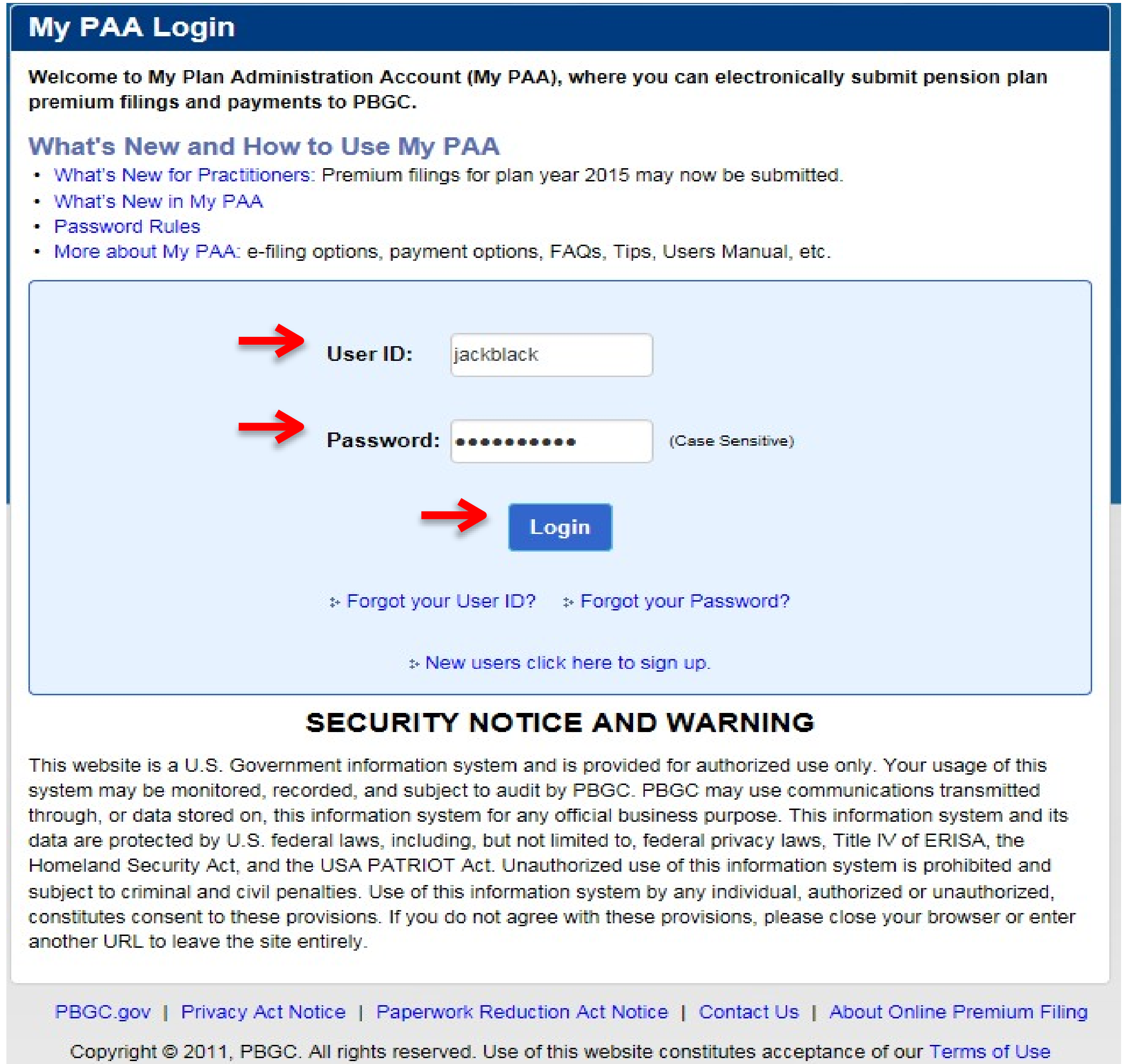
My Plan Administration Account (My PAA) Submit Other Request & Correspondence

Submit Other Request & Correspondence:

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“.

