

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



Pension Benefit Guaranty Corporation
Protecting America's Pensions

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:

jackblack

➔

Password:

.....

(Case Sensitive)

➔

Login

➔

[Forgot your User ID?](#)

➔

[Forgot your Password?](#)

➔

[New users click here to sign up.](#)

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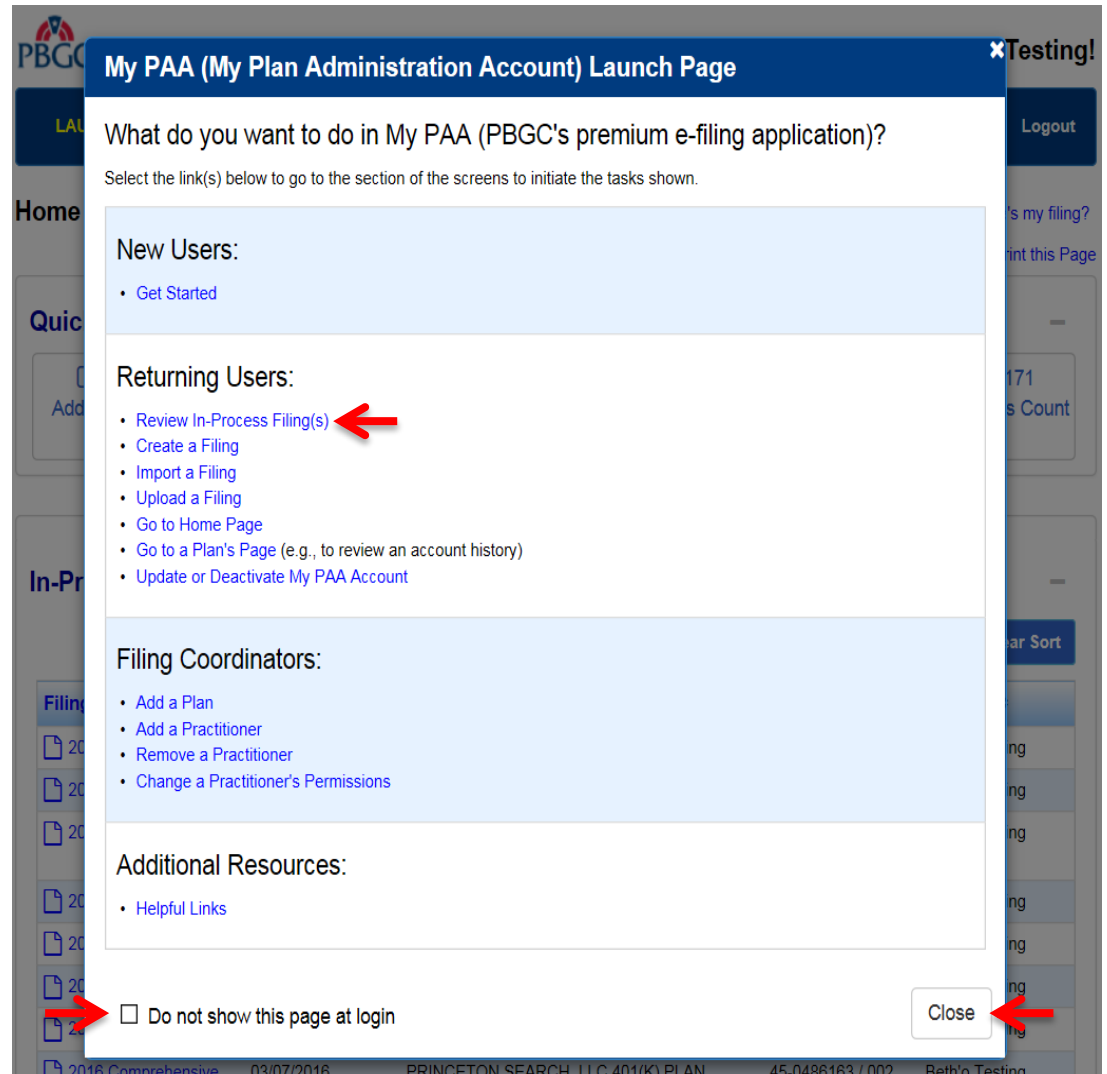
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Review, Edit, Sign, and Route/Retrieve a Filing

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”.



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



Pension Benefit Guaranty Corporation
Protecting America's Pensions

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.

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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
- 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	12/1/2015	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

[Search](#) [Clear Search](#) [View all Plans](#) [Instructions](#)

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	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\(s\)](#) [Instructions](#)

Upload Software-Prepared Filing(s)

Submit fully-completed filing(s) for any plan(s) once you have at least one plan in your account. After the file is uploaded, click the link (if shown) under "Conf. ID/ Receipt" to view the receipt(s) showing data submitted. [Upload Filing\(s\)](#) [View all Uploads](#) [Instructions](#)



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

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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).

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
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.gov [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

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.gov Holding
Shawn Parker	Filing Coordinator, Preparer, Actuary, View Account History, Paying Agent	602-944-1515	sparker@mgks.com

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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.

[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

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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](#)

1 → 2 → 3 → 4

Start a Draft Filing Edit Draft, Sign Filing, and Select Payment Alternative Submit Filing with Payment (if any) Receive Filing Confirmation

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

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Filing Manager 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).

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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

Requires Plan Administrator or PA Representative Signature

No Actuary Signature Required

Requires Paying Agent authorization

To take action on this filing:

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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

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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

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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

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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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Protecting America's Pensions

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

Filing Manager 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).

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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

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.
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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
Shawn Parker	Filing Coordinator, Preparer, Actuary, View Account History, Paying Agent	602-944-1515	sparker@mgks.comxxxpbgc

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

[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

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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.

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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:

Last Name:

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

Work E-mail:

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:

* Secret Answer:

[Cancel](#) [Approve Filing](#)

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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.

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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

```
graph LR; 1((1)) --> 2((2)) --> 3((3)) --> 4((4))
```

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	
<input type="checkbox"/>	No Actuary Signature Required	
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.
- 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	
Tommy Testing	Filing Coordinator, Actuary, Paying Agent, Preparer, Plan Administrator, View Account History	972-458-9888	beth.test@pbgc.govxx	Holding
Kothap Xwcpfpunm Puk	Paying Agent, Plan Administrator, Preparer, View Account History, Filing Coordinator	270-960-7894	nus@yqcff.vvr	Route To
Tjmnxm Aehyn	View Account History, Paying Agent, Preparer, Plan Administrator, Filing Coordinator	915-711-4641	fcwrm@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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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:

This is a routing test

[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.

[PBGC.gov](#) | [Privacy Act Notice](#) | [Paperwork Reduction Act Notice](#) | [Contact Us](#) | [About Online Premium Filing](#)



Pension Benefit Guaranty Corporation
Protecting America's Pensions

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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[My Account](#) [Logout](#)

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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Pension Benefit Guaranty Corporation
Protecting America's Pensions

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!**

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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](#)

[Search](#) [Clear Search](#)

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](#)