My Plan Administration Account (My PAA) Filing Coordinator: Remove a Practitioner

Remove a Practitioner

My PAA Login Page

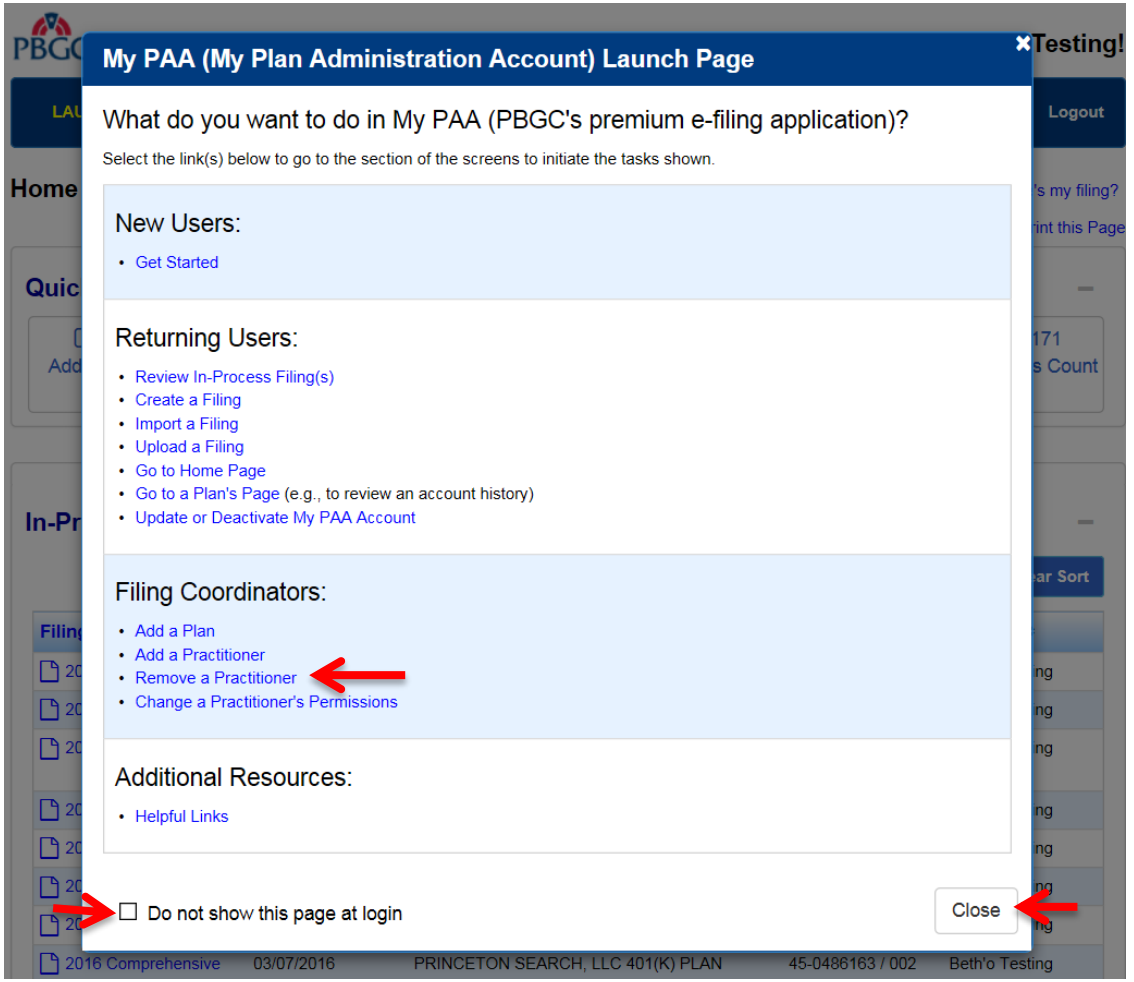
- Enter your User ID into the field labeled “User ID” on the My PAA login page.
- Enter your Password into the field labeled “Password”.
- Select the button labeled “Login”.

