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

Change a Practitioner's Permissions

My PAA Login Page

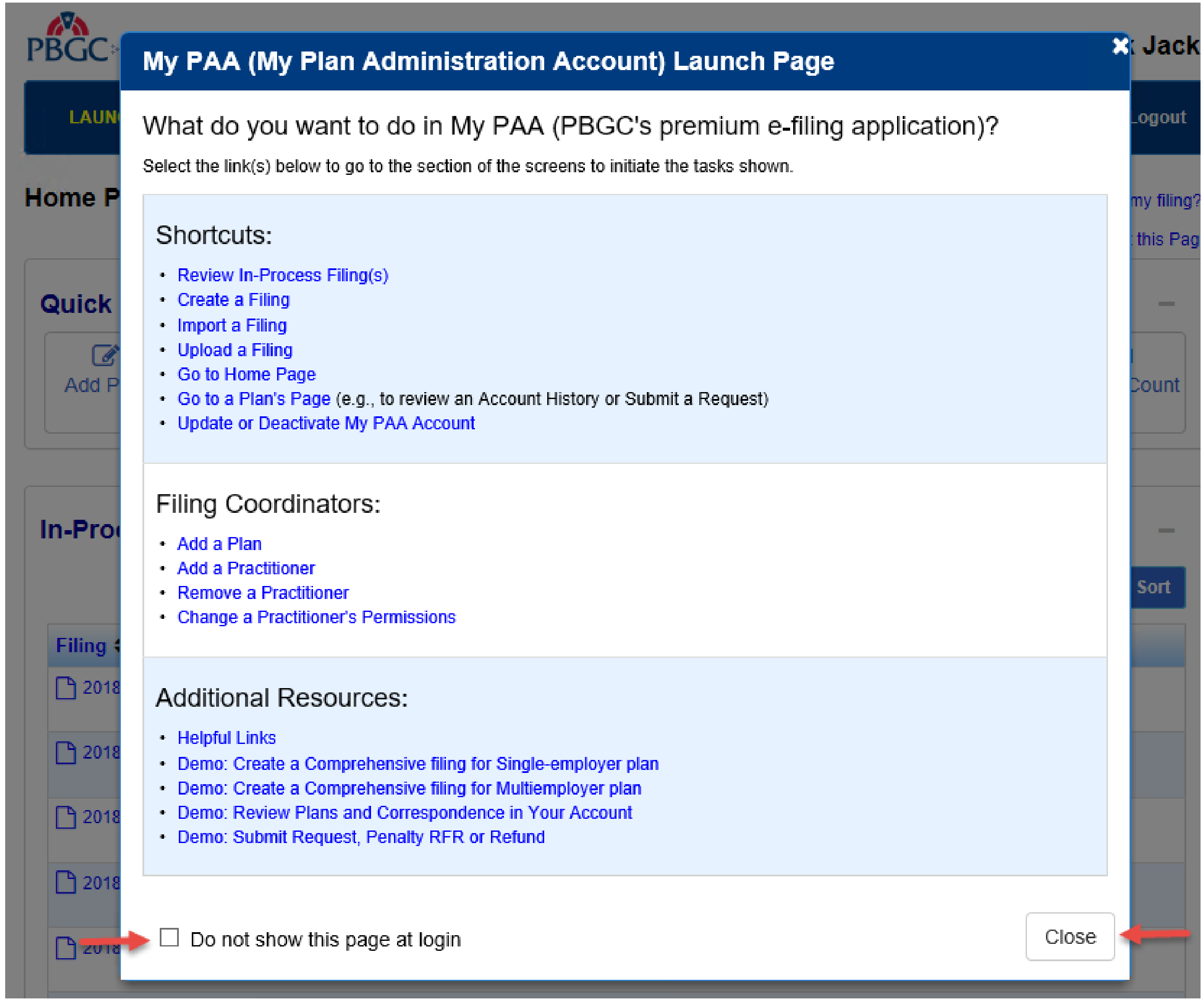
- Enter your User ID into the field labeled "User ID" on the My PAA login page.
- Enter your Password into the field labeled "Password".
- Select the button labeled "Login".

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 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”.

