

How to Import Filings into My PAA Interview Screens

My Plan Administration Account (My PAA)

Last Updated: April 19, 2025





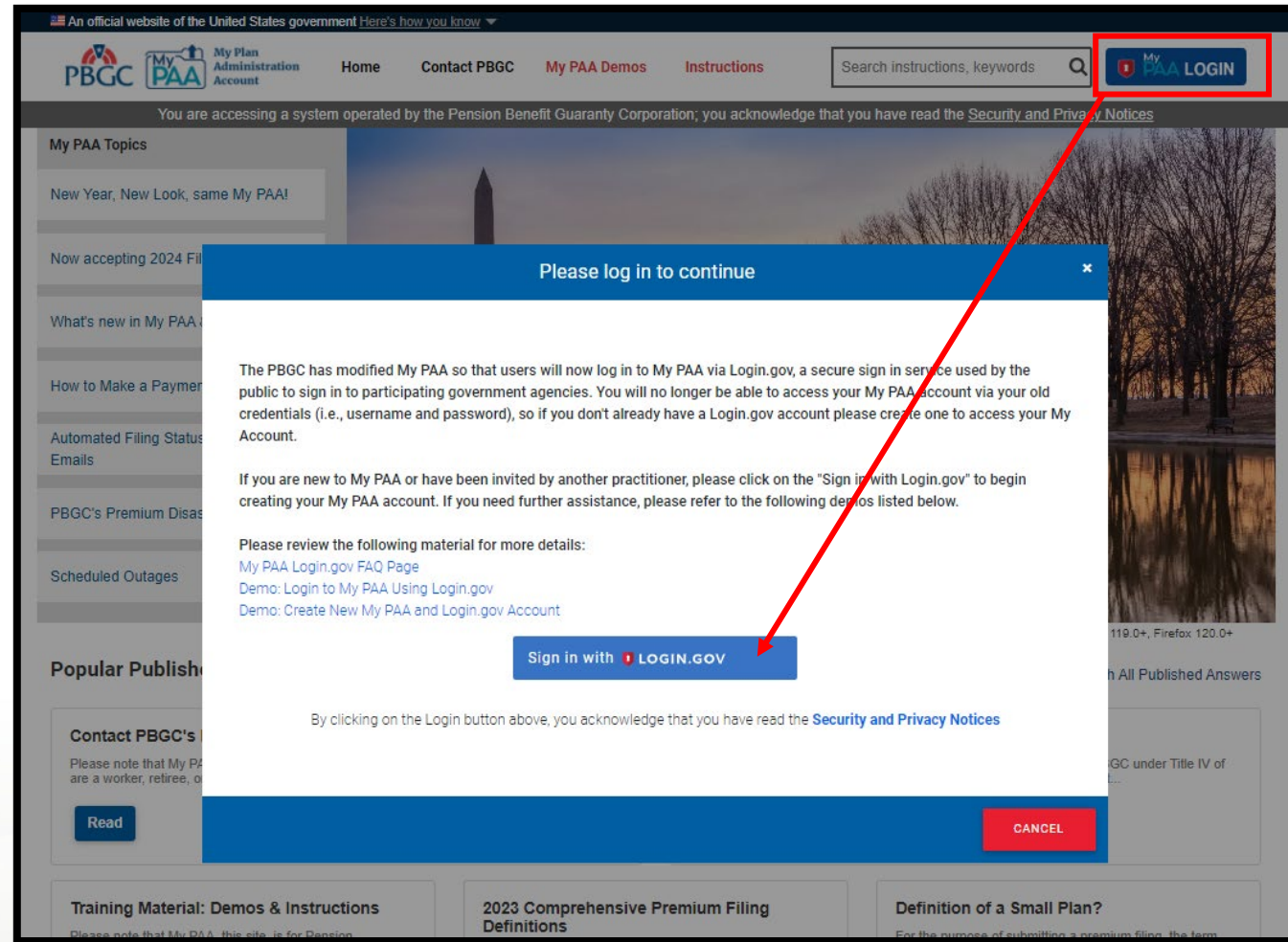