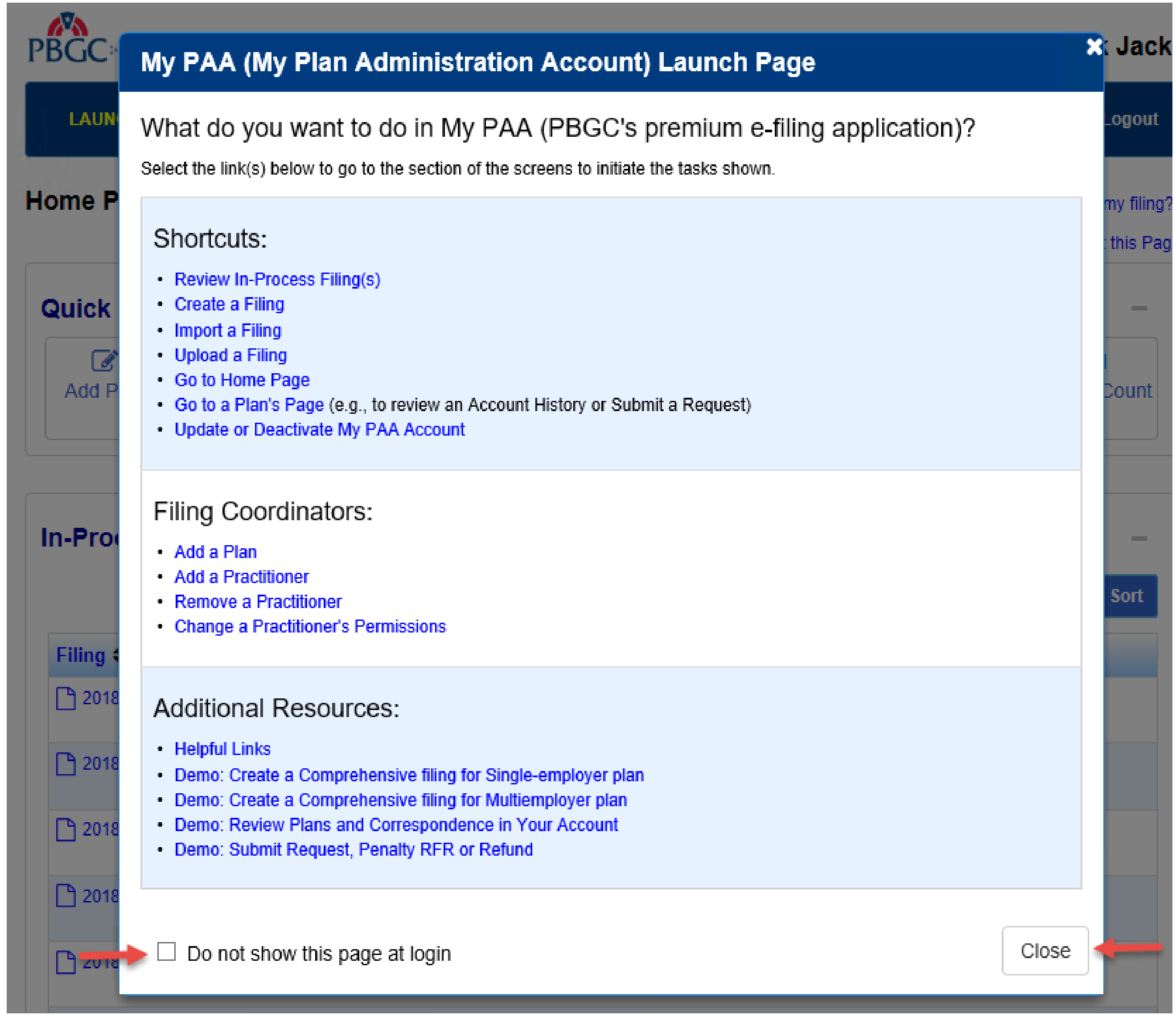


Submit a Request: Penalty RFR or Refund

Launch Page

- You are now logged into My PAA.
- 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 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".



