# My Plan Administration Account (My PAA) Filing Coordinator: Add a Plan

### My PAA Login Page

- Enter your User ID into the field labeled "User ID" on the My PAA login page.
- Enter your Password into the field labeled "Password".
- Select the button labeled "Login".

# My PAA Login Welcome to My Plan Administration Account (My PAA), where you can electronically submit pension plan premium filings and payments to PBGC. What's New and How to Use My PAA What's New for Practitioners: Premium filings for plan year 2015 may now be submitted. What's New in Mv PAA Password Rules More about My PAA: e-filing options, payment options, FAQs, Tips, Users Manual, etc. (Case Sensitive) ⇒ Forgot your User ID? ⇒ Forgot your Password? New users click here to sign up.

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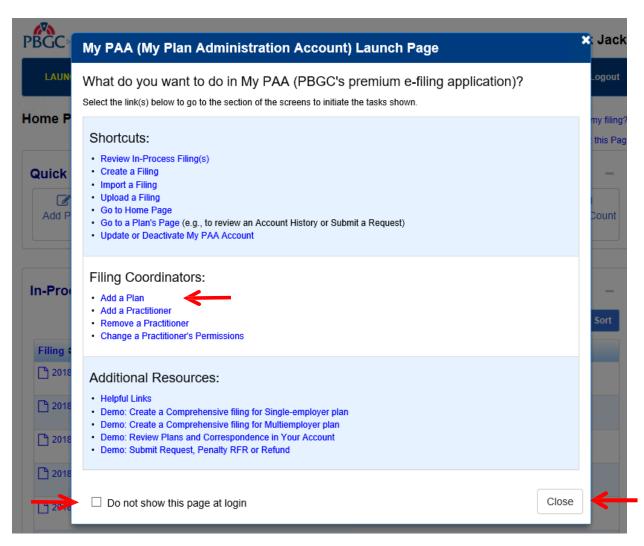
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### From the Launch Page

- You are now logged into My PAA.
- If the Launch Page overlaid on top of your Home Page is displayed, select the "Add a Plan" link in the Filing Coordinators section.
  - The "Add a Plan as Filing Coordinator confirmation" Page will be displayed (Slide 5).
- If the Home Page is displayed, go to slide 4.

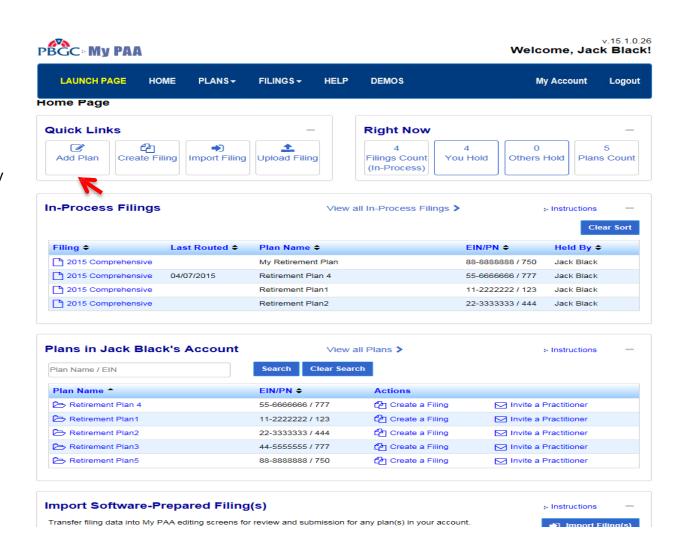
Note: The Launch Page is intended to help you initiate the premium related tasks. If you prefer not to see this page when you login, check the "Do not show this page at login" box and select "Close".



### From the Home Page

- Select the "Add Plan" link from the Quick Links Panel.
  - The "Add a Plan as Filing Coordinator Confirmation" page will be displayed (slide 5).

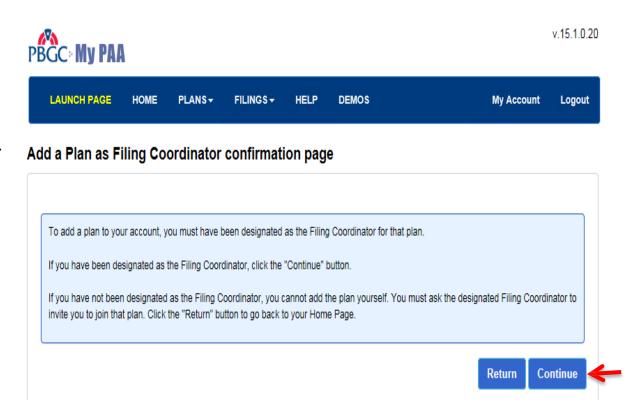
Note: The Menu Bar on the top of every My PAA screen can be used to easily access other pages, e.g., the Launch Page, and Help information.