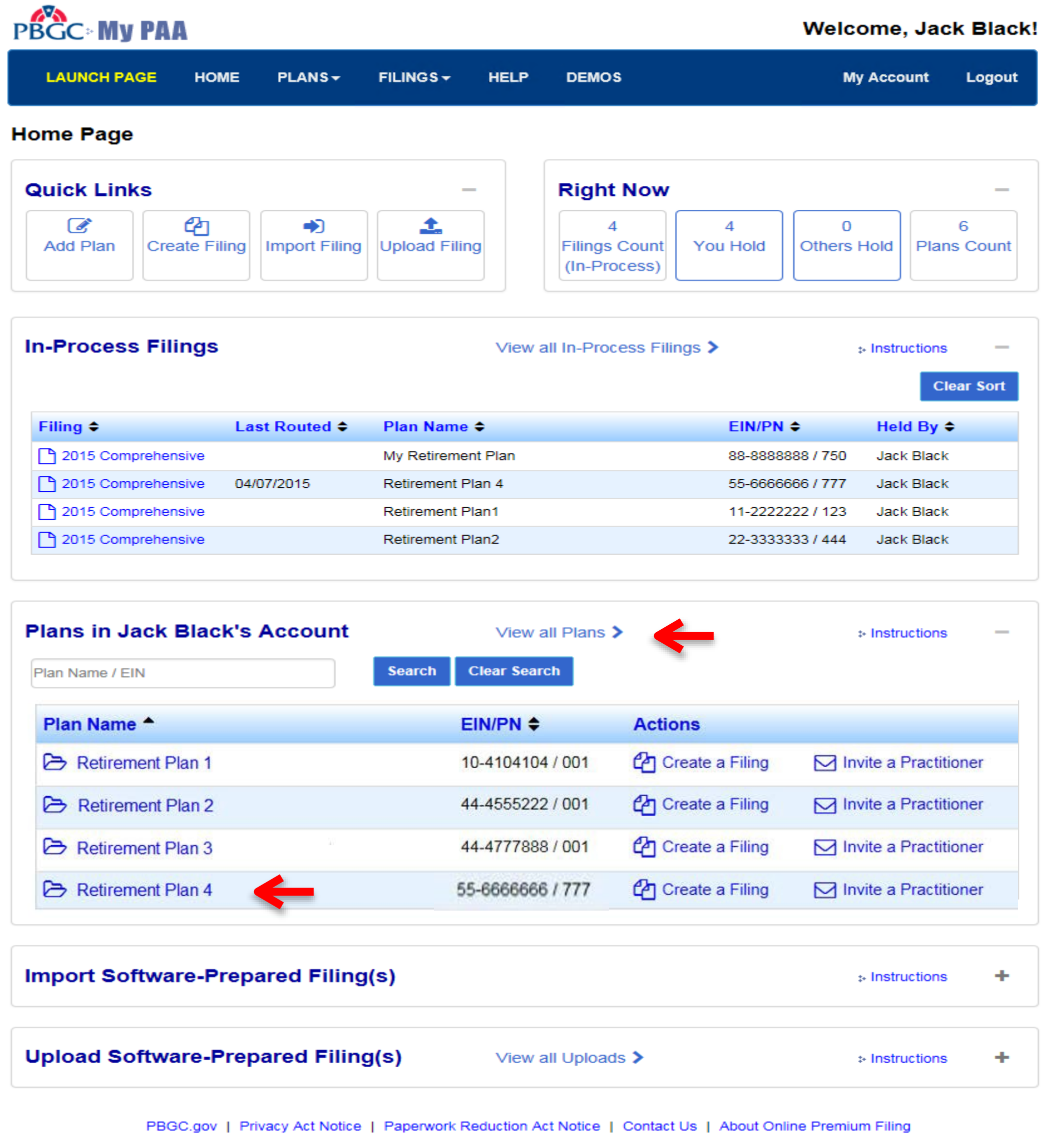


Change a Practitioner's Permissions

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 6).
- If necessary, select the "View all Plans" link to see all of your Plans (Slide 5).

