How to View the Filing Summary and Receipt My Plan Administration Account (My PAA)

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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 login pop-up.
- Enter your Password into the field labeled "Password."
- Click on the "Log in" button.
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 “Plan Details” button for the associated plan.

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Plan Details Page

- You will be able to view the Filing Summary for filings that are currently in “Draft” status or have been submitted to PBGC.
- To view the Filing Summary, click on the “FILING DETAILS” button in the Premium Filings section.
Click on the “FILING SUMMARY” button in the Filing Details section.
How to View the Filing Summary and Receipt

Filing Summary Pop-Up Window

- To view the data entered in the available sections, click on the “Expand All” link in the summary pop-up window.
- If the filing is currently in “Draft” Status, only the data from the completed sections will appear in the summary pop-up window.
- If the filing has been submitted to PBGC, data from all of the filing sections will appear in the summary pop-up window.
You will be able to review the data entered on the corresponding filing by scrolling through the filing summary.
How to View the Filing Summary and Receipt

Plan Details Page

- To view the Filing Receipt, click on the “FILING RECEIPT” button in the Premium Filings section.
- The draft version of the Filing Receipt can also be viewed for filings which are not submitted.
Filing Receipts

- The filing will open in a new browser tab, in PDF format.
- The data displayed in the filing receipt will reflect what information was submitted to PBGC for processing.
  - It will be important to review and save for record keeping purposes.
- This document can be downloaded/saved or printed.