

My Plan Administration Account (My PAA) Select Payment Alternative



Pension Benefit Guaranty Corporation
Protecting America's Pensions

Select Payment Alternative

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

➔

Password:

.....

(Case Sensitive)

➔

Login

➔

[Forgot your User ID?](#)

➔

[Forgot your Password?](#)

➔

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

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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 “Review In-Process Filing(s)” link in the Returning User section.
 - ❖ The All In-Process Filing(s) Page will be displayed (Slide 5).
- If the 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

Select Payment Alternative

From the Home Page

- Select the “Filing” link in the Filing column for the appropriate plan in the In-Process Filings section.
 - ❖ The “Filing Manager” page will be displayed (Slide 6).
- If necessary, select the “View all in-Process Filings” link to see all of the plan’s in-process filings (Slide 5).

Note 1: You can sort the columns to find a particular filing.

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

Quick Links

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

Right Now

- 4 Filings Count (In-Process)
- 4 You Hold
- 0 Others Hold
- 6 Plans Count

In-Process Filings View all In-Process Filings > Instructions Clear Sort

Filing	Last Routed	Plan Name	EIN/PN	Held By
2015 Comprehensive		My Retirement Pension Plan	88-888888 / 750	Jack Black
2015 Comprehensive	04/07/2015	Retirement Plan 4	55-666666 / 777	Jack Black
2015 Comprehensive		Retirement Plan1	11-222222 / 123	Jack Black
2015 Comprehensive		Retirement Plan2	22-333333 / 444	Jack Black

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

Plan Name / EIN

Plan Name	EIN/PN	Actions
Pension Plan1	44-111111 / 444	Create a Filing Invite a Practitioner
Retirement Plan 4	55-666666 / 777	Create a Filing Invite a Practitioner
Retirement Plan1	11-222222 / 123	Create a Filing Invite a Practitioner
Retirement Plan2	22-333333 / 444	Create a Filing Invite a Practitioner
Retirement Plan3	44-555555 / 777	Create a Filing Invite a Practitioner
Retirement Plan5	88-888888 / 750	Create a Filing Invite a Practitioner

Import Software-Prepared Filing(s) Instructions

Transfer filing data into My PAA editing screens for review and submission for any plan(s) in your account.

Select Payment Alternative

From the All In-Process Filing(s) Page

- Select the “Filing” link in the Filing column for the appropriate Plan.
- The “Filing Manager” page will be displayed (Slide 6).

Note: You can sort the columns to find a particular filing.



[LAUNCH PAGE](#) [HOME](#) [PLANS ▾](#) [FILINGS ▾](#) [HELP](#) [DEMOS](#) [My Account](#) [Logout](#)

All In-Process Filing(s)

☐ Held By Me ☐ Held By Others ☒ All Filings

Clear Sort

Filing ▾	Last Routed ▾	Plan Name ▾	EIN/PN ▾	Held By ▾	⌵
2015 Comprehensive		My Retirement Pension 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	

Select Payment Alternative

Filing Manager Page

- This page confirms that you are holding the filing and have the “permission” to authorize payment.
- Select the “Authorize” button to review the payment alternatives for the filing (Slide 7).

[LAUNCH PAGE](#) [HOME](#) [PLANS](#) [FILINGS](#) [HELP](#) [DEMOS](#) [My Account](#) [Logout](#)

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative

[View Account History](#)

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444

1

2

3

4

Start a Draft Filing

Edit Draft, Sign Filing, and Select Payment Alternative

Submit Filing with Payment (if any)

Receive Filing Confirmation

Filing Manager

This Filing Has **NOT** Been Submitted

[Go to Plan Page](#)

Filing Status

Filing is: not ready for submission (refer to 'To submit this filing' below)

You are holding the filing

Filing Task List

[Instructions](#)

View/Edit Filing	✓ This filing has the required information but will undergo additional validations upon submission. Please click the View Filing button to review the warnings that are displayed and the accuracy of the data before the filing is submitted.	Delete Filing
Sign	Sign as Plan Administrator or PA Representative	
Sign	Sign as Actuary	
Authorize	Authorize as Paying Agent	
Attach File		

To take action on this filing:

- You must be holding the filing (otherwise, only 'View Filing' is available). Tasks listed reflect your permissions for this plan. Permissions are listed in the Filing Team section below.
- Note: If a change is made that affects the amount due or variable-rate premium information, any signatures/authorizations will be removed. The filing will need to be re-signed/authorized.