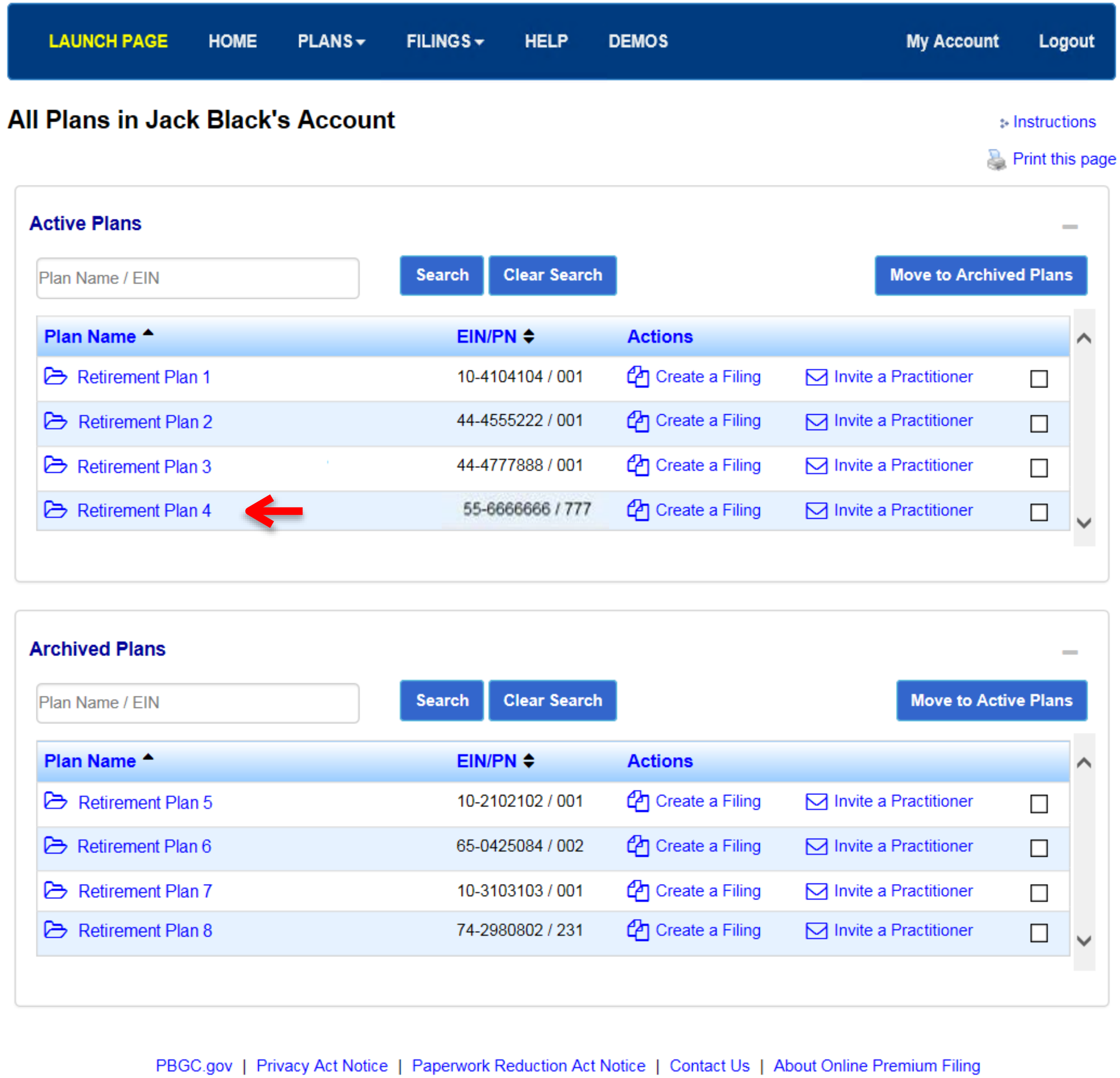
Note: The Menu Bar on the top of every My PAA screen can be used to easily access other pages, e.g., the Launch Page, and Help information.



