

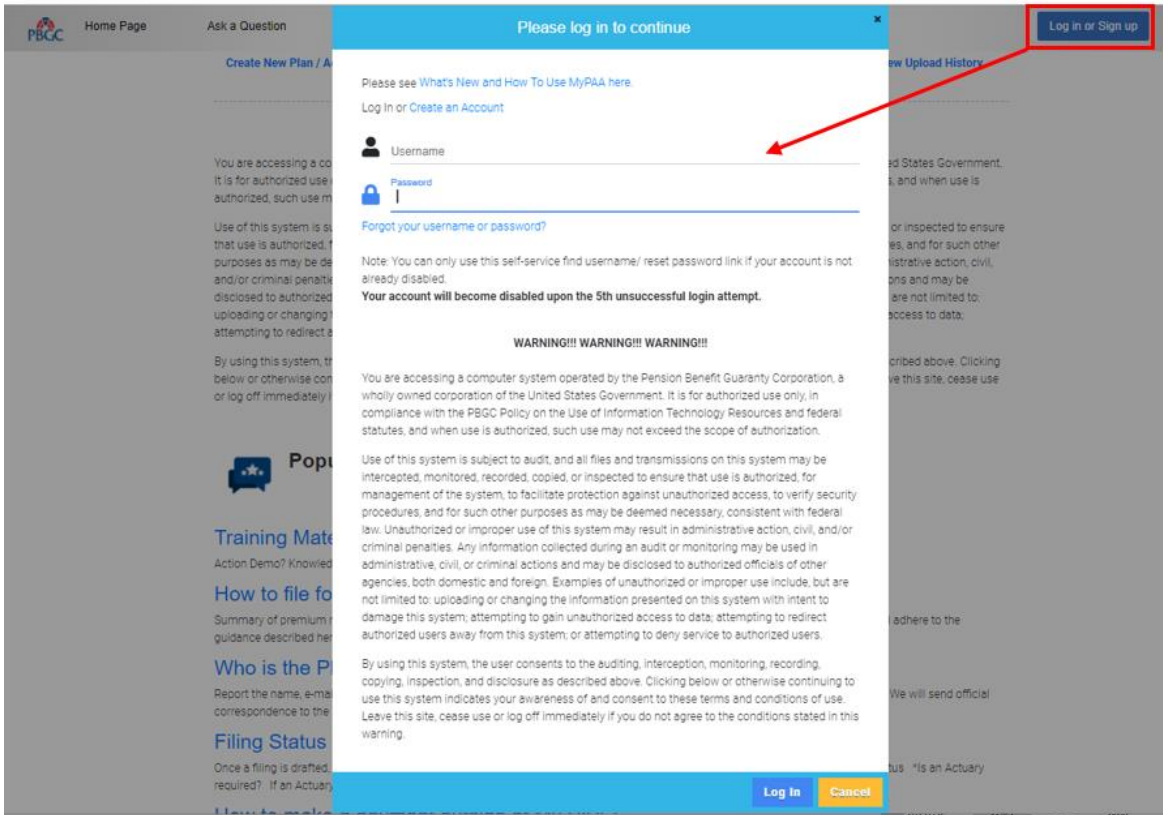
How to Upload or Delete an Attachment from a Filing My Plan Administration Account (My PAA)

Last Updated:
September 8th, 2021

How to Upload an Attachment

Login

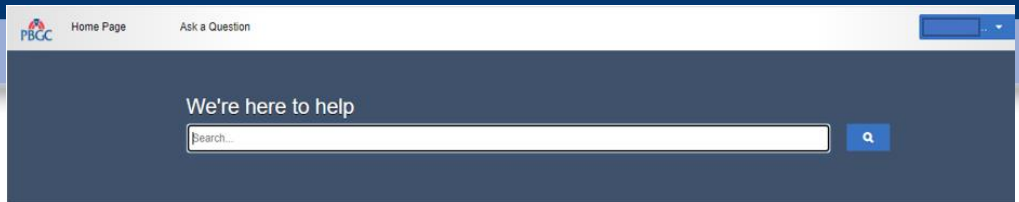
- ▶ From the Home Page, click on the "Log in or Sign up" button to log in.
- ▶ Enter your Username into the field labeled username on the My PAA log in pop-up
- ▶ Enter your Password into the field labeled "Password."
- ▶ Click on the "Log in" button.



