

How to Upload or Delete an Attachment from a Filing

My Plan Administration Account (My PAA)

Last Updated: January 13, 2025





Step-by-Step Instructions

PBGC

How to Upload an Attachment

Login

- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
 - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC’s [How to Log in to My PAA Using Login.gov?](#) Published Answer.

The screenshot displays the PBGC My PAA Login page. At the top, there is a navigation bar with links: Home, Contact PBGC, My PAA Demos, and Instructions. A search bar is also present. The main content area features a modal window titled "Please log in to continue". The modal text states: "The PBGC has modified My PAA so that users will now log in to My PAA via Login.gov, a secure sign in service used by the public to sign in to participating government agencies. You will no longer be able to access your My PAA account via your old credentials (i.e., username and password), so if you don't already have a Login.gov account please create one to access your My Account." It further instructs: "If you are new to My PAA or have been invited by another practitioner, please click on the 'Sign in with Login.gov' to begin creating your My PAA account. If you need further assistance, please refer to the following demos listed below." Below this, there are links for "My PAA Login.gov FAQ Page", "Demo: Login to My PAA Using Login.gov", and "Demo: Create New My PAA and Login.gov Account". A red box highlights the "Sign in with LOGIN.GOV" button. A red arrow points from the "My PAA LOGIN" button in the top navigation bar to this button. At the bottom of the modal, there is a "CANCEL" button and a "Read" button. The background of the page shows a sidebar with "My PAA Topics" and "Popular Published Answers".

How to Upload an Attachment

Plan Details Page

- Once you have logged in, click on the “Plan List” button from the Home Page.
- From the Plan List Page, click on the Plan Name link to go to the Plan Details page for the plan you wish to attach a document to a non-submitted filing.

An official website of the United States government [Here's how you know](#)

PBGC **My PAA** My Plan Administration Account

Home Contact PBGC **My PAA Demos** Instructions

Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the [Security and Privacy Notices](#)

New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

My PAA Topics

- New Year, New Look, same My PAA!
- Now accepting 2024 Filings
- What's new in My PAA & Login Process
- How to Make a Payment?

Create New / Add Existing Plan

Plan List

In-Process Filings

Plans in your My PAA Account

The below list consists of all of your Plans. You can use the Create New Filing column buttons to create new filings based on your Role. You can use the Latest Filing Status column buttons to complete the next step for each Filing based on your Role(s). Use the Links in the Filing ID and Plan Name columns to see its corresponding details page.

Filter by Latest Filing Status

Show 10 entries

Search:

Create New Filing	Plan ID	EIN	PN	Plan Name	Latest Filing Date	Latest Filing ID	Latest PYC	Latest Filing Status
	2420303	131311313	121	MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE	07/26/2024	539331		Draft
	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/05/2024	500753	01/01/2022	Submitted
	2420311	898989898	898	PRACTITIONER REMOVED FROM ANOTHER PLAN	11/01/2023	506658	01/01/2023	Draft

Showing 1 to 3 of 3 entries

First 1 Last

Go To Plan Details Page

How to Upload an Attachment

Plan Details Page

- In the “Premium Filings” section, click on the “Filing Details” button for the associated Comprehensive Premium Filing you want to upload an attachment(s) to.

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PBGC My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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[Return to Plan List](#)
Plan Details Page

Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE Plan ID: 2420303 Plan Status: Active EIN: 131311313 PN: 121 Effective Date: 04/24/2021 Plan Sponsor: No Value

Create Filing Submit Request Manage Roles Payment Voucher Submit Payment
View Request Status View Correspondence Account History

Premium Filings Team Members Admin/Contact Details My PAA Payment Summary

Premium Filings

The table below lists all premium filings for this Plan (EIN/PN). To navigate to the Filing Details page for a specific filing, place your cursor over the desired Filing ID and select the Filing Details button. To view/print a PDF version of your filing, select the Filing Receipt button for the appropriate row. To amend a previously submitted filing, select the Amend button for the appropriate row.

Show 10 entries Search

Filing ID	PYC	Submit Date	Status	Action	View PDF
553395	01/04/2020	11/20/2024	Submitted	Amend	Filing Receipt
553363	01/04/2020	11/07/2024	Submitted	Amend	Filing Receipt
553362	01/04/2020	11/07/2024	Submitted	Amend	Filing Receipt
553361	03/05/2025		Draft	Filing Details	Filing Receipt
553240	01/04/2020	11/01/2024	Submitted	Amend	Filing Receipt
553237	09/26/2024	11/01/2024	Submitted	Amend	Filing Receipt

How to Upload an Attachment

Filing Details Page

- Below the Filing Details section, click on the “Add Attachment” link to select any corresponding document via the “Choose File” button.
- You may attach more than one document, but please keep in mind that there is a 15MB limitation, and only PDF documents are accepted.

