My Plan Administration Account (My PAA) Update or Deactivate Your My PAA Account (Returning Users)



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.

User ID:	jackblack		
	•••••	(Case Sensitive)	
-	-> Login		
⇒ Forgot your	User ID? * Forg	ot your Password?	
⊱ Ne	w users click here t	o sign up.	

SECURITY NOTICE AND WARNING

This website is a U.S. Government information system and is provided for authorized use only. Your usage of this system may be monitored, recorded, and subject to audit by PBGC. PBGC may use communications transmitted through, or data stored on, this information system for any official business purpose. This information system and its data are protected by U.S. federal laws, including, but not limited to, federal privacy laws, Title IV of ERISA, the Homeland Security Act, and the USA PATRIOT Act. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Use of this information system by any individual, authorized or unauthorized, constitutes consent to these provisions. If you do not agree with these provisions, please close your browser or enter another URL to leave the site entirely.

PBGC.gov | Privacy Act Notice | Paperwork Reduction Act Notice | Contact Us | About Online Premium Filing Copyright © 2011, PBGC. All rights reserved. Use of this website constitutes acceptance of our Terms of Use



Launch Page

- > You are now logged into My PAA.
- If Launch Page overlaid on top of your Home Page is displayed, select the "Update or Deactivate My PAA Account" link in the Returning User section.
 - Your Account Page will be displayed (slide 5)
- 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".

PBGC	My PAA (My Plan Administration Account) Launch Page	×: Jack
LAUN	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.	_ogout
Home P Quick Add P	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	ny filing' : this Pa <u>c</u> I Count
In-Pro	Filing Coordinators: Add a Plan Add a Practitioner Remove a Practitioner Change a Practitioner's Permissions 	Sort
2018 2018 2018 2018	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	
2018	Do not show this page at login	lose



From the Home Page

- Select the "My Account" link from the Menu Bar.
 - Your Account 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.

BGC: My	PAA						Welcome	v.15 , Jack B
	GE HOME	PLANS -	FILINGS +	HELP	DEMOS		Му Ассо	ount Lo
ome Page	,							
Quick Linl	ks		_		Right Now			
Add Plan	Create Filing	Import Filing	L Upload Filing	9	4 Filings Count (In-Process)	4 You Hold	0 Others Hold	5 Plans Co

n-Process Filings	5	View a	all In-Process Filings >	* Instructions =		
					Clear	Sor
Filing 🖨	Last Routed 🗢	Plan Name 🗢		EIN/PN ¢	Held By 🖨	
2015 Comprehensive		My Retirement Plan		88-8888888 / 750	Jack Black	
2015 Comprehensive	04/07/2015	Retirement Plan 4 55-6666			Jack Black	
2015 Comprehensive		Retirement Plan1		11-2222222 / 123	Jack Black	
2015 Comprehensive		Retirement Plan2		22-3333333 / 444	Jack Black	
Plans in Jack Blac	ck's Account	View a	all Plans >		* Instructions	
Plans in Jack Blac mport Software-F	ck's Account Prepared Filing(s	∨iew a	all Plans >		Instructions Instructions	
Plans in Jack Blac mport Software-F Ipload Software-I	repared Filing(s	✓iew a s) s) ✓iew a	all Plans >		Instructions Instructions	-
Plans in Jack Black mport Software-F Jpload Software-I Submit fully-completed filing ile is uploaded, click the lini or each filing. View this sec	Prepared Filing(s Prepared Filing(s Prepared Filing(s (s) for any plan(s) once y k (if shown) under "Conf. I tion's Instructions for deta	View a s) View a ou have at least one pla ID/ Receipt" to view the alls.	all Plans > all Uploads > n in your account. After the receipt(s) showing data su	a bmitted	Instructions Instructions Upload Filing	g(s
Plans in Jack Black mport Software-F Jpload Software-I Submit fully-completed filing the is uploaded, click the lini for each filing. View this sec File Name	Ck's Account Prepared Filing(s Prepared Filing(s (s) for any plan(s) once y k (if shown) under "Conf. I tion's Instructions for deta Commen	 View a S) View a ou have at least one pla ID/ Receipt" to view the alls. ts Conf. ID/Receipt 	all Plans > all Uploads > n in your account. After the receipt(s) showing data su Received	e bmitted Filing Statu	Instructions Instructions Instructions Upload Filing Payment State	ıg(s
Plans in Jack Black mport Software-F Jpload Software-I Submit fully-completed filing tile is uploaded, click the lini for each filing. View this sec File Name 2015 SE Filing-2.xml	Prepared Filing(s Prepared Filing(s (s) for any plan(s) once y k (if shown) under "Conf. tition's instructions for deta Commen Yes	View a s) View a ou have at least one pla ID/ Receipt" to view the alls. ts Conf. ID/Receipt 3743951	all Plans > all Uploads > n in your account. After the receipt(s) showing data su Received 4/7/2015 10:30:20 AM	a bmitted Filing Statu Completed	 Instructions Instructions Instructions Upload Filin Payment State Not Applicable 	ıg(s
Plans in Jack Black mport Software-F Jpload Software-I Submit fully-completed filing tile is uploaded, click the lini for each filing. View this sec File Name 2015 SE Filing-2.xml 2015 SE Filing-2.xml	Prepared Filing(s Prepared Filing(s (s) for any plan(s) once y k (if shown) under "Conf. tition's instructions for deta Commen Yes Yes	View a S) View a ou have at least one pla ID/ Receipt" to view the a alis. ts Conf. ID/Receipt 3743951 3743949	All Plans > all Uploads > n in your account. After the receipt(s) showing data su Received 4/7/2015 10:30:20 AM 4/7/2015 10:28:19 AM	e bmitted Filing Statu Completed Completed	Instructions Instructions Instructions Upload Filination Upload Filination Instructions Instructions Instructions	ıg(s

