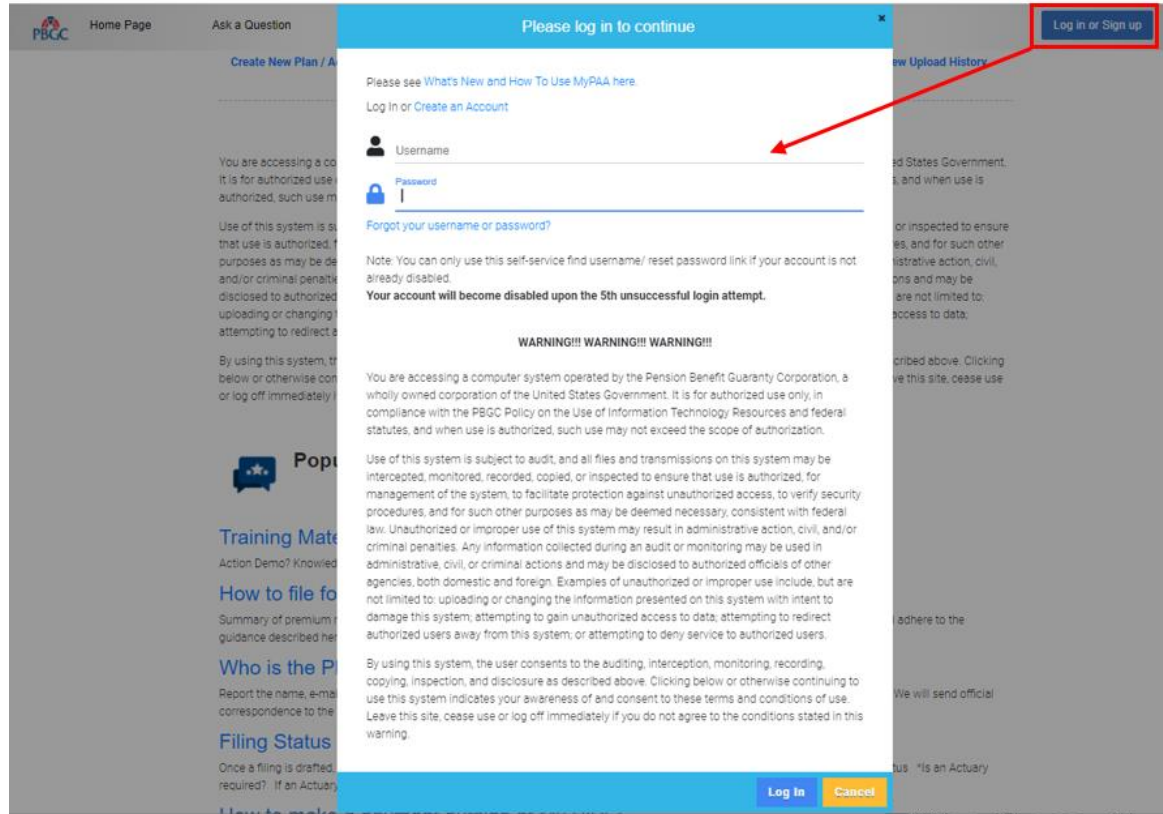# How to View the Status of the Request
# My Plan Administration Account (My PAA)

Last Updated:
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**PBGC**
Protecting America's Pensions

## 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.

# How to View the Status of the Request (e.g., Refund, RFR, etc.)

## Plan List Page

▸ Once you have logged in, click on the "Plan List" icon or link from the Home Page.

▸ From the Plan List Page, click on the "Plan Details" button for the plan you would like to view the status of the request for.

  – To view a request, the plan must be associated with your account.

  – Please keep in mind that you must be the Plan Admin or Plan Admin Rep to view a Refund Request. This option will not be available if you do not have this role associated with the account.

  – You can search or sort the columns to find a particular plan

## Plan Details Page

▸ Once you are the on the Plan Details Page, click on the "Check Status of Request" link.

▸ This will provide a list of all requests submitted to PBGC after 12/31/2017.

# How to View the Status of the Request (e.g., Refund, RFR, etc.)

## Check Status of Request Page

▸ If you have any questions pertaining to items listed in this chart, please click on "Ask a Question" in the top of the toolbar and include the request ID. You may also refer to your Account Activity History, and directly respond to the open action listed.

  – Please refer to How to View My PAA Account Activity History Demo for more information.

▸ Generally, items with a "Complete" status should have an associated letter, viewable from the View Correspondence link on the Plan Details Page.

▸ It is common for plans to not have any items listed on the page. The phrase, "No results found." will appear in the table.



The chart below displays the detail of certain plan specific requests which the PBGC is tracking, created after 12/31/2017. The chart includes all requests that filing team members created via the "Submit Request" link, in addition to other relevant items which may have been created internally by the PBGC. It is common for plans not to have any items listed on this page. Generally, items with a "Complete" status should have an associated letter, viewable from the View Correspondence link. If you have any questions about the data displayed, please use the "Ask a Question" feature within the My PAA application and ensure the Request ID from the chart below is included in your question.

Note: For further details on any request type leading with "Plan Request – " please click on the 'Instructions' link above. These items are categorized according to the Request Type selected during the Submit Request process.

**Plan Name:** TEST TEST DBP

**Plan ID:** 2312046

**EIN/PN:** 111111111/001

### Check Status of Request

Show 10 entries

| Request ID | Date Opened | Request Type | Status | Date Closed |
|---|---|---|---|---|
| 680035 | 09/14/2020 | Filing Did Not Post | Closed | 10/19/2020 |
| 996621 | 03/20/2021 | Refund Request | In Process | |
| 996623 | 03/20/2021 | Premium Penalty Waiver Request | In Process | |