Remove a Practitioner

Launch Page

- You are now logged into My PAA.
- If Launch Page overlaid on top of your Home Page is displayed, select the “Remove a Practitioner” link in the Filing Coordinators section.
  - The All Plans in your Account Page will be displayed (Slide 3).
- If Home Page is displayed, go to the slide 4.

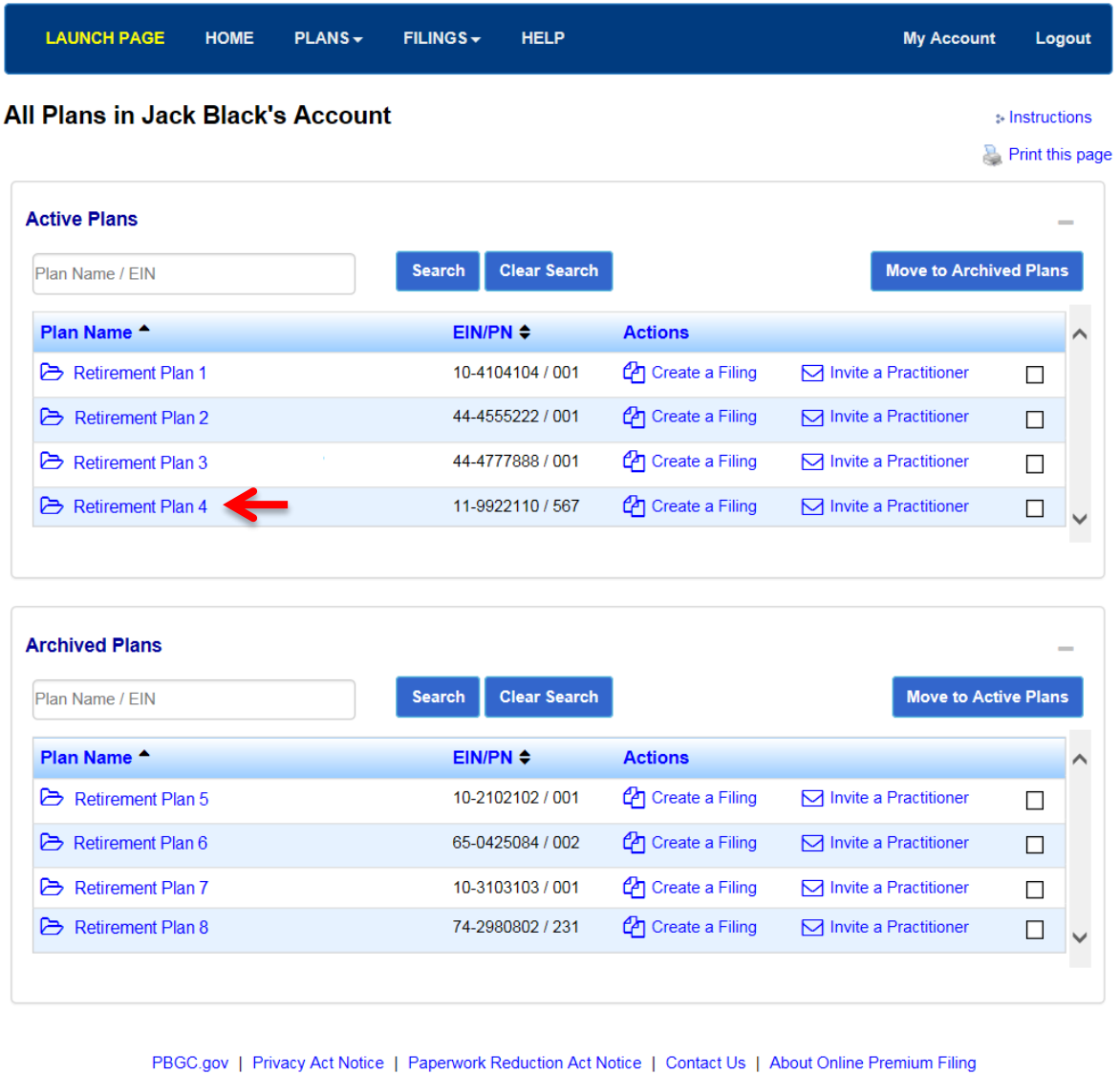
Note: The Launch Page is intended to help you initiate the premium related tasks. If you prefer not to see this page when you login, check the “Do not show this page at login” box and select “Close”.



