

My Plan Administration Account (My PAA) Review Uploaded Filing(s) in Your Account if You are the Uploader



Review Uploaded Filing(s) in Your Account if You are the Uploader

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 My PAA](#)
- [Password Rules](#)
- [More about My PAA](#): e-filing options, payment options, FAQs, Tips, Users Manual, etc.

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Launch Page

- You are now logged into My PAA.
- If the Launch Page overlaid on top of your Home Page is displayed, select the “Go to Home Page” link in the Returning Users section.
- If the Home Page 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”.

My PAA (My Plan Administration Account) Launch Page

What do you want to do in My PAA (PBGC's premium e-filing application)?

Select the link(s) below to go to the section of the screens to initiate the tasks shown.

Shortcuts:

- [Review In-Process Filing\(s\)](#)
- [Create a Filing](#)
- [Import a Filing](#)
- [Upload a Filing](#)
- [Go to Home Page](#)
- [Go to a Plan's Page](#) (e.g., to review an Account History or Submit a Request)
- [Update or Deactivate My PAA Account](#)

Filing Coordinators:

- [Add a Plan](#)
- [Add a Practitioner](#)
- [Remove a Practitioner](#)
- [Change a Practitioner's Permissions](#)

Additional Resources:

- [Helpful Links](#)
- [Demo: Create a Comprehensive filing for Single-employer plan](#)
- [Demo: Create a Comprehensive filing for Multiemployer plan](#)
- [Demo: Review Plans and Correspondence in Your Account](#)
- [Demo: Submit Request, Penalty RFR or Refund](#)

Do not show this page at login

Close

Review Uploaded Filing(s) in Your Account if You are the Uploader

From the Home Page

- Only the uploader can review up to 5 uploaded files/filings in the Upload Software-Prepared Filings(s) section. If necessary, select the “View all Uploads” link to see all of your uploaded files/filings(Slide 5).
- Select the appropriate filing’s “Conf.#/Receipt” number in the Upload Software-Prepared Filing(s) section.
 - ❖ The “Uploaded Software-Prepared Filing Details” page will be displayed (Slide 6)

Note 1: You can also see the uploaded filings on the Plan Page if the plan has been added to your account.

Note 2: 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.

PBGC My PAA Welcome, Jack Black!

LAUNCH PAGE HOME PLANS FILINGS HELP DEMOS My Account Logout

Home Page > Where's my filing? Print this Page

Quick Links

- Add Plan
- Create Filing
- Import Filing
- Upload Filing

Right Now

- 1 Filings Count (In-Process)
- 1 You Hold
- 0 Others Hold
- 5 Plans Count

In-Process Filings View all In-Process Filings > > Instructions +

Plans in Jack Black's Account View all Plans > > Instructions -

Plan Name / EIN Search Clear Search

Plan Name ^	EIN/PN ⇅	Actions	
Retirement Plan 1	10-4104104 / 001	Create a Filing	Invite a Practitioner
Retirement Plan 2	44-4555222 / 001	Create a Filing	Invite a Practitioner
Retirement Plan 3	44-4777888 / 001	Create a Filing	Invite a Practitioner
Retirement Plan 4	11-9922110 / 567	Create a Filing	Invite a Practitioner

Import Software-Prepared Filing(s) > Instructions +

Upload Software-Prepared Filing(s) View all Uploads > > Instructions -

Submit fully-completed filing(s) for any plan(s) once you have at least one plan in your account. After the file is uploaded, click the link (if shown) under "Conf.#/ Receipt" to view the receipt(s) showing data submitted for each filing. View this section's Instructions for details.

File Name	Comments	Conf #/Receipt	Received	Filing Status	Payment Status
2015 SE Filing-2.xml	Yes	3743951	4/7/2015 10:30:20 AM	Completed	Not Applicable
2015 SE Filing-2.xml	Yes	3743949	4/7/2015 10:28:19 AM	Completed	Incomplete
2015 SE Filing-2.xml	Yes	3743947	4/7/2015 10:23:52 AM	Completed	Incomplete

Review Uploaded Filing(s) in Your Account if You are the Uploader

All Upload Software-Prepared Filing(s) Page

- Select the appropriate filing's "Conf.#/Receipt" number in the Conf.#/Receipt column.
- ❖ The "Uploaded Software-Prepared Filing Details" page will be displayed (Slide 6).