Step-by-Step Instructions

PBGC

How to Import a Filing

Login

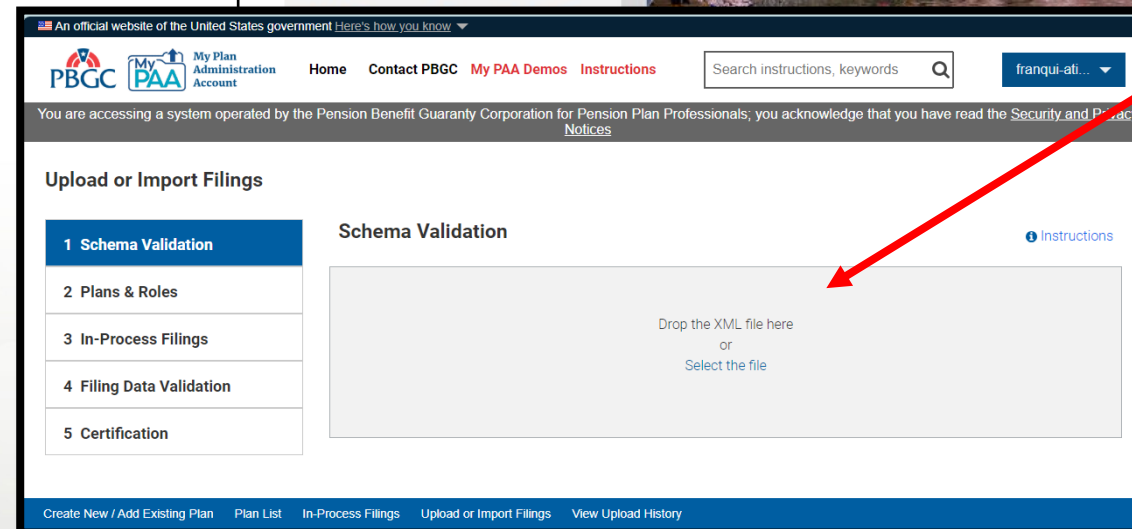
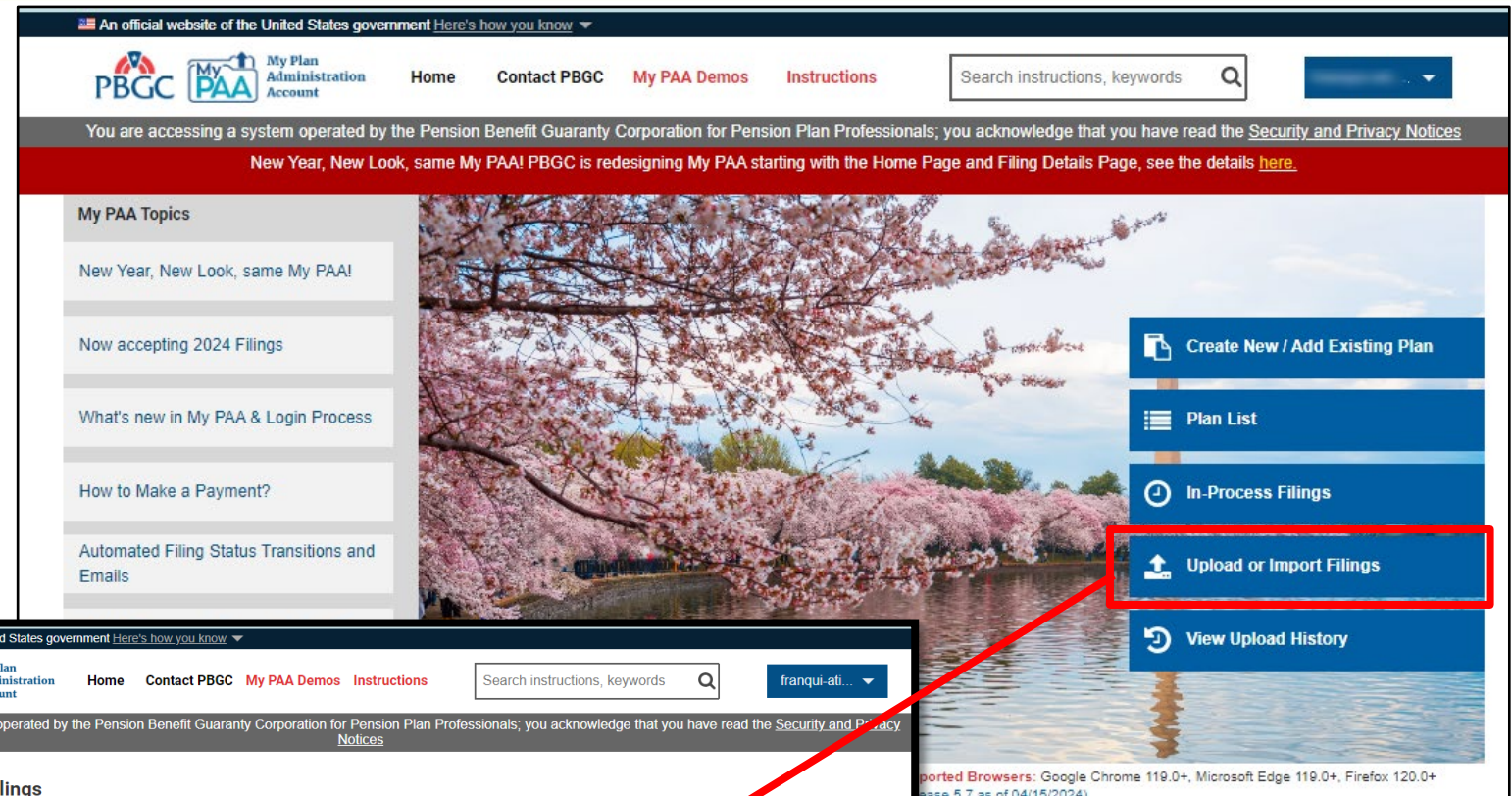
- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
 - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC’s [How to Log in to My PAA Using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



