

How to Edit/Delete a Filing

My Plan Administration Account (My PAA)

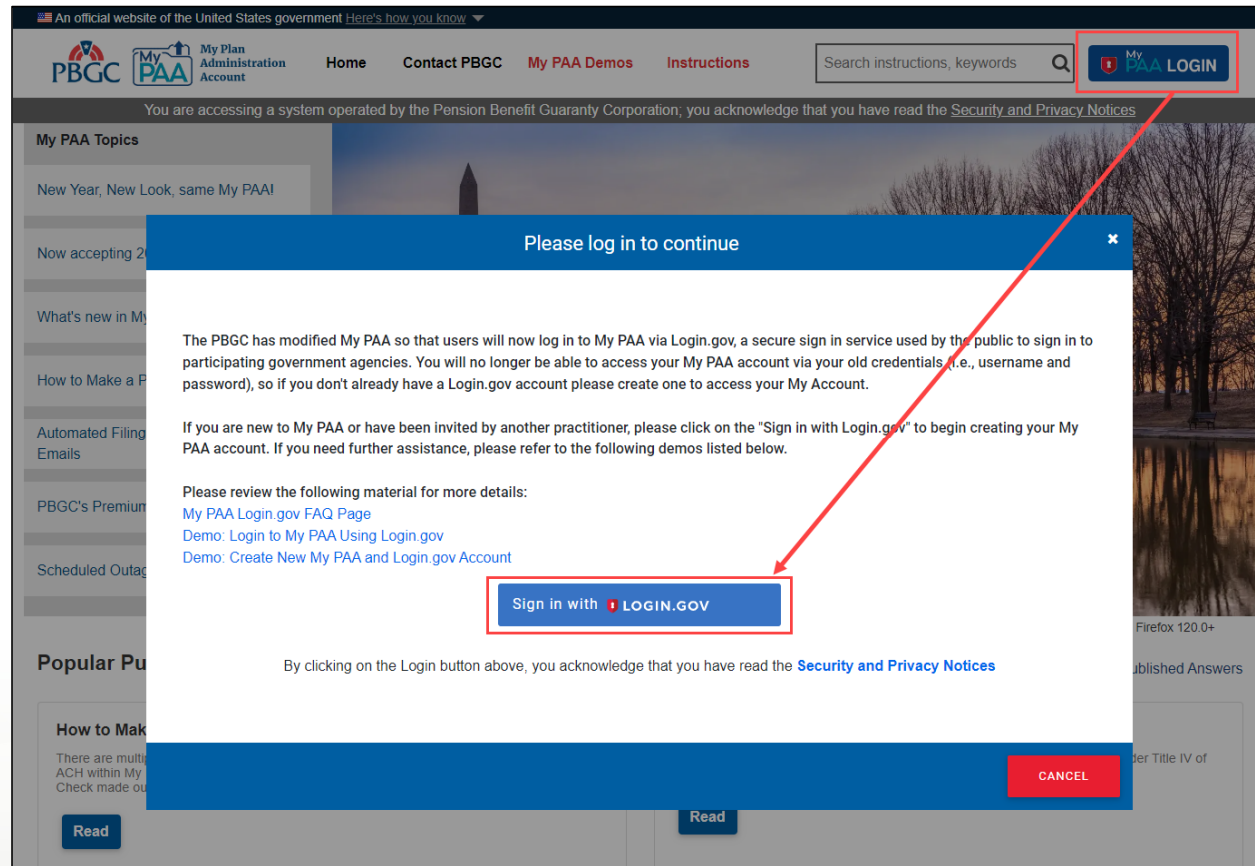
Last Updated: January 08, 2024



How to Edit a Filing

Login

- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
 - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC’s [How to Log in to My PAA Using Login.gov?](#) Published Answer.



Review, Return for Edit, Certify and Submit a Filing

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, hover over the Plan name and click on the “View Plan Details” link to certify, approve and/or submit a filing for.