To submit this filing

- You must be holding the filing and must have the Plan Administrator, PA Representative or Filing Coordinator permission.
- The Filing Status must show that the filing is ready for submission.
- Each required signature/authorization on the task list must be completed.
- Review all warnings and the accuracy of the data before submission.
- Click a "Submit" button.

Select Payment Alternative

Payment Alternatives Page

- Select one of the following Payment Alternatives:
 - ❖ Select the “Pay Online using My PAA” link to go to the “Approve Payment for Comprehensive Filing” page (Slide 8).
 - ❖ Select the “Pay via Pay.gov (outside of My PAA)” link to go to the “Premium Payment” page (Slide 10).
 - ❖ Select the “Pay via Electronic Funds Transfer (outside of My PAA)” link to go to the “Premium Payment” page (Slide 12).
 - ❖ Select the “Pay using a Paper Check” link to go to the “Premium Payment” page (Slide 14).
 - ❖ Select the “Other” link to go to the “Premium Payment” page (Slide 16).
- If you do not want to select a payment method at this time, select the appropriate link/button to logout of My PAA or to go to another page (e.g., Back to Filing Manager page, Back to Home page).



Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444



Payment Alternatives

Important: For your filing to be considered timely, you must submit both the filing information and any premium payment due by the filing due date.

You have the following payment alternatives; please select one:

- I wish to pay online via My PAA and authorize PBGC to “pull” the payment (ACH) from the account described.

Pay Online using My PAA

- If you want to make the payment yourself, select one of the following options which describes how you expect to pay PBGC:

Pay via Pay.gov (outside of My PAA)

Pay via Electronic Funds Transfer (outside of My PAA)

Pay using a Paper Check

Other

Back to Filing Manager Page

Back to Home Page



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Select Payment Alternative

Approve Payment for Comprehensive Filing Page

- This page displays the Authorize E-Payment information to pay via My PAA.
- Enter or select the requested information, e.g., Account Holder Name and Account Type. Also, Enter a valid US Bank Routing Number
- Select The “Next” button to go to the next screen.

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[LAUNCH PAGE](#) [HOME](#) [PLANS](#) [FILINGS](#) [HELP](#) [DEMOS](#) [My Account](#) [Logout](#)

Approve Payment for Comprehensive Filing

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444

Authorize E-Payment

Flat-rate Premium:	\$28,860.00	Instructions
Premium Credit:	\$10,500.00	
Premium Amount Due:	\$18,360.00	
Payment Amount:	\$ 18,360.00	

Payment Amount must be at least equal to the Premium Amount Due.

I wish to pay online via My PAA and authorize PBGC to “pull” the payment (ACH) from the account described. [Instructions](#)

Important: Please be sure your account does not have an “ACH Debit Block”. If your account has an “ACH Debit Block”, please provide the PBGC Company ID “1601000605” to your financial institution **before you submit your payment** so they may authorize PBGC to debit your account. Without this authorization, your financial institution may reject the processing of your payment. A Debit Block is the most common reason for failed ACH payments.

*Account Holder Name:
(as it appears on the account)

*Select Account Type:

*Routing Number: (9 digits)

*Confirm Routing Number: (9 digits)

*Account Number:

*Confirm Account Number:

*Bank Name:

☐ I authorize to have my bank account electronically debited for the Payment Amount.

[< Back](#) [Cancel](#) [Next >](#)

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Select Payment Alternative

Premium Payment Confirmation Page

- This page confirms that you have selected to pay via My PAA.
- Review the payment summary for accuracy.
- Select the “Edit” button to make any changes to the Payment Summary data, if necessary.
- Enter your “Secret Answer”.
- Select the “Authorize Payment” button to go to the “Filing Manager” page (Slide 16).

PBGC My PAA v.15.1.0.27

[LAUNCH PAGE](#) [HOME](#) [PLANS](#) [FILINGS](#) [HELP](#) [DEMOS](#) [My Account](#) [Logout](#)

Premium Payment

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444

Confirm Premium Payment Information

Payment Summary [Edit](#)

Below is the payment information you are submitting. If you need to make changes to this information, click the “Edit” button.