How to Import a Filing

Upload Filing Page

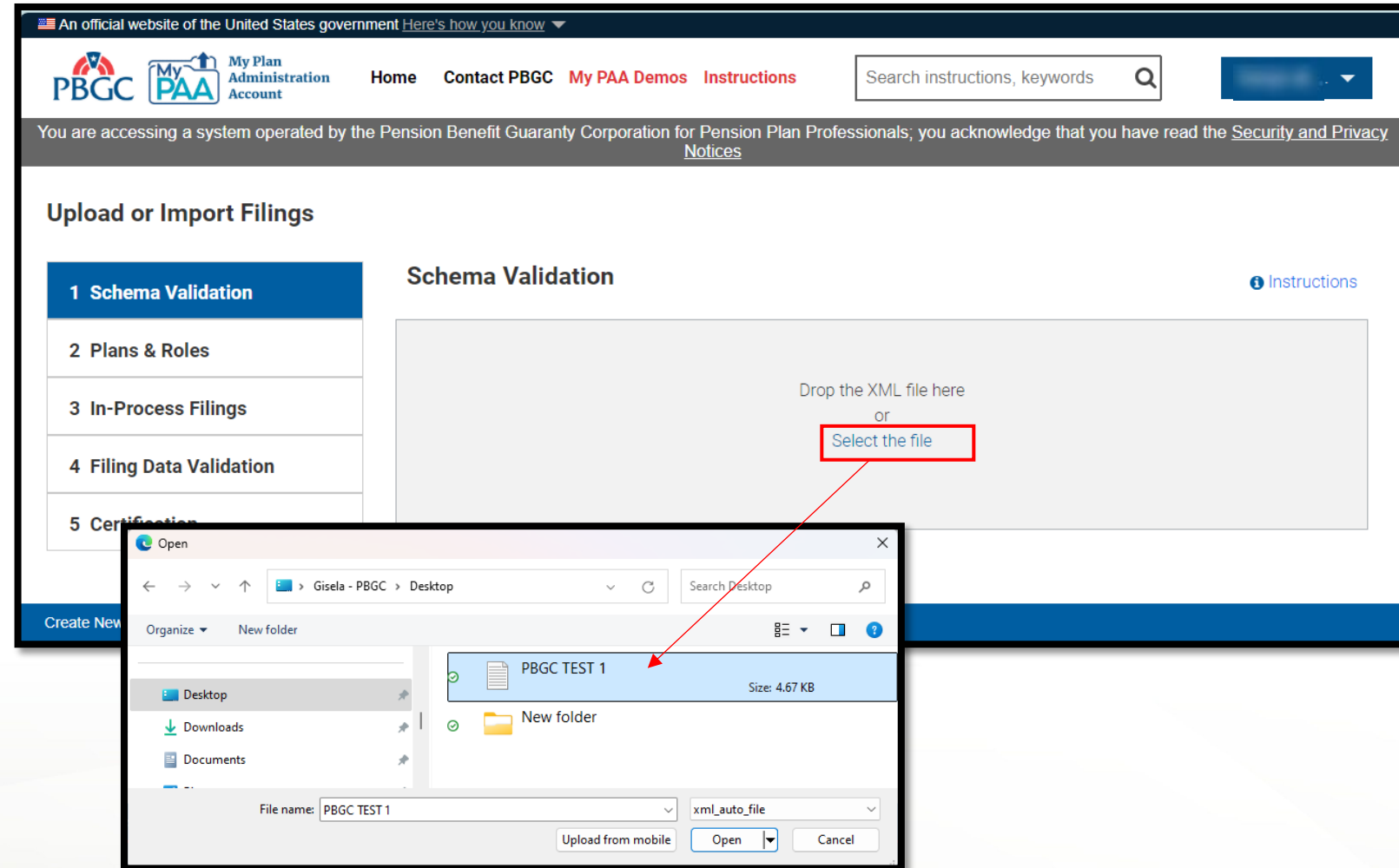
- Once you have logged in, click on the Upload or Import Filings button from the Home Page and you will be redirected to a new page.
- From the Upload or Import Filings Page, click on the “Select XML File” link to attach the XML file, or drag and drop the file into the gray box.
 - It is important to note that you must have the plan associated with your My PAA account, and you must have the Upload Preparer role to successfully import an XML.



How to Import a Filing

Filing Uploads

- Once you click on the “Select the File” link, a pop up to allow you to search your computer for the correct Comprehensive Premium Filing.
 - Only .xml files will be acceptable files to upload/import.
- Once the appropriate XML file has been selected, the filing will go through several validation checks to ensure the XML can be submitted through My PAA. If the first three validation checks do not present any issues/errors, then the interview will skip to the last validation check, Filing Data Validation.



How to Import a Filing

Schema Validation

- The first validation check the upload will encounter is the schema validation. My PAA will scan the XML file to ensure the correct schema has been provided.
- You will not be able to proceed with an XML file that has any schema errors. You must correct the errors, return to the Home Page, and try to upload/import the newly updated file.
- If there are no errors, My PAA will continue on to the Plans & Roles Validation check.
- You may exit the process at anytime, by clicking on the 'Return to Home Page' button.


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Upload or Import Filings

Current File Name: PBGC TEST 1.XML

1 Schema Validation 

2 Plans & Roles

3 In-Process Filings

4 Filing Data Validation

5 Certification

Schema Validation

[Instructions](#)

Error #	EIN/PN	Error Type	Description
1	N/A	Schema Validation	We are unable to validate the schema of this XML due to formatting errors. Please confirm the Submission/Envelope XML tags and namespace elements being used.