PBGC.gov | Privacy Act Notice | Paperwork Reduction Act Notice | Contact Us | About Online Premium Filing



From Your Account Page

- Select the "Edit" button to change your personal information (name, work phone number, work email address).
- Your Personal Information will be displayed (Slide 6).

Note: To change your password, see slide 8. To deactivate your account, see slide 12

BGC My PAA								
LAUNCH PAGE	HOME	PLANS -	FILINGS •	HELP	DEMOS		My Account	Logout
ack Black's Ac	count							
Your Personal	Inform	ation	Edit					
First Name:			Jack					
Last Name:			Black					
Work Phone:			123-12	23-1234				
Work E-mail:			JBLAC	CK@WORK	EMAIL.COM			
Login Informa	tion		Jackbla	ack				
Password:			Cha	inge Your	Password			
Account Deac	tivation							
I no longer use my and deactivate my	My PAA ac account.	count (e.g., to	submit premiu	m filings to	PBGC) and, the	refore, request tha	tt PBGC remove any p	blans
			Deac	tivate My /	Account			
							Back to Home	Page

PBGC.gov | Privacy Act Notice | Paperwork Reduction Act Notice | Contact Us | About Online Premium Filing



Your Account Page

- Enter your update(s).
 - To update your e-mail address, you will need to enter the e-mail address twice.
 - The two email fields must match to proceed to the next screen.
- Select the "Save" button.

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

PBGC: My PAA

LAUNCH PAGE	HOME	PLANS -	FILINGS -	HELP	DEMOS	My Account	Logout

Jack Black's Account

Enter Your Personal Informa Required fields are marked with an aste	risk (*)		
* First Name:	Jack		
* Last Name:	Black		
* Phone:	123-123-1234	Ext.	415
* E-mail:	JBLACK@WORKEMAIL.COM		
* Confirm E-mail:	JBLACK@WORKEMAIL.COM		

PBGC.gov | Privacy Act Notice | Paperwork Reduction Act Notice | Contact Us | About Online Premium Filing



v.15.1.0.26

Account Information Updated Confirmation Page

- Note that an email containing your updated information was sent to the email address you provided.
- Select the "Return to My Account" button.
 - Your Account Page will be displayed (Slide 8).

PBGC My PAA

LAUNCH PAGE	HOME	PLANS -	FILINGS +	HELP	DEMOS	My Account	Logout
Account Inform	nation Up	odated Co	onfirmation	1			
You have successf	ully changed	your account in	formation. An e-r	mail messag	le containing your u	updated information has been sent to you.	
						Return to My Acco	ount



Your Account Page

- Your Account Page reflects the changes that you made.
- Select "Change Your Password" button to change your password, if necessary.
 - Change your Password page will be displayed (Slide 9).

OR

Select the "Back to Home Page" button to go to the Home Page (Slide 4). PBGC My PAA

ion E	dit			
Jack	(
Blac	k			
123-	123-1234 ext. 415			
JBL	ACK@WORKEMAIL.COM			
Jackb	ласк			
Cr	hange Your Password	-		
	ion Ed Jack Blac 123- JBL jackt Cl	ion Edit Jack Black 123-123-1234 ext. 415 JBLACK@WORKEMAIL.COM jackblack Change Your Password	ion Edit Jack Black 123-123-1234 ext. 415 JBLACK@WORKEMAIL.COM	ion Edit Jack Black 123-123-1234 ext. 415 JBLACK@WORKEMAIL.COM

PBGC.gov | Privacy Act Notice | Paperwork Reduction Act Notice | Contact Us | About Online Premium Filing



Change Your Password Page

- Enter your old password in the box labeled "Enter Old Password:".
- Enter your new password in the box labeled "Enter New Password:" and for the second time in the box labeled "Confirm New Password:". Be sure to follow the password rules while creating the new password
- The two password fields must match in order to proceed.
- Enter your Secret Answer.
- Select the "Save" button.