How to Upload an Attachment

Plan List Page

- ▶ Once you have logged in, click on the “Plan List” icon or link from the Home Page.
- ▶ Then on the Plan List Page click on the “View Plan Details” link for the associated plan.



WARNING!!! WARNING!!! WARNING!!!

You are accessing a computer system operated by the Pension Benefit Guaranty Corporation, a wholly owned corporation of the United States Government. It is for authorized use only, in compliance with the PBGC Policy on the Use of Information Technology Resources and federal statutes, and when use is authorized, such use may not exceed the scope of authorization.

Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary, consistent with federal law. Unauthorized or improper use of this system may result in administrative action, civil, and/or criminal penalties. Any information collected during an audit or monitoring may be used in administrative, civil, or criminal actions and may be disclosed to authorized officials of other agencies, both domestic and foreign. Examples of unauthorized or improper use include, but are not limited to: uploading or changing the information presented on this system with intent to damage this system; attempting to gain unauthorized access to data; attempting to redirect authorized users away from this system; or attempting to deny service to authorized users.

By using this system, the user consents to the auditing, interception, monitoring, recording, copying, inspection, and disclosure as described above. Clicking below or otherwise continuing to use this system indicates your awareness of and consent to these terms and conditions of use. Leave this site, cease use or log off immediately if you do not agree to the conditions stated in this warning.

Plans in your My PAA Account

Show 10 entries Search

ID	Plan ID	EIN	PN	Name	Last Filing Update	CREATE FILING	PLAN DETAILS
248487	2429567	333666999	369	Test Test Test	07/01/2021	CREATE FILING	PLAN DETAILS
248456	2377551	452615050	002	Testing EIN PN blank issue	06/29/2021	CREATE FILING	PLAN DETAILS
248416	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/11/2021	CREATE FILING	PLAN DETAILS
248118	729175	953174837	002	TEST AND SERVICES PENSION PLAN	10/13/2020	CREATE FILING	PLAN DETAILS

Showing 1 to 4 of 4 entries First 1 Last

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.

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 *PN:* 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

PLAN ADMIN DETAILS

PLAN CONTACT DETAILS



[Create Filing](#)

[Manage Roles](#)

[Account History](#)

[Payment Voucher](#)

[Submit Request](#)

[Check Status of Request](#)

[View Correspondence](#)

Premium Filings						
Show 10 entries		Search: <input type="text"/>				
Filing ID	PYC	Submit Date	Status			
419337	01/01/2020		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419336	01/01/2017		Pending Admin Approval	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018	09/07/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND

How to Upload an Attachment

Plan Details Page

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

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 PN: 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History

09/08/2021 06:48 AM	09/08/2021 06:48 AM	09/08/2021 06:50 AM			
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Approval YUN FENG ZHU	Payment Option Selection	Administrator Certification	Filing Submission to PBGC

Filing Details

All screen prepared filings follow this [sequential status order](#):

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Payment Info status. To review all of the reported data for this filing, including any filing data warnings, please select the **Filing Summary** button or view the draft version of the filing via the **Filing Receipt** button (right side). If you have the **Payment Preparer role** for this Plan, select the "Select Payment Option" button to indicate a payment option for this filing, including choosing to pay "outside" of My PAA. Filing Coordinators can edit team member roles via the **Manage Roles** link from the **Plan Details** page.

My PAA Filing ID: 419337

PYC: 01/01/2020

Amount Due: \$ 8,300.00

Filing Status: Pending Payment Info

Date Submitted: _/ _/ _

Attach Documents

No file chosen
(Maximum File Size: 15 MB)

-
-
-
-
-



How to Upload an Attachment

Plan Details and 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).

