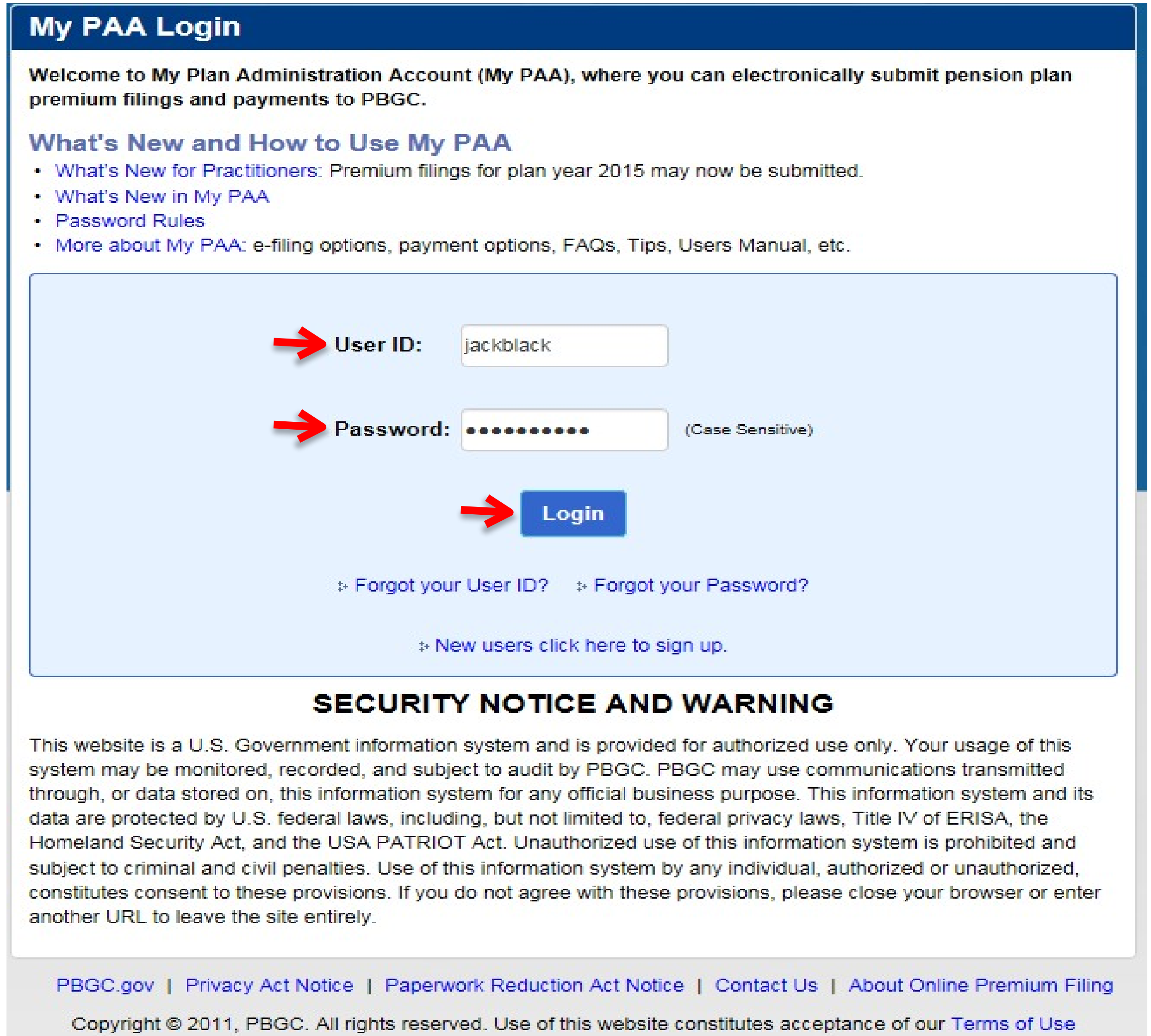
My Plan Administration Account (My PAA)
Submit a Comprehensive Filing

Submit a Comprehensive Filing

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“.

