

My Plan Administration Account (My PAA) Filing Coordinator: Change a Practitioner's Permissions



Pension Benefit Guaranty Corporation
Protecting America's Pensions

Change a Practitioner's Permissions

My PAA Login Page

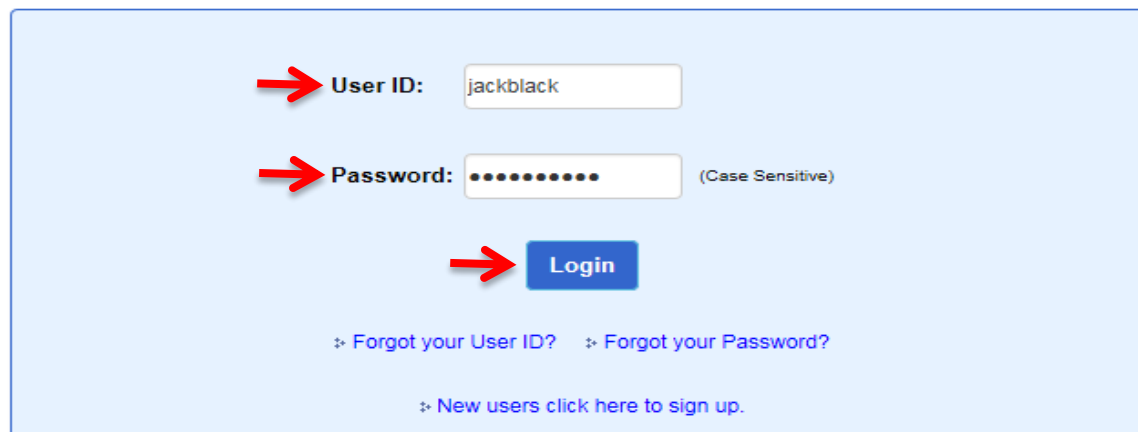
- Enter your User ID into the field labeled "User ID" on the My PAA login page.
- Enter your Password into the field labeled "Password".
- Select the button labeled "Login".

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.



The screenshot shows the My PAA Login page. It features a light blue background with a white border. At the top, there is a header "My PAA Login". Below the header, a welcome message states: "Welcome to My Plan Administration Account (My PAA), where you can electronically submit pension plan premium filings and payments to PBGC." Underneath, a section titled "What's New and How to Use My PAA" lists several links: "What's New for Practitioners", "What's New in My PAA", "Password Rules", and "More about My PAA". The main login area contains three input fields: "User ID:" with the value "jackblack", "Password:" with masked characters ".....", and a "Login" button. Red arrows point to each of these three elements. Below the login fields, there are links for "Forgot your User ID?", "Forgot your Password?", and "New users click here to sign up."

