plans in Your Account Page

- 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.



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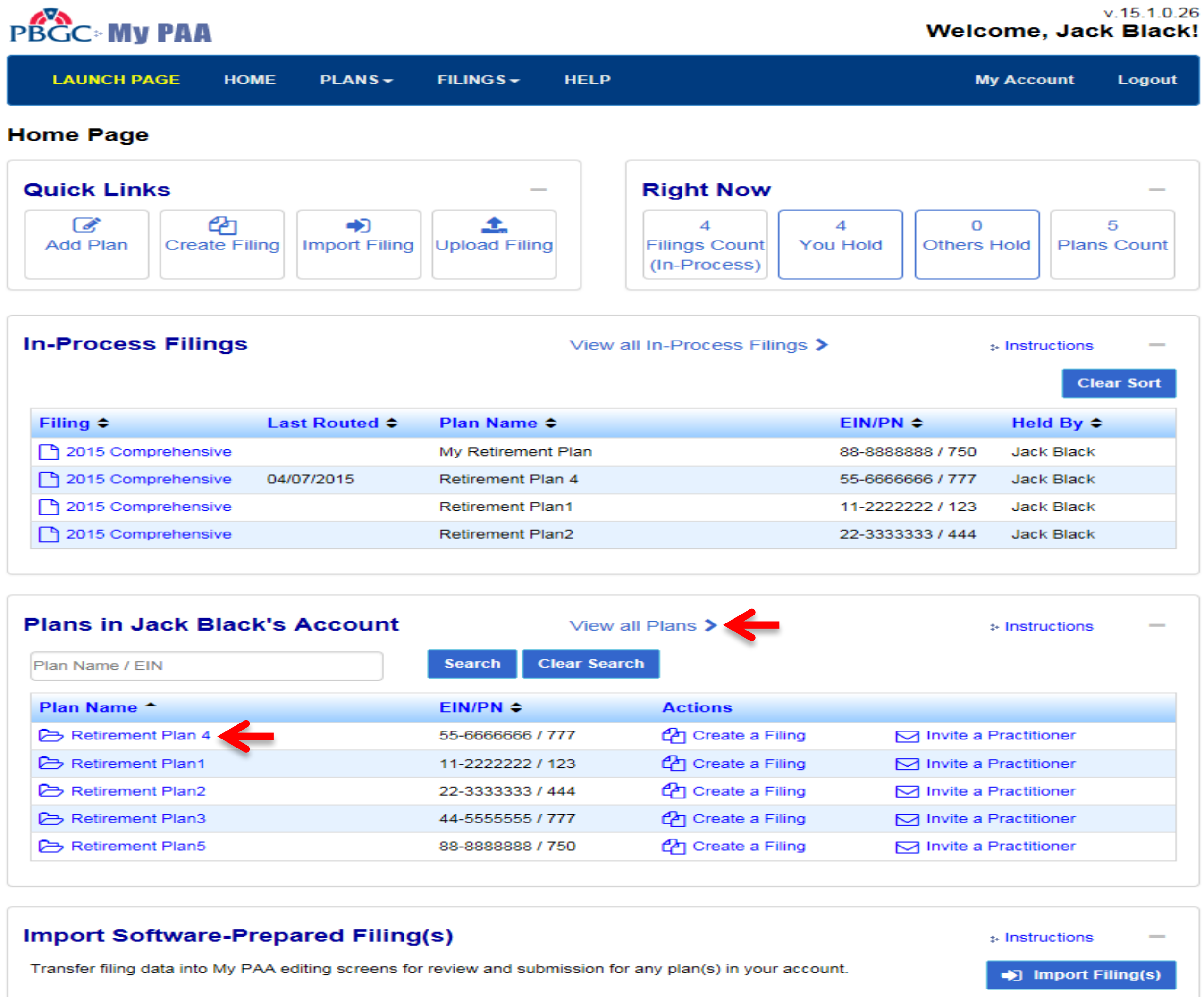
From the Home Page

- 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.