Remove a Practitioner

From the All Plans in Your Account Page

- Select the appropriate plan in the “Plan Name” column to go to the Plan Page for that plan.
- The Plan Page will be displayed. (Slide 5).

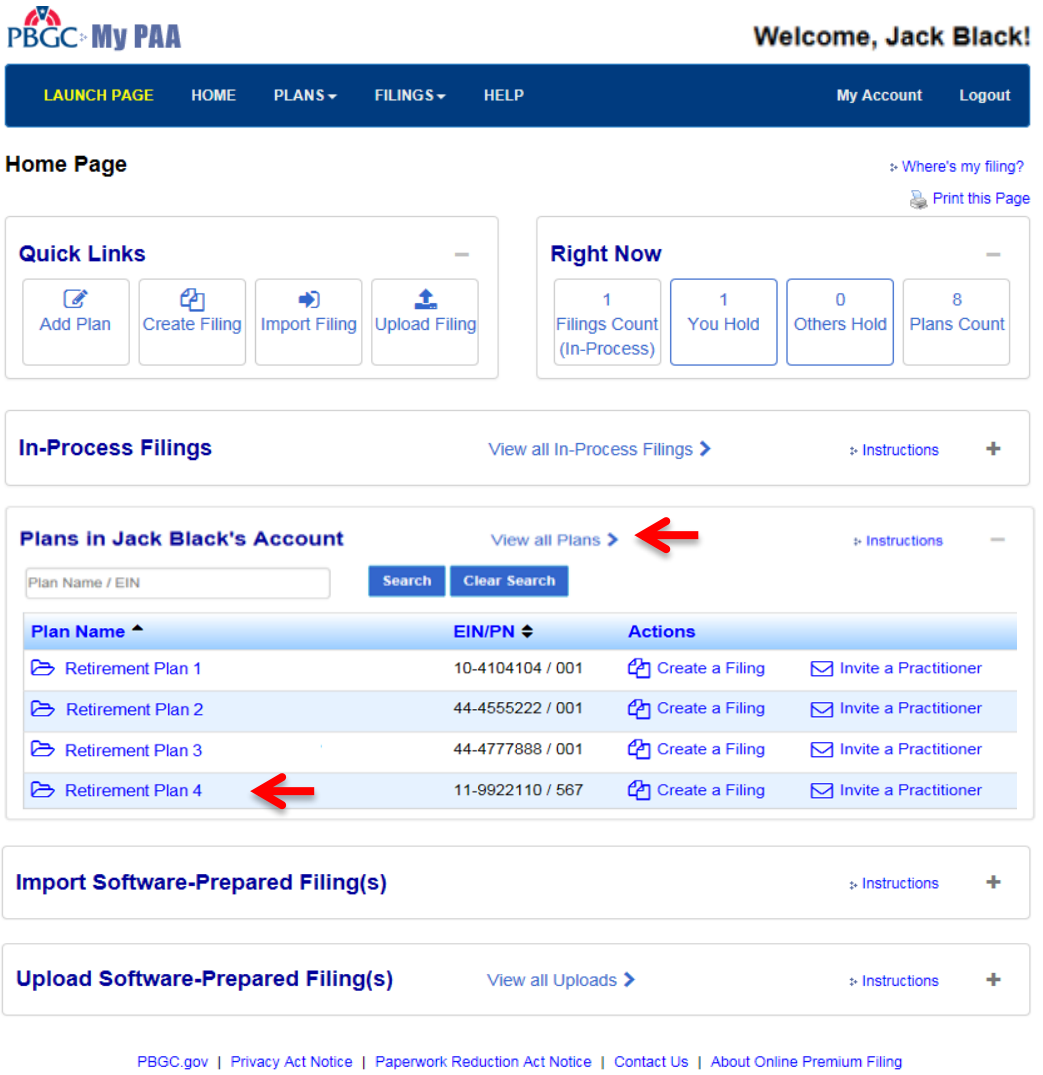


Remove a Practitioner

From the Home Page

- Select the appropriate plan name from the “Plan Name” column in the Plans in Your Account section.
