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

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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.
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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.
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.
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.

![Change your password form](image)
Once your profile has been updated you will see a green banner on your screen displaying: “Success: Profile has been updated.”