How To Guide

e-FILING PORTAL
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Accessing the e-Filing Portal

Recent versions of Internet Explorer, Mozilla Firefox or Google Chrome may be used to access the E-filing Portal.

Type in the following address: https://efilingportal.pbgc.gov/
Creating an e-Filing Portal Account

1. Click “Apply for an Account” on the e-Filing Portal Log In page.
Creating an e-Filing Portal Account

2. Fill out the Account Sign-Up form and click “Next” to create your account.

All fields are required except for Province. If you leave any of the fields blank you will receive an error message.

**NOTE:** There is no intermediary step to confirm that the information you entered is correct, so please double check every field before you click “Next” to create your account.
Creating an e-Filing Portal Account

You will see a confirmation page if your e-Filing Portal account was successfully created. You will also receive a confirmation e-mail with further instructions.

**Confirmation Page**

You will now be able to create and submit e-Filing Portal Filings to PBGC.

We have sent an email message to you at [email protected] that contains your temporary User ID and Password.

To access your new account:
1. Check your email inbox for our message
2. Click on the link in the message to navigate to the e-Filing Portal Login screen
3. Enter your temporary User ID and Password into the appropriate fields on the Login screen
4. Follow the instructions on the First-time Login screen

Once you have successfully completed the first-time login process, you will be able to electronically prepare e-Filing Portal filings for submission to the PBGC.

**Confirmation E-mail**

Thank you for opening an e-Filing Portal account with PBGC. Follow these steps to activate your new account:

1. Click [https://fillingportal.pbgc.gov](https://fillingportal.pbgc.gov) to access the Login Screen. If this link does not work, you can retyp e it (or copy and paste it) into your browser's address window.

2. Retype (or copy and paste) the following system generated information into the appropriate fields on the Login Screen:
   - User ID: [Leave Blank]
   - Password: [Leave Blank]

3. Follow the on-screen instructions to create your own User ID and Password

PLEASE DO NOT RESPOND TO THIS EMAIL. If you experience any difficulties accessing your new account, PBGC's e-filing portal support team can be reached by email or phone. Please see below:

For Single-Employer Plans regarding ERISA 4010:
* Call 1-800-736-2484, extension 4070, Local callers may directly dial 202-736-4070, or
* Send an email to [filling.portal@pbgc.gov](mailto:filling.portal@pbgc.gov)

For Single-Employer Plans regarding ERISA 4043:
* Call 1-800-736-2484, extension 6047, Local callers may directly dial 202-736-0647, or
* Send an email to [post-event.report@pbgc.gov](mailto:post-event.report@pbgc.gov)

For Multiemployer Plans:
* Call 1-800-736-2484, ext 06047, Local callers may directly dial 202-736-0640, ext 06047, or
* Send an email to [multiemployerprogram@pbgc.gov](mailto:multiemployerprogram@pbgc.gov)

Note: TTY/TDD users may call the Federal Relay Service at 1-800-877-8339 and ask to be connected.
Creating an e-Filing Portal Account

3. Follow the steps in the confirmation e-mail to create your own User ID and password.

Proceed to the next slide for a walk through of these steps.
Creating an e-Filing Portal Account

4. Go to the e-Filing Portal home page, enter the **temporary** User ID and password from your confirmation e-mail and click “Login”.

SECURITY NOTICE AND WARNING

This website is a U.S. Government system and the PBGC reserves the right to monitor it for performance, stability, and security. This site and the information on it is protected by federal law, including, but not limited to, federal privacy law and any activity inconsistent with the protection provided by federal law may lead to civil and criminal sanctions. By logging into e-Filing Portal, you acknowledge that you understood that you are bound by these provisions. If you do not, please close your browser or enter another URL to leave the site entirely.