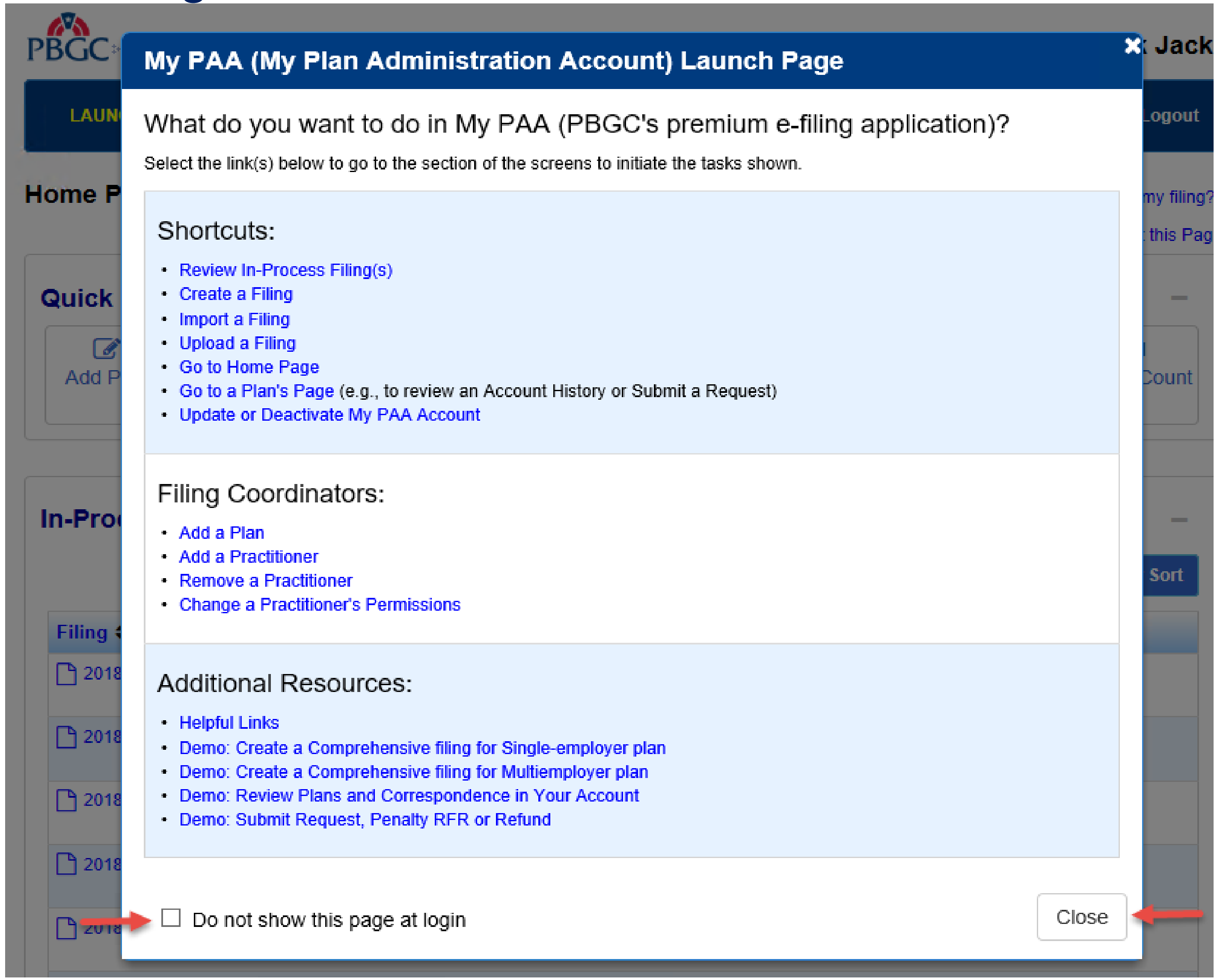


Submit a Comprehensive Filing

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".