RETURN TO HOME PAGE

Create New / Add Existing Plan Plan List In-Process Filings Upload or Import Filings View Upload History

How to Import a Filing

Plans & Roles Validation

- After the schema has been validated, My PAA will then verify that the plan is in your account, and you have the Upload Preparer role for the plan.
- If you do not have the plan and/or upload preparer role associated with your My PAA account, you (or a filing coordinator if you are not assigned that role) must update this accordingly on the Manage Roles Page, via the Plan Details Page.
- You do not currently have the EIN/PN(s) shown below in your My PAA account.
- You do not currently have the Upload Preparer role for the EIN/PN(s) shown below.
- If there are no errors, My PAA will continue to the In-Process Filings Validation check.
- You may exit the process anytime, by clicking on the 'Return to Home Page' button.

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The image displays two screenshots of the PBGC My PAA (My Plan Administration Account) interface, specifically the 'Upload or Import Filings' section. Both screenshots show the 'Current File Name: PBGC TEST 1.XML' and a progress bar with five steps: 1 Schema Validation (checked), 2 Plans & Roles (active), 3 In-Process Filings, 4 Filing Data Validation, and 5 Certification.

Top Screenshot: The 'Access Validation' section shows a 'Description' stating that the XML file contains all mandatory elements but that the user does not currently have the EIN/PN(s) shown below in their My PAA account. A red box highlights the 'EIN/PN(s) not in account' section, which lists '223435674/002' for 'PBGC TEST PENSION PLAN'. A 'RETURN TO HOME PAGE' button is visible at the bottom right.



Bottom Screenshot: This screenshot shows a similar validation error. The 'Description' states that the user must have the Upload Preparer role for each Plan included in an uploaded XML file to proceed. A red box highlights the 'EIN/PN(s) with incorrect role' section, which lists '223435674/001' for 'PBGC TEST PENSION PLAN'. A 'RETURN TO HOME PAGE' button is also visible at the bottom right.


How to Import a Filing

In-Process Filings Validations

- My PAA will then check to see if there are any filings that are currently in-process for the same EIN/PN and PYC combination.
- This validation will help prevent erroneously cancelling any in-process filing.
- Whether you have any in-process filings for the same EIN/PN and PYC combination or not, you will be able to click “Return to Home Page” or “Proceed” accordingly.

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  My Plan Administration Account


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Upload or Import Filings

Current File Name: PBGC TEST 1.XML

1 Schema Validation 


2 Plans & Roles 

3 In-Process Filings 

4 Filing Data Validation

5 Certification

In-Process Filings Validation

 [Instructions](#)

There is currently an in-process filing for the same EIN/PN and plan year (PYC) listed below. If you proceed, the listed in-process filing(s) (and all filings in its associated batch, if it was part of a batch upload) will be permanently cancelled. Click 'Proceed' to continue, or click 'Return to Home Page' to keep your previous filing status and exit the upload process.

Filing ID	File Name	EIN/PN	PYC	Plan Name	Status
553666	PBGC TEST 1.XML	223435674/001	01/01/2024	PBGC TEST PENSION PLAN	Upload Pending Cert



[RETURN TO HOME PAGE](#) [PROCEED](#)

How to Import a Filing

Filing Data Validations

- The final validation check before being able to import the filing is for the filing data.
- If there are any errors and/or warnings associated with the filing, you will be able to click Import XML to review and edit the validations through the filing interview screens in My PAA.
 - If there are only warnings associated with the filing, or no warnings at all, then you will be able to continue to certify and submit the filing through the upload screens.

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Upload or Import Filings

Current File Name: PBGC TEST 1.XML

1 Schema Validation	✓
2 Plans & Roles	✓
3 In-Process Filings	✓
4 Filing Data Validation	⚠
5 Certification	
6 Payment Options	

Filing Data Validation

[Instructions](#)

My PAA has detected validation warnings in this XML file. Select the (>) to view these warnings. If desired, you may move forward to the certification step without making additional changes by selecting 'Proceed to Certify', but please be aware PBGC may contact you regarding certain filing warnings if not addressed prior to submission.

If you prefer to correct your filing data before submission via another upload, select 'Cancel Upload' and then attempt your upload again after the appropriate corrections have been made to the XML file.