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Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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[Return to Plan Details](#)

Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD OUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **PENDING PAYMENT INFO**

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
First Last Name 12/26/2023 10:11 AM EST	First Last Name 12/26/2023 10:11 AM EST Edit Draft	First Last Name 12/26/2023 10:12 AM EST	Select Payment Option		

Add Filing Attachment

Attach Documents

[Choose File](#) No file chosen
(Maximum File Size: 15 MB)

[ATTACH TO FILING](#)

[CLOSE](#)

[+ Add Attachment](#)

File Attachments

How to Upload an Attachment

Filing Details Page

- Once you have selected the file(s), you will see the corresponding file name(s) appear below the “Choose File” button.
- When you have confirmed that these are the correct files to be uploaded with the filing, click the “Attach to Filing” button.
- The attachment(s) will appear under “File Attachments” list once they have successfully been uploaded.
- Please note that these files will not be sent to the PBGC until the filing has been submitted (i.e., after Actuary approval (if applicable), payment selection and PA/PA Rep approval).

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PBGC My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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[Return to Plan Details](#)

Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **PENDING PAYMENT INFO**

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
First Last Name 12/26/2023 10:11 AM EST	First Last Name 12/26/2023 10:11 AM EST Edit Draft	First Last Name 12/26/2023 10:12 AM EST	Select Payment Option		

Add Filing Attachment

Attach Documents

Choose File No file chosen

- TEST 1.pdf [Delete](#)
- TEST 2.pdf [Delete](#)

(Maximum File Size: 15 MB)

ATTACH TO FILING

CLOSE

Filing D

File Attachments [+ Add Attachment](#)

File Attachments

[+ Add Attachment](#)

- TEST 1.pdf (14.83 KB)
- TEST 2.pdf (14.83 KB)

How to Upload an Attachment

Filing Details Page

- If you have attached a file in error, simply click on the “Delete” link next to the file you would like to remove.
- You can only delete an attachment before it has been uploaded to filing (i.e., before clicking the “Attach to Filing” button).
- If the file you wish to remove has already been added to the File Attachments section, you must delete the filing and start the filing process over.
- For assistance deleting a filing please view PBGC’s [“How to Edit and Delete an In-Process Filing”](#) demo.

The screenshot shows the PBGC My PAA Account interface. At the top, there's a navigation bar with links like Home, Contact PBGC, My PAA Demos, and Instructions. Below this is a banner stating, "You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the Security and Privacy Notices".

The main section is titled "Filing Details Page" and displays plan information: Plan Name (MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN), Plan ID (2420303), Plan Status (Active), EIN (131311313), PN (121), Effective Date (04/24/2021), and Plan Sponsor (N/A).

A "Filing Progress" section shows a timeline with steps: Draft Started, Draft Completion, Actuary Certification, Payment Option Selection, Administrator Certification, and Filing Submission to PBGC. The current status is "DRAFT".

An "Add Filing Attachment" modal is open in the foreground. It has a title bar with a close button. Inside, there's a section "Attach Documents" with a "Choose File" button and the text "No file chosen". Below this, a list of files is shown: "TEST 1.pdf" and "TEST 2.pdf", each with a "Delete" link next to it. A red arrow points to the "Delete" link for "TEST 1.pdf". At the bottom of the modal, there's a "CLOSE" button.

In the background, the "File Attachments" section is visible with a "+ Add Attachment" button.

How to Upload an Attachment

Filing Details Page

- The deleted file will no longer appear in the Attach Documents section, and you can continue with the filing process after closing the popup window.

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PBGC My PAA My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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[Return to Plan Details](#)

Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **DRAFT**

Draft Started
First Last Name
12/26/2023 10:50 AM EST

Draft Completion

Actuary Certification

Payment Option Selection

Administrator Certification

Filing Submission to PBGC

[Edit Draft](#)

Add Filing Attachment

Attach Documents

[Choose File](#) No file chosen

(Maximum File Size: 15 MB)

[ATTACH TO FILING](#)

[CLOSE](#)

Filing Details

Filing ID: 5047

This premium filing is in progress. As the Filing Administrator, you can view the filing details. If you do not have the necessary permissions, you will not be able to view the filing details. To request the necessary permissions, please see instructions on how to manage roles.

[Cancel Filing](#)

File Attachments

[+ Add Attachment](#)