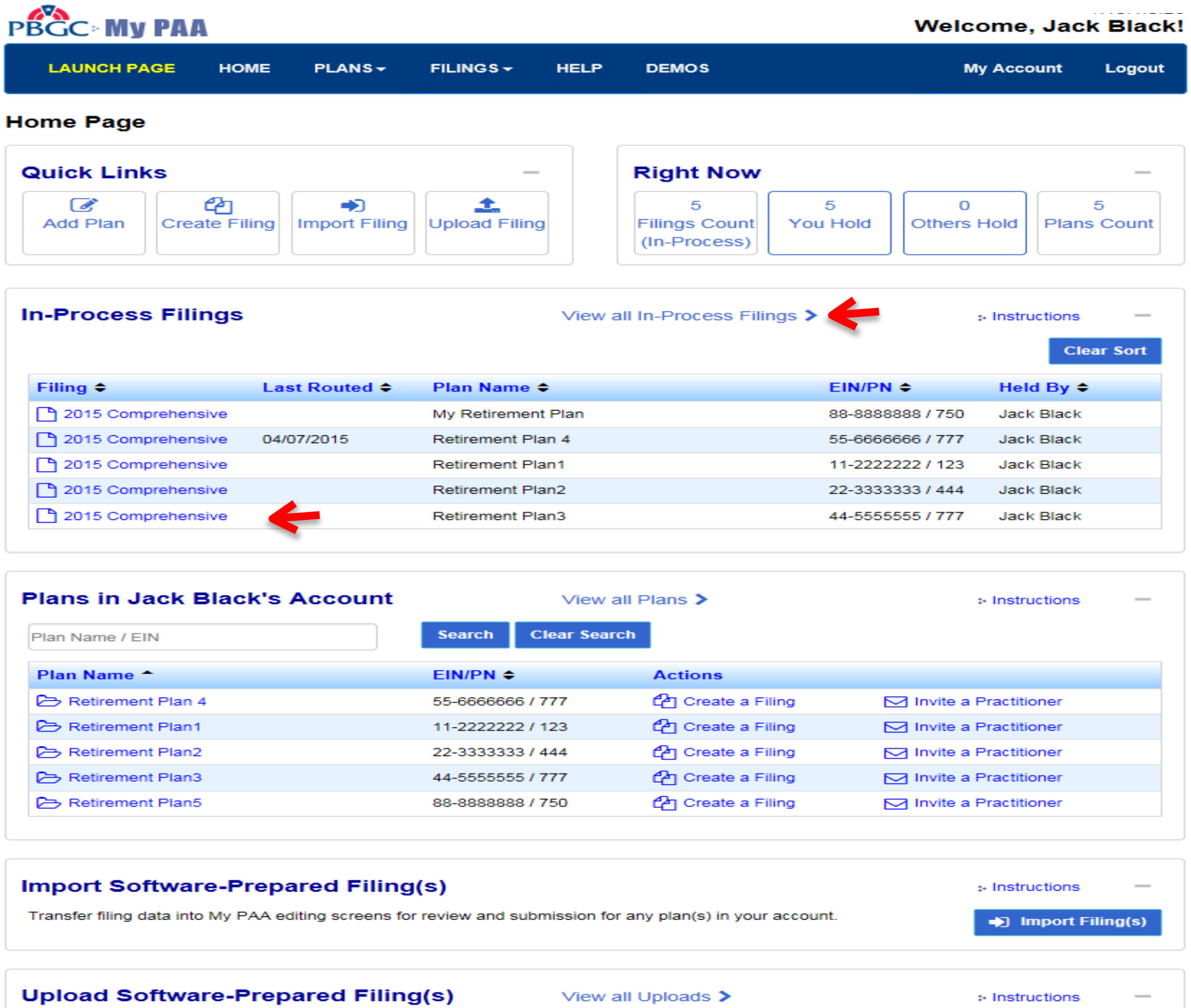
Submit a Comprehensive Filing

From the Home Page

- Select the appropriate “Filing” link in the In-Process Filings section.
  - The “Filing Manager” page will be displayed (Slide 6).
- If necessary, select the “View all in-Process Filings” 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.