Change a Practitioner’s Permissions

From the All Plans in Your Account Page

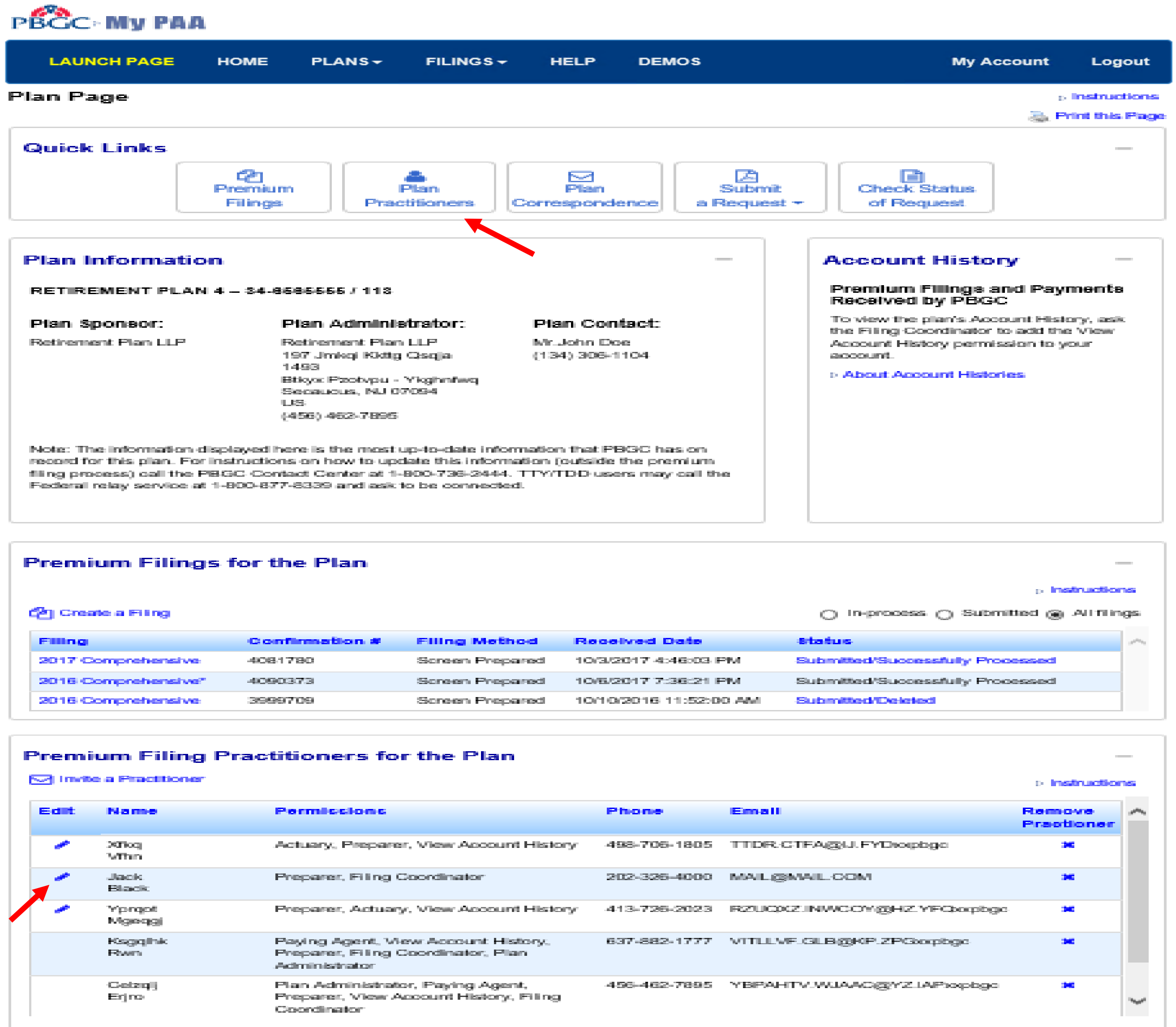
- ➢ Select the appropriate plan in the “Plan Name” column to go to the Plan Page for that plan.
- ➢ The Plan Page will be displayed. (Slide 6).