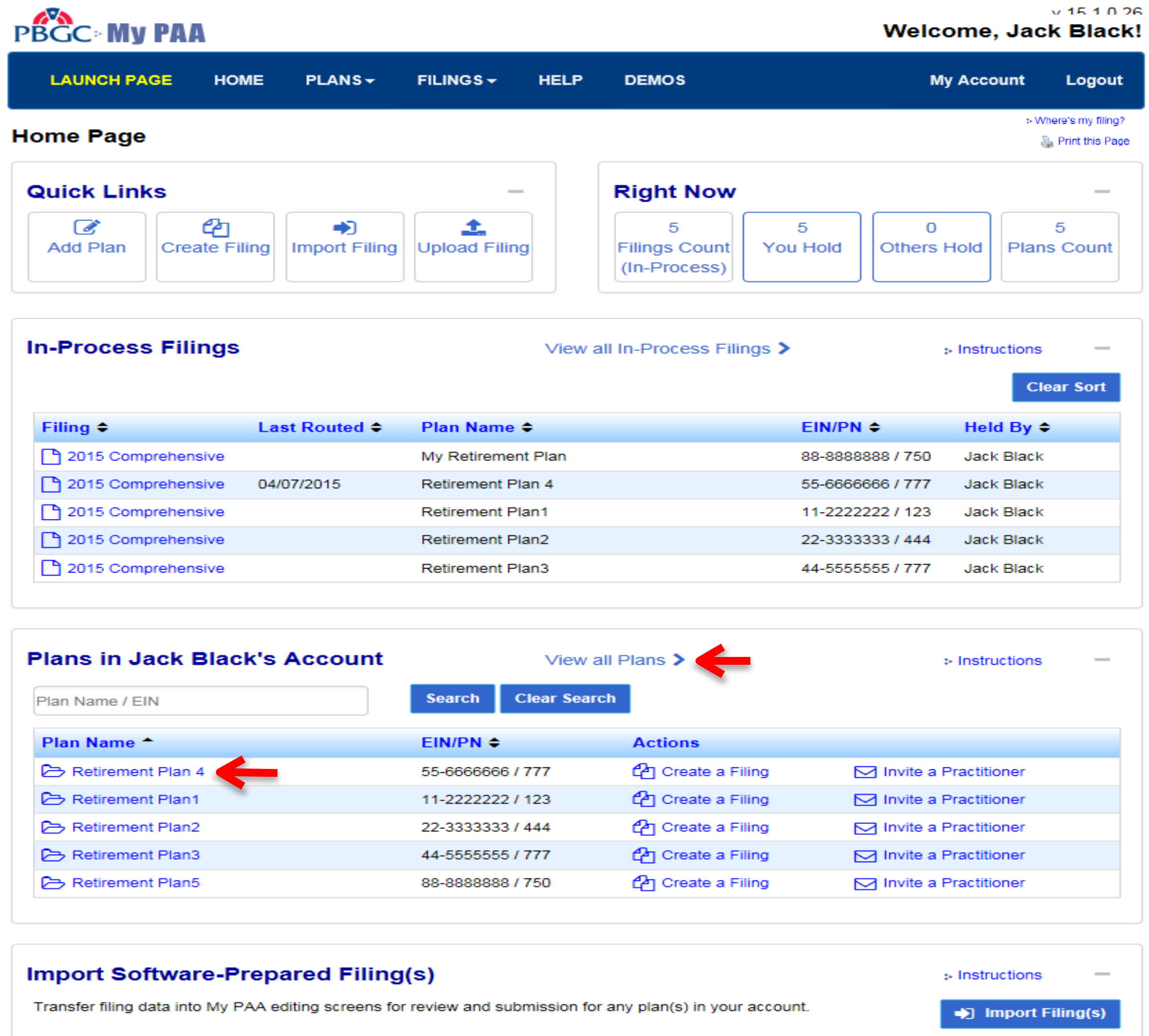
Submit Other Request & Correspondence:

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 5).
- 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).

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.