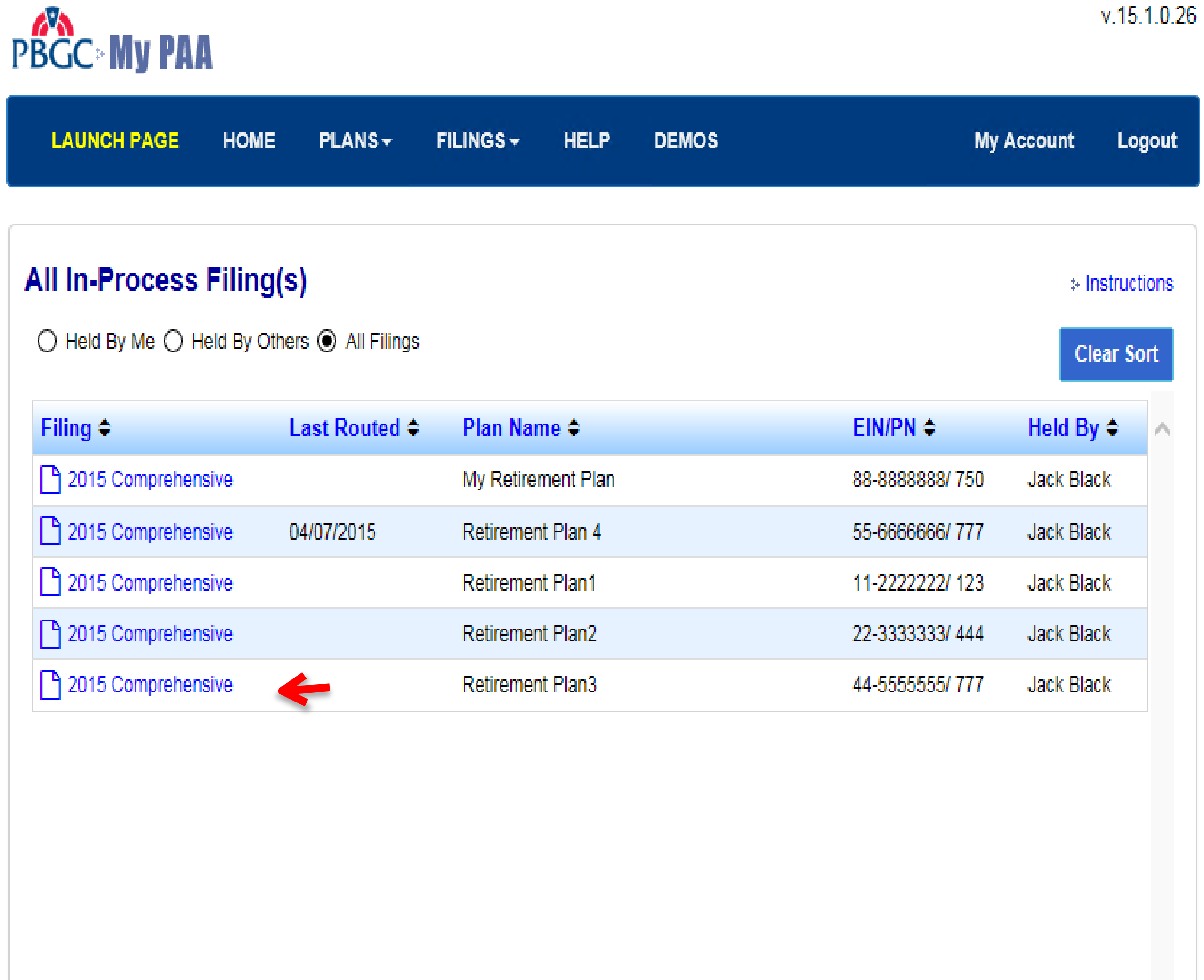


Submit a Comprehensive Filing

From the All In-Process Filing(s) Page

- Select the appropriate "Filing" link in the Filing column.
- The "Filing Manager" page will be displayed (Slide 6).