  - The Plan Page will be displayed. (Slide 5).
- If necessary, select the “View all Plans” link to see all of your Plans (Slide 3).

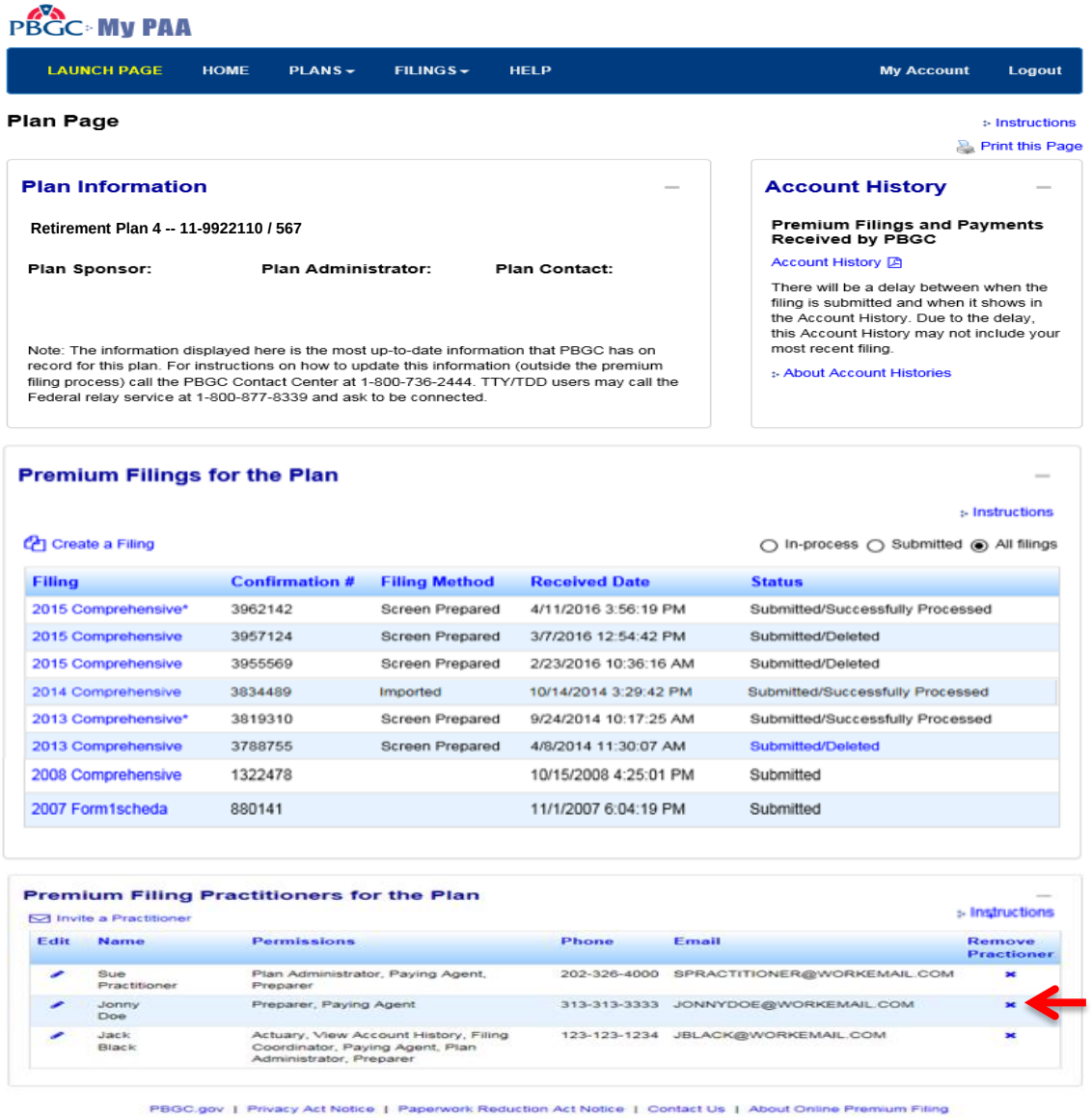
Note: The Menu Bar on the top of every My PAA screen can be used to easily access other pages, e.g., the Launch Page, and Help information.