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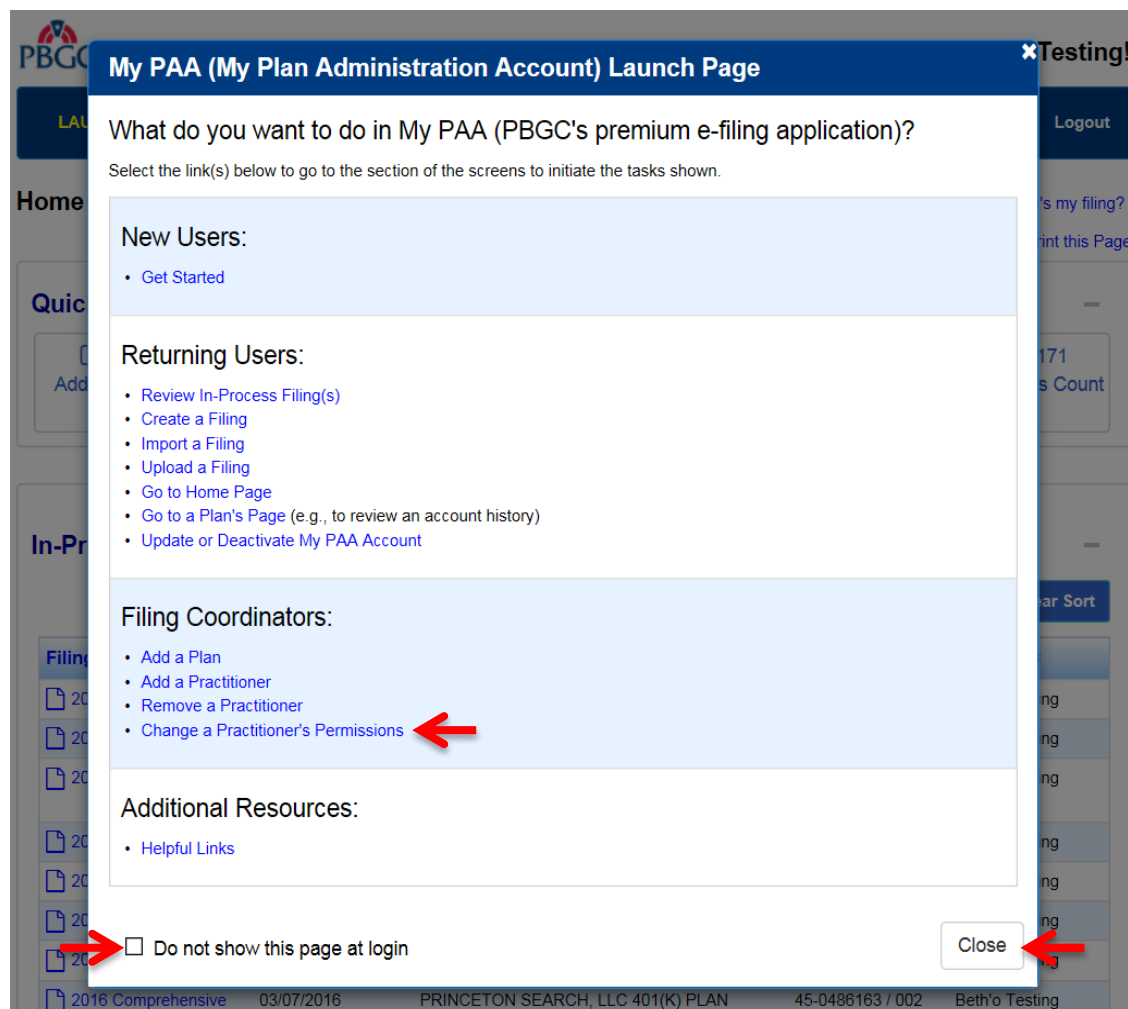
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Change a Practitioner's Permissions

Launch Page

- You are now logged into My PAA.
- If Launch Page overlaid on top of your Home Page is displayed, select the “Change a Practitioner’s Permissions” link in the Filing Coordinators section.
 - ❖ The All Plans in your Account Page will be displayed (slide 3)
- 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”.



Change a Practitioner's Permissions

From the All Plans in Your Account Page

- Select the appropriate plan in the “Plan Name” column to go to the Plan Page for that plan.
- The Plan Page will be displayed. (Slide 5).

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

All Plans in Jack Black's Account

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

Active Plans

[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

[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"/>

Change a Practitioner's Permissions

From the Home Page

- Select the appropriate plan name in the “Plan Name” column of 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: 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.

My PAA Welcome, Jack Black!

LAUNCH PAGE HOME PLANS FILINGS HELP My Account Logout

Home Page [Where's my filing?](#) [Print this Page](#)

Quick Links

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

Right Now

- 1 Filings Count (In-Process)
- 1 You Hold
- 0 Others Hold
- 8 Plans Count

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

Plans in Jack Black's Account [View all Plans](#) [Instructions](#)

Plan Name / EIN Search Clear Search


Plan Name ^	EIN/PN	Actions
Retirement Plan 1	10-4104104 / 001	Create a Filing Invite a Practitioner
Retirement Plan 2	44-4555222 / 001	Create a Filing Invite a Practitioner
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Import Software-Prepared Filing(s) [Instructions](#)

Upload Software-Prepared Filing(s) [View all Uploads](#) [Instructions](#)

Change a Practitioner's Permissions

Plan Page

- Select the edit symbol  link next to the practitioner's name in the "Edit" column of the Premium Filing Practitioners for the Plan section.

