

My Plan Administration Account (My PAA) Upload Software-Prepared Filing(s) via My PAA



Upload Software-Prepared Filing(s) via My PAA

My PAA Login Page

- Enter your User ID into the field labeled “User ID” on the My PAA login page.
- Enter your Password into the field labeled “Password”.
- Select the button labeled “Login”.

My PAA Login

Welcome to My Plan Administration Account (My PAA), where you can electronically submit pension plan premium filings and payments to PBGC.

What's New and How to Use My PAA

- [What's New for Practitioners](#): Premium filings for plan year 2015 may now be submitted.
- [What's New in My PAA](#)
- [Password Rules](#)
- [More about My PAA](#): e-filing options, payment options, FAQs, Tips, Users Manual, etc.

➔ User ID:

➔ Password: (Case Sensitive)

➔ [Login](#)

[⌕ Forgot your User ID?](#) [⌕ Forgot your Password?](#)

[⌕ New users click here to sign up.](#)

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Upload Software-Prepared Filing(s) via My PAA

Launch Page

- You are now logged into My PAA.
- If the Launch Page overlaid on top of your Home Page is displayed, select the “Upload a Filing” link in the Returning Users section.
 - ❖ The Upload Software-Prepared Filing(s) Page will be displayed (Slide 4).
- If the Home Page is displayed, go to the slide 3.

Note: The Launch Page is intended to help you initiate the premium related tasks. If you prefer not to see this page when you login, check the “Do not show this page at login” box and select “Close”.

My PAA (My Plan Administration Account) Launch Page

What do you want to do in My PAA (PBGC's premium e-filing application)?

Select the link(s) below to go to the section of the screens to initiate the tasks shown.

Shortcuts:

- [Review In-Process Filing\(s\)](#)
- [Create a Filing](#)
- [Import a Filing](#)
- [Upload a Filing](#)
- [Go to Home Page](#)
- [Go to a Plan's Page](#) (e.g., to review an Account History or Submit a Request)
- [Update or Deactivate My PAA Account](#)

Filing Coordinators:

- [Add a Plan](#)
- [Add a Practitioner](#)
- [Remove a Practitioner](#)
- [Change a Practitioner's Permissions](#)

Additional Resources:

- [Helpful Links](#)
- [Demo: Create a Comprehensive filing for Single-employer plan](#)
- [Demo: Create a Comprehensive filing for Multiemployer plan](#)
- [Demo: Review Plans and Correspondence in Your Account](#)
- [Demo: Submit Request, Penalty RFR or Refund](#)

Do not show this page at login

Close

Upload Software-Prepared Filing(s) via My PAA

From the Home Page

- Select the “Upload Filing(s)” button in the Upload Software-Prepared Filing(s) section.
- The “Upload Software-Prepared Filing(s)” page will be displayed (slide 4).

Note: The Menu Bar on the top of every My PAA screen can be used to easily access other pages, e.g., the Launch Page, and Help information.

The screenshot shows the My PAA Home Page. At the top, there is a navigation bar with the PBGC logo and 'My PAA' text. The navigation bar includes links for LAUNCH PAGE, HOME, PLANS, FILINGS, and HELP. On the right side of the navigation bar, there are links for My Account and Logout. Below the navigation bar, the page is titled 'Home Page' and includes a welcome message: 'Welcome, Jack Black!'. There are two main sections: 'Quick Links' and 'Right Now'. The 'Quick Links' section contains buttons for Add Plan, Create Filing, Import Filing, and Upload Filing. The 'Right Now' section displays statistics: 1 Filings Count (In-Process), 1 You Hold, 0 Others Hold, and 8 Plans Count. Below these sections, there are three main content areas: 'In-Process Filings', 'Plans in Jack Black's Account', and 'Import Software-Prepared Filing(s)'. The 'Plans in Jack Black's Account' section contains a table with columns for Plan Name, EIN/PN, and Actions. The 'Import Software-Prepared Filing(s)' section contains a table with columns for File Name, Comments, Conf #/Receipt, Received, Filing Status, and Payment Status. The 'Upload Software-Prepared Filing(s)' section is highlighted with a red arrow and contains a button labeled 'Upload Filing(s)'. Below this button is a table with columns for File Name, Comments, Conf #/Receipt, Received, Filing Status, and Payment Status.

