

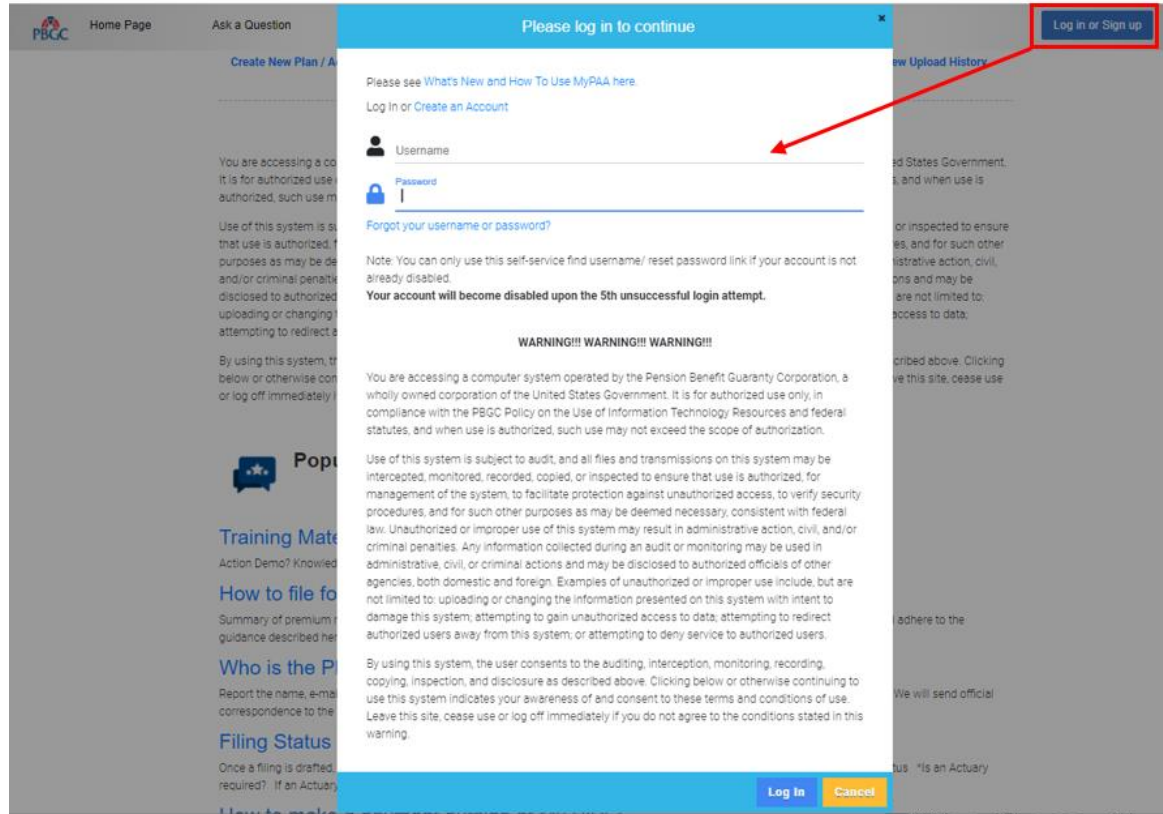
# How to View the Status of the Request My Plan Administration Account (My PAA)

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

## 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.



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## 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



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### Plans in your My PAA Account

Show 10 entries Search:

ID	Plan ID	EIN	PN	Name	Last Filing Update	CREATE FILING	PLAN DETAILS
248487	2429567	333666999	369	Test Test Test	07/01/2021	CREATE FILING	PLAN DETAILS
248456	2377551	452615050	002	Testing EIN PN blank issue	06/29/2021	CREATE FILING	PLAN DETAILS
248416	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/11/2021	CREATE FILING	PLAN DETAILS
248118	729175	953174837	002	TEST AND SERVICES PENSION PLAN	10/13/2020	CREATE FILING	PLAN DETAILS

Showing 1 to 4 of 4 entries First 1 Last

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## Plan Details Page

- ▶ Once you are 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.

Home Page    Ask a Question    Search...    johndoe@t...

### Plan Details

**Plan ID:** 2312046      **Plan Effective Date:** 01/01/2020  
**Plan Name:** TEST TEST DBP      **Coverage Date:** 01/01/2020  
**EIN:** 111111111    **PN:** 001      **Adoption Date:** 01/01/2020  
**Plan Status:** Active      **Plan Sponsor:** John Doe

PLAN ADMIN DETAILS      PLAN CONTACT DETAILS      EDIT

[Create Filing](#)      [Manage Roles](#)      [Account History](#)      [Payment Voucher](#)  
[Submit Request](#)      **[Check Status of Request](#)**      [View Correspondence](#)

**Premium Filings**



# 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 screenshot shows the PBGC 'Check Status of Request' page. At the top, there is a navigation bar with 'Home Page', 'Ask a Question', a search bar, and a user profile 'davis.ashle...'. Below this is a search bar for 'Search your list of plans'. The main content area contains a paragraph explaining the chart, a note about request types, and plan details: 'Plan Name: TEST TEST DBP', 'Plan ID: 2312046', and 'EIN/PN: 111111111/001'. A blue header 'Check Status of Request' is followed by a 'Show 10 entries' dropdown. A table with 5 columns is displayed: Request ID, Date Opened, Request Type, Status, and Date Closed. The first row is highlighted with a red box. A 'BACK TO PLAN DETAILS' button is visible on the right side of the table.

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	