Plan Page

[Instructions](#)

[Print this Page](#)

Plan Information

Retirement Plan 4 -- 11-9922110 / 567

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

[Instructions](#)

[Create a Filing](#)

☐ In-process ☐ Submitted ☒ All filings

Filing	Confirmation #	Filing Method	Received Date	Status
2015 Comprehensive*	3962142	Screen Prepared	4/11/2016 3:56:19 PM	Submitted/Successfully Processed
2015 Comprehensive	3957124	Screen Prepared	3/7/2016 12:54:42 PM	Submitted/Deleted
2015 Comprehensive	3955569	Screen Prepared	2/23/2016 10:36:16 AM	Submitted/Deleted
2014 Comprehensive	3834489	Imported	10/14/2014 3:29:42 PM	Submitted/Successfully Processed
2013 Comprehensive*	3819310	Screen Prepared	9/24/2014 10:17:25 AM	Submitted/Successfully Processed
2013 Comprehensive	3788755	Screen Prepared	4/8/2014 11:30:07 AM	Submitted/Deleted
2008 Comprehensive	1322478		10/15/2008 4:25:01 PM	Submitted
2007 Form1scheda	880141		11/1/2007 6:04:19 PM	Submitted

Premium Filing Practitioners for the Plan

[Invite a Practitioner](#)

[Instructions](#)

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	

Change a Practitioner's Permissions

Practitioner Permissions

- Select the Checkbox next to the permission (s) that you are adding for the practitioner.
- Unselect the checkbox next to the permission (s) that you are removing for the practitioner.
- Select the “Next” button to go to the “Plan Page” (Slide 7).

Practitioner Permissions

Practitioner Details

First Name: Jonny
Last Name: Doe
Phone: 313-313-3333
E-mail: JONNYDOE@WORKEMAIL.COM

I wish to grant this practitioner the following filing permissions for BAE SYSTEMS IRVING RETIREMENT PLAN (06-1583488 / 014):

☒ Create and edit filings (all practitioners are granted this permission by default).

☐ Serve as Filing Coordinator.

☐ Sign and submit filings as a plan administrator.

or

☐ Submit filings as a plan administrator's representative.

Please enter plan administrator's details:

* First Name:

* Last Name:

* Phone:

ex. 111-111-1111

Ext.

ex. 111111

* E-mail:

ex. aa@a.com

* Confirm E-mail:

ex. aa@a.com

☐ Sign filings as an enrolled actuary.

☒ Authorize premium payment.

☐ View account history (when available).

[< Back](#)

[Cancel](#)

[Next >](#)

Change a Practitioner's Permissions

Plan Page

- View the “Premium Filing Practitioners for the Plan” section to see that the practitioner’s permissions have been updated.
- Select the appropriate link to logout or to go to another page (e.g., the Home page).

Plan Page

[Instructions](#)

[Print this Page](#)

Plan Information

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[About Account Histories](#)

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[Create a Filing](#)

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2014 Comprehensive	3834489	Imported	10/14/2014 3:29:42 PM	Submitted/Successfully Processed
2013 Comprehensive*	3819310	Screen Prepared	9/24/2014 10:17:25 AM	Submitted/Successfully Processed
2013 Comprehensive	3788755	Screen Prepared	4/8/2014 11:30:07 AM	Submitted/Deleted
2008 Comprehensive	1322478		10/15/2008 4:25:01 PM	Submitted
2007 Form1scheda	880141		11/1/2007 6:04:19 PM	Submitted

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[Invite a Practitioner](#)

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✎	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	✕