Quick Links

- Add Plan
- Create Filing
- Import Filing
- Upload Filing

Right Now

- 1 Filings Count (In-Process)
- 1 You Hold
- 0 Others Hold
- 8 Plans Count

In-Process Filings View all In-Process Filings > Instructions +

Plans in Jack Black's Account View all Plans > Instructions -

Plan Name / EIN Search Clear Search

Plan Name	EIN/PN	Actions
Retirement Plan 4	55-6666666 / 777	Create a Filing Invite a Practitioner
Retirement Plan1	11-2222222 / 123	Create a Filing Invite a Practitioner
Retirement Plan2	22-3333333 / 444	Create a Filing Invite a Practitioner
Retirement Plan3	44-5555555 / 777	Create a Filing Invite a Practitioner
Retirement Plan5	88-8888888 / 750	Create a Filing Invite a Practitioner

Import Software-Prepared Filing(s) Instructions +

Upload Software-Prepared Filing(s) View all Uploads > Instructions -

Submit fully-completed filing(s) for any plan(s) once you have at least one plan in your account. After the file is uploaded, click the link (if shown) under "Conf. #/ Receipt" to view the receipt(s) showing data submitted for each filing. View this section's Instructions for details.

[Upload Filing\(s\)](#)


File Name	Comments	Conf #/Receipt	Received	Filing Status	Payment Status
2015 SE Filing-2.xml	Yes	3743951	4/7/2015 10:30:20 AM	Completed	Not Applicable
2015 SE Filing-2.xml	Yes	3743949	4/7/2015 10:28:19 AM	Completed	Incomplete
2015 SE Filing-2.xml	Yes	3743947	4/7/2015 10:23:52 AM	Completed	Incomplete

Upload Software-Prepared Filing(s) via My PAA

Upload Software-Prepared Filing(s) Page

- Select The “Browse” link to select the appropriate file to Upload.
- Enter or select the requested information for the uploaded filing, e.g., this file contains one premium filing.
- Select the “Next” button to go to the next screen.

Upload Software-Prepared Filing(s)



Select the file you created with your private-sector software that contains the premium filing to be submitted.
Note: The file must be in a PBGC-defined XML format. [What does this mean?](#)

Select File: 2015 SE Filing-2.xml [Browse...](#)

The file you upload can contain one or more premium filings for one or more plans. Select one of the following statements about the file you selected above:

- This file contains **one** premium filing.
- This file contains **more than one** premium filing.

Enter Comments (optional)

Enter any comments that will help you to identify this filing, e.g., plan name. You will be able to access these comments from the list of uploaded filings on your Home Page. This field is provided for your convenience; it is not intended for correspondence with PBGC. (Maximum number of characters: 1,000)

This is a Test File

Indicate E-mail Preference

I would like to receive an e-mail confirmation when the e-filing process is complete.

Note: The e-mail will be sent to the address on record for you in My PAA. (To view this e-mail address and make any necessary changes, click the “My Account” link at the top of the page.) Whether or not this box is checked, a confirmation screen will be provided for all fully completed transactions, and you can print the confirmation screen for your records.

[Cancel](#) [Next >](#)

Upload Software-Prepared Filing(s) via My PAA

Filing Warning Detail Page

- PBGC will validate the XML and show you a list of filing errors if any exist.
- The XML node containing the filing error(s) will also be shown in the same table.
- Select 'Back' button to correct the filing errors and upload the XML again.
- Note that you still have the option to submit the filing as-is, even if filing errors are found in the XML. However, if the error(s) are not corrected, the filing may not successfully post and you should expect to receive a "Notice of Filing Errors" letter from the PBGC within the next 7 days.
- Select the "Continue" button to go to the next screen.

Filing Warning Detail

[Instructions](#)

[Print this Page](#)



Validation Results

Note: The filing can be submitted with warnings. Be aware that PBGC may contact you regarding filing errors. The XML Node(s) column indicates which node needs to be updated in the XML to correct the warning.

File Name: SE 2018 SW21_New.xml

Warning	XML Node(s)
The difference between the Plan Year Beginning and Plan Year Ending dates must be 53 weeks or less.	PlanYearBeginDate PlanYearEndDate
This filing is late. Please confirm the reported plan year commencing (PYC) date is accurate, as the due date is based on the PYC. Since the premium rate is also based on the PYC, the premium may be understated which may result in late payment charges.	PlanYearBeginDate
The participant count date may not be accurate. The date is typically the last day of the plan year preceding the Premium Payment Year (e.g., for ongoing plans) or the first day of the Premium Payment Year (e.g., for new plans).	ParticipantCountDate
Your selection for the Premium Funding Target Method is not consistent with the election or revocation that is in place (as shown on the election/revocation screen). Please verify and change the selection if appropriate.	STDPremFundTargMethod ElectsALTPremFundTarget RevokeALTPremFundTarget
The reported segment rates appear to be inconsistent with the premium funding target method, the plan year beginning date and/or the UVB valuation date.	DISCRateSegment1 DISCRateSegment2 DISCRateSegment3 UVBValuationDate

< Back Cancel Continue >

Upload Software-Prepared Filing(s) via My PAA

Upload Software-Prepared Filing(s) Page

- Review the Filing Summary and Certification information.
- Select the “Edit” button to make any changes to the Filing Summary data.
- Enter or select the requested information (e.g., Secret Answer) and select “Certify Filing(s) and Submit” button which will submit the uploaded filing(s).
- If the file contains one premium filing, the Payment Alternatives page (slide 6) will be displayed.
- If the file contains more than one premium filing, the Upload Confirmation page (Slide 7) will be displayed.
- Select the “Back” button to go to the previous page (Slide 4).