Payment Alternative:	Paid online via My PAA
Flat-rate Premium:	\$28,860.00
Premium Credit:	\$10,500.00
Premium Amount Due:	\$18,360.00
Amount Paid:	\$18,360.00
Total Amount Paid:	\$18,360.00
Method Selected:	Automated Clearing House (ACH)
Routing Number:	****0116
Account Number:	***45
Account Type:	Business Checking
Account Holder Name:	Man with the Money
Bank Name:	My Bank

As an added security precaution, enter below the answer to your Secret Question.

I understand that under the Government Paperwork Elimination Act (“GPEA”) (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your mother's maiden name?

*** Secret Answer:**

[Cancel](#) [Authorize Payment](#)

Select Payment Alternative

Premium Payment Page

- This page confirms that you have selected to pay via Pay.gov (outside of My PAA).
- Select the “Back” button to review or change your previous entries.
- Review this page and select the “Next” button to go to the next screen.



v.15.1.0.27

[LAUNCH PAGE](#)

[HOME](#)

[PLANS](#) ▾

[FILINGS](#) ▾

[HELP](#)

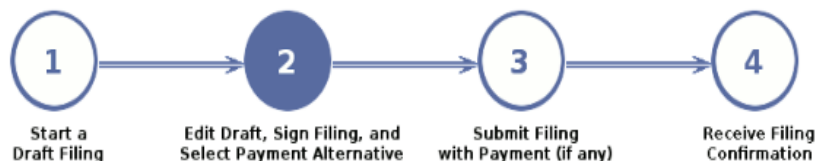
[DEMOS](#)

[My Account](#)

[Logout](#)

Premium Payment

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444



Confirm Payment Alternative Selection

Payment Alternative Selected: Pay via Pay.gov (outside of My PAA)

If you need to change the payment alternative selected, click the "< Back" button.

To continue with this alternative selection, click the "Next >" button.

< Back

Cancel

Next >

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Select Payment Alternative

Premium Payment Page

- Review the Payment Instructions to pay via Pay.gov (outside of My PAA).
- Select the “Approve” button to go to the “Filing Manager” page (Slide 16).



Premium Payment

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444

Print



You selected "Pay via Pay.gov (Outside of My PAA)" as the payment alternative that you plan to use. To complete the filing process:

1. Read and follow the Payment Instructions to help ensure your payment is posted correctly to the plan's account.
2. Select the "Approve" button.
3. Be sure to access Pay.gov after the filing has been submitted to PBGC to initiate the electronic payment and verify that payment was sent to PBGC.

Payment Instructions

If you pay via www.Pay.gov (outside of My PAA), **you must initiate the payment** after the filing has been electronically submitted to PBGC. Here are the steps:

1. Go to www.Pay.gov
2. Select Pension Benefit Guaranty Corporation on the agency list
3. Select PBGC Premium Insurance Payments
4. Enter the requested information, e.g. Plan Name, EIN/PN, PYC, Payment Amount, etc.

[< Back](#) [Cancel](#) [Approve](#)

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Select Payment Alternative

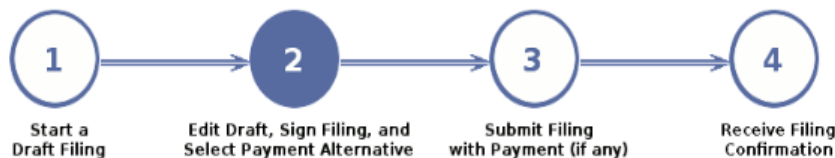
Premium Payment Page

- This page confirms that you have selected to pay via Electronic Funds Transfer (outside of My PAA).
- Select the “Back” button to review or change your previous entries.
- Review this page and select the “Next” button to go to the next screen.

[LAUNCH PAGE](#)[HOME](#)[PLANS ▾](#)[FILINGS ▾](#)[HELP](#)[DEMOS](#)[My Account](#)[Logout](#)

Premium Payment

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444



Confirm Payment Alternative Selection

Payment Alternative Selected: Pay via Electronic Funds Transfer (outside of My PAA)

If you need to change the payment alternative selected, click the "< Back" button.

