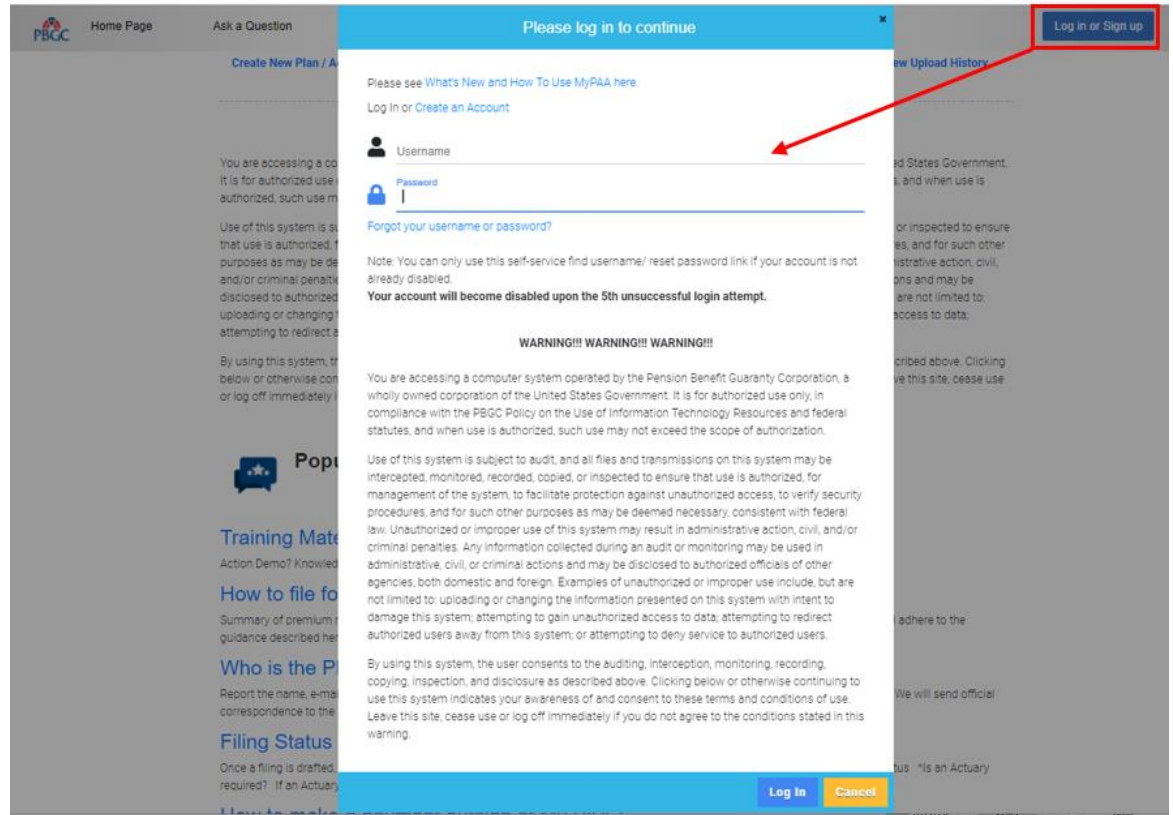# How to Update My PAA Account Details
My Plan Administration Account (My PAA)

Last Updated:
September 16th, 2021

How to Update My PAA Account Details

Login
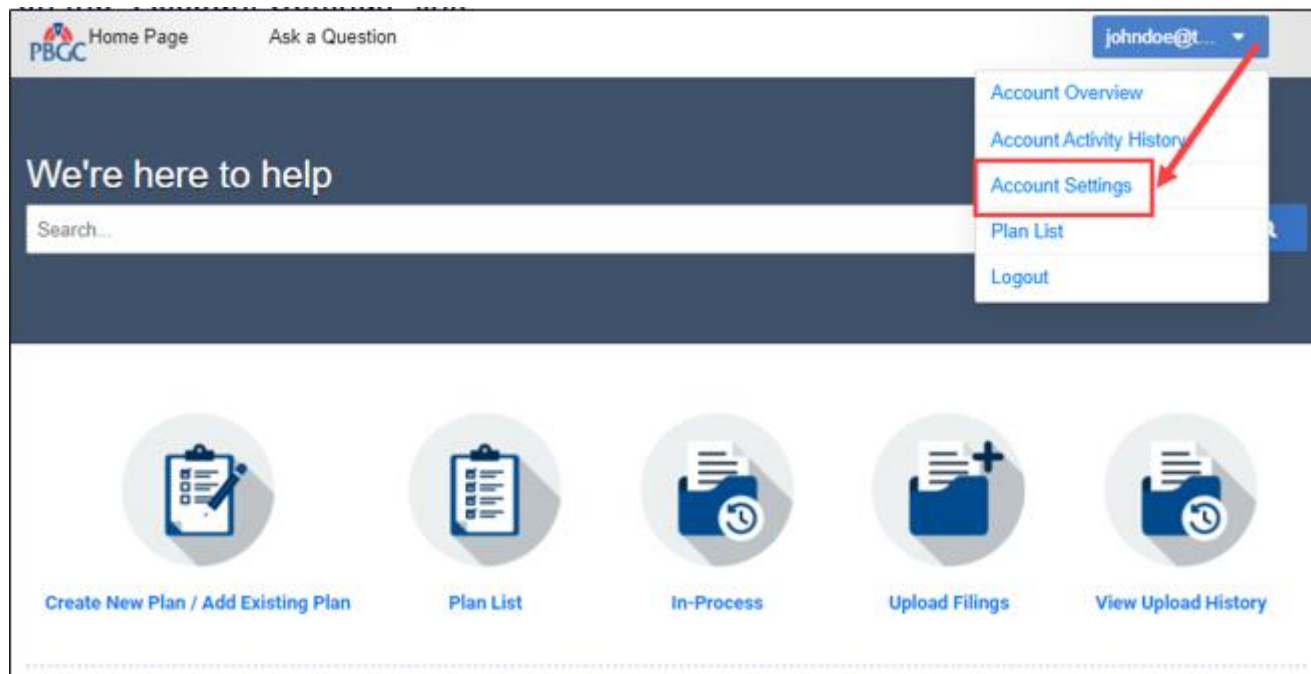
▸ From the Home Page, click on the "Log in or Sign up" button to log in.