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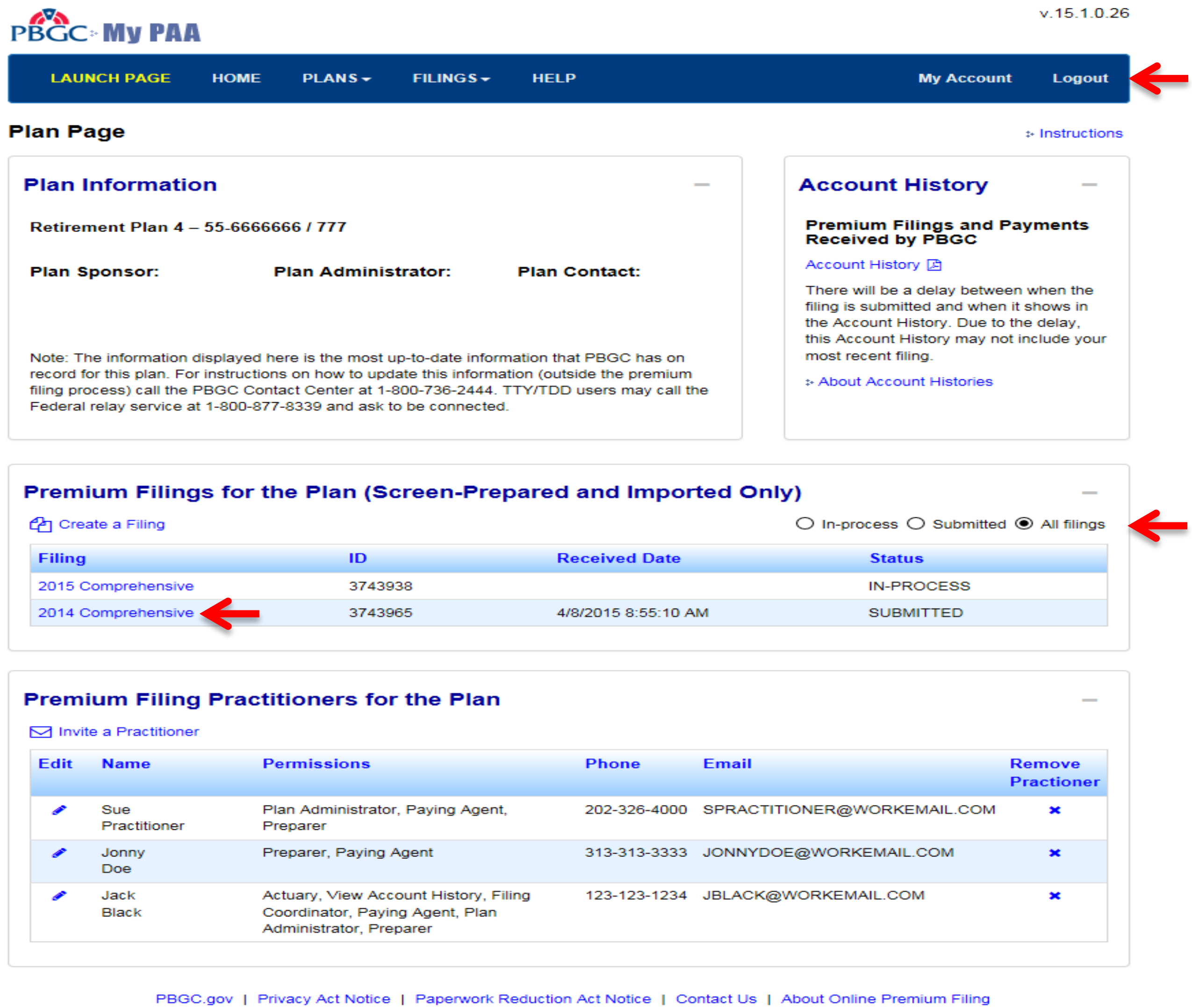
Plan Page

- 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).



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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