# From the Add a Plan As Filing Coordinator Confirmation Page

- This page informs you that you must be designated as the Filing Coordinator for this plan in order to add the plan to your My PAA account.
  - Select the "Continue" button.
  - The "Add a Plan Page" will be displayed (Slide 6).



### Add a Plan Page

- Enter the requested information (e.g., your employer and the plan Information).
- Select the "Next" button.

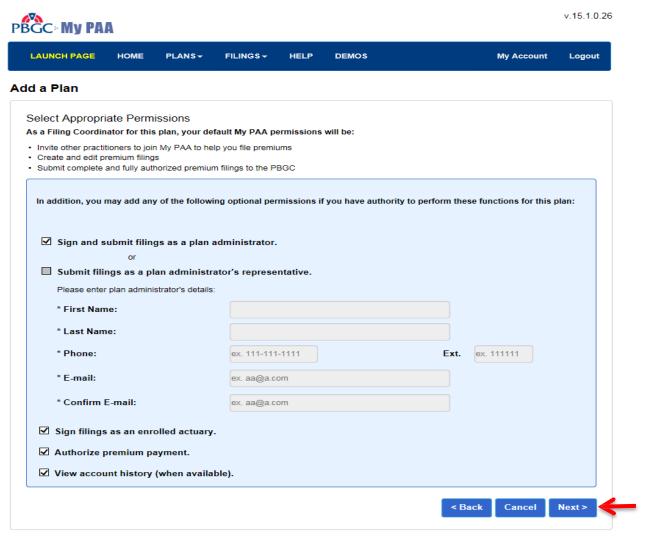
Note: the "\*" next to a field means that field is required for input.

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### Add a Plan Page

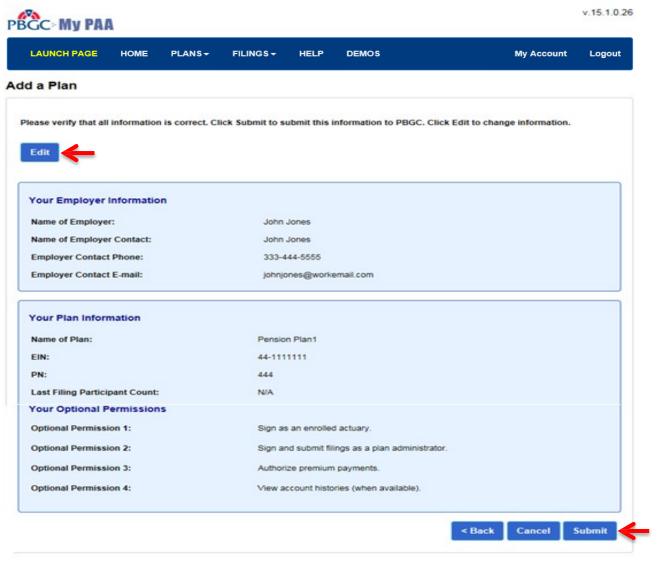
- You also select any additional permissions for yourself that are appropriate for the plan by selecting the checkbox next to each permission.
- Select the "Next" button.





### Add a Plan Page

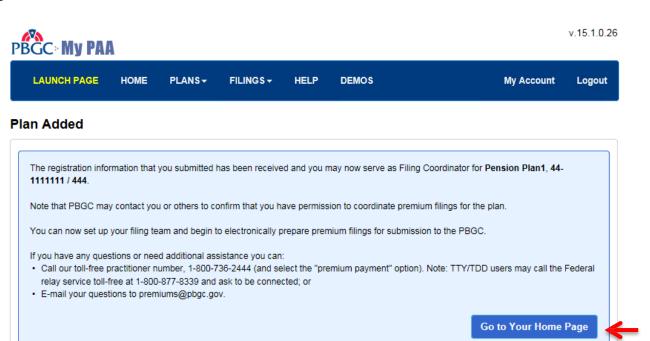
- All of the information you entered is displayed for your review.
  - If any information needs to be modified, select the "Edit" button.
  - Otherwise, select the "Submit" button to add the plan to your account.





### **Plan Added Page**

- This page confirms the addition of the plan to your My PAA account and notes that you may be contacted by PBGC to confirm your role for this plan.
- Select the "Go to Your Home Page" button to review the newly-added plan (Slide 10).



### **Home Page**

- In the "Plans In Your Account" section, the plan you just added is listed and you can perform the following actions:
  - Select the "Plan Name" link in the Plan Name Column to go to the Plan Page of that plan.
  - Select the "Create a Filing" link in the Actions Heading to create a filing for that plan.
  - As the Filing Coordinator, select the "Invite a Practitioner" link to invite a practitioner for that plan.

Note: You can import software-prepared filings for any plans in your account. Also, you can upload software-prepared filings for any plans (including plans that are not in your account), if you have at least one plan in your account.

Select the appropriate link/button to logout of My PAA or go to another page (e.g., the Launch Page).