To continue with this alternative selection, click the "Next>" button.

[< Back](#)[Cancel](#)[Next >](#)

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Select Payment Alternative

Premium Payment Page

- Review the Payment Instructions to pay via Electronic Funds Transfer (outside of My PAA).
- Select the “Back” button to review or change your previous entries.
- Select the “Approve” button to go to the “Filing Manager” page (Slide 17)

PBGC My PAA

[LAUNCH PAGE](#) [HOME](#) [PLANS ▾](#) [FILINGS ▾](#) [HELP](#) [DEMOS](#) [My Account](#) [Logout](#)

Premium Payment

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444 [Print](#)

You selected “Pay via EFT (Outside of My PAA)” as the payment alternative that you plan to use. To complete the filing process:

1. Read and follow the Payment Instructions to help ensure your payment is posted correctly to the plan’s account.
2. Select the “Approve” button.
3. Be sure to contact your bank to initiate the Electronic Funds Transfer and verify that payment was sent to PBGC.

Payment Instructions

If you pay by electronic funds transfer outside of My PAA, **you must initiate the payment** and send the payment to:

For ACH payments:
Credit Gateway – ACH Receiver
33 Livingston Avenue
St. Paul, MN 55107
Transaction Code: 22
Standard Entry Class Code: CCD+
ABA: 051036706
Account: 816010006001
Receiving Company Name: PBGC
Addenda Reference: “EIN/PN: XX-XXXXXXX/XXX PYC: MM/DD/YYYY”

For Fedwire payments:
US Treasury – NYC
33 Liberty Street
New York, NY 10045
ABA: 021030004
Account: 816010006001
Beneficiary: PBGC
Reference: “EIN/PN: XX-XXXXXXX/XXX PYC: MM/DD/YYYY”

[< Back](#) [Cancel](#) [Approve](#)

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Select Payment Alternative

Premium Payment Page

- This page confirms that you have selected to pay using a Paper Check
- Select the “Back” button to review or change your previous entries.
- Review this page and select the “Next” button to go to the next screen.

[LAUNCH PAGE](#)[HOME](#)[PLANS ▾](#)[FILINGS ▾](#)[HELP](#)[DEMOS](#)[My Account](#)[Logout](#)

Premium Payment

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-333333 / 444



Confirm Payment Alternative Selection

Payment Alternative Selected: Pay using a Paper Check

If you need to change the payment alternative selected, click the "< Back" button.

To continue with this alternative selection, click the "Next>" button.

[< Back](#)[Cancel](#)[Next >](#)

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Select Payment Alternative

Premium Payment Page

- Review the Payment Instructions to pay using a Paper Check.
- Select the “Display Voucher” button to print the Voucher to be mailed with the check.
- Select the “Back” button to review or change your previous entries.
- Select the “Approve” button to go to the “Filing Manager” page (Slide 17)

PBGC My PAA

[LAUNCH PAGE](#) [HOME](#) [PLANS](#) [FILINGS](#) [HELP](#) [DEMOS](#) [My Account](#) [Logout](#)

Premium Payment

Comprehensive Filing for Plan Year Commencing 1/1/2015
Retirement Plan2 – 22-3333333 / 444

1 Start a Draft Filing → 2 Edit Draft, Sign Filing, and Select Payment Alternative → 3 Submit Filing with Payment (if any) → 4 Receive Filing Confirmation

You selected "Pay using a paper check" as the payment alternative that you plan to use. To complete the filing process:

1. Read and follow the Payment Instructions to help ensure your payment is posted correctly to the plan's account.
2. Select the "Approve" button.
3. Be sure to send the check to PBGC using one of the addresses below.

Payment Instructions

When you send the PBGC a paper check to pay the premium reported in the filing, we must match your paper check with your electronic filing to make sure your payment is posted correctly to the plan's account. To do this, we provide you with a payment voucher to print out and submit with your check.

