

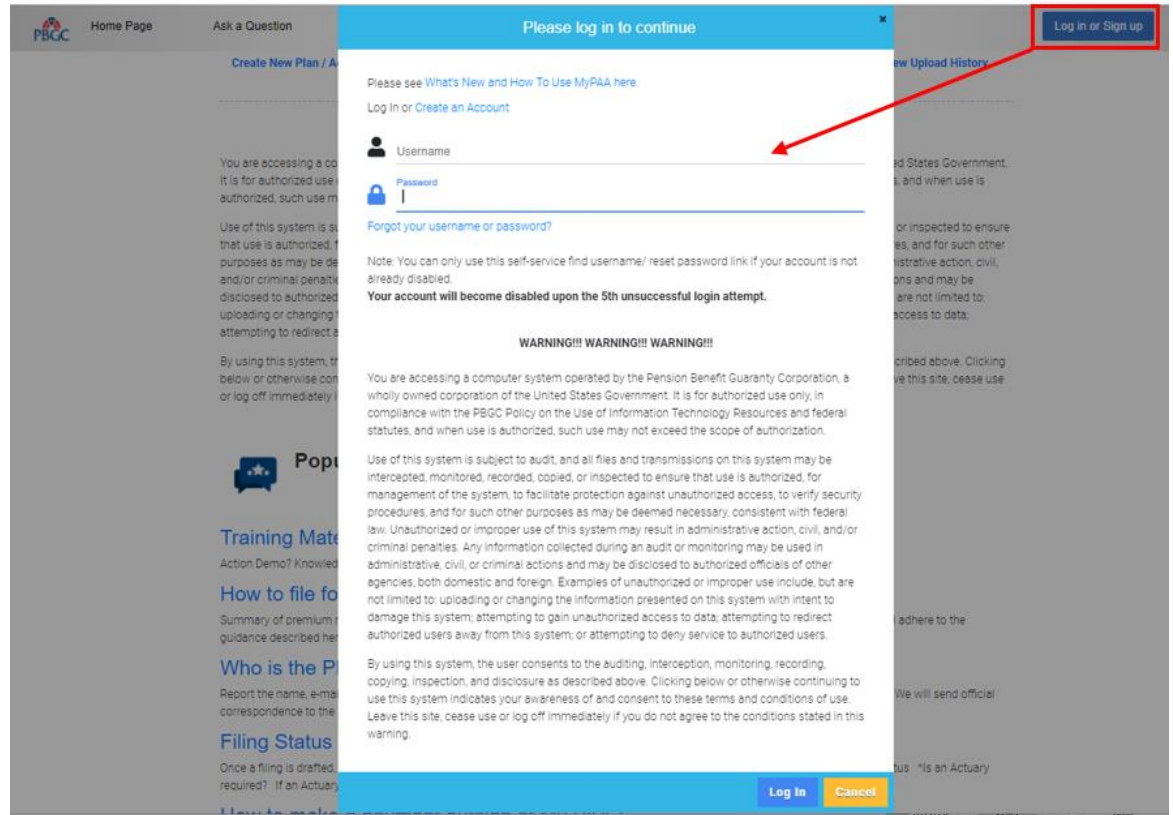
# **How to Update My PAA Account Details My Plan Administration Account (My PAA)**