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PBGC My PAA My Plan Administration Account

Home Contact PBGC My PAA Demos Instructions

Search instructions, keywords

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My PAA Topics

- Now accepting 2024 Filings
- What's new in My PAA & Login Process
- How to Make a Payment?
- Automated Filing Status Transitions and Emails
- PBGC's Premium Disaster Relief Policy
- Scheduled Outages

Create New / Add Existing Plan

- Plan List**
- In-Process Filings
- Upload Filings
- View Upload History

Plans in your My PAA Account

Show 10 entries Search:

Latest Filing Status Filter: ☐ Draft ☐ Upload Cancelled **FILTER** **CLEAR**

[How to Use the Plan List](#)

Create Filing	Plan ID	EIN	PN	Name	Latest Filing Update	Latest Filing ID	Latest PYC	Latest Filing Status
CREATE FILING	2420303	131311313	121	View Plan Details	12/26/2023	530890	01/01/2020	Upload Cancelled
CREATE FILING	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	12/18/2023	530722		Draft
CREATE FILING	2428115	335335335	111	FMS 4.2 PROD TEST CREATE	12/11/2023	499980	02/01/2023	Draft

Showing 1 to 3 of 3 entries

Supported Browsers: Google Chrome 119.0+, Microsoft Edge 119.0+, Firefox 120.0+

How to Edit a Filing

Plan Details Page

- All Comprehensive Premium Filings associated with the plan will be displayed on the Plan Details Page.
- Click on the “Filing Details” button for the filing you want to edit or update.
 - Note: You may only edit a filing that is in “Draft” status and you must have the Filing Preparer role.

Plan Details

Plan ID: 2420303
Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN
EIN: 131311313 PN: 121
Plan Status: Active

Plan Effective Date: 04/24/2021
Coverage Date: N/A
Adoption Date: N/A
Plan Sponsor: No Value

PLAN ADMIN DETAILS PLAN CONTACT DETAILS

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

Premium Filings

Show 10 entries Search:

Filing ID	PYC	Submit Date	Status		
504768	08/01/2024		Draft	FILING DETAILS	FILING RECEIPT
504767	08/01/2021		Pending Admin Approval	FILING DETAILS	FILING RECEIPT
504766	08/01/2022		Pending Payment Info	FILING DETAILS	FILING RECEIPT
504765	08/01/2023		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT
504761	08/01/2023	12/21/2023	Submitted	FILING DETAILS	FILING RECEIPT AMEND

How to Edit a Filing

Plan Details and Filing Details Page

- Click on the “EDIT DRAFT” button.
 - This will only be displayed if you have the Filing Preparer role. Refer to our How to Manage Roles Demo for step-by-step instructions on how to view and edit your plan role(s).

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PBGC **My PAA** My Plan Administration Account [Home](#) [Contact PBGC](#) [My PAA Demos](#) [Instructions](#)

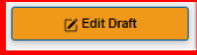
You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the [Security and Privacy Notices](#)

[Return to Plan Details](#)

Plan Header Details

Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	Plan ID: 2420303	Plan Status: Active	EIN: 131311313	PN: 121	Effective Date: 04/24/2021	Plan Sponsor: N/A
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Filing Progress: **DRAFT**

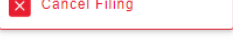
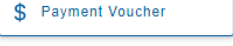
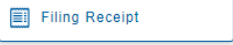

Draft Started GISELA FRANQUI 12/26/2023 10:15 AM EST 	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
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Filing Details

Filing ID 504768	PYC 08/01/2024	Amount Due \$ 7,174.00	Submitted Date _/_/
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This premium filing is currently in **DRAFT** status.
As the Filing Preparer, select the **EDIT DRAFT** button to continue preparing this filing.
If you do not want to proceed with this filing, select the **CANCEL FILING** button to remove it from My PAA.
To request the Filing Preparer role, please see instructions on [How to Manage Roles](#).

