

# How To Change Secret Q&A for My Plan Administration Account (My PAA)

Last Updated:  
September 16<sup>th</sup>, 2021

# How to Change Secret Q&A

## Login

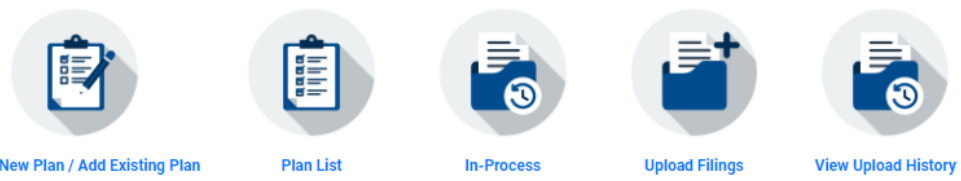
- ▶ From the Home Page, click on the "Log in or Sign up" button to log in.
- ▶ Enter your Username into the field labeled username on the My PAA log in pop-up
- ▶ Enter your Password into the field labeled "Password."
- ▶ Click on the "Log in" button.

The screenshot displays the PBGC login interface. At the top, there are links for 'Home Page' and 'Ask a Question', and a 'Log in or Sign up' button highlighted in a red box. A blue pop-up window titled 'Please log in to continue' is centered on the screen. Inside the pop-up, there is a link to 'What's New and How To Use MyPAA here', a 'Log in or Create an Account' button, and two input fields: 'Username' and 'Password'. A red arrow points to the 'Username' field. Below the fields is a 'Forgot your username or password?' link. A note states: 'Note: You can only use this self-service find username/ reset password link if your account is not already disabled. Your account will become disabled upon the 5th unsuccessful login attempt.' A warning message reads: 'WARNING!!! WARNING!!! WARNING!!!'. At the bottom of the pop-up, there is a disclaimer: 'You are accessing a computer system operated by the Pension Benefit Guaranty Corporation, a wholly owned corporation of the United States Government. It is for authorized use only, in compliance with the PBGC Policy on the Use of Information Technology Resources and federal statutes, and when use is authorized, such use may not exceed the scope of authorization. Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary. By using this system, the user agrees to the terms and conditions described above. Clicking on the Log in button indicates your consent to the terms and conditions described above. Leave this site, cease use of this system, and do not attempt to access any other system if you are not authorized to do so.' The background shows the PBGC Home Page with a 'Create New Plan / Add Existing Plan' button and a 'View Upload History' button.

# How to Change Secret Q&A

## Account Dropdown Menu

- ▶ After you have successfully logged in, from the Home Page, click on the blue dropdown menu in the top right corner.
- ▶ From the dropdown menu, click on the “Account Settings” link.



**WARNING!!! WARNING!!! WARNING!!!**

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Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary, consistent with federal law. Unauthorized or improper use of this system may result in administrative action, civil, and/or criminal penalties. Any information collected during an audit or monitoring may be used in administrative, civil, or criminal actions and may be disclosed to authorized officials of other agencies, both domestic and foreign. Examples of unauthorized or improper use include, but are not limited to: uploading or changing the information presented on this system with intent to damage this system; attempting to gain unauthorized access to data; attempting to redirect authorized users away from this system; or attempting to deny service to authorized users.

By using this system, the user consents to the auditing, interception, monitoring, recording, copying, inspection, and disclosure as described above. Clicking below or otherwise continuing to use this system indicates your awareness of and consent to these terms and conditions of use. Leave this site, cease use or log off immediately if you do not agree to the conditions stated in this warning.

# How to Change Secret Q&A

## Account Settings Page

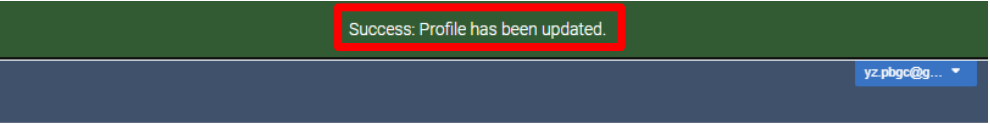
- ▶ Click on the “Update Secret Question and/or Answer” checkbox at the bottom of the page.
- ▶ Additional fields will be displayed, and it is here where you will change your Secret Question and/or Answer.
  - Click on the dropdown arrow in the Secret Question field to select a different question.
  - If you are changing your Secret Answer, please make sure to re-enter it correctly before proceeding.
- ▶ Once the changes are made click on the “Save Changes” button.

The screenshot displays the 'Account Settings' page. At the top, there is a blue header with the text 'Account Settings'. Below this, the page is divided into two sections: 'Account' and 'Contact Information'. The 'Account' section includes fields for 'Email Address \*' (yz.pbgc@gmail.com), 'Username \*' (YZ.PBGC), and a link to 'Change your password'. The 'Contact Information' section includes fields for 'First Name \*' (JOHN), 'Last Name \*' (SMITH), 'Office Phone \*' ((222) 222-2222), and 'Extension' (133). A red box highlights the 'Update Secret Question and/or Answer' checkbox, which is checked. Below this, there are fields for 'Secret Question \*' (In what city were you born?), 'Secret Answer \*' (\*\*), and 'Re-enter the Secret Answer \*' (\*\*). A red box highlights a dropdown arrow in the Secret Question field. At the bottom of the page, a blue 'Save Changes' button is highlighted with a red box. The PBGC logo is visible in the bottom left corner.

# How to Change Secret Q&A

## Successful Update

- ▶ Once your changes have been successfully saved, you will see a green banner on your screen displaying: “Success: Profile has been updated.”
  - Note: Your Secret Question and Answer will be used throughout the filing process, so be sure to securely remember them.

A screenshot of the "Account Settings" page. The page has a blue header with the text "Account Settings". Below the header, there are two main sections: "Account" and "Contact Information".  
The "Account" section includes:  
- Email Address: yz.pbgc@gmail.com  
- Username: YZ.PBGC  
- A link: "Change your password"  
The "Contact Information" section includes:  
- First Name: JOHN  
- Last Name: SMITH  
- Office Phone: (222) 222-2222  
- Extension: 133  
- A checked checkbox: "Update Secret Question and/or Answer"  
- Secret Question: "In what city were you born?"  
- Secret Answer: masked with asterisks  
- Re-enter the Secret Answer: masked with asterisks  
- A checkbox: "Disable filing status emails for all plans in my account."  
- A question: "Are you an Enrolled Actuary?" with radio buttons for "Yes" and "No" (selected).  
At the bottom of the form is a blue "Save Changes" button.