	HOME	PLANS-	FILINGS +	HELP	DEMOS	My Account	Logou
k Black's A	ccount						
nange Your	Passwo	rd				⊪ Pas	sword Tip
Passwords to gove	ernment syste	ems must meet	federal security i	regulations,	which include the followin	ng requirements to help protect you	r
 The length of the The password n The password n Do not include s ' " = % * 	e password n nust contain a nust contain a spaces or the \ + & > <	nust be betwee at least 1 upper at least 1 numbe following speci < ; ?	n 13 and 24 chai case and 1 lowe er(s) and 1 speci al characters:	racters witho rcase charao ial character	ut any spaces. :ter(s) (A-Z.); (a-z). (s) (1, 2, 3, etc.); (\$, #, !,	etc.).	
 For password ch 	hanges, at lea	ast 1 character(s) must be chan	ged.			
Enter Old Passy	word:					_←	
Enter New Pass	word:					←	
Confirm New Pa	assword:					←	
To ensure the stransaction.	security of	your accou	nt, we require	e that you	enter your security	key before completing this	
	n: In wh	at city were yo	u born?				
Secret Question					4		
To ensure the s transaction.	security of	i your accou n	nt, we require	e that you	enter your security	key before completing this	

PBGC.gov | Privacy Act Notice | Paperwork Reduction Act Notice | Contact Us | About Online Premium Filing



Password Change Confirmation Page

- This confirms that you have successfully changed your password.
- > Read the instructions on the screen.
- Select the "Return to My Account" button.
- Your Account page will be displayed (Slide 11)



Password Change Confirmation

You have successfully changed your password. It is important that you commit this new password to memory, as you will need it to log in to My PAA in the future. If you have additional questions or need assistance, please call our toll-free practitioner number, 1-800-736-2444 (and select the "premium payment" option). Note: TTY/TDD users may call the Federal relay service toll-free at 1-800-877-8339 and ask to be connected. You may also e-mail your questions to premiums@pbgc.gov.

Return to My Account



Your Account Page

- Your Account Page reflects the changes that you made.
- Select the "Back to Home Page" button to go to the "Home Page (Slide 4)" or select the appropriate link to logout or to go to another page (e.g., the Launch page).

Note: To deactivate your account, see slide12

	HOME	PLANS+	FILINGS +	HELP	DEMOS		My Account	Logout
(Black's A	count							
our Persona	ıl Inform	ation	Edi	t				
First Name:			Jack					
Last Name:			Black					
Work Phone:			123-1	23-1234 ext	. 415			
Work E-mail:			JBLA	CK@WORK	EMAIL.COM			
User ID:			jackbla	ack				
Password:			Cha	ange Your	Password			
	rtivation							
10000000000000000000000000000000000000	Suvation							
Account Deal			submit premiu	m filinas to	PBGC) and, therefo	ore, request that	PBGC remove any	plans
I no longer use m	y My PAA ad	count (e.g., to	submit premiu					
I no longer use m and deactivate my	y My PAA ac y account.	count (e.g., to	subinit prenina					
I no longer use m and deactivate m	y My PAA ac y account.	ccount (e.g., to	Deac	tivate My	Account			



PBGC My PAA

Your Account Page

Select the "Deactivate My Account" button to remove any plans and close your account if it is no longer needed.

-								
LAUNCH PAGE	HOME	PLANS +	FILING S v	HELP	DEMOS		My Account	Logout
lack Black's Ac	count							
Your Persona	l Inform	ation	Edi	t				
First Name: Last Name: Work Phone: Work E-mail:			Jack Black 123-1 JBLA(23-1234 ext CK@WORK	. 415 Email.com			
Login Informa	tion							
User ID:			jackbla	ack				
Password:			Cha	ange Your	Password			
Account Deac	tivation	l						
I no longer use my and deactivate my	My PAA ac account.	ccount (e.g., to	submit premiu	m filings to	PBGC) and	, therefore, reque	st that PBGC remove any p	lans
						-	Back to Home	Page
							Back to Home	T age

PBGC.gov | Privacy Act Notice | Paperwork Reduction Act Notice | Contact Us | About Online Premium Filing



Account Deactivation Confirmation Page

When the Confirmation Page is displayed, select "Continue" button to confirm the deactivation request.

Note: Select "Cancel" button if you do not want your account to be deactivated.

PBGC My PAA

LAUNCH PAGE HOME PLANS - FILINGS - HELP DEMOS My Account Logou	LAUNCH PAGE	HOME PLANS -	FILINGS - HELP	DEMOS	My Account	Logout
--	-------------	--------------	----------------	-------	------------	--------

Account Deactivation Confirmation

You have requested that PBGC remove any plans and deactivate your My PAA account because it is no longer being used (e.g., to submit premium filings to PBGC).	
 If you do not want your account to be deactivated, please select the Cancel button If you want your account to be deactivated, please confirm by selecting the Continue button 	
Cancel Continue	<



Account Deactivation Status Page

- When the deactivation is complete, you will see the Account Deactivation Status page and will be sent a confirmation email.
- Select "Exit" button to leave the My PAA application.



Account Deactivation Status

Since you selected Continue, any plans in your My PAA account have been removed and your account has been deactivated. You will also be sent an email confirming that the deactivation was completed.