File Attachments [+ Add Attachment](#)



How to Edit a Filing

Filing Management Page

- You will be able to navigate through the Comprehensive Premium Filing pages and make any updates and changes, as needed.

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

[Submit a Filing](#)

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
- General Plan Information**
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

General Plan Information

Comprehensive Premium Filing for: Test Plan
Plan ID: 2352364
EIN/PN: 111111111 / 111

General Plan Information

Employer Identification Number (EIN):	Plan Number (PN):
111111111	111

Plan Name:
Test Plan

Sponsor's Name:
Columbus McKinnon

First Six Digits of CUSIP:
456412

Business Code Type
Computer and Electronic Product Manufacturing


Business Code:
334500 Navigational, Measuring, Electromedical, & Control Instruments Mfg

Exit Save and Continue

How to Edit a Filing

Filing Management Page

- Once you have made the necessary changes to the filing, click the “Submit” button on the Filing Details Review Page.
- Please make sure the accuracy checkbox is checked prior to submission.

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

[Submit a Filing](#)

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

✓ I. General Plan Year Information

✓ II. Premium Calculations

✓ III. Other Filing Details

✎ IV. Review and Summary

✎ **Filing Details Review**

Filing Details Review

Please review the Filing Summary information below.

If you have completed the preparation of this filing and no further changes are needed, please select the checkbox below and submit the filing for review and certification. Once submitted, you will not be able to make any changes to the filing data unless either an Actuary or Plan Administrator rejects the filing, at which time you will be notified via email that you can then return to the filing to make the needed updates and resubmit it.

If any changes are needed at this time, navigate back to make the desired updates, then return to this Summary page.

If you would prefer to save your progress and then return at a later time to submit this filing, select Exit.

The Summary Information for this filing is the following:

- **Plan Name:** Test Plan
- **EIN/PN:** 111111111 / 111
- **Filing ID:** 212106
- **PYC** 01/01/2019

☒ I understand that by selecting this checkbox I am indicating to PBGC that I have prepared this filing accurately and completely and am electing to submit it for review and certification, I will not be able to make any further updates to the filing data unless it is returned to me following Actuary or Plan Administrator review.