Remove a Practitioner

Plan Page

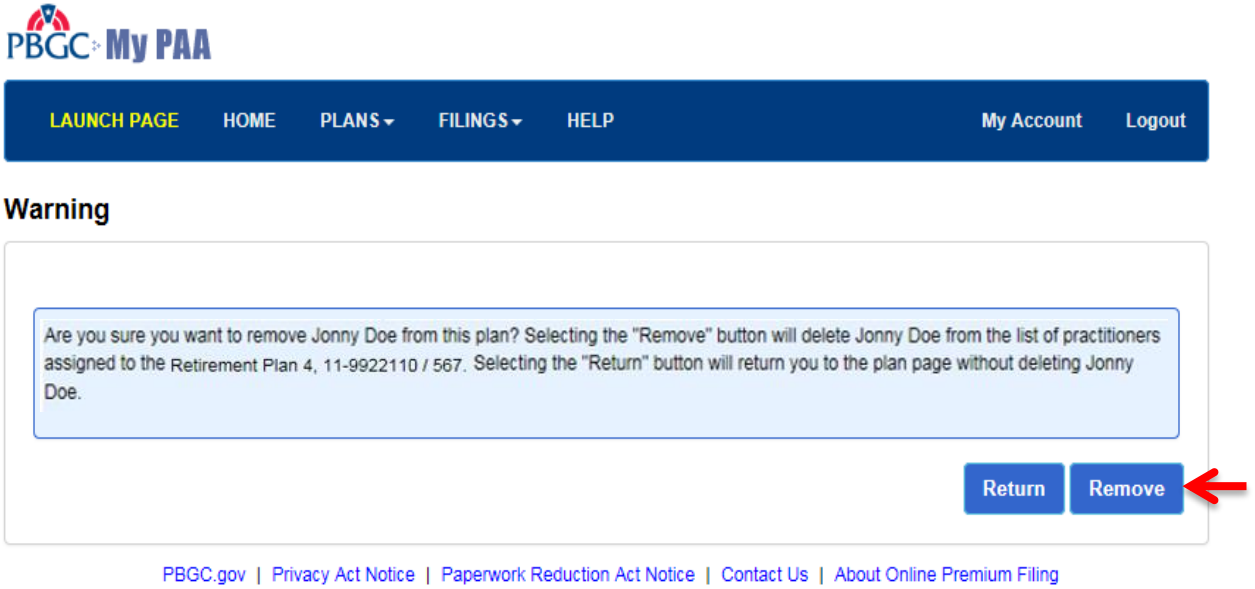
- Select the "**X**" link next to the practitioner's name in the "Remove Practitioner" column of the Premium Filing Practitioners for the Plan section.



