

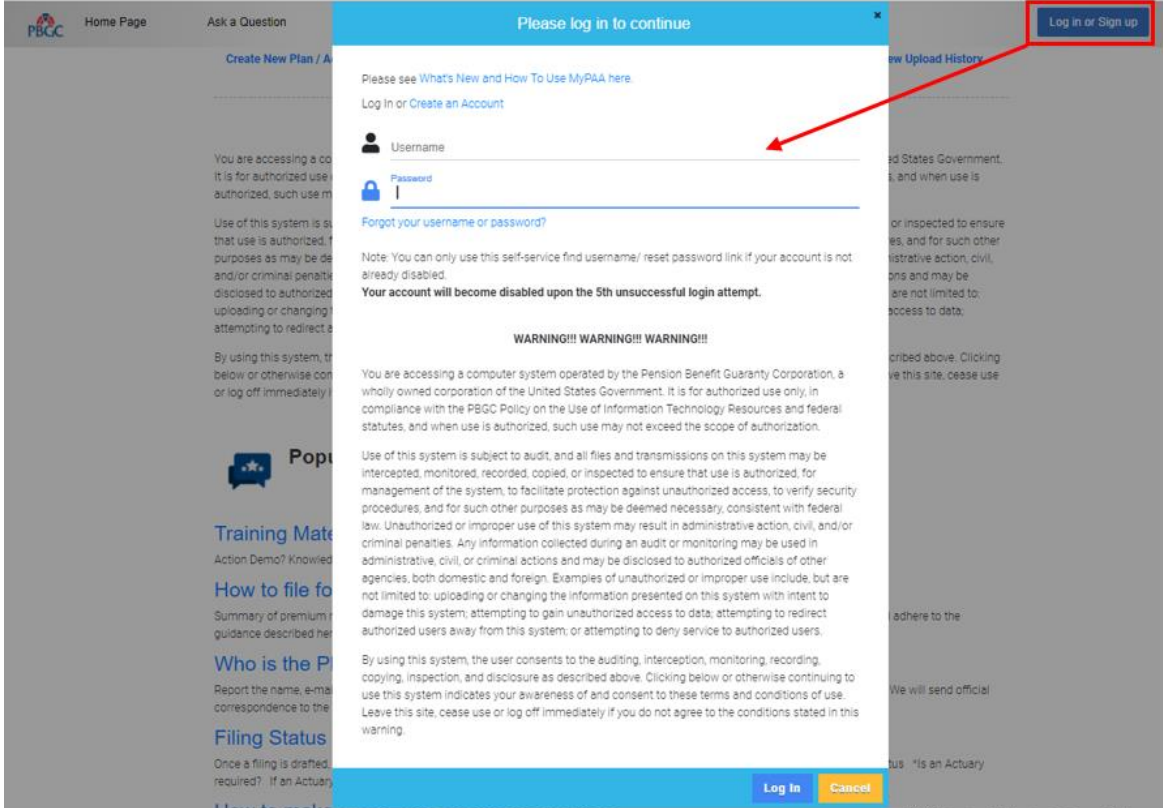
How to View and Edit Plan Details My Plan Administration Account (My PAA)

Last Updated:
September 8th, 2021

How to View and Edit Plan Details

Login

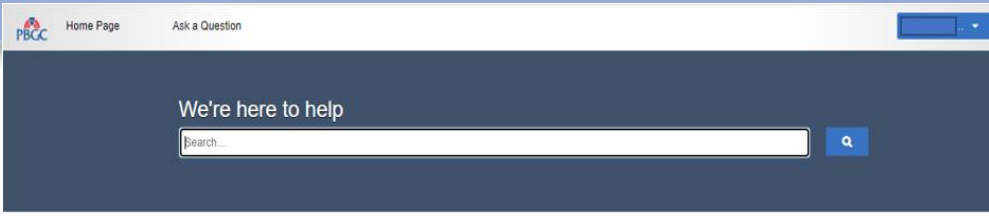
- ▶ From the Home Page, click on the "Log in or Sign up" button to log in.
- ▶ Enter your Username into the field labeled username on the My PAA log in pop-up
- ▶ Enter your Password into the field labeled "Password."
- ▶ Click on the "Log in" button.



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.



WARNING!! WARNING!!! WARNING!!!

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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 entries Search:

ID	Plan ID	EIN	PN	Name	Last Filing Update		
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 Last

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.

Home Page Ask a Question Search... johndoe@t...

Plan Details

Plan ID: 2312046 **Plan Effective Date:** 01/01/2020
Plan Name: TEST TEST DBP **Coverage Date:** 01/01/2020
EIN: 111111111 **PN:** 001 **Adoption Date:** 01/01/2020
Plan Status: Active **Plan Sponsor:** John Doe

PLAN ADMIN DETAILS **PLAN CONTACT DETAILS** **EDIT**

[Create Filing](#) [Manage Roles](#) [Account History](#) [Payment Voucher](#)
[Submit Request](#) [Check Status of Request](#) [View Correspondence](#)

Premium Filings

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.

