My Plan Administration Account (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.



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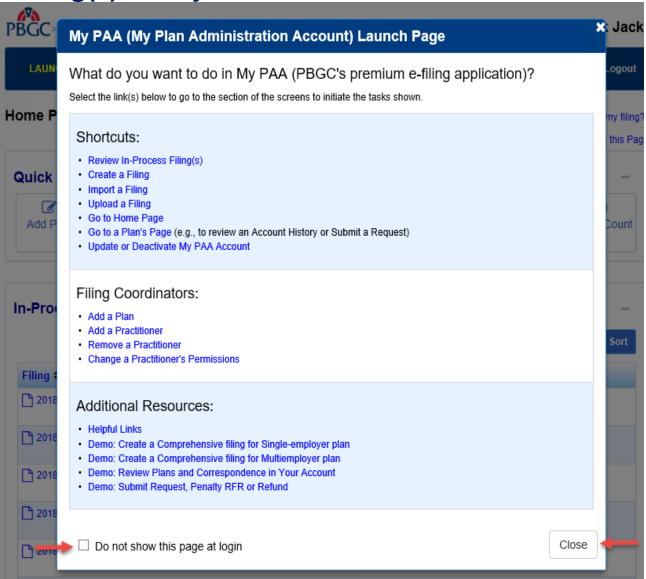
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Launch Page

- 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 5).
- If the Home Page is displayed, go to the slide 4.

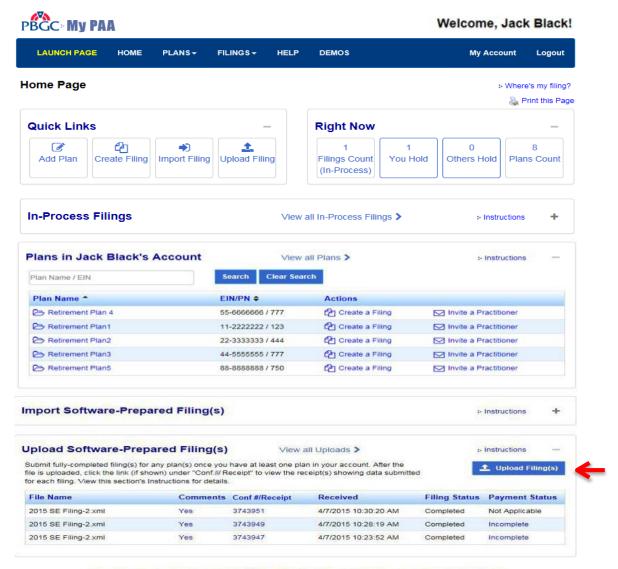
Note: The Launch Page is intended to help you initiate the premium related tasks. If you prefer not to see this page when you login, check the "Do not show this page at login" box and select "Close".



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 5).

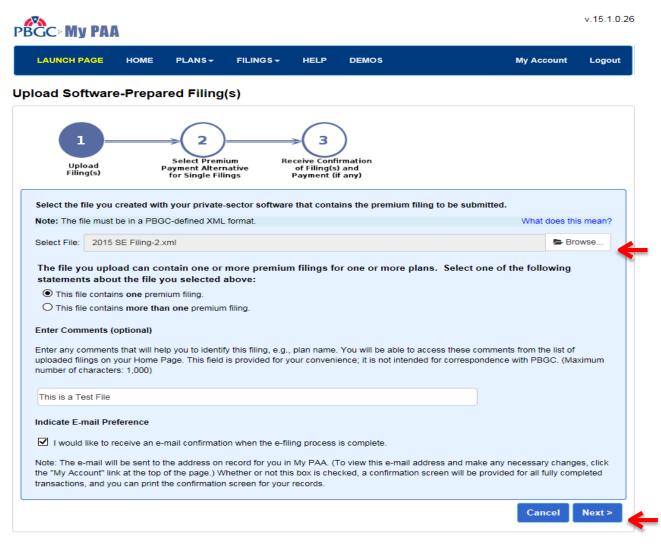
Note: The Menu Bar on the top of every My PAA screen can be used to easily access other pages, e.g., the Launch Page, and Help information.