▸ 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.

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.

How to Update My PAA Account Details
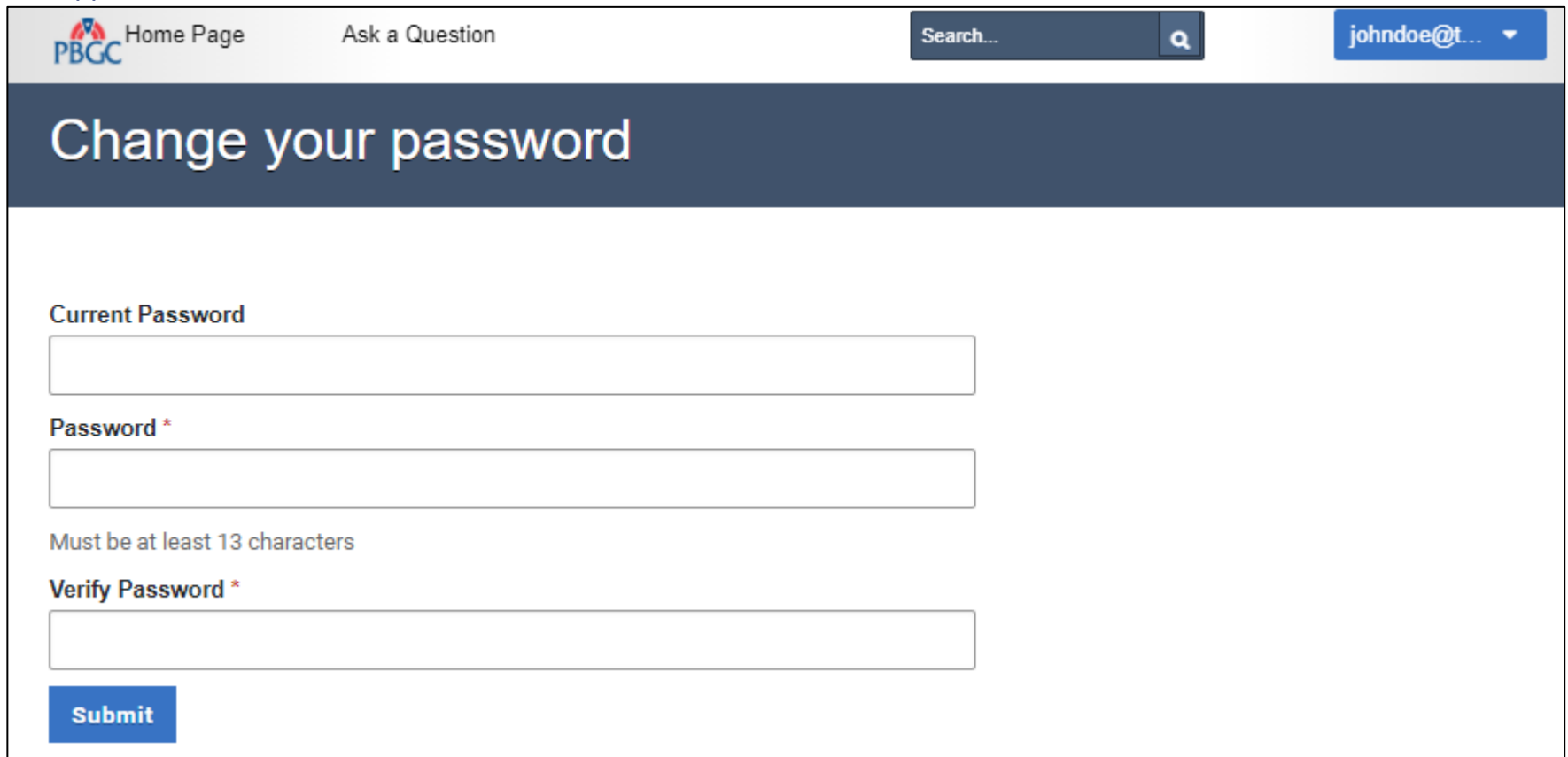
Account Settings Page

▸ 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

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."