The screenshot shows the PBGC Plan Details page. At the top, there is a navigation bar with the PBGC logo, 'Home Page', 'Ask a Question', a search bar, and a user profile dropdown for 'johndoe@L...'. The main content area is titled 'Plan Details' and contains the following information:

- Plan ID:** 2312046
- Plan Name:** TEST TEST DBP
- EIN:** 111111111 **PN:** 001
- Plan Status:** Active
- Plan Effective Date:** 01/01/2020
- Coverage Date:** 01/01/2020
- Adoption Date:** 01/01/2020
- Plan Sponsor:** John Doe

Below this information are two expandable sections:

- PLAN ADMIN DETAILS:** Contains 'Admin Name: Jane Smith', 'Address Line 1: 999 Triangle Street', 'Address Line 2: N/A', 'City, State, Zip, Country: Washington, DC, 20005, US', 'Phone, Ext: (123)-456-7890', and 'Email: @pbgc.gov'. A red arrow points to the 'Admin Name' field.
- PLAN CONTACT DETAILS:** Contains 'Contact Name: Jane Smith', 'Phone, Ext: (290)-384-7938 x384', and 'Email: JohnDoe@Ggmail.com'. A red arrow points to the 'Contact Name' field.

To the right of the contact details is an 'EDIT' button with a document icon.

At the bottom of the page, there are several links: 'Create Filing', 'Manage Roles', 'Account History', 'Payment Voucher', 'Submit Request', 'Check Status of Request', and 'View Correspondence'. A blue banner at the very bottom reads 'Premium Filings'.

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

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

Admin Name: AIRBUS U.S. Space & Defense, Inc.
Address Line 1: 6107 Chufxc Chgltmwz
Address Line 2: Nuwcj 929
City, State, Zip, Country: Arlington, VA, 22209, US
Phone, Ext: (152)-745-3925
Email: mask@pbgc.gov

PLAN CONTACT DETAILS

Contact Name: LaWanda A. Spinner
Phone, Ext: (152)-745-3925
Email: mask@pbgc.gov

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

Admin Name: AIRBUS U.S. Space & Defense, Inc.
Address Line 1: 6107 Chufxc Chgltmwz
Address Line 2: Nuwcj 929
City, State, Zip, Country: Arlington, VA, 22209, US
Phone, Ext: (152)-745-3925
Email: mask@pbgc.gov

PLAN CONTACT DETAILS

Contact Name: LaWanda A. Spinner
Phone, Ext: (152)-745-3925
Email: mask@pbgc.gov



Team Members ↗

Show 10 entries Search:

Contact	Roles	Disable Filing Status Emails?	Email Address	Office Phone	Last Login Date	Send Notification
JOSEPH LEMELIN	Filing Coordinator Plan Admin Rep Filing Preparer Payment Preparer Upload Preparer	<input type="checkbox"/>	pbgc_51106@invalid.com	(617) 695-4441		<input type="checkbox"/>
JOHN SMITH	Filing Coordinator Actuary Filing Preparer Payment Preparer Upload Preparer	<input type="checkbox"/>	pbgc_58479@invalid.com	(222) 222-2222	09/08/2021	<input type="checkbox"/>
CYNTHIA HANNAN	Filing Coordinator Actuary Filing Preparer Payment Preparer	<input type="checkbox"/>	pbgc_52949@invalid.com	(617) 695-4589		<input type="checkbox"/>

[SEND NOTIFICATION](#)

Showing 1 to 3 of 3 entries First 1 Last

Team Members ↗

Show 10 entries Search:

Contact	Roles	Disable Filing Status Emails?	Email Address	Office Phone	Last Login Date	Send Notification
JOSEPH LEMELIN	Filing Coordinator Plan Admin Rep Filing Preparer Payment Preparer Upload Preparer	<input type="checkbox"/>	pbgc_51106@invalid.com	(617) 695-4441		<input type="checkbox"/>
JOHN SMITH	Filing Coordinator Plan Admin Actuary Filing Preparer Payment Preparer Upload Preparer	<input type="checkbox"/>	pbgc_58479@invalid.com	(222) 222-2222	09/08/2021	<input type="checkbox"/>
CYNTHIA HANNAN	Filing Coordinator Actuary Filing Preparer Payment Preparer	<input type="checkbox"/>	pbgc_52949@invalid.com	(617) 695-4589		<input type="checkbox"/>

[SEND NOTIFICATION](#)

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.

Home Page Ask a Question Search... johndoe@g...
Update a Plan
Update Plan Information
Published 06/03/2020 02:48 PM | Updated 01/27/2021 11:27 AM

Update Plan Details

EIN/PN Summary

Please review the EIN/PN information and update where necessary
EIN/PN: 111111111 / 001
Plan ID: 264342

Plan Name:
TEST TEST DBP

Plan Admin Information

Admin's Name:
Jane Smith

Jane Smith's Email Address:
@pbgc.gov

Jane Smith's Phone Number:
(123) 456-7890

Address 1:
123456 Honey Dew Drive

Address 2:

Country: United States (US) **City:** Washington **State:** DC **Zip Code:** 20005

Next

Exit

- ▶ 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.

