How to View and Edit Plan Details
My Plan Administration Account (My PAA)

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PBGC
Protecting America's Pensions
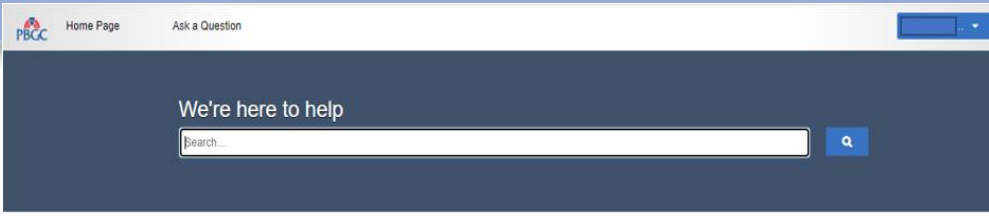
How to View and Edit Plan Details

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.
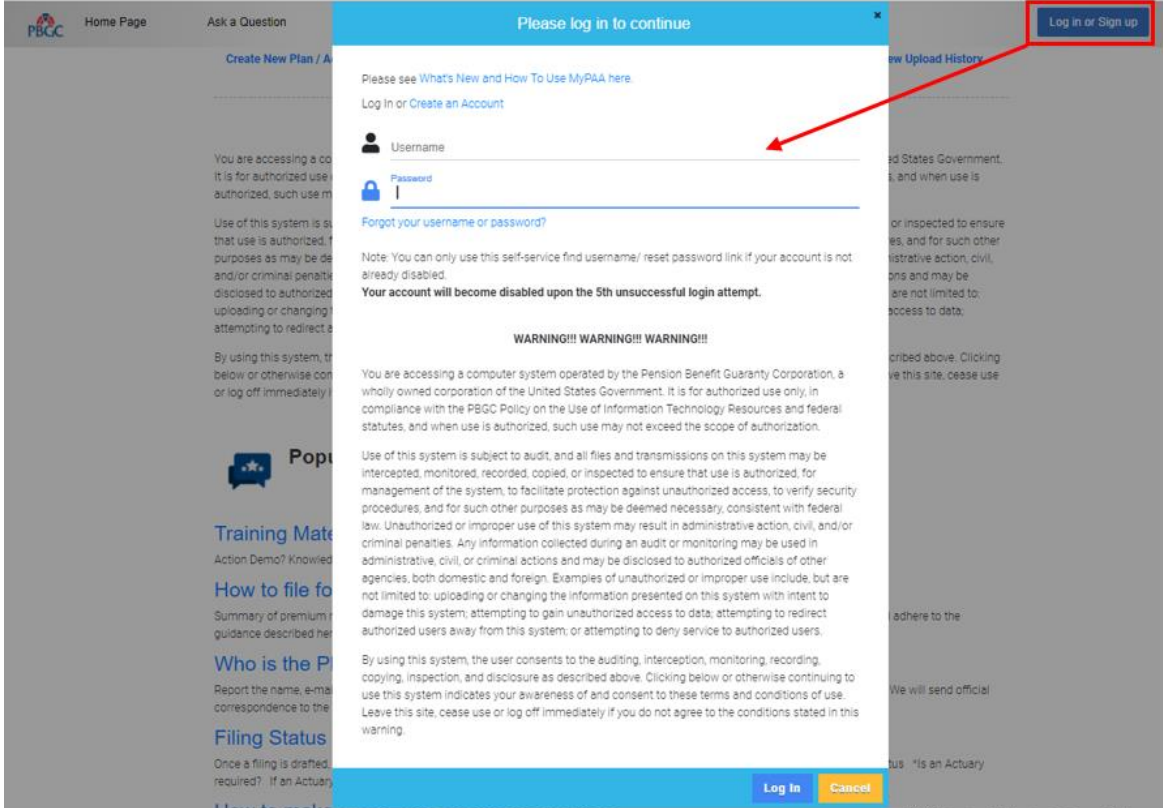
How to View and Edit Plan Details

Plan List Page

▸ Once you have logged in, click on the "Plan List" icon or link from the Home Page.

▸ From the Plan List Page, click on the "Plan Details" link for the plan you would like to view and/or edit.

How to View and Edit Plan Details

Plan Details Page

▸ The Plan Details Page will automatically default the view to hide the Plan Admin Details and Plan Contact Details.

▸ Simply click on the "Plan Admin Details" or "Plan Contact Details" button to expand the additional plan details.

How to View and Edit Plan Details

Plan Details Page

▸ Once you click on one, or both, of the links the additional Plan Admin Details and Plan Contact Details will be displayed.

How to View and Edit Plan Details

Plan Details Page

▸ From the Plan Details Page, you can edit the Plan Admin Details by clicking on the "EDIT" button

– Please note that the "Edit" link will only be displayed if you have the Plan Admin or Plan Admin Rep role. If you need assistance on updating your plan role, please refer to our How to Manage Roles Demo for step-by-step instructions

How to View and Edit Plan Details

Update Plan Information Page

▸ After clicking on the "Edit" link, you will be brought to the Update Plan Details Page. The Plan Name, as well as the Plan Admin information can be updated accordingly.

