My Plan Administration Account (My PAA)
Submit a Request: CSEC Filing
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My PAA LoginPage

- 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”.

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
- Premium Filing & Payment Instructions
- What’s New in My PAA & Reminders (see January 2019 updates, including Plan Correspondence Quick Link enhancement)
- Demos (Add a plan, Upload Software-Prepared Filing(s) via My PAA, etc)
- Password Rules & Manage Your Account
- What’s New for Practitioners (review or sign-up to receive updates) & Sign up for Filing Reminders
- Premium Disaster Relief
- Premium Contact Information (premiums@pbgc.gov or 1-800-736-2444 & select “2” for premiums)
- Use Compatible Browsers: Please use the latest browser versions (Microsoft IE 11.0, Google Chrome 65.0 and higher, Mozilla Firefox 54.0 and higher) to prevent connectivity issues with My PAA due to security-related updates

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.
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Launch Page

- You are now logged into MyPAA.
- If the Launch Page overlaid on top of your Home Page is displayed, select the “Go to a Plan’s Page” link in the Returning Users section.
  - The All Plans in your Account Page will be displayed (Slide 3).
- 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”.

[Image of MyPAA (My Plan Administration Account) Launch Page]
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From the All Plans in Your Account Page

- Select the appropriate plan in the “Plan Name” column.
- The “Plan Page” will be displayed (Slide 5).
- Plans are typically displayed in the Active Plans section.
- You have the option to move a plan to the Archived Plans section (e.g., if the plan is rarely used) by checking the box for the plan and clicking the “Move to Archived Plans” button.
- To return the plan to the Active Plans section, check the box for the plan and click the “Move to Active Plans” button.

Note: You can search and sort the columns to find a particular plan within the Active and Archived Plans sections.
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From the Home Page

- You can review up to 10 plans in alphabetical order in the Plans in your Account section. If necessary, select the “View all Plans” link to see all of your Plans (Slide 3).

- Select the appropriate plan name from the “Plan Name” column in the Plans in your Account section.

  - The Plan Page will be displayed (Slide 5).

Note 1: You can search and sort the columns to find a particular plan.

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.
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Plan Page

- Quick Links:
  - Select the Quick Link for “Submit a Request”.
  - Select “Other Requests & Correspondence”
Submit a Request: CSEC Filing

From the Other Requests and Correspondence Page

- Click on the “Request Type” drop down and select “Submit CSEC Filing”
Submit a Request: CSEC Filing

Submit CSEC Filing

- You must attach the marked-up version of the Comprehensive Premium Filing form (see Technical Update for full details), and you may provide additional comments before proceeding.

  - Select and upload a PDF version of your marked-up Comprehensive Premium Filing, not to exceed 15MB.

  - Enter any Comments, not to exceed 2000 characters.

  - Select the “Next” button to go to the Other Requests and Correspondence Summary Page.
Submit a Request: CSEC Filing

- **Request to Submit CSEC Filing:**
  - View a summary of the information entered/selected.
  - Select the “Back” button to make any changes or the Cancel button to delete the request.
  - Select the “Submit” button to submit the CSEC Filing to PBGC.
  - Receive confirmation that the request has been successfully submitted.
  - Select the appropriate link to logout of My PAA or to go to another page (e.g., the HomePage).
Submit a Request: CSEC Filing

**Status of Submitted CSEC Filing:**

- From the Plan Page, in the Quick Links bar, select “Check Status of Request.”
Submit a Request: CSEC Filing

- **Status of Submitted CSEC Filing:**
  - The page displays the status of the request(s) created via the "Submit a Request" Quick Link in addition to other relevant items which may have been created internally by the PBGC.
  - Select the appropriate link to logout of My PAA or to go to another page (e.g., the Plan Page).
Submit a Request: CSEC Filing

- Access the image of the Submitted CSEC Filing:
  - From the Plan Page, in the Quick Links bar, select “Check Status of Request.”
Submit a Request: CSEC Filing

Plan Correspondence Page:

- All notices that have been sent from the PBGC or attached via the “Submit a Request” Quick Link will appear on this page.

- The CSEC Filing will be labeled as “Form1” since PBGC is treating this as a paper filing.

- To ensure you are reviewing the correct document, you can verify the “Entry Date,” which is the date of submission.

- To review the CSEC Filing click on the corresponding UID link, and a copy of the document will appear in a new window.