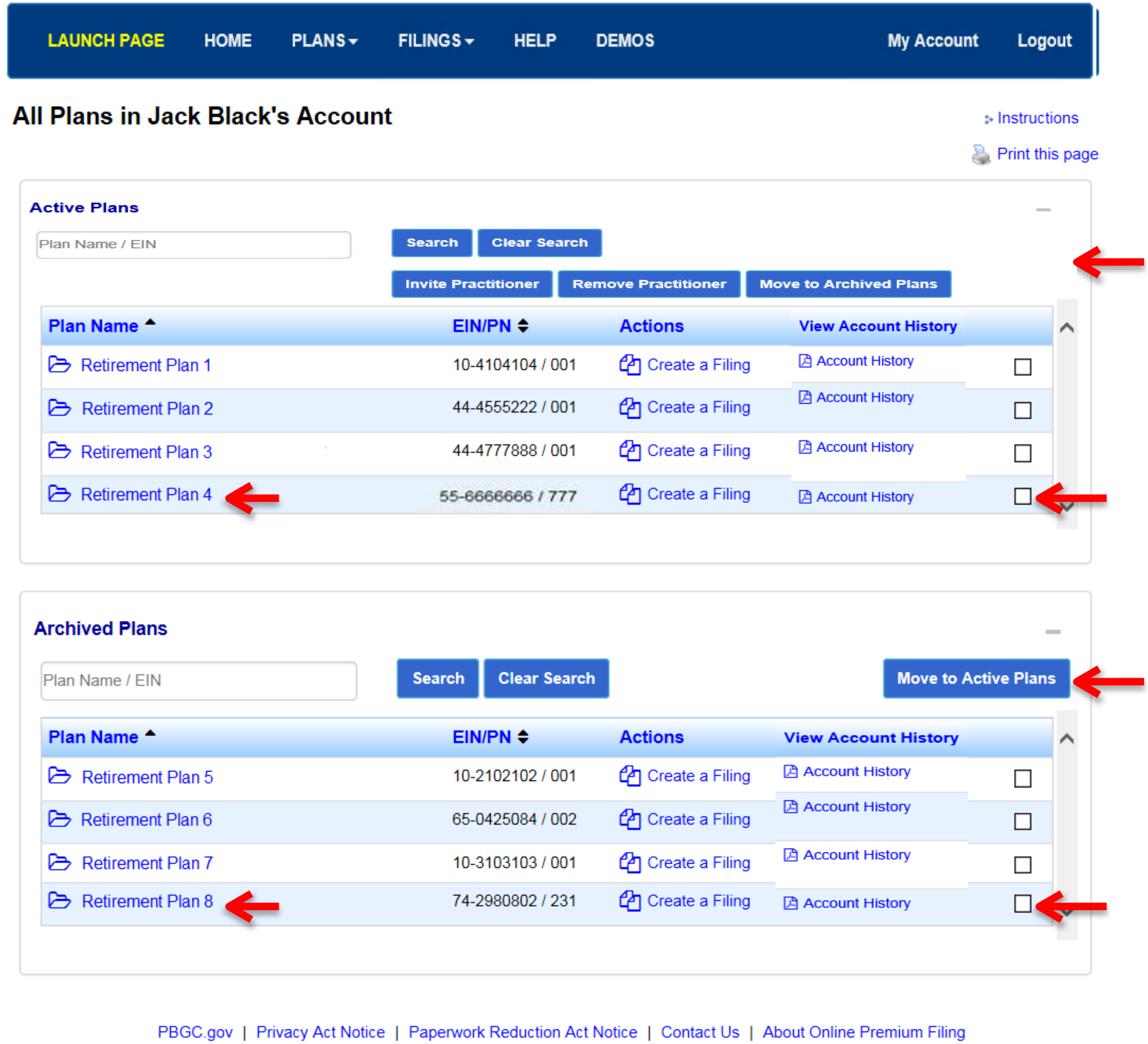


Submit Other Request & Correspondence:

From the All Plans in Your Account Page

- Select the appropriate plan in the “Plan Name” column.
- The “Plan Page” will be displayed (Slide 6).
- 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.



