My Plan Administration Account (My PAA) Submit a Request: Penalty RFR or Refund

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.



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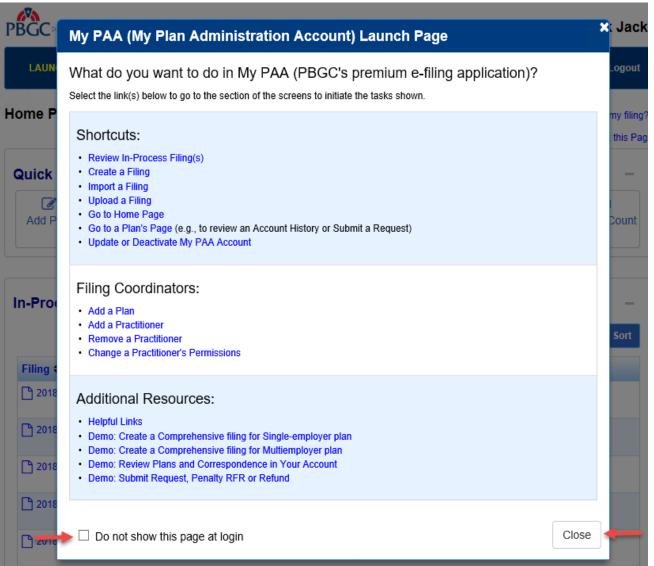
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Launch Page

- You are now logged into My PAA.
- If the Launch Page overlaid on top of your Home Page is displayed, select the "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".





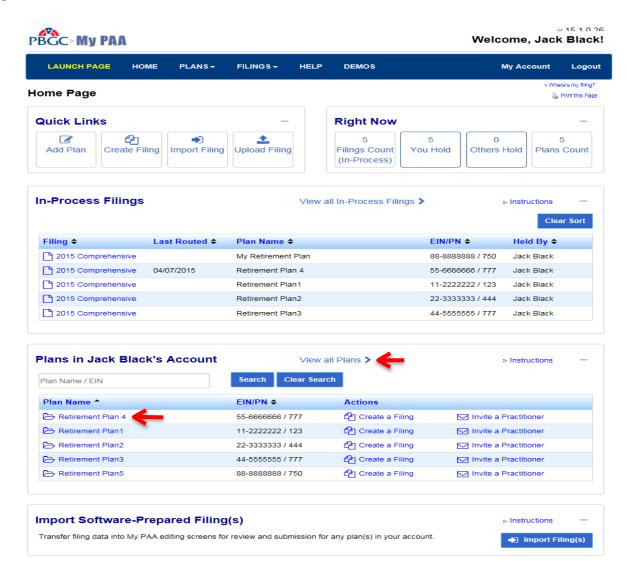
Penalty RFR or Refund Request

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.

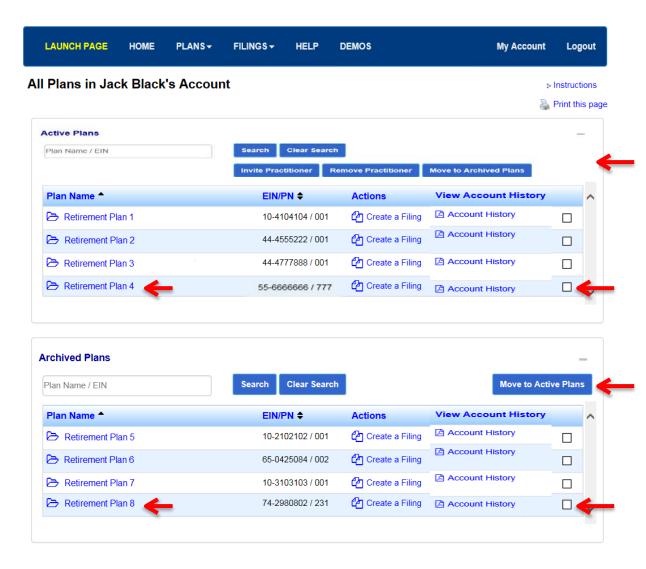
Note 2: The Menu Bar on the top of every My PAA screen can be used to easily access other pages, e.g., the Launch Page and Help information.



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.



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Penalty RFR or Refund Request

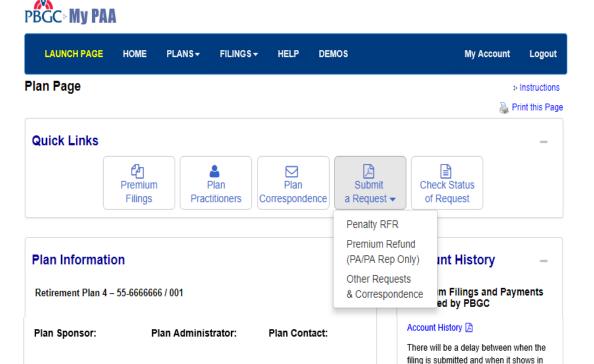
Plan Page

Quick Links:

Select the Quick Link for "Submit a Request".

Select one of the following links:

- The "Penalty RFR" link to request reconsideration of accrued penalty (see Slide 7).
- The "Premium Refund" link to request a refund only by the PA/PA Rep (see Slide 9).