▸ Click the "Next" button when finished making your edits.

▸ You will see a summary with the new updates. Once you have confirmed that the changes are accurate, click the "Submit" button to save the changes.
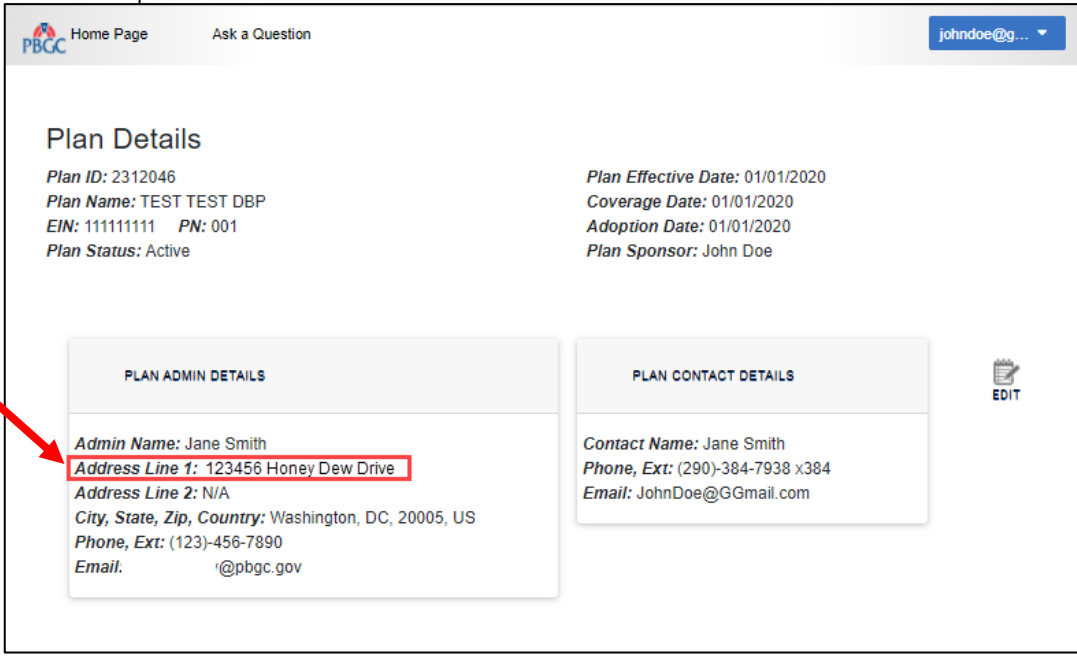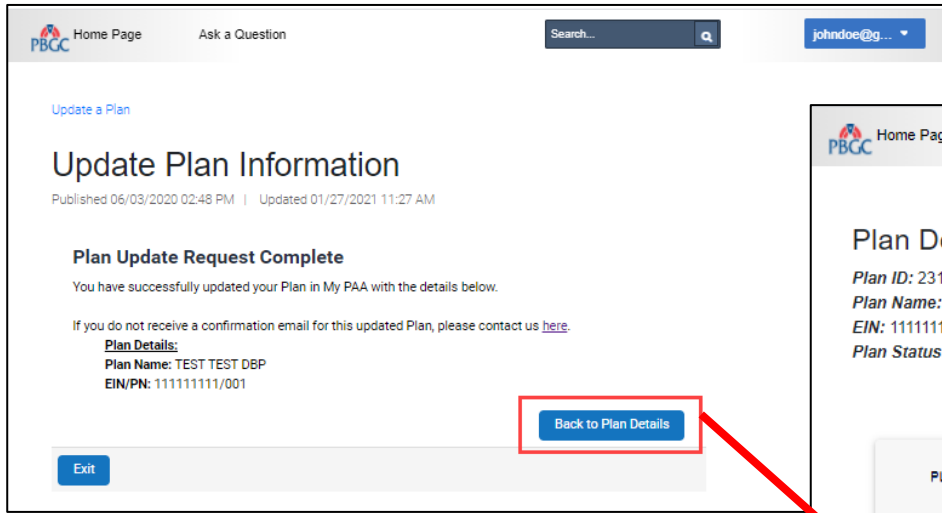
How to View and Edit Plan Details

Update Plan Information Page

▸ Once your changes have been submitted you will be brought to the Plan Update Request Complete Page. This will confirm that the PBGC has received, and successfully processed your updates.

▸ Click on the "Back to Plan Details" button to review the updates.

▸ Note: If you wish to make changes to the Plan Contact Details, you must make those changes on the Comprehensive Premium Filing.

  – Please view PBGC's "How to Create a Comprehensive Filing" demos for more details.