

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".

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:

➔ Password: (Case Sensitive)

➔ [Login](#)

[Forgot your User ID?](#) [Forgot your Password?](#)

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

SECURITY NOTICE AND WARNING

This website is a U.S. Government information system and is provided for authorized use only. Your usage of this system may be monitored, recorded, and subject to audit by PBGC. PBGC may use communications transmitted through, or data stored on, this information system for any official business purpose. This information system and its data are protected by U.S. federal laws, including, but not limited to, federal privacy laws, Title IV of ERISA, the Homeland Security Act, and the USA PATRIOT Act. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Use of this information system by any individual, authorized or unauthorized, constitutes consent to these provisions. If you do not agree with these provisions, please close your browser or enter another URL to leave the site entirely.

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

Copyright © 2011, PBGC. All rights reserved. Use of this website constitutes acceptance of our [Terms of Use](#)



Pension Benefit Guaranty Corporation
Protecting America's Pensions

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”.

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

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.

The screenshot displays the PBGC My PAA interface. At the top, a dark blue navigation bar contains the PBGC logo, the text "My PAA", and the user greeting "Welcome, Jack Black!". The navigation bar includes links for "LAUNCH PAGE", "HOME", "PLANS", "FILINGS", "HELP", and "DEMOS", along with "My Account" and "Logout".

The main content area is titled "Home Page" and features two summary boxes: "Quick Links" with buttons for "Add Plan", "Create Filing", "Import Filing", and "Upload Filing"; and "Right Now" with four status indicators: "4 Filings Count (In-Process)", "4 You Hold", "0 Others Hold", and "6 Plans Count".

The "In-Process Filings" section includes a table with columns for "Filing", "Last Routed", "Plan Name", "EIN/PN", and "Held By". The table lists four entries, all for "2015 Comprehensive" filings. A "View all In-Process Filings" link and a "Clear Sort" button are also present.

The "Plans in Jack Black's Account" section features a search bar, "Search" and "Clear Search" buttons, and a table with columns for "Plan Name", "EIN/PN", and "Actions". The table lists four retirement plans. A red arrow points to the "View all Plans" link above the table, and another red arrow points to the "Retirement Plan 4" row in the table.

At the bottom, there are sections for "Import Software-Prepared Filing(s)" and "Upload Software-Prepared Filing(s)", each with a "View all" link and an "Instructions" link.

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).

All Plans in Jack Black's Account

[Instructions](#)

[Print this page](#)

Active Plans

Plan Name / EIN [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	55-8666666 / 777	Create a Filing Invite a Practitioner <input type="checkbox"/>


Archived Plans

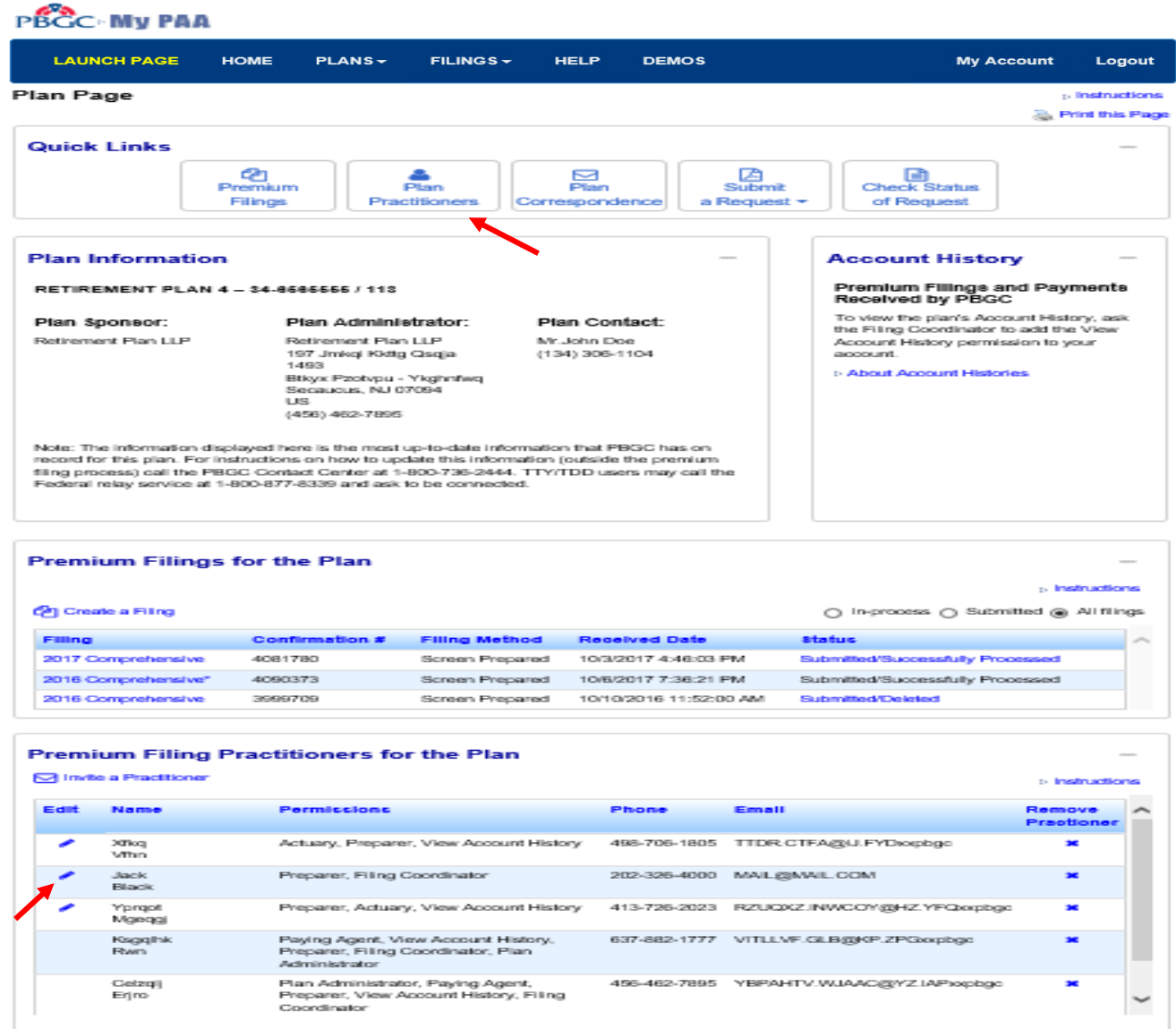
Plan Name / EIN [Search](#) [Clear Search](#) [Move to Active Plans](#)