Note: The information displayed here is the most up-to-date information that PBGC has on record for this plan. For instructions on how to update this information (outside the premium

Federal relay service at 1-800-877-8339 and ask to be connected.

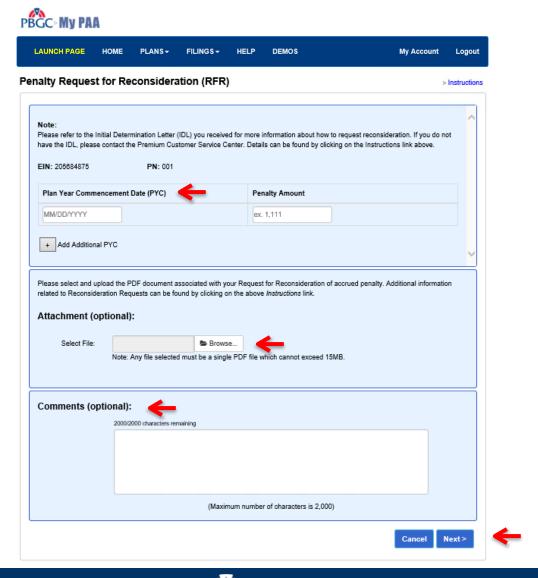
filing process) call the PBGC Contact Center at 1-800-736-2444. TTY/TDD users may call the

the Account History. Due to the delay, this Account History may not include your

most recent filing.

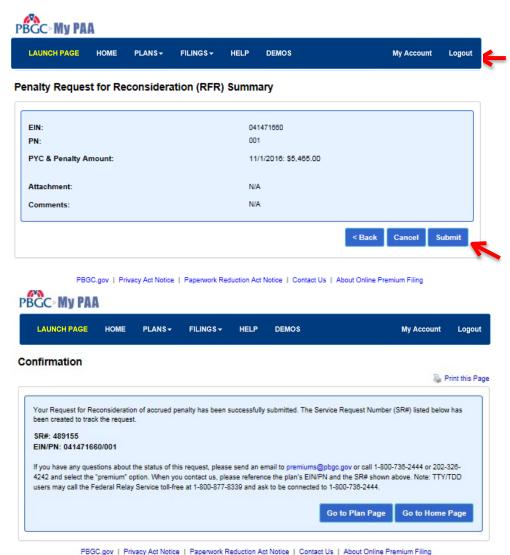
* About Account Histories

- Request for Reconsideration:
 - Complete the requested information for the RFR (e.g., PYC and penalty amount).
 - Add additional PYCs and penalty amounts, if appropriate.
 - Select and upload a PDF document if desired, not to exceed 15MB.
 - Enter any optional Comments, not to exceed 2000 characters.
 - Select the "Next" button to go to the RFR Summary Page.



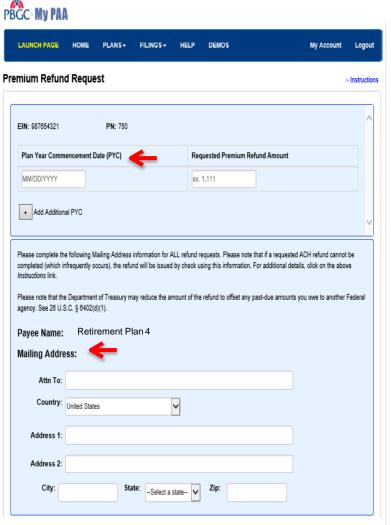


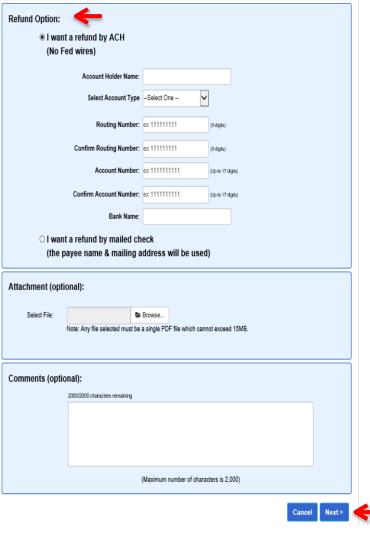
- Request for Reconsideration:
 - View a summary of the information entered/selected.
 - Select the "Back" button to make any changes or the Cancel button to delete the request.
 - Select the "Submit" button to submit the RFR to PBGC.
 - Receive confirmation that the RFR has been successfully submitted.
 - Select the appropriate link to logout of My PAA or to go to another page (e.g., the Home Page).





- Request for Refund:
 - Complete the requested information for the Refund Request (e.g., PYC and refund amount).
 - Add additional PYCs and refund amounts, if appropriate.
 - Enter mailing address and refund option information.
 - Select and upload a PDF document if desired, not to exceed 15MB.
 - Enter any optional Comments, not to exceed 2000 characters.
 - Select the "Next" button to go to the Premium Refund Request Summary Page.







- Request for Refund:
 - 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 Refund Request to PBGC.
 - Receive confirmation that the Request for Refund has been successfully submitted.
 - Select the appropriate link to logout of My PAA or to go to another page (e.g., the Home Page).