Upload Software-Prepared Filing(s)

Filing Summary

Listed below is information you entered regarding the file you selected to submit to PBGC. If any of this information is not correct, click the “Edit” button. If this information is correct and you are ready to submit the filing, click the “Submit” button.

File Name:	2015 SE Filing-2.xml
# of Filings:	This file contains one premium filing.
Comments:	This is a Test File
E-mail Confirmation:	You opted to receive an e-mail confirmation

Note: A confirmation e-mail will be sent to the address on record for you in My PAA. To view this e-mail address and make any necessary changes, click the “My Account” link at the top of the page.

[Edit](#)

Certification of Filing [Certification Rules](#)

To upload a file containing one or more premium filings, you must place a check in the checkbox to indicate that you understand the certification you are making, enter your Secret Answer, and click the “Certify Filing(s) and Submit” button.

For each premium filing in the file I am uploading, I certify under penalty of perjury, to the best of my knowledge and belief, that I am authorized to submit the premium filing to the PBGC and:

If I am the enrolled actuary, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with the PBGC’s premium regulations and instructions, except that if the filing reports an estimated premium funding target, the estimate is reasonable, takes into account the most current information available to me, and has been determined in accordance with generally accepted actuarial principles and practices; or

If I am the Plan Administrator, that all the information in the filing is true, correct and complete and has been determined in accordance with the PBGC’s premium regulations and instructions, except that if the filing reports an estimated premium funding target, the estimate is reasonable, takes into account the most current information available to the enrolled actuary, and has been determined in accordance with generally accepted actuarial principles and practices, and that if I received variable-rate premium information certified by an enrolled actuary for this filing, the variable-rate premium information in the filing is the same as the variable-rate premium information certified by the enrolled actuary.

As an extra security precaution, enter below the answer to your Secret Question before clicking the “Certify Filing (s) and Submit” button.

I understand that under the Government Paperwork Elimination Act (“GPEA”) (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your mother’s maiden name?

*** Secret Answer:** *****

[< Back](#) [Cancel](#) [Certify Filing\(s\) and Submit](#)

Upload Software-Prepared Filing(s) via My PAA

Payment Alternatives Page

- This page will show only if you uploaded one filing.
- Select one of the Payment Alternatives and complete the requested information (step 2 of the filing process).

Note: Examples of the screens for the Payment Alternatives can be found within the “Select Payment Alternative” Demo.

- Complete the upload process and review the confirmation page (Slide 7).



Payment Alternatives

You have uploaded an XML file that contains your filing information. You must still select one of the payment alternatives below to complete the e-filing process.

Important: A complete premium filing has two parts:

- (1) The information you just uploaded in your XML file, and
- (2) The payment of any premium due.

For your filing to be considered timely, you must submit both of these items by the filing due date.

• I wish to pay online via My PAA and authorize PBGC to “pull” the payment (ACH) from the account described.

Pay Online using My PAA

• If you want to make the payment yourself, select one of the following options which describes how you expect to pay PBGC:

Pay via Pay.gov (outside of My PAA)

Pay via Electronic Funds Transfer (outside of My PAA)

Pay using a Paper Check

• Other:

No Payment Due

Other

[Back to Home Page](#)



Upload Software-Prepared Filing(s) via My PAA

Upload Confirmation Page

- This confirms that the upload process is complete (step 3).
- Select appropriate link/button to logout of My PAA or to go to another page (e.g., Return to Home Page or go to the uploaded filings detail page).



LAUNCH PAGE HOME PLANS ▾ FILINGS ▾ HELP My Account Logout

Print

1 Upload Filing(s) → 2 Select Premium Payment Alternative for Single Filings → 3 Receive Confirmation of Filing(s) and Payment (if any)

The File Confirmation Number for this transaction is 4034900.
You have submitted your filing information online to PBGC and selected "No Payment Due" as the payment alternative. A summary of the filing information is provided below. Thank you for using My PAA.

File Summary

Date/Time Received:	3/22/2017, 3:10 PM, Eastern Time
File Name:	2015 SE Filing-2.xml
# of Filings:	This file contains one premium filing.
Comments:	This is a Test file
E-mail Confirmation:	You opted to not receive an e-mail confirmation

Click the "Return to Home Page" button to see the file that you uploaded in the "Upload Software-Prepared Filings" section of your Home Page.
OR
Click the [Uploaded Filings Details](#) link to see information about each filing that was in the uploaded file (e.g., each filing's My PAA Confirmation Number).

Note: My PAA includes some features that you can take advantage of for each plan for which you are responsible for submitting a premium filing. To use these features, a plan must be included in your account. [What does this mean?](#)

Return to Home Page