

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”.

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:**

➔ **Password:** (Case Sensitive)

➔ **Login**

[: Forgot your User ID?](#) [: Forgot your Password?](#)

[: New users click here to sign up.](#)

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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 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”.

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

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 6).
- If necessary, select the “View all Plans” link to see all of your Plans (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.

The screenshot displays the PBGC My PAA Home Page. At the top, there is a navigation menu with links for LAUNCH PAGE, HOME, PLANS, FILINGS, HELP, and DEMOS. On the right, it says "Welcome, Jack Black!" and includes links for My Account and Logout. The main content area is titled "Home Page" and contains several sections:

- Quick Links:** Includes buttons for Add Plan, Create Filing, Import Filing, and Upload Filing.
- Right Now:** A summary of current status: 4 Filings Count (In-Process), 4 You Hold, 0 Others Hold, and 6 Plans Count.
- In-Process Filings:** A table listing active filings with columns for Filing, Last Routed, Plan Name, EIN/PN, and Held By.
- Plans in Jack Black's Account:** A table listing all plans with columns for Plan Name, EIN/PN, and Actions. A red arrow points to the "View all Plans" link above the table, and another red arrow points to the "Retirement Plan 4" row.
- Import Software-Prepared Filing(s)** and **Upload Software-Prepared Filing(s)** sections are also visible at the bottom.

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	55-6666666 / 777	Jack Black
2015 Comprehensive		Retirement Plan1	11-2222222 / 123	Jack Black
2015 Comprehensive		Retirement Plan2	22-3333333 / 444	Jack Black

Plan Name	EIN/PN	Actions
Pension Plan1	44-1111111 / 444	Create a Filing, Invite a Practitioner
Retirement Plan 4	55-6666666 / 777	Create a Filing, Invite a Practitioner
Retirement Plan1	11-2222222 / 123	Create a Filing, Invite a Practitioner
Retirement Plan2	22-3333333 / 444	Create a Filing, Invite a Practitioner
Retirement Plan3	44-5555555 / 777	Create a Filing, Invite a Practitioner
Retirement Plan5	88-8888888 / 750	Create a Filing, Invite a Practitioner

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 6).

LAUNCH PAGE HOME PLANS FILINGS HELP DEMOS My Account Logout

All Plans in Jack Black's Account

[Instructions](#)
[Print this page](#)

Active Plans

Plan Name / EIN Search Clear Search

Invite Practitioner Remove Practitioner Move to Archived Plans

Plan Name ^	EIN/PN	Actions	View Account History
Retirement Plan 1	10-4104104 / 001	Create a Filing	Account History <input type="checkbox"/>
Retirement Plan 2	44-4555222 / 001	Create a Filing	Account History <input type="checkbox"/>
Retirement Plan 3	44-4777888 / 001	Create a Filing	Account History <input type="checkbox"/>
Retirement Plan 4	55-6666666 / 777	Create a Filing	Account History <input type="checkbox"/>

Archived Plans

Plan Name / EIN Search Clear Search Move to Active Plans

Plan Name ^	EIN/PN	Actions	View Account History
Retirement Plan 5	10-2102102 / 001	Create a Filing	Account History <input type="checkbox"/>
Retirement Plan 6	65-0425084 / 002	Create a Filing	Account History <input type="checkbox"/>
Retirement Plan 7	10-3103103 / 001	Create a Filing	Account History <input type="checkbox"/>
Retirement Plan 8	74-2980802 / 231	Create a Filing	Account History <input type="checkbox"/>

Remove a Practitioner

Plan Page

- Select the Quick Link for Plan Practitioners.
- Select the “X” link next to the practitioner’s name in the “Remove Practitioner” column of the Premium Filing Practitioners for the Plan section.