For Single Filing Upload Only: To view the filing data for this XML, select the Filing Summary button below, or 'Save and Exit' this page and view the data via the draft version of the Filing Receipt from the View Upload History icon from the Home Page. If you prefer to exit the upload process and Import this XML filing into the screen-prepared filing process, select 'Import XML'.

#	EIN/PN	PYC	Plan Name	
> ⚠ 1	223435674/022	04/01/2024	PBGC TEST PENSION PLAN	FILING SUMMARY

SAVE AND EXIT CANCEL UPLOAD PROCEED TO CERTIFY IMPORT XML

How to Import a Filing

Import XML Pop-Up

- A pop-up confirming if you want to finish editing the filing (and certification) process through the My PAA data entry screens will appear upon clicking the “Import XML” button from the upload screens.
- If you click “Proceed to Data Entry Screens” you will be directed to the Filing Details Page. The filing will be in Draft status, and you must review the XML data via the online data entry screens before completing the certifications and selecting the plan’s payment method.
 - If you click “Approve Draft” you will also be directed to the Filing Details Page, however, the filing will now be ready for the necessary certifications without having to review any filing data. We highly recommend you still verify the data brought over from the XML is valid, so please either view the Filing Summary and/or Filing Receipt prior to certifying and submitting the filing.
- It is important to ensure you have the appropriate roles to complete these actions. Please refer to the [“What can the different roles do?”](#) published answer in My PAA.
 - You also have the option to select “Cancel,” which will allow you to continue with the uploading process.

The screenshot displays the PBGC My PAA web interface. At the top, there's a navigation bar with the PBGC logo, 'My PAA' branding, and links for Home, Contact PBGC, My PAA Demo, and Instructions. A search bar is also present. Below the navigation bar, a message states: 'You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the Security and Privacy Notices'. The main content area is titled 'Upload or Import Filings' and shows the 'Current File Name: PBGC TEST 1.XML'. A progress bar on the left indicates the status of various steps: 1 Schema Validation (checked), 2 Plans & Roles (checked), 3 In-Process Filings (checked), 4 Filing Data Validation (active), 5 Certification, and 6 Payment Options. The 'Filing Data Validation' section contains a note about validation warnings and a link to 'Instructions'. An 'Import XML' pop-up dialog is open, asking for confirmation to import the filing as a screen prepared filing. The dialog includes a note about the implications of clicking 'Proceed to Data Entry Screens' and a 'LOADING...' button. At the bottom of the dialog, there are three buttons: 'CANCEL', 'PROCEED TO DATA ENTRY SCREENS' (highlighted with a red star and a red box), and 'APPROVE DRAFT'. The background interface also shows a 'FILING SUMMARY' button and a 'LOADING...' button.

How to Import a Filing

Filing Details Page After Selecting an Option Import XML Pop-Up

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[Return to Plan Details](#)

Filing Details Page

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

Filing Progress: **DRAFT**

Draft Imported
GISELA FRANQUI
04/21/2025 01:06 PM EDT

Draft Completion

Administrator Certification

Filing Submission to PBGC

[Edit Draft](#)

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
554679	11/01/2024	\$ 0.00	11/1

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.
[Don't have the correct role? Update/edit team member roles.](#)

[Filing Summary](#)

[Filing Receipt](#)

[Payment Voucher](#)

[Cancel Filing](#)

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[Return to Plan Details](#)

Filing Details Page

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

Filing Progress: **PENDING ADMIN APPROVAL**

Draft Imported
GISELA FRANQUI
04/21/2025 01:06 PM EDT

Draft Completion
GISELA FRANQUI
04/21/2025 01:06 PM EDT
[Edit Draft](#)

Administrator Certification
[Certify / Return for Edit](#)

Filing Submission to PBGC

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
554679	11/01/2024	\$ 0.00	11/1

This premium filing is currently in **PENDING ADMIN APPROVAL** status.
As the Plan Administrator or Representative select the **CERTIFY / RETURN FOR EDIT** button to certify and submit the filing; or to return the filing to Draft or Payment status for edits.
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing.
Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed, including payment details, if applicable.
[Don't have the correct role? Update/edit team member roles.](#)

[Filing Summary](#)

[Filing Receipt](#)

[Payment Voucher](#)

[Cancel Filing](#)

Proceed to Data Entry Screens: As mentioned on the previous page, you must review the data from the XML via the online data entry screens before continuing with the certifications. As a Filing Preparer, simply select "Edit Draft" and you will be directed to the appropriate screens for review/edit.