Back

Submit

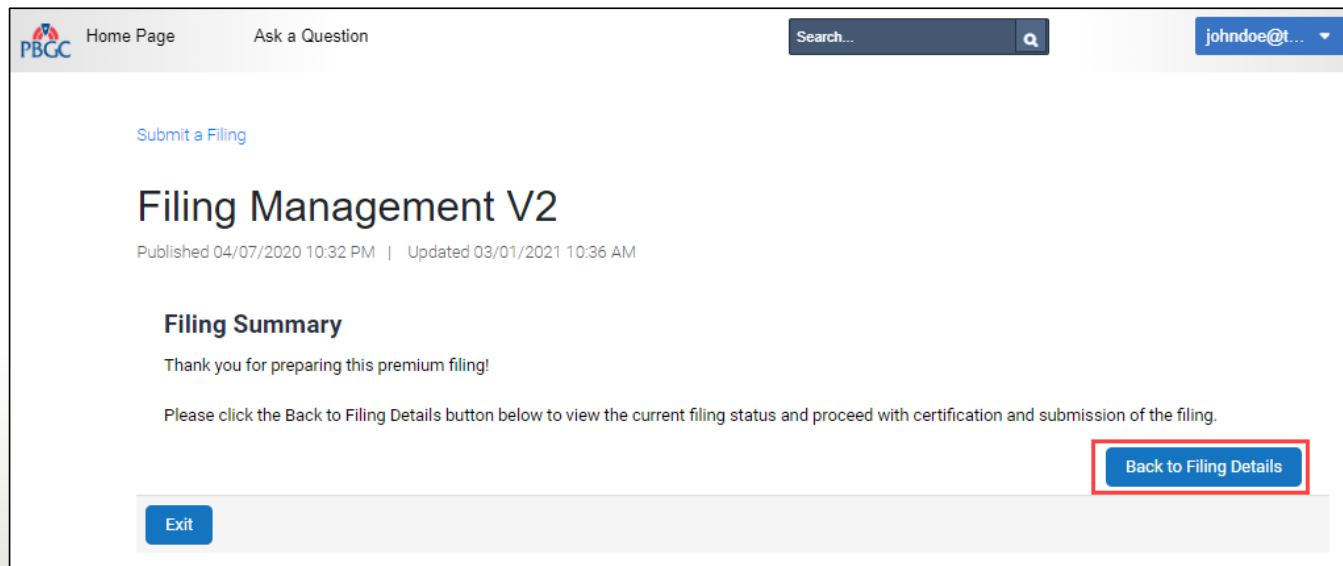
Edit Previous Data

Exit

How to Edit a Filing

Filing Management Page

- After you submit your Comprehensive Premium Filing, you will receive a confirmation that the filing has been successfully submitted to be reviewed, certified and approved.
 - Note: The filing will be submitted to the PBGC upon approval and submission by the Plan Admin/Plan Admin Rep.
- To continue with the certification and payment process, click on the “Back to Filing Details” button.
 - Please refer to the “How to Edit, Review, Certify, Approve and Submit a Filing” demo for further instructions and information



The screenshot displays the PBGC Filing Management V2 interface. At the top, there is a navigation bar with the PBGC logo, links for 'Home Page' and 'Ask a Question', a search bar, and a user profile dropdown for 'johndoe@t...'. Below the navigation bar, the main heading is 'Filing Management V2', followed by the publication and update dates: 'Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM'. The 'Filing Summary' section includes a thank you message and instructions to click the 'Back to Filing Details' button. This button is highlighted with a red rectangular box. An 'Exit' button is located at the bottom left of the main content area.

How to Delete a Filing

Filing Management Page

- Once you have made the necessary changes to the filing, click the “Submit” button on the Filing Details Review Page.
- Please make sure the accuracy checkbox is checked prior to submission.

Plan Details

Plan ID: 2420303

Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN

EIN: 131311313 PN: 121

Plan Status: Active

Plan Effective Date: 04/24/2021

Coverage Date: N/A

Adoption Date: N/A

Plan Sponsor: No Value

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

Show 10 entries Search:

Filing ID	PYC	Submit Date	Status		
504768	08/01/2024		Draft	FILING DETAILS	FILING RECEIPT
504767	08/01/2021		Pending Admin Approval	FILING DETAILS	FILING RECEIPT
504766	08/01/2022		Pending Payment Info	FILING DETAILS	FILING RECEIPT
504765	08/01/2023		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT
504761	08/01/2023	12/21/2023	Submitted	FILING DETAILS	FILING RECEIPT AMEND

How to Delete a Filing

Plan Details and Filing Details Page

- Click on the “Cancel Filing” button.
- An on-screen confirmation pop-up will appear.
- Click the “Confirm Cancellation” button to continue with the deletion.
- If you have clicked on this action by mistake, click the “Exit” button to return to the previous page.
- Note: The “CANCEL FILING” button will only be displayed if you have the Filing Preparer role. Refer to our How to Manage Roles Demo for step-by-step instructions on how to view and edit your plan role(s).

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[Return to Plan Details](#)
Plan Header Details

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **DRAFT**

Draft Started: GISELA FRANQUI 12/26/2023 10:15 AM EST [Edit Draft](#)

Draft Completion Actuary Certification Payment Option Selection Administrator Certification Filing Submission to PBGC

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
504768	08/01/2024	\$ 7,174.00	__/__/__

This premium filing is currently in DRAFT status.
As the Filing Preparer, select the **EDIT DRAFT** button to continue preparing this filing.
If you do not want to proceed with this filing, select the **CANCEL FILING** button to remove it from My PAA.
To request the Filing Preparer role, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)
[Filing Receipt](#)
[Payment Voucher](#)
[Cancel Filing](#)