Important Alerts

**Notice: Disabling TLS 1.0**

Starting on July 1, 2017, TLS 1.0 encryption over HTTPS will be disabled. Connections to and from E-Filing Portal will use TLS 1.1 or TLS 1.2 only. Any older browsers that do not support TLS 1.1 or higher (Microsoft Internet Explorer version 10 or lower, or old versions of Chrome and Firefox on PCs with automatic updates disabled) will no longer be supported.

**Note to 4010 filers**

The e-Filing Portal application has been updated to reflect the regulatory changes that first apply to information years beginning on or after January 1, 2015.

With the exception of Schedule F0*, the updated application can also be used for earlier information years (e.g., a filing due on 05/15/2016 for a 12/31/2015 Information year).

If you need to file Schedule F0 for an information year beginning before January 1, 2015, please contact Ellen Sal the 202/354-0000 ext. 3495 for further assistance.

*Schedule F0 is used to satisfy 54.40.10(f)(2) (5), the provision requiring prior 4010 filers to notify PBGC the first year a 4010 filer is not required. Current 4010 filers do not need to submit Schedule F0.
Creating an e-Filing Portal Account

5. Fill out the following form to create your own User ID and password. Click “Save” when you are done.

You have to answer the Secret Question you initially set when you first filled out the Account Sign-up form on Step 2.
Creating an e-Filing Portal Account

6. If your account creation was successful, you will see the E-filing Portal Home Page.
1. To retrieve your User ID, click “Forgot your User ID?”.

- Step 1 - Step 2 - Step 3 -
Forgot User ID

2. Fill out all fields and click “Submit”.

![Forgot User ID form](image)
You will see a confirmation page if you entered all information correctly. You will also receive a confirmation e-mail with your User ID.
Forgot Password

1. To retrieve your password, click “Forgot your password?”.
Forgot Password

2. Fill out all fields and click “Submit”. 
You will see a **confirmation page** if you entered all information correctly. You will also receive a **confirmation e-mail** with further instructions.

**Confirmation Page**

**Confirmation E-mail**

PBGC's e-Filing Portal Password Reset

Your password to PBGC's e-Filing Portal has been reset to a temporary one provided below. Follow these instructions to log in to the portal and change your password:

1. Click [https://efilingportal.pbgc.gov](https://efilingportal.pbgc.gov) to access the Login Screen. If this link does not work, you can type it (or copy and paste it) into your browser's address window.
2. Retype (or copy and paste) the following system generated password into the appropriate field on the Login Screen:

   Password: [Redacted]

3. Follow the on-screen instructions to change your password.

**PLEASE DO NOT REPLY TO THIS EMAIL.** If you have any questions, PBGC's e-filing portal support team can be reached by email or phone. Please see below:

For Single-Employer Plans regarding ERISA 4010:

* Call [1-800-735-2444](tel:1-800-735-2444) extension 4070. Local callers may directly dial [202-554-4070](tel:202-554-4070), or
* Send an email to [efiling.portals@pbgc.gov](mailto:efiling.portals@pbgc.gov)

For Single-Employer Plans regarding ERISA 4013:

* Call [1-800-735-2444](tel:1-800-735-2444) extension 470. Local callers may directly dial [202-554-4700](tel:202-554-4700), or
* Send an email to [post-event.report@pbgc.gov](mailto:post-event.report@pbgc.gov)

For Multiemployer Plans:

* Call [1-800-735-2444](tel:1-800-735-2444) ext 5047. Local callers may directly dial [202-526-5000](tel:202-526-5000) ext 5047, or
* Send an email to [pbgemployerprogram@pbgc.gov](mailto:pbgemployerprogram@pbgc.gov)

Note: TTY/TDD users may call the Federal relay service at [1-800-877-8339](tel:1-800-877-8339) and ask to be connected.
3. Follow the steps in the confirmation e-mail to reset your password.

Proceed to the next slide for a walk through of these steps.
4. Go to the e-Filing Portal home page, enter your User ID and temporary password from your confirmation e-mail and click “Login”.