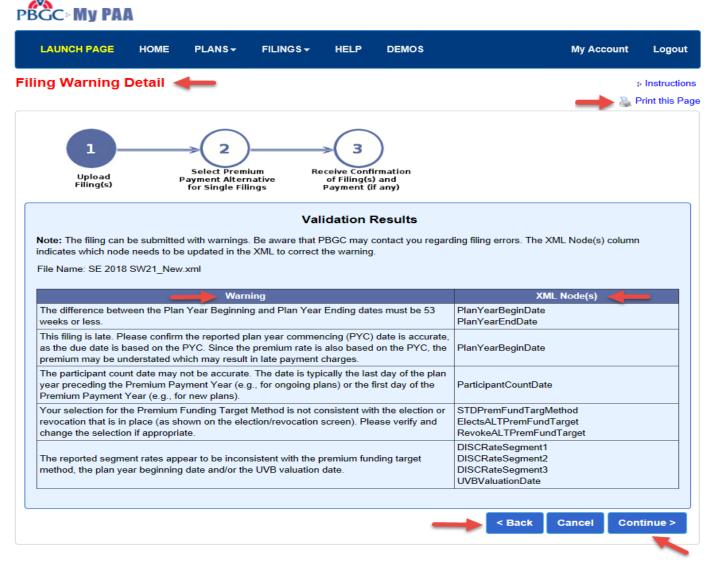
Upload Software-Prepared Filing(s) Page

- Select The "Browse" link to select the appropriatefile 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.



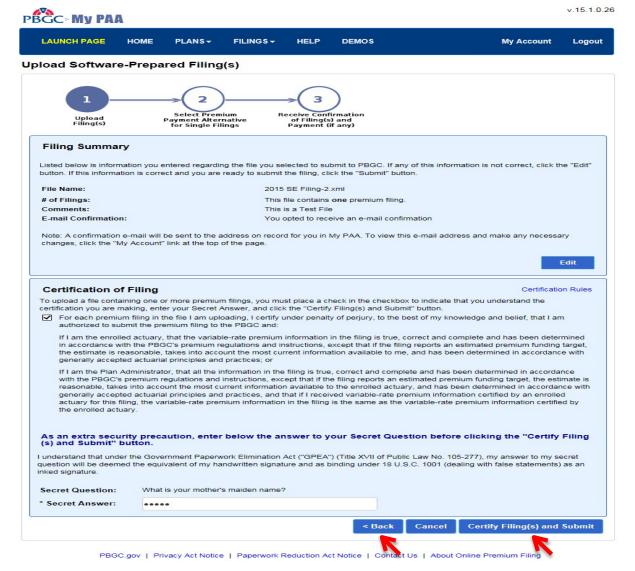
Filing Warning Detail Page

- PBGC will validate the Single XML filing 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.



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 8) will be displayed.
- If the file contains more than one premium filing, the Upload Confirmation page (Slide 9) will be displayed.
- Select the "Back" button to go to the previous page.



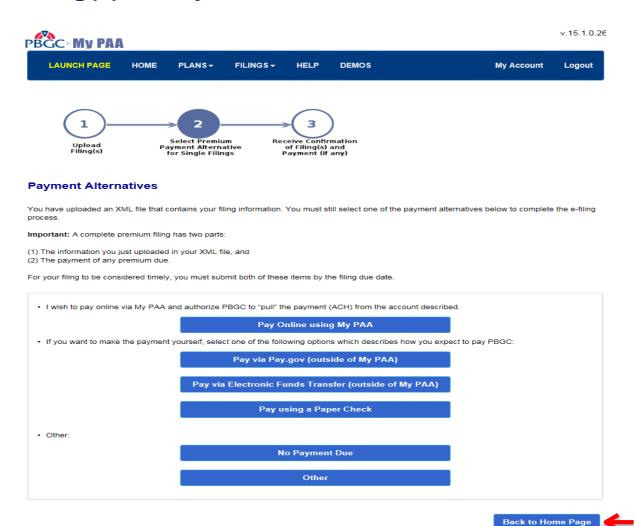


Payment Alternatives Page

- 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 9).



Upload Confirmation Page

- This confirms that the upload process is compete (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 detailpage).