PBGC My PAA

LAUNCH PAGE HOME PLANS FILINGS HELP DEMOS My Account Logout

Plan Page [Instructions](#) [Print This Page](#)

Quick Links

- Premium Filings
- Plan Practitioners**
- Plan Correspondence
- Submit a Request
- Check Status of Request

Plan Information

RETIREMENT PLAN 4 - 34-8685555 / 113

Plan Sponsor: Retirement Plan LLP
Plan Administrator: Retirement Plan LLP, 157 Jmksj Kdtg Qsqja, 1493 Btkyx Pzotvpu - Ykghnfeq, Secaucus, NJ 07094, US, (456) 462-7895
Plan Contact: Mr. John Doe, (134) 306-1104

Account History

Premium Filings and Payments Received by PBGC

To view the plan's Account History, ask the Filing Coordinator to add the View Account History permission to your account.

[About Account Histories](#)

Premium Filings for the Plan

[Create a Filing](#) In-process Submitted All Filings

Filing	Confirmation #	Filing Method	Received Date	Status
2017 Comprehensive	4081780	Screen Prepared	10/3/2017 4:46:03 PM	Submitted/Successfully Processed
2016 Comprehensive*	4090373	Screen Prepared	10/6/2017 7:36:21 PM	Submitted/Successfully Processed
2016 Comprehensive	3599709	Screen Prepared	10/10/2016 11:52:00 AM	Submitted/Deleted

Premium Filing Practitioners for the Plan

[Invite a Practitioner](#) [Instructions](#)

Edit	Name	Permissions	Phone	Email	Remove Practitioner
	Jdkq Vthn	Actuary, Preparer, View Account History	498-706-1805	TTDR.CTFA@U.FYDxpbgc	
	Jack Black	Preparer, Filing Coordinator	202-326-4000	MAIL@MAIL.COM	
	Y'pnsf Mgeqgj	Preparer, Actuary, View Account History	413-726-2023	RZUCXZ.INWC0Y@HZ.YFQxpbgc	
	Ksgqhk Rwn	Paying Agent, View Account History, Preparer, Filing Coordinator, Plan Administrator	637-882-1777	VITLLVF.GLB@KP.ZPCxpbgc	
	Celzqj Ejrno	Plan Administrator, Paying Agent, Preparer, View Account History, Filing Coordinator	456-462-7895	YBPAHTV.WJAAC@YZ.IAPxpbgc	

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 8).



Warning

Are you sure you want to remove Jonny Doe from this plan? Selecting the "Remove" button will delete Jonny Doe from the list of practitioners assigned to the Retirement Plan 4, 55-6666666 / 777. Selecting the "Return" button will return you to the plan page without deleting Jonny Doe.

[Return](#) [Remove](#)

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Remove a Practitioner

Plan Page

- Select the Quick Link for Plan Practitioners.
- 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).

Plan Page

Quick Links

- Premium Filings
- Plan Practitioners
- Plan Correspondence
- Submit a Request
- Check Status of Request

Plan Information

RETIREMENT PLAN 4 - 54-9686555 / 113

Plan Sponsor: Retirement Plan LLP
Plan Administrator: Retirement Plan LLP
 157 Jmkej Kdtg Qsqa
 1493
 Bkyk Pzobpu - Ykghnfq
 Secaucus, NJ 07094
 US
 (456) 462-7895
Plan Contact: Mr. John Doe
 (134) 306-1104

Account History

Premium Filings and Payments Received by PBGC

To view the plan's Account History, ask the Filing Coordinator to add the View Account History permission to your account.

[About Account Histories](#)

Premium Filings for the Plan

Create a Filing

In-process Submitted All Filings

Filing	Confirmation #	Filing Method	Received Date	Status
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Premium Filing Practitioners for the Plan

Invite a Practitioner

Edit	Name	Permissions	Phone	Email	Remove Practitioner
	Jack Black	Preparer, Filing Coordinator, Plan Administrator	202-326-4000	MAIL@MAIL.COM	
	Xtkg Wtn	Actuary, Preparer, View Account History	498-706-1805	TTDR.CTFA@U.FYDxpbgc	
	Yprqf Mgeqgj	Preparer, Actuary, View Account History	413-726-2023	RZUQXZ.INWC0Y@HZ.YFQxpbgc	
	Ksgqjlk Rwn	Paying Agent, View Account History, Preparer, Filing Coordinator, Plan Administrator	637-882-1777	VITLLVF.GLB@KP.ZPGxpbgc	