Plan Details

Plan ID: 729175
 Plan Name: TEST AND SERVICES PENSION PLAN
 EIN: 953174837 PN: 002
 Plan Status: Active

Plan Effective Date: 01/01/1987
 Coverage Date: 01/01/1987
 Adoption Date: N/A
 Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History

09/08/2021 06:48 AM	09/08/2021 06:48 AM	09/08/2021 06:50 AM	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Approval YUN FENG ZHU			

Filing Details

All screen prepared filings follow this [Create Filing > Draft > Pending Act](#)

Please view the [Filing Task History](#)

*This premium filing is currently in data warnings, please select the Filing you have the **Payment Preparer** role including choosing to pay "outside" of Details page.*

My PAA Filing ID: 419337

Amount Due: \$ 8,300.00

Date Submitted: __/__/__

Attach Documents
 No file chosen

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

Plan Details

Plan ID: 729175
 Plan Name: TEST AND SERVICES PENSION PLAN
 EIN: 953174837 PN: 002
 Plan Status: Active

Plan Effective Date: 01/01/1987
 Coverage Date: 01/01/1987
 Adoption Date: N/A
 Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History

09/08/2021 06:48 AM	09/08/2021 06:48 AM	09/08/2021 06:50 AM	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Approval YUN FENG ZHU			

Filing Details

All screen prepared filings follow this [sequential status order](#)

[Create Filing > Draft > Pending Actuary Approval \(if required\) > Pending Payment Info > Pending Admin Approval > Submitted](#)

Please view the [Filing Task History](#) at the bottom of this page to review any actions already taken on this filing.

*This premium filing is currently in Pending Payment Info status. To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you have the **Payment Preparer** role for this Plan, select the "Select Payment Option" button to indicate a payment option for this filing, including choosing to pay "outside" of My PAA. Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.*

My PAA Filing ID: 419337 PYC: 01/01/2020

Amount Due: \$ 8,300.00 Filing Status: Pending Payment Info

Date Submitted: __/__/__

Attach Documents
 No file chosen
 (Maximum File Size: 15 MB)

File Attachments

- Test 1.pdf (915.05 KB)
- Test 2.pdf (915.05 KB)



How to Delete an Attachment From a Filing

Plan Details and 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 “Upload 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.

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 PN: 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History

09/08/2021 06:48 AM	09/08/2021 06:48 AM	09/08/2021 06:50 AM			
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Approval YUN FENG ZHU	Payment Option Selection	Administrator Certification	Filing Submission to PBGC

Filing Details

All screen prepared filings follow this [sequential status order](#).

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the [Filing Task History](#) at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Payment Info status. To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you have the Payment Preparer role for this Plan, select the "Select Payment Option" button to indicate a payment option for this filing, including choosing to pay "outside" of My PAA. Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.

My PAA Filing ID: 419337 PYC: 01/01/2020

Amount Due: \$ 8,300.00 Filing Status: Pending Payment Info

Date Submitted: _/_/_

Attach Documents

Choose File No file chosen

- Test 1.pdf **Delete**
- Test 2.pdf **Delete**

(Maximum File Size: 15 MB)

Attach to Filing

FILING SUMMARY
FILING RECEIPT
SELECT PAYMENT OPTION
CANCEL FILING
PAYMENT VOUCHER



How to Delete an Attachment From a Filing

Plan Details and Filing Details Page

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

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN
EIN: 953174837 PN: 002
Plan Status: Active

Plan Effective Date: 01/01/1987
Coverage Date: 01/01/1987
Adoption Date: N/A
Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History

09/08/2021 06:48 AM	09/08/2021 06:48 AM	09/08/2021 06:50 AM			
Draft Started YUN FENG ZHU	Draft Completed YUN FENG ZHU	Actuary Approval YUN FENG ZHU	Payment Option Selection	Administrator Certification	Filing Submission to PBGC

Filing Details

All screen prepared filings follow this [sequential status order](#):

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Payment Info status. To review all of the reported data for this filing, including any filing data warnings, please select the **Filing Summary** button or view the draft version of the filing via the **Filing Receipt** button (right side). If you have the **Payment Preparer role** for this Plan, select the "Select Payment Option" button to indicate a payment option for this filing, including choosing to pay "outside" of My PAA. Filing Coordinators can edit team member roles via the **Manage Roles** link from the Plan Details page.

My PAA Filing ID: 419337

PYC: 01/01/2020

Amount Due: \$ 8,300.00

Filing Status: Pending Payment Info

Date Submitted: _/_/_

Attach Documents
 No file chosen
(Maximum File Size: 15 MB)

- FILING SUMMARY
- FILING RECEIPT
- SELECT PAYMENT OPTION
- CANCEL FILING
- PAYMENT VOUCHER