File Name	Comments	Conf. #/Receipt	Received	Filing Status	Payment Status
2015 SE Filing.xml	Yes	3744066	4/13/2015 10:54:29 AM	Completed	Incomplete
2015 SE Filing.xml	Yes	3744063	4/13/2015 10:48:10 AM	Completed	No Payment Due
2015 SE Filing-2.xml	Yes	3743951	4/7/2015 10:30:20 AM	Completed	Paper Check
2015 SE Filing-2.xml	Yes	3743949	4/7/2015 10:28:19 AM	Completed	Other
2015 SE Filing-2.xml	Yes	3743947	4/7/2015 10:23:52 AM	Completed	Paper Check



Review Uploaded Filing(s) in Your Account if You are the Uploader

Uploaded Software-Prepared Filing Details Page

- Select the appropriate “Filing” link in the Filing column to review the Comprehensive filing receipt.
 - ❖ The “Comprehensive filing receipt” will be displayed (Slide 7).
- Select the “Back to Home Page” button to continue your review of the Home Page (Slide 4).



Uploaded Software-Prepared Filing Details

Below are the filings submitted within the File Name shown. Click each link shown to view the receipt showing data submitted on the plan's filing.

[Back to Home Page](#)

File Name: 2015 SE Filing-2.xml
File Confirmation Number: 3743947

View uploaded filing receipts

Filing	Plan Name (EIN/PN)	My PAA Confirmation #
2015 Comprehensive	My Retirement Plan (888888888 / 750)	3743947

Review Uploaded Filing(s) in Your Account if You are the Uploader

Receipt for Comprehensive Premium Filing Page

- The entire filing receipt is displayed (only the first page is shown here).
- Review the receipt and select the close symbol (x) on the top right corner of the Browser to go back to the “Uploaded Software-Prepared Filing Details” page (Slide 5).

Comprehensive Premium Filing Confirmation

*** This confirmation is NOT a receipt of payment ***

Date/Time Filing Submitted: 6/13/2018 10:14:58 AM Eastern Time

Your My PAA Confirmation Number for this transaction is: **3743947**

Current Filing Status: **Submitted/Pending Processing**

(The filing was accepted by My PAA and is pending processing by our filing validation and calculation system. Processing takes between 2–5 days. The filing status will update on this Receipt and also on the Plan page. Contact the premium customer service center if the filing status has not changed within 5 days. PBGC will mail a written filing confirmation within 7 days, which is viewable by clicking on the “Plan Correspondence” Quick Link from the Plan Page.)

Please note that this transaction is subject to further verification and does not guarantee satisfaction of filing requirement or premium liability. If this filing is late or the premium paid insufficient, PBGC will subsequently send the Plan Administrator a Statement of Account (Premium Invoice) that shows the amount owed to PBGC. If you have sent a payment along with this filing, please check the plan's account history via the Plan Page. If you have any questions about the current processing status of this filing or your payment status, please send an email to premiums@pbgc.gov or call us at 1-800-736-2444 (select option "2" for premiums) and be sure to reference the My PAA Confirmation number.

Important: If you selected to “Pay Outside of My PAA”, you must initiate the payment separate from submitting the filing. **If you are sending a check, please be sure to include the plan's EIN/PN and Plan Year Commencing (PYC) date on the check.**

Payment Alternative Selected:	Pay Outside of My PAA: Paper Check
Total Premium before reflecting proration:	\$336.00
Proration months:	6
Total Premium:	\$112.00
Premium Credit:	\$1,250.00
Premium Amount Due:	\$0.00



Pension Benefit Guaranty Corporation
Protecting America's Pensions