File Attachments [+ Add Attachment](#)

Cancel Filing

You are about to permanently cancel this filing. If you proceed, you and your filing team will no longer have access to this filing. To proceed, click the 'Confirm Cancellation' button below

[EXIT](#) [CONFIRM CANCELLATION](#)

How to Delete a Filing

Plan Details Page

- Once the filing has been deleted, the filing progress will be updated to 'Cancelled' (image below).
- Click on the 'Return to Plan Details' link to confirm the deleted filing was removed from the Premium Filings section in the Plan Details page (before after images to the right).

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[Return to Plan Details](#)

Plan Header Details

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **CANCELLED**

Draft Started Draft Completion Actuary Certification Payment Option Selection Administrator Certification Filing Submission to PBGC

Premium Filings

Show10entries

Before

Search:

Filing ID	PYC	Submit Date	Status		
504768	08/01/2024		Draft	FILING DETAILS	FILING RECEIPT
504767	08/01/2021		Pending Admin Approval	FILING DETAILS	FILING RECEIPT
504766	08/01/2022		Pending Payment Info	FILING DETAILS	FILING RECEIPT
504765	08/01/2023		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT

Premium Filings

Show 10 entries

After

Search:

Filing ID	PYC	Submit Date	Status			
504767	08/01/2021		Pending Admin Approval	FILING DETAILS	FILING RECEIPT	
504766	08/01/2022		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
504765	08/01/2023		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	
504761	08/01/2023	12/21/2023	Submitted	FILING DETAILS	FILING RECEIPT	AMEND

In-Process Screen-Prepared Filings

Home Page

- You can also edit or delete in-process filings by clicking on the “In-Process” icon/link from the Home Page.

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PBGC My PAA Administration Account

Home Contact PBGC My PAA Demos Instructions

Search instructions, keywords

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My PAA Topics

- Now accepting 2024 Filings
- What's new in My PAA & Login Process
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- Automated Filing Status Transitions and Emails
- PBGC's Premium Disaster Relief Policy
- Scheduled Outages