To help ensure your payment is accurately posted to the plan's account, follow these steps:

1. Click the "Display Voucher" button before leaving this page. My PAA will display the payment voucher in a printable format.
2. When the voucher is displayed, select File/Print from your browser's menu to send the voucher to your selected printer. Be sure to print the voucher on 8.5" x 11" paper.
3. Close the window that displays the voucher.
4. Write the plan's EIN/PN and the date the premium payment year commenced (PYC) on your check in case the check becomes separated from the voucher.
5. Send your check and voucher to one of the following addresses:
 - **By United States Postal Service:**
PBGC
P.O. Box 979120
St. Louis, MO 63197-9000
 - **By Overnight Delivery Services (e.g., FedEx, UPS, DHL):**
U.S. Bank Government Lockbox
Attn: PBGC # 979120
1005 Convention Plaza
St. Louis, MO 63101
Phone: 1-800-736-2444

[Display Voucher](#) [< Back](#) [Cancel](#) [Approve](#)

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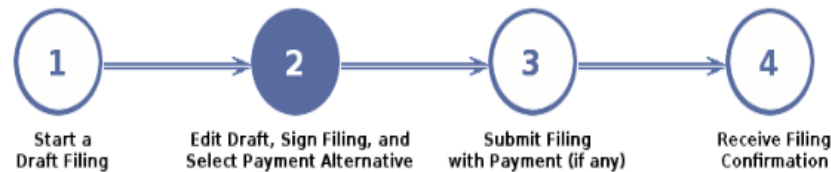
Select Payment Alternative

Premium Payment Page

- This page confirms your Alternative payment selection of Other.
- Select the “Back” button to review or change your previous entries.
- Review and select the “Submit” button to go to the Filing Manager page (Slide 17).

[LAUNCH PAGE](#)[HOME](#)[PLANS ▾](#)[FILINGS ▾](#)[HELP](#)[DEMOS](#)[My Account](#)[Logout](#)

Premium Payment



Confirm Payment Alternative Selection

Payment Alternative Selected: Other

If you need to change the payment alternative selected, click the "< Back" button.

To submit your payment alternative selection to PBGC, click the "Submit" button.

[< Back](#)[Cancel](#)[Submit](#)

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Select Payment Alternative

Filing Manager Page

- This page shows that all the tasks in the “Filing Task List” have been completed and that the filing is ready for submission.
- The filing may now be held and submitted by the Filing Coordinator or PA/PA Rep (Step 3 of the filing Process). See demo “Submit a Comprehensive filing”.

OR

- Select the appropriate link/button to logout of My PAA or go to another page (e.g., the Go to Plan Page).

LAUNCH PAGE HOME PLANS FILINGS HELP DEMOS My Account Logout

Step 3: Submit Filing (with payment, if due) [View Account History](#)

Retirement Plan2 – 22-3333333 / 444

1 Start a Draft Filing → 2 Edit Draft, Sign Filing, and Select Payment Alternative → 3 Submit Filing with Payment (if any) → 4 Receive Filing Confirmation

Filing Manager [Go to Plan Page](#)

Filing Status

Filing is: **ready for submission** (refer to 'To submit this filing' below)

[Submit Now](#) [Submit Later](#)

Note: Click the "submit now" button only once or you may encounter an error.

Filing Task List [Instructions](#)

View/Edit Filing	✓ This filing has the required information but will undergo additional validations upon submission. Please click the View Filing button to review the accuracy of the data before the filing is submitted.	Delete Filing
	✓ Plan Administrator or PA Representative e-signature completed 12:57 PM, 4/1/2016 Eastern Time	Remove Signature
	✓ Enrolled Actuary e-signature completed 12:58 PM, 4/1/2016 Eastern Time	Remove Signature
Edit E-Payment	✓ Authorization for payment alternative completed Payment alternative selected: Other 4:26 PM, 4/12/2016 Eastern Time	
Attach File		

To take action on this filing:

- You must be holding the filing (otherwise, only "View Filing" is available). Tasks listed reflect your permissions for this plan. Permissions are listed in the Filing Team section below.
- Note: If a change is made that affects the amount due or variable-rate premium information, any signatures/authorizations will be removed. The filing will need to be re-signed/authorized.

To submit this filing

- You must be holding the filing and must have the Plan Administrator, PA Representative or Filing Coordinator permission.
- The Filing Status must show that the filing is ready for submission.
- Each required signature/authorization on the task list must be completed.
- Review all warnings and the accuracy of the data before submission.
- Click a "Submit" button.