Welcome to PBGC's e-Filing Portal

Welcome to e-Filing Portal

You can use the e-Filing Portal to submit important information to PBGC including:

1. 4010 Filings - Annual filings required under section 4010 of ERISA
2. Reportable Events - Filings required under section 4042 of ERISA (Forms 10, 10 Advance, and 203)

Click here to access a user manual with step-by-step instructions on how to create and manage your e-Filing Portal account.

SECURITY NOTICE AND WARNING

This website is a U.S. government system and the PBGC reserves the right to monitor it for performance, stability, and security. This site, and the information on it, is protected by federal laws, including, but not limited to, Federal privacy law and any activity inconsistent with the postings or provided by federal law may lead to civil and criminal sanctions. By logging into e-Filing Portal, you acknowledge that you understand that you are bound by these provisions. If you do not, please close your browser and enter another URL to leave the site entirely.

Important Alerts

Notice: Disabling TLS 1.0

Starting on July 31, 2017, TLS 1.0 encryption over HTTPS will be disabled. Connections to and from e-Filing Portal will use TLS 1.1 or TLS 1.2 only. Any older browsers that do not support TLS 1.1 or higher (Microsoft Internet Explorer version 6.0 or lower, and old versions of Chrome and Firefox on PCs with automatic updates disabled) will be unable to connect.

Note to 4010 Filers

The e-Filing Portal has been updated to reflect the regulatory changes that first apply to information years beginning on or after January 1, 2016.

With the exception of Schedule F07, the updated application can also be used for earlier information years (e.g., a filing due 05/15/2017 for a 12/31/2015 - 11/30/2016 information year). If you need to file Schedule F07 for an information year beginning before January 1, 2015, please contact Ellen Hilm at 202-530-4000 ext 3003 for assistance.

*Schedule F07 is used to satisfy §4010(h)(2), the provision requiring prior 4010 filings to notify PBGC the first year a 4010 filing is not required. Current 4010 filers do not need to submit Schedule F07.
5. Fill out all fields and click “Save”.

You will receive an error message if you do not follow the password requirements, if you change your password to a previously used password or if your new passwords do not match.
6. You will see the **E-filing Portal Home Page** after you have successfully changed your password. You will also receive a **confirmation e-mail**.
1. To change your password, click “Change Password” on the e-Filing Portal Home Page.
2. Fill out all fields and click “Save”.

You will receive an error message if you do not follow the password requirements, if you change your password to a previously used password or if your new passwords do not match.
You will be directed back to the **E-filing Portal Home Page** if you entered all information correctly. You will also receive a **confirmation e-mail**.
Forgot Secret Question/Answer

If you’ve forgotten your secret question or answer, or received an error message that states your secret answer is invalid please use the appropriate contact information listed below:

**For Single-Employer Plans regarding ERISA 4010:**
* Call 1-800-736-2444, extension 4070. Local callers may directly dial 202-326-4070, or
* Send an e-mail to efiling.portal@pbgc.gov.

**For Single-Employer Plans regarding ERISA 4043:**
* Call 1-800-736-2444, extension 4070. Local callers may directly dial 202-326-4070, or
* Send an e-mail to post-event.report@pbgc.gov.

**For Multiemployer Plans:**
* Call 1-800-736-2444, extension 3993 or 6047. Local callers may directly dial 202-326-4000, extension 3993 or 6047, or
* Send an e-mail to multiemployerprogram@pbgc.gov.

Note: TTY/TDD users may call the Federal relay service at 1-800-877-8339 and ask to be connected.
1. To view your personal information, click “Manage Account” on the e-Filing Portal Home Page.
2. Make any changes as necessary and enter your secret answer. Click “Next” to save your changes.

NOTE: You are not able to change your Secret question or Secret answer from this page.
3. You will see a **confirmation page** if you entered your secret answer correctly. You will also receive a **confirmation e-mail**.
This is what you will see when you first log into the e-Filing Portal:

1. Click to create a new multiemployer event filing.
2. Click to create a new reportable event filing.
3. Click to create a new 4010 filing.