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



Submit a Comprehensive Filing

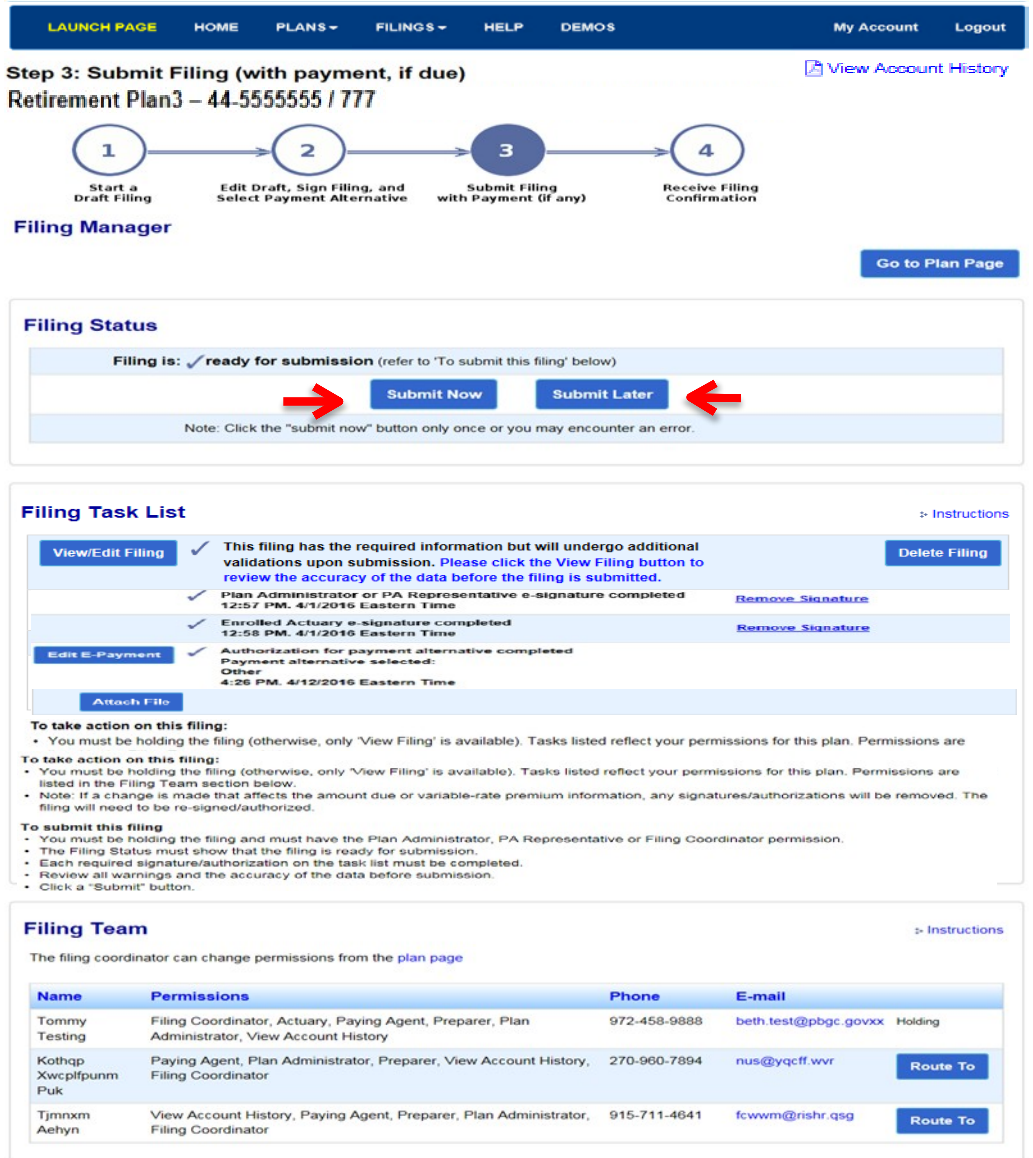
Filing Manager Page

- This page confirms that all the tasks in the “Filing Task List” section have been completed and the filing is ready for submission.
- The Filing Coordinator or PA/PA Rep must hold the filing in order to see the “Submit Now” or Submit Later” buttons.