Approve Draft: By selecting this option on the previous screen, you will have the opportunity to go straight into the certification process, which includes selecting a payment method. Although you are not required to review the data that was imported from the XML, it is highly recommended you still review for validity purposes. You can review the data by simply click on "Filing Summary" or "Filing Receipt."

How to Import a Filing

Plan Admin Certification Saved from XML

- If you are certifying the filing as a Plan Admin Rep and the Plan Admin certification was included in the XML, then that information will automatically be populated in the Plan Administrator Details of the cert screen within My PAA.
- This information is editable and can be changed in necessary.
- Please refer to the “[How to Edit, Review, Certify, Approve and Submit a Filing](#)” demo for further details on completing the filing process through the My PAA data entry screens.
- ‘View Draft Filing PDF’ button will allow you to retrieve and review the filing before submission.

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PBGC My PAA

You are accessing a system

Return to Plan Details

Filing Details Page

Plan Name:
MY PAA 2.0 PROD OUT

Filing Progress:
Draft Imported
GISELA FRANQUI
04/21/2025 01:06 PM EDT

Filing ID
554679

This premium filing is
As the Plan Administrator
return the filing to Draft
As the Filing Preparer
Please note, this action
payment details, if ap
Don't have the correct

Filing Attachments

- saveOIASession.js
- saveOIASession.js
- OIA_Request.js
- xmitojson.json
- No EIN Change

Plan Admin Rep Review

[Instructions](#)

Plan Administrator Details

This individual's information will appear in the 'Certification of Plan Administrator' section of the Comprehensive Premium Filing. It should be the actual Plan Administrator, not a third-party representative.

Plan Administrator Name:

Joe Doe

Email:

franqui-atiles.gisela@pbgc.gov

Phone Number: (612) 978-7320 **Ext:**

Payment Info

Flat-rate Premium:	\$ 1,414.00
Variable-rate Premium:	\$ 980.00
Total Premium:	\$ 2,394.00
Premium Credit:	\$ 2,394.00
Amount Due:	\$ 0.00
Amount Paid:	\$ 0.00

[Draft Filing Preview](#)

Click on the button below to preview a draft of the Comprehensive Premium Filing (CPF).

[View Draft Filing PDF](#)

[Certify](#) [Return for Edit](#)

[Cancel](#)

How to Import a Filing

Filing Submitted

- Once the filing has been completed, certified and a payment method has been selected, then it will appear in the Premium Filings Section of the Plan Details Page.
- To download a copy of the submitted filing click on the "Filing Receipt" button for a PDF file.

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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 Task History

Draft Imported	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
First Last Name 12/26/2023 04:11 PM EST	First Last Name 12/26/2023 04:16 PM EST	First Last Name 12/26/2023 04:17 PM EST	First Last Name 12/26/2023 04:17 PM EST	First Last Name 12/26/2023 04:18 PM EST	First Last Name 12/26/2023 04:18 PM EST

Filing Details

Filing ID 504773	PYC 08/01/2023	Amount Due \$ 6,824.00	Submitted Date 12/26/2023 04:18 PM EST
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Payment Option
Outside My PAA

This premium filing has been submitted to the PBGC for processing. To review all of the submitted data for this filing, please [click on the FILING SUMMARY link from the Plan Details](#)

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

Premium Filings						
Show 10 entries		Search:				
Filing ID	PYC	Submit Date	Status			
504773	08/01/2023	12/26/2023	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
504005	01/01/2020	10/02/2023	Submitted	FILING DETAILS	FILING RECEIPT	AMEND