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

Plan Page

- Select Quick Link for Plan Practitioners.
- 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.



Quick Links

- Premium Filings
- Plan Practitioners**
- Plan Correspondence
- Submit a Request
- Check Status of Request

Plan Information

RETIREMENT PLAN 4 - 34-8595555 / 113

Plan Sponsor: Retirement Plan LLP

Plan Administrator: Retirement Plan LLP
157 Jmksj Kdkg Qsqa
1453
Btkyx Pzotvpu - Ykghnfwq
Secaucus, NJ 07094
US
(456) 462-7895

Plan Contact: Mr. John Doe
(134) 305-1104

Account History

Premium Filings and Payments Received by PBGC

To view the plan's Account History, ask the Filing Coordinator to add the View Account History permission to your account.

[About Account Histories](#)

Premium Filings for the Plan











Create a Filing

In-process Submitted All Filings

Filing	Confirmation #	Filing Method	Received Date	Status
2017 Comprehensive	4081780	Screen Prepared	10/3/2017 4:46:03 PM	Submitted/Successfully Processed
2016 Comprehensive*	4090373	Screen Prepared	10/6/2017 7:36:21 PM	Submitted/Successfully Processed
2016 Comprehensive	3599709	Screen Prepared	10/10/2016 11:52:00 AM	Submitted/Deleted

Premium Filing Practitioners for the Plan

Invite a Practitioner

Edit	Name	Permissions	Phone	Email	Remove Practitioner
	Jdkq Vthn	Actuary, Preparer, View Account History	495-705-1805	TTDR.CTFA@U.FYDxpbgc	
	Jack Black	Preparer, Filing Coordinator	202-326-4000	MAIL@MAIL.COM	
	Yprqot Mgeqgj	Preparer, Actuary, View Account History	413-726-2023	RZUQXZJNWC0Y@HZ.YFQxpbgc	
	Ksgqthk Rwn	Paying Agent, View Account History, Preparer, Filing Coordinator, Plan Administrator	637-882-1777	VITLLVF.GLB@KP.ZPGxpbgc	
	Celzqj Ejro	Plan Administrator, Paying Agent, Preparer, View Account History, Filing Coordinator	456-462-7895	YBPAHTV.WIAAC@YZ.IAPxpbgc	

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).



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 Retirement Plan 4 (55-666666 / 777):

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

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: Ext.

* E-mail:

* Confirm E-mail:

Sign filings as an enrolled actuary.
 Authorize premium payment.
 View account history (when available).

< Back Cancel Next >

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).

LAUNCH PAGE HOME PLANS FILINGS HELP DEMOS My Account Logout

Plan Page [Instructions](#) [Print this Page](#)

Quick Links

- Premium Filings
- Plan Practitioners** (indicated by a red arrow)
- Plan Correspondence
- Submit a Request
- Check Status of Request

Plan Information

RETIREMENT PLAN 4 – 34-6666666 / 118

Plan Sponsor: Retirement Plan LLP

Plan Administrator: Retirement Plan LLP
157 Jmefq K08g Gzga
1493
Bkkyx Pzohpu - Yghnheq
Slecaulus, NJ 07094
US
(456) 462-7895

Plan Contact: Mr John Doe
(134) 306-1104

Account History

Premium Filings and Payments Received by PBGC

To view the plan's Account History, ask the Filing Coordinator to add the View Account History permission to your account.

[About Account Histories](#)

Premium Filings for the Plan [Instructions](#)

[Create a Filing](#) In-process Submitted All Filings

Filing	Confirmation #	Filing Method	Received Date	Status
2017 Comprehensive	4061780	Screen Prepared	10/3/2017 4:46:03 PM	Submitted/Successfully Processed
2016 Comprehensive	4090373	Screen Prepared	10/6/2017 7:36:21 PM	Submitted/Successfully Processed
2016 Comprehensive	3586709	Screen Prepared	10/10/2016 11:52:00 AM	Submitted/Deleted

Premium Filing Practitioners for the Plan [Instructions](#)

[Invite a Practitioner](#)

Edit	Name	Permissions	Phone	Email	Remove Practitioner
	Jack Black	Preparer, Filing Coordinator, Plan Administrator (indicated by a red arrow)	202-326-4000	MAIL@MAIL.COM	
	Xfkq Vlhv	Actuary, Preparer, View Account History	498-706-1805	TTDR.CTFA@IJ.FYDxpbgc	
	Ypqot Mgeqgj	Preparer, Actuary, View Account History	413-726-2023	RZUQXZ.INWCOY@HZ.YFQxpbgc	
	Ksgqhk	Paying Agent, View Account History,	637-882-1777	VITLLVF.GLB@KP.ZPGxpbgc	