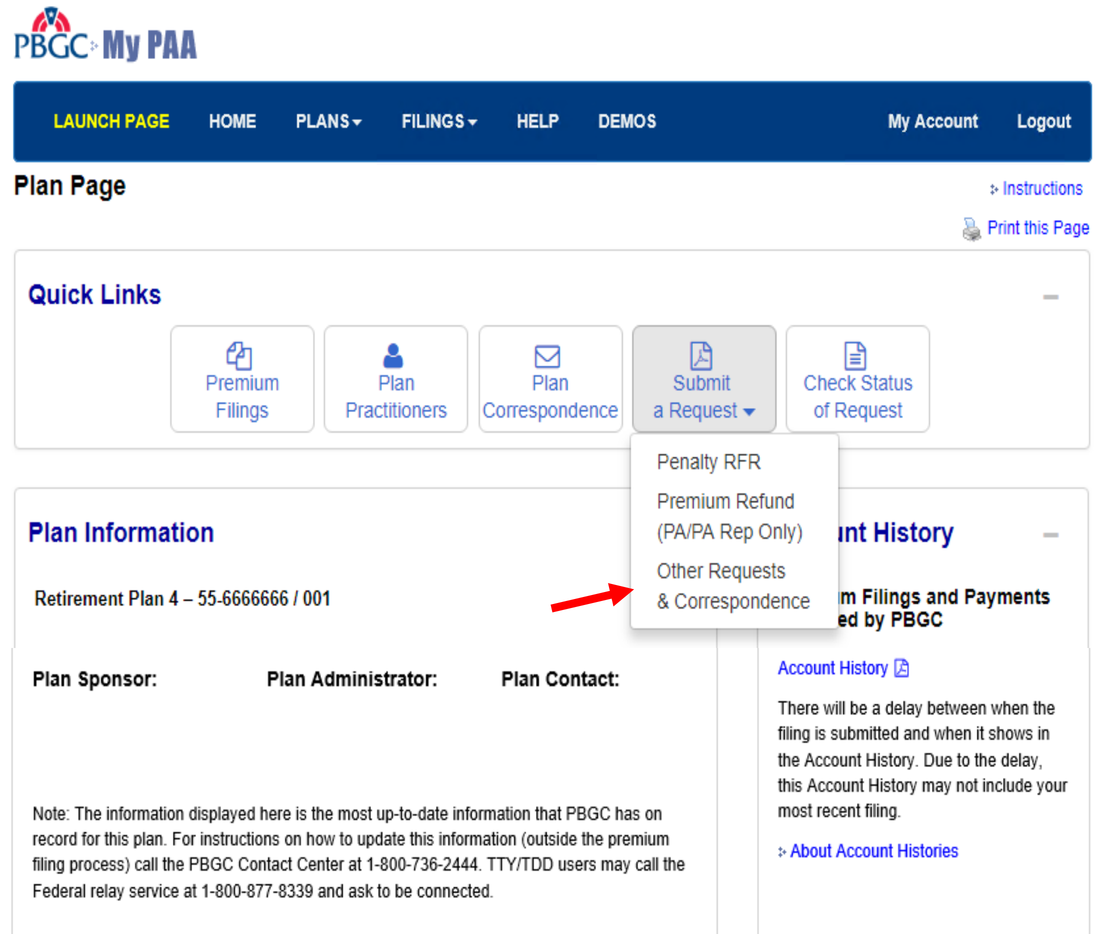
Submit Other Request & Correspondence:

Plan Page

- **Quick Links:**
  - Select the Quick Link for "Submit a Request".