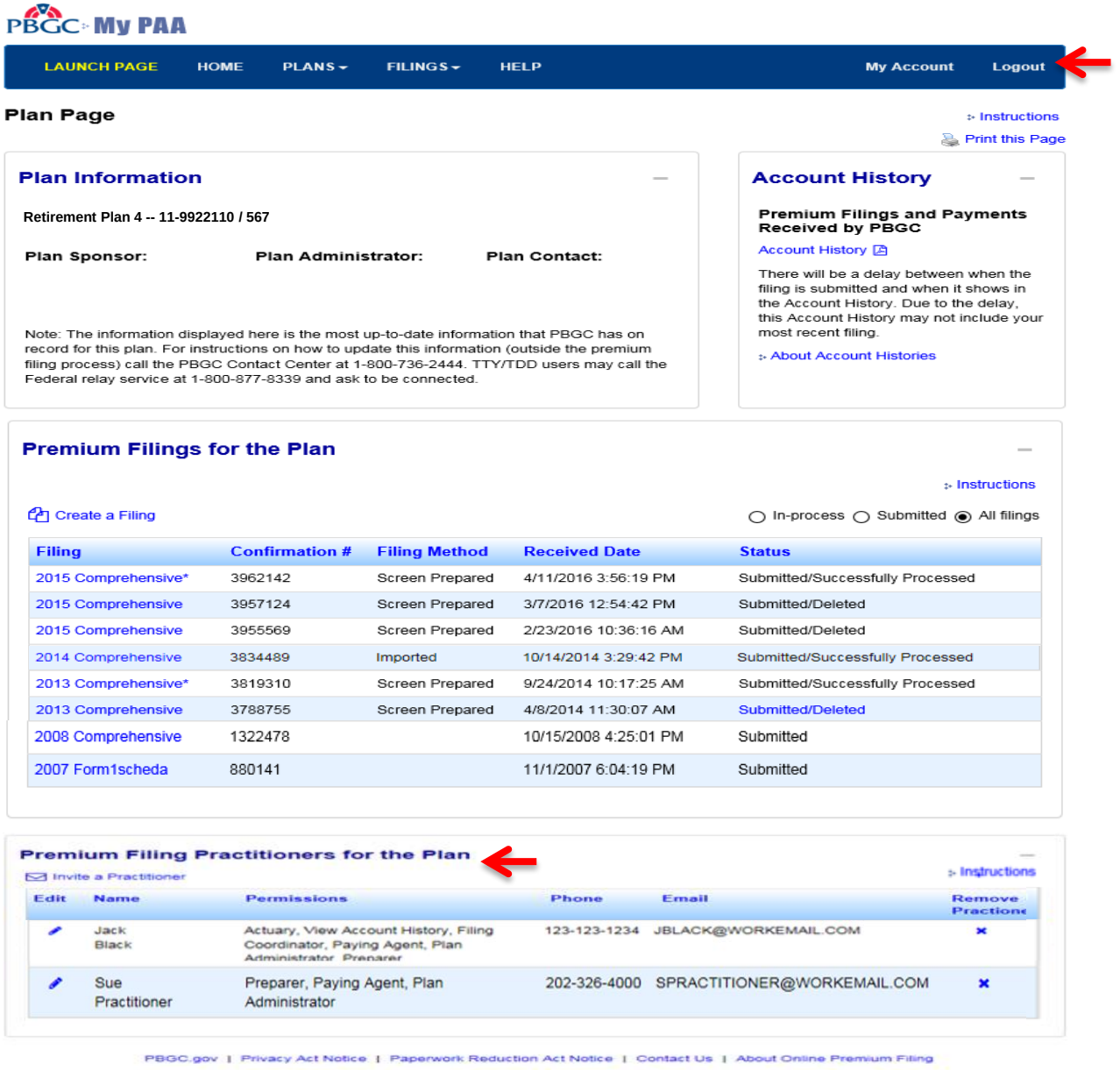
Remove a Practitioner

Warning Page

- The Warning page will be displayed asking you to confirm that you want to remove the Practitioner from the plan.
- Select the “Remove” button.
- The “Plan Page” will be displayed (Slide 7).



Remove a Practitioner

Plan Page

- View the “Premium Filing Practitioners for the Plan” section to see that the practitioner has been removed.
- Select the appropriate link to logout or to go to another page (e.g., the Home page).