Home Page Ask a Question Search... johndoe@g...
Update a Plan
Update Plan Information
Published 06/03/2020 02:48 PM | Updated 01/27/2021 11:27 AM

Update Plan Summary

EIN/PN Summary

Please Review and Confirm your changes.

EIN/PN: 111111111 / 001
Plan ID: 264342

Plan Name: TEST TEST DBP
Plan Admin Name: Jane Smith
Plan Admin Email: @pbgc.gov
Plan Admin Phone: (123) 456-7890
Plan Admin Address 1: 123456 Honey Dew Drive
Plan Admin Address 2:
Plan City: Washington
Plan State: DC
Plan Zip Code: 20005
Plan Country: US

Back

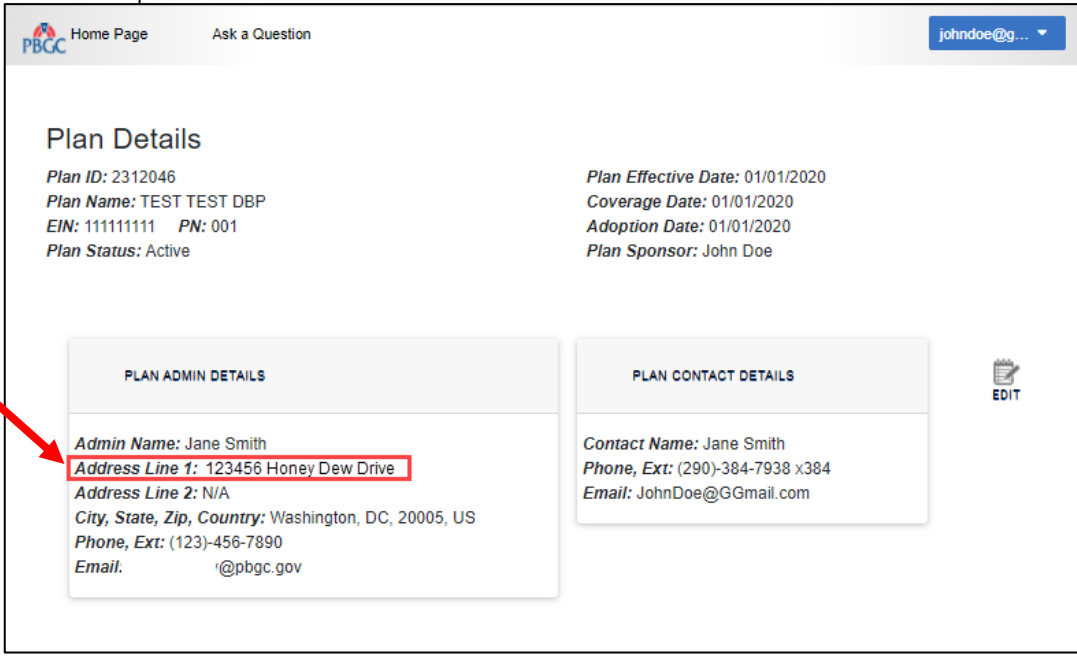
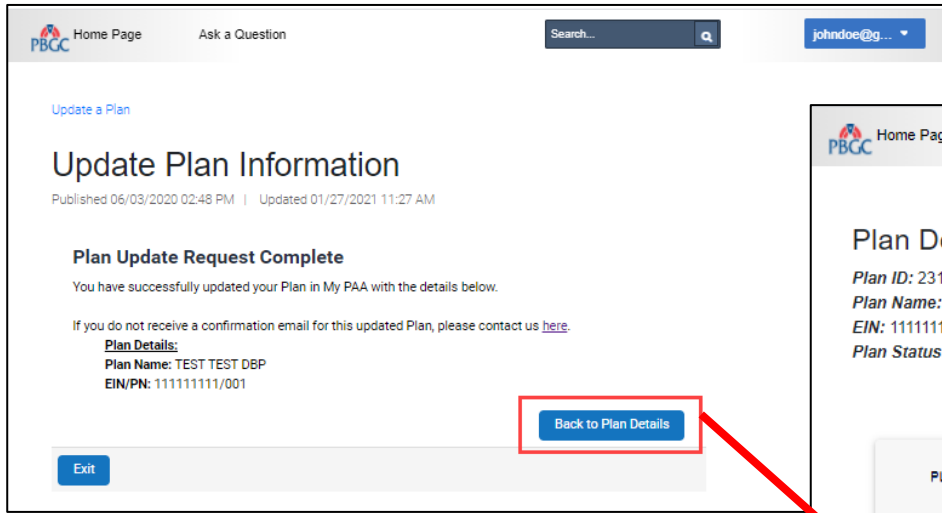
Submit

Exit

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.