Change a Practitioner’s Permissions

Plan Page

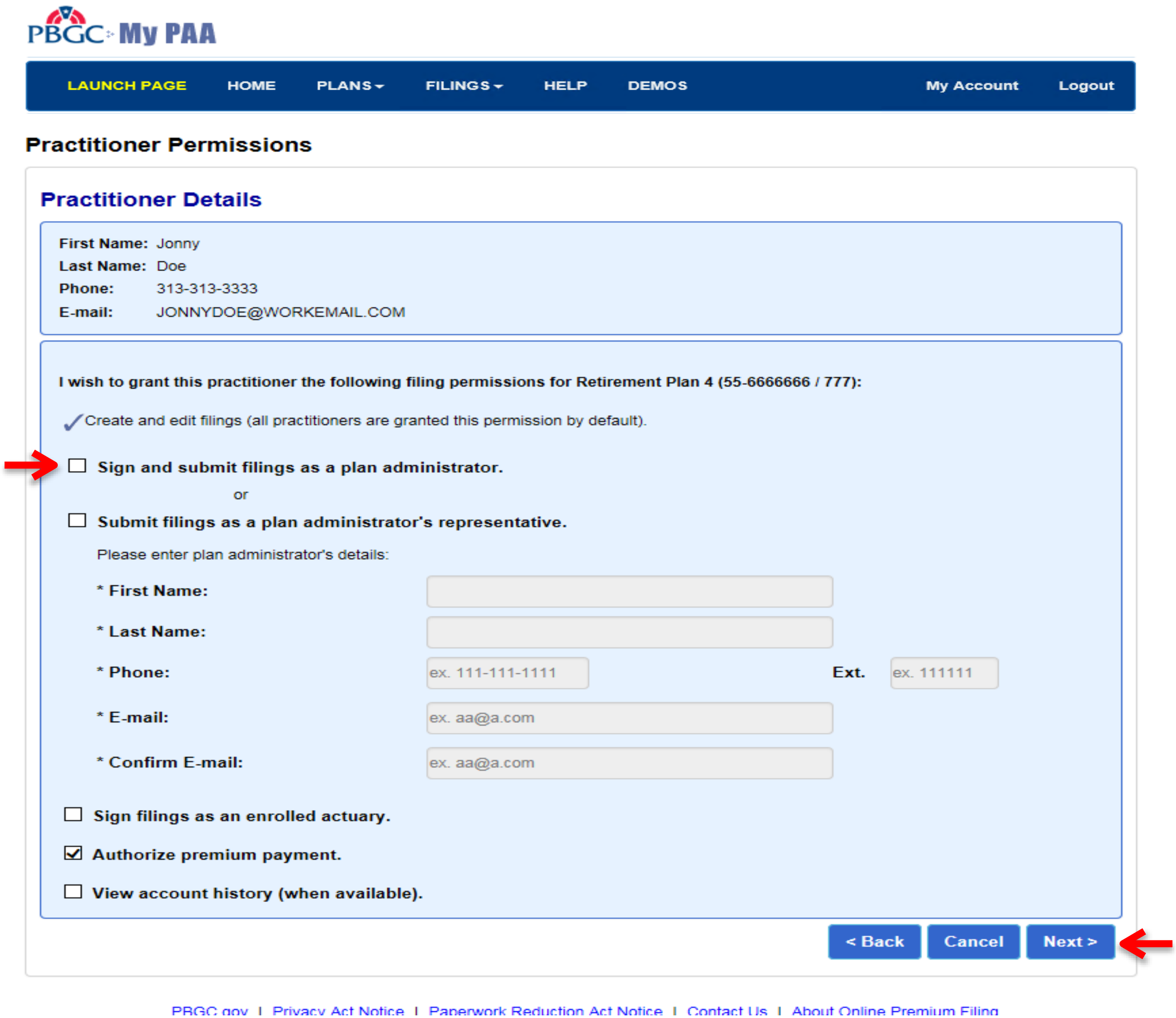
- Select Quick Link for Plan Practioners.
- Select the edit symbol link next to the practitioner’s name in the “Edit” column of the Premium Filing Practitioners for the Plan section.
    - Note: Only a Filing coordinator can change the filing team members permissions.



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 8).



Change a Practitioner's Permissions

Plan Page

- Select the Quick Link for Plan Practitioners.
- 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).