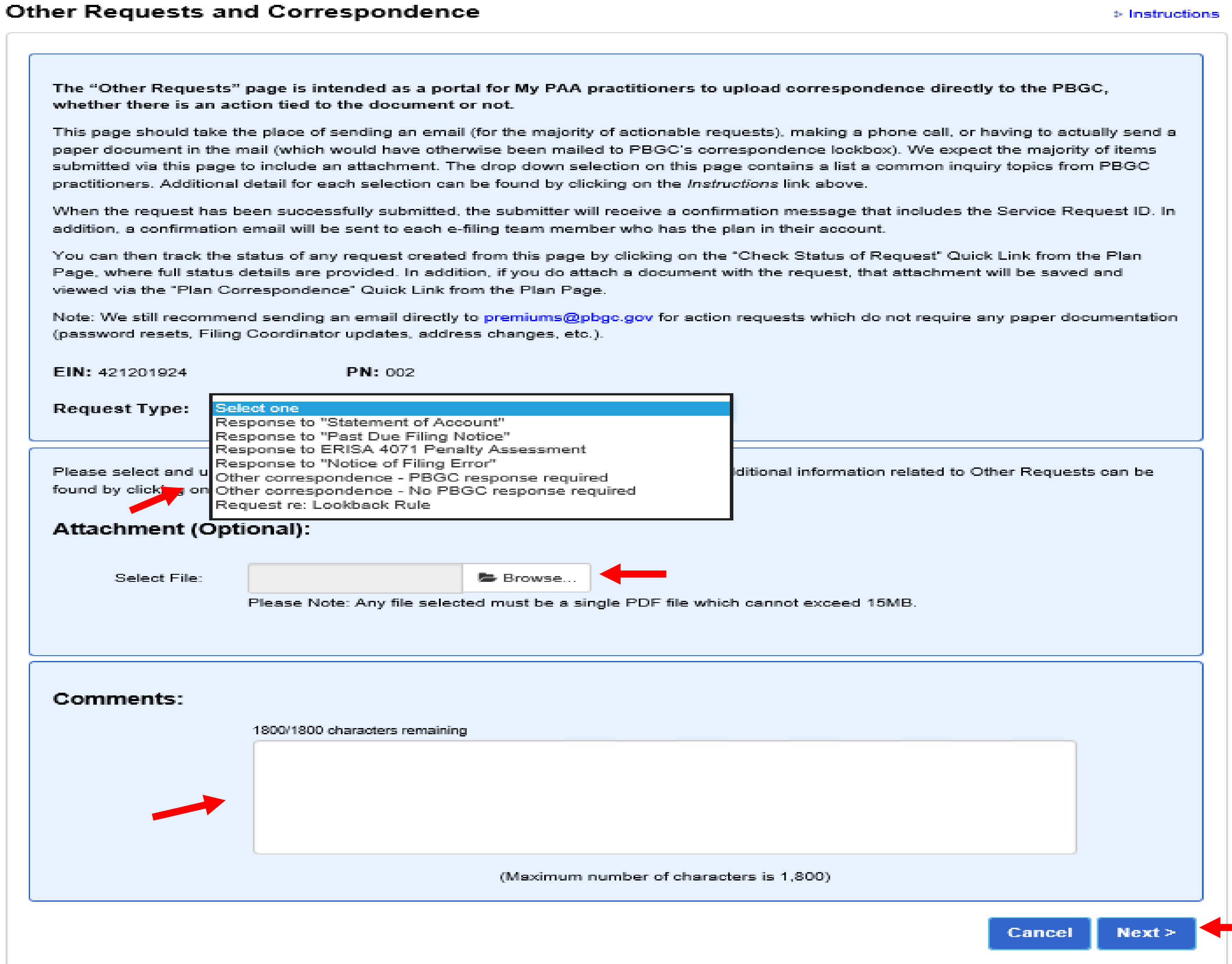
Select one of the following links:

- The "Other Request & Correspondence" link to submit the following requests and correspondence:
  - Response to "Statement of Account"
  - Response to "Past Due Filing Notice"
  - Response to " ERISA 4071 Penalty Assessment"
  - Response to "Notice of Filing Error"
  - Other Correspondence – PBGC response required
  - Other Correspondence – No PBGC response required
  - Request re: Lookback Rule



Submit Other Request & Correspondence:

- Other Request and Correspondence:
  - Select the request type (e.g., Response to ‘Statement of Account”).
  - Select and upload a PDF document if desired, not to exceed 15MB or enter any Comments, not to exceed 1,800 characters.
  - Select the “Next” button to go to the Summary Page.



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Submit Other Request & Correspondence:

- Other Request and Correspondence:
  - 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 Other request/ Correspondence 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 Home Page).