Create New / Add Existing Plan

Plan List

In-Process Filings

Upload Filings

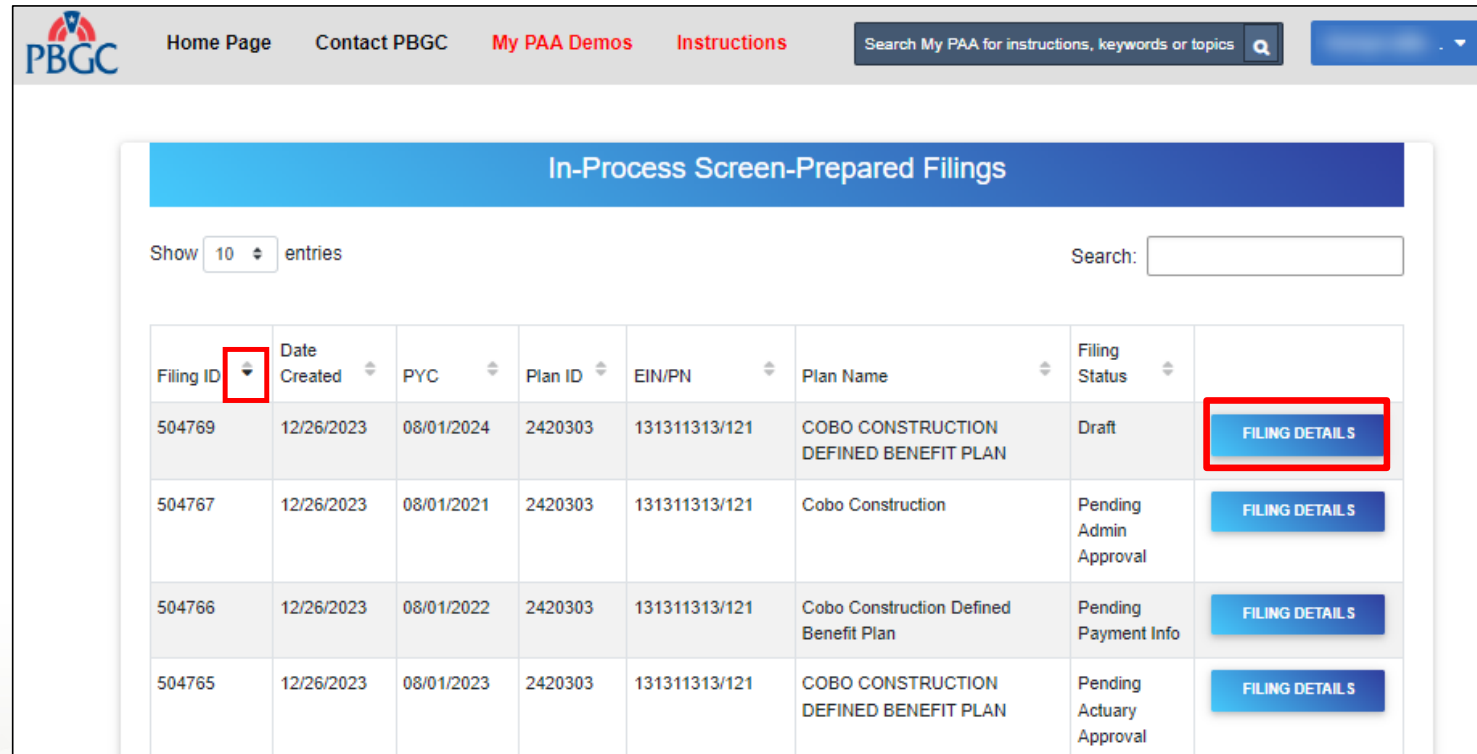
View Upload History

Supported Browsers: Google Chrome 119.0+, Microsoft Edge 119.0+, Firefox 120.0+

How to Delete a Filing

In-Process Screen-Prepared Filings

- A list of all non-submitted filings will be listed on the page.
- Click on the Filing Details button corresponding with the filing you wish to delete.
 - You may filter by any of the available headers by clicking on the corresponding “up” or “down” arrow.



Filing ID	Date Created	PYC	Plan ID	EIN/PN	Plan Name	Filing Status	
504769	12/26/2023	08/01/2024	2420303	131311313/121	COBO CONSTRUCTION DEFINED BENEFIT PLAN	Draft	FILING DETAILS
504767	12/26/2023	08/01/2021	2420303	131311313/121	Cobo Construction	Pending Admin Approval	FILING DETAILS
504766	12/26/2023	08/01/2022	2420303	131311313/121	Cobo Construction Defined Benefit Plan	Pending Payment Info	FILING DETAILS
504765	12/26/2023	08/01/2023	2420303	131311313/121	COBO CONSTRUCTION DEFINED BENEFIT PLAN	Pending Actuary Approval	FILING DETAILS

In-Process Screen-Prepared Filings

Filing Details Page

- If you have the appropriate roles, you will be able to “Edit” any screen-prepared filing in draft status, and/or “Cancel” any screen-prepared filing that has not been submitted to PBGC.

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[Return to Plan Details](#)

Plan Header Details

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **DRAFT**

Draft Started: GISELA FRANQUI 12/26/2023 10:15 AM EST

Draft Completion

Actuary Certification

Payment Option Selection

Administrator Certification

Filing Submission to PBGC

[Edit Draft](#)

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
504768	08/01/2024	\$ 7,174.00	__/__/__

This premium filing is currently in **DRAFT** status.
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File Attachments [+ Add Attachment](#)

[Filing Summary](#)

[Filing Receipt](#)

[Payment Voucher](#)

[Cancel Filing](#)