Last Updated:  
September 16<sup>th</sup>, 2021

# How to Update My PAA Account Details

## Login

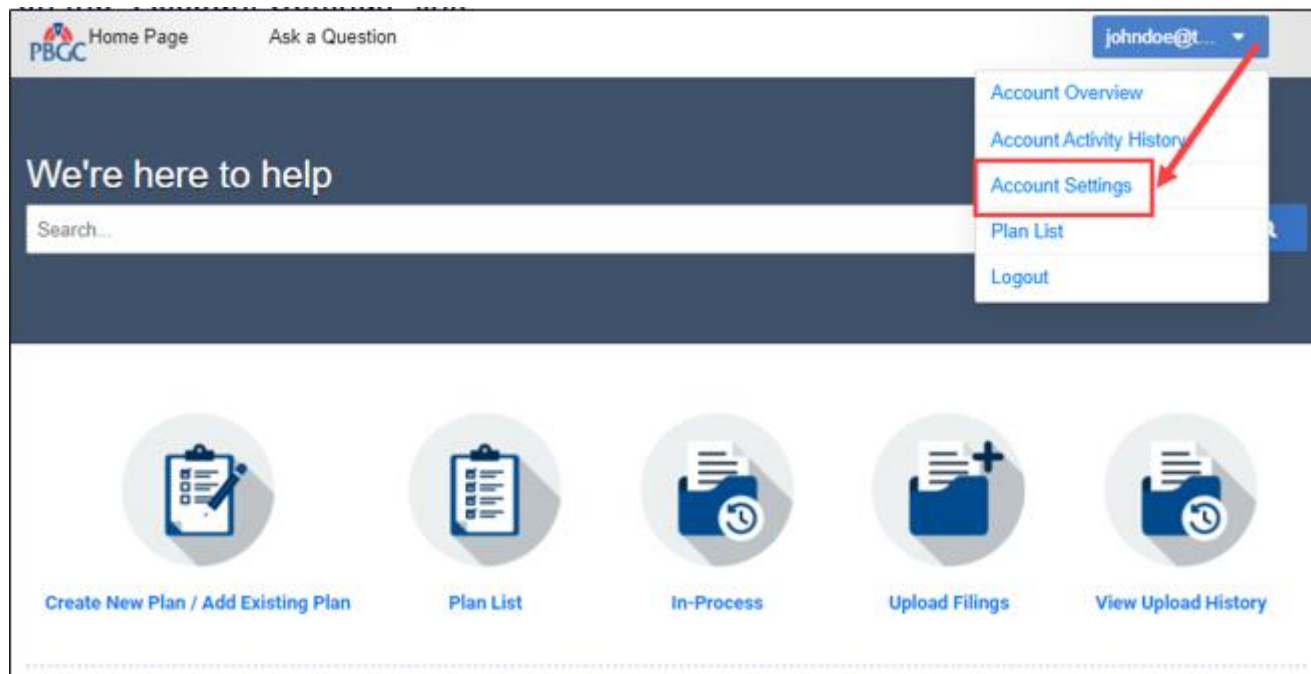
- ▶ From the Home Page, click on the "Log in or Sign up" button to log in.
- ▶ Enter your Username into the field labeled username on the My PAA log in pop-up
- ▶ Enter your Password into the field labeled "Password."
- ▶ Click on the "Log in" button.



# How to Update My PAA Account Details

## Account Drop Down

- ▶ Once you have logged into your My PAA account, click on the account dropdown menu (the blue box on the top right corner of the Home Page).
- ▶ Then click on the “Account Settings” link.



The screenshot displays the PBGC Home Page interface. At the top left, the PBGC logo is visible next to the text "Home Page" and "Ask a Question". In the top right corner, a blue box contains the email address "john.doe@t...". A dropdown menu is open from this box, listing several options: "Account Overview", "Account Activity History", "Account Settings" (which is highlighted with a red box and a red arrow), "Plan List", and "Logout". Below the navigation bar, the main content area features the heading "We're here to help" and a search bar. At the bottom of the page, there are five circular icons representing different actions: "Create New Plan / Add Existing Plan", "Plan List", "In-Process", "Upload Filings", and "View Upload History".

# How to Update My PAA Account Details

## Account Settings Page

- ▶ You can update/change any of the following fields:
  - Email address: You may not use an email address that is already associated with another account.
  - Username: You may not use an email address that is already associated with another account.
  - First Name
  - Last Name
  - Office Phone
  - Extension (not required)
  - Password: Once you click on the link you will be directed to a new page (next slide).
- ▶ Once a Username has been created click the “Save Change” button.
- ▶ Note: You may update Secret Question and/or Answer from this page. Please view PBGC’s “How to Change Secret Q&A for My PAA Account” demo.

Home Page Ask a Question My PAA Online Demos Instructions by Topic Search My PAA for instructions, ke

yz.pbgc@g...

### Account Settings

#### Account

Email Address \*  
yz.pbgc@gmail.com

Username \*  
YZ.PBGC

[Change your password](#)

#### Contact Information

First Name \*  
JOHN

Last Name \*  
SMITH

Office Phone \*  
(222) 222-2222

Extension  
133

**Update Secret Question and/or Answer**

Secret Question \*  
In what city were you born?

Secret Answer \*  
\*\*

Re-enter the Secret Answer \*  
\*\*

Disable filing status emails for all plans in my account.