- Select the “Submit Now“ button to go to Submit Confirmation Page (Slide 7).

  OR

- Select the “Submit Later“ button to go to the Schedule Filing and Payment (if any) Submission Page (Slide 8).

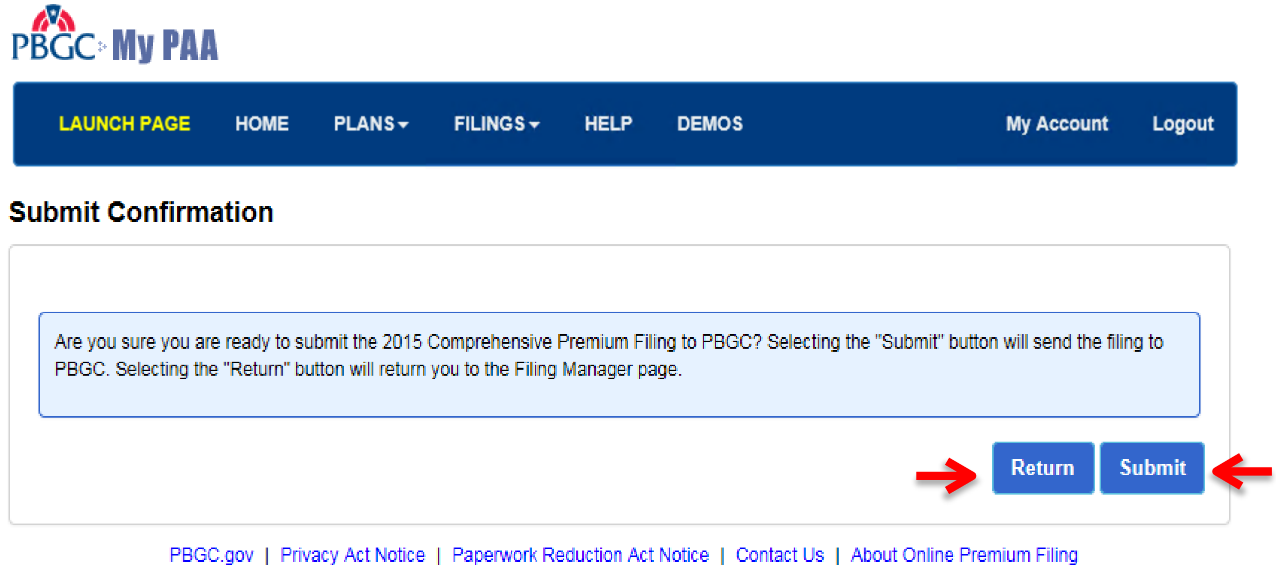
Note: The “Submit Later” button only shows if there is an amount due.



