My Plan Administration Account (My PAA) Update or Deactivate Your My PAA Account (Returning Users)

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Update or Deactivate Your My PAA Account (Returning Users)

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: jackblack

Password: ••••••••• (Case Sensitive)

Login

⁖ Forgot your User ID?   ⁖ Forgot your Password?

⁖ New users click here to sign up.

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Update or Deactivate Your My PAA Account (Returning Users)

Launch Page

➢ You are now logged into My PAA.

➢ If Launch Page overlaid on top of your Home Page is displayed, select the "Update or Deactivate My PAA Account" link in the Returning User section.

- ❖ Your Account Page will be displayed (slide 5)

➢ If 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

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

Update or Deactivate Your My PAA Account (Returning Users)

From the Home Page

➢ Select the "My Account" link from the Menu Bar.

❖ Your Account Page will be displayed (Slide 5).

Note: 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.

Update or Deactivate Your My PAA Account (Returning Users)

From Your Account Page

➢ Select the "Edit" button to change your personal information (name, work phone number, work email address).

➢ Your Personal Information will be displayed (Slide 6).

Note: To change your password, see slide 8. To deactivate your account, see slide 12

Update or Deactivate Your My PAA Account (Returning Users)

Your Account Page

➢ Enter your update(s).

❖ To update your e-mail address, you will need to enter the e-mail address twice.

❖ The two email fields must match to proceed to the next screen.

➢ Select the "Save" button.

Note: the **"*"** next to a field means that field is required for input.

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Jack Black's Account

Enter Your Personal Information ←

Required fields are marked with an asterisk (*)

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

Cancel   Save ←

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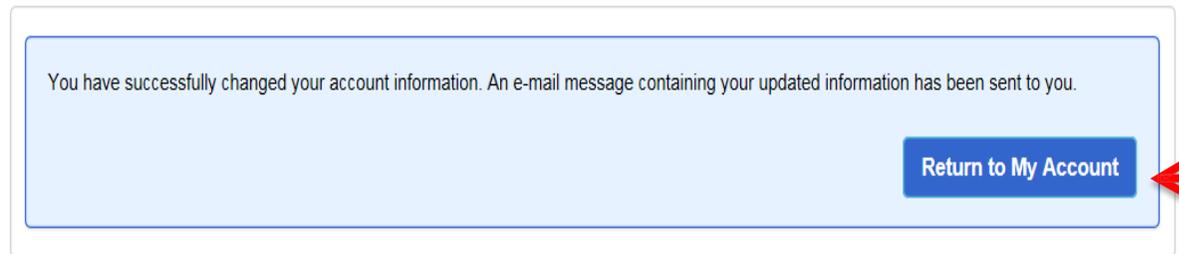Protecting America's Pensions

Update or Deactivate Your My PAA Account (Returning Users)

Account Information Updated Confirmation Page

➢ Note that an email containing your updated information was sent to the email address you provided.

➢ Select the "Return to My Account" button.

❖ Your Account Page will be displayed (Slide 8).

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Account Information Updated Confirmation

You have successfully changed your account information. An e-mail message containing your updated information has been sent to you.

Return to My Account

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Update or Deactivate Your My PAA Account (Returning Users)

Your Account Page

➢ Your Account Page reflects the changes that you made.

➢ Select "Change Your Password" button to change your password, if necessary.

  ❖ Change your Password page will be displayed (Slide 9).

  OR

➢ Select the "Back to Home Page" button to go to the Home Page (Slide 4).

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Jack Black's Account

Your Personal Information   [Edit]

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

Login Information

| User ID: | jackblack |
| Password: | **Change Your Password** |

Account Deactivation

I no longer use my My PAA account (e.g., to submit premium filings to PBGC) and, therefore, request that PBGC remove any plans and deactivate my account.

Deactivate My Account

Back to Home Page

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Update or Deactivate Your My PAA Account (Returning Users)

Change Your Password Page

➢ Enter your old password in the box labeled "Enter Old Password:".

➢ Enter your new password in the box labeled "Enter New Password:" and for the second time in the box labeled "Confirm New Password:". Be sure to follow the password rules while creating the new password

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

➢ Enter your Secret Answer.

➢ Select the "Save" button.

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Jack Black's Account

Change Your 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:
    ' " = % * \ + & > < ; ?
- For password changes, at least 1 character(s) must be changed.

Enter Old Password:

Enter New Password:

Confirm New Password:

To ensure the security of your account, we require that you enter your security key before completing this transaction.

Secret Question: In what city were you born?

* Secret Answer:

Cancel   Save

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Update or Deactivate Your My PAA Account (Returning Users)

Password Change Confirmation Page

➢ This confirms that you have successfully changed your password.

➢ Read the instructions on the screen.

➢ Select the "Return to My Account" button.

➢ Your Account page will be displayed (Slide 11)

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Password Change Confirmation

You have successfully changed your password. It is important that you commit this new password to memory, as you will need it to log in to My PAA in the future. If you have additional questions or need assistance, please 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. You may also e-mail your questions to premiums@pbgc.gov.

Return to My Account

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Update or Deactivate Your My PAA Account (Returning Users)

Your Account Page

➢ Your Account Page reflects the changes that you made.

➢ Select the "Back to Home Page" button to go to the "Home Page (Slide 4)" or select the appropriate link to logout or to go to another page (e.g., the Launch page).

Note: To deactivate your account, see slide12

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Jack Black's Account

Your Personal Information   [Edit]

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

Login Information

| User ID: | jackblack |
| Password: | [Change Your Password] |

Account Deactivation

I no longer use my My PAA account (e.g., to submit premium filings to PBGC) and, therefore, request that PBGC remove any plans and deactivate my account.

[Deactivate My Account]

[Back to Home Page]

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Update or Deactivate Your My PAA Account (Returning Users)

Your Account Page

➢ Select the "Deactivate My Account" button to remove any plans and close your account if it is no longer needed.

Update or Deactivate Your My PAA Account (Returning Users)

Account Deactivation Confirmation Page

➢ When the Confirmation Page is displayed, select "Continue" button to confirm the deactivation request.

Note: Select "Cancel" button if you do not want your account to be deactivated.

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Account Deactivation Confirmation

You have requested that PBGC remove any plans and deactivate your My PAA account because it is no longer being used (e.g., to submit premium filings to PBGC).

- If you **do not want** your account to be deactivated, please select the Cancel button

- If you **want** your account to be deactivated, please confirm by selecting the Continue button

Cancel   Continue

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Update or Deactivate Your My PAA Account (Returning Users)

Account Deactivation Status Page

➢ When the deactivation is complete, you will see the Account Deactivation Status page and will be sent a confirmation email.

➢ Select "Exit" button to leave the My PAA application.

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Account Deactivation Status

Since you selected Continue, any plans in your My PAA account have been removed and your account has been deactivated. You will also be sent an email confirming that the deactivation was completed.

Exit

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