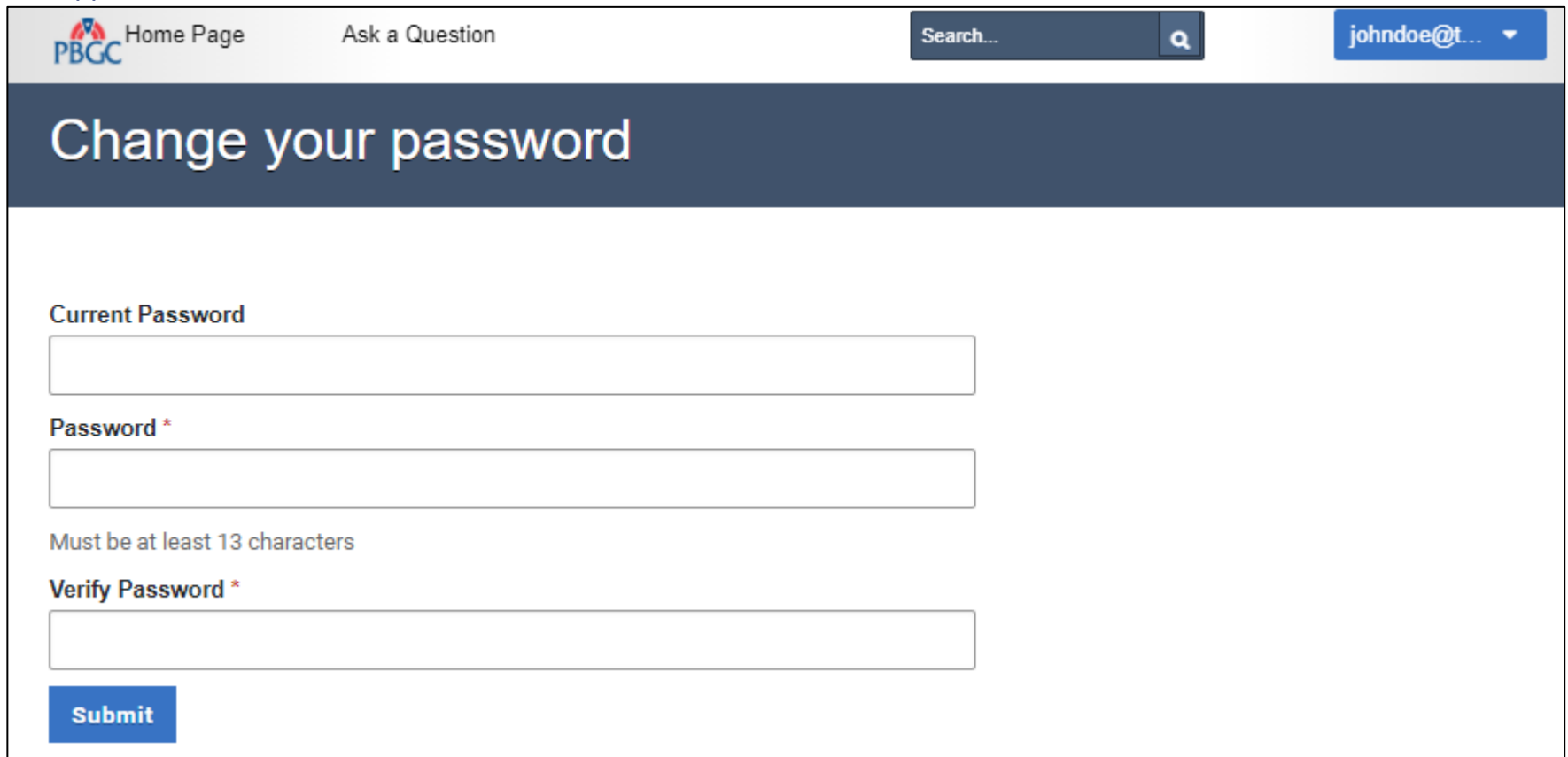
Are you an Enrolled Actuary?  
 Yes  No

[Save Changes](#)

## Account Settings Page

### ▶ Password

- You must provide your current password, as well as the new password on this page. The new password must meet PBGC's requirements; must contain at least 13 characters, 1 lower-case character, 1 number, 1 special character, and 1 upper-case character



The screenshot shows the PBGC website's account settings page for changing a password. The page has a dark blue header with the PBGC logo, navigation links for 'Home Page' and 'Ask a Question', a search bar, and a user profile dropdown showing 'johndoe@t...'. Below the header is a dark blue banner with the text 'Change your password'. The main content area contains three input fields: 'Current Password', 'Password \*', and 'Verify Password \*'. Below the 'Password \*' field is a note: 'Must be at least 13 characters'. A blue 'Submit' button is located at the bottom left of the form area.

# How to Update My PAA Account Details

- ▶ Once your profile has been updated you will see a green banner on your screen displaying: “Success: Profile has been updated.”

The screenshot shows the PBGC Account Settings page. At the top, a green banner displays the message "Success: Profile has been updated." which is highlighted by a red rectangle. Below the banner is a dark blue header with the text "yz.pbgc@g...". The main content area is titled "Account Settings" and is divided into two sections: "Account" and "Contact Information".

**Account**

Email Address \*  
yz.pbgc@gmail.com

Username \*  
YZ.PBGC

[Change your password](#)

**Contact Information**

First Name \*  
JOHN

Last Name \*  
SMITH

Office Phone \*  
(222) 222-2222

Extension  
133

**Update Secret Question and/or Answer**

Secret Question \*  
In what city were you born? ▼

Secret Answer \*  
\*\*

Re-enter the Secret Answer \*  
\*\*

Disable filing status emails for all plans in my account.

Are you an Enrolled Actuary?  
 Yes  No

[Save Changes](#)