Submit a Comprehensive Filing

Submit Now Confirmation Page

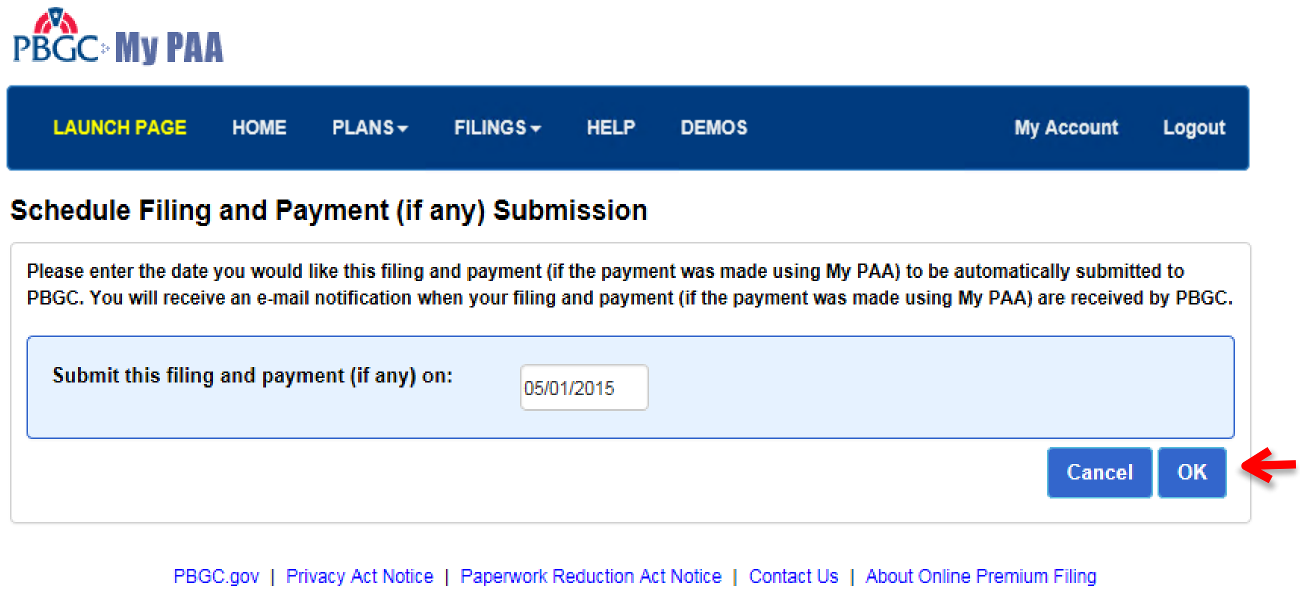
- This page asks you to confirm that you are ready to submit the filing.
- If you are not ready, select the "Return" button to go to the Filing Manager page (Slide 6).
- If you are ready, select the "Submit" button to submit the filing to PBGC and see the Receipt (slide 7).



Submit a Comprehensive Filing

Submit Later - Schedule Filing and Payment (if any) Submission Page

- Enter the date you want the filing/payment to be submitted.
- Select the "OK" button to schedule the filing for submission and see the Receipt (Slide 8).



Submit a Comprehensive Filing

Receipt for Comprehensive Premium Filing Page

- Review and verify the Receipt which shows the filing details.
- Select the close symbol "x" on the top right corner of the browser to close the Receipt and to go to the Confirmation page (slide 10).

Comprehensive Premium Filing Confirmation

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

Date/Time Filing Submitted: 05/01/2015 6:00:00 AM Eastern Time

Your My PAA Confirmation Number for this transaction is: **4118905**

Current Filing Status: **Submitted/Successfully Processed**

(The filing was accepted and has posted to the plan's Account History. If there is an active Status link on the Plan page, it means a filing error was detected. Click the Status link (if present) on the Plan page to see the detailed error message and determine if a correction is necessary. Contact the Premium Customer Service Center for additional information and any assistance you may need.)

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:	N/A
Flat-rate Premium:	$120,336.00
Variable-rate Premium:	$901,648.00
Premium Credit:	$1,021,984.00
Premium Amount Due:	$0.00

Submit a Comprehensive Filing

Confirmation of Premium Filing Submission Page

- This confirms that you have successfully submitted your premium filing to PBGC and completed the filing process (Step 4).

Note: If you selected the “Submit Later” button, the filing will be submitted on the requested date.

- Select the appropriate link/button to log out of My PAA or go to another page (e.g., Return to Home Page).