

# How to View Upload History

My Plan Administration Account (My PAA)

*Last Updated: January 13, 2025*





# Step-by-Step Instructions

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PBGC

# How to View Upload History

## Login

- From the Home Page, click on the "My PAA Login" button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
  - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC's [How to Log in to My PAA Using Login.gov?](#) Published Answer.

The screenshot displays the PBGC My PAA Login page. At the top, there is a navigation bar with links for Home, Contact PBGC, My PAA Demos, and Instructions. A search bar is also present. The main content area features a modal window titled "Please log in to continue". The modal contains the following text: "The PBGC has modified My PAA so that users will now log in to My PAA via Login.gov, a secure sign in service used by the public to sign in to participating government agencies. You will no longer be able to access your My PAA account via your old credentials (i.e., username and password), so if you don't already have a Login.gov account please create one to access your My Account." Below this, it states: "If you are new to My PAA or have been invited by another practitioner, please click on the 'Sign in with Login.gov' to begin creating your My PAA account. If you need further assistance, please refer to the following demos listed below." The demos listed are: "My PAA Login.gov FAQ Page", "Demo: Login to My PAA Using Login.gov", and "Demo: Create New My PAA and Login.gov Account". A red box highlights the "Sign in with LOGIN.GOV" button. Another red box highlights the "My PAA LOGIN" button in the top right corner of the page. At the bottom of the modal, there is a "CANCEL" button and a "Read" button.

# How to View Upload History

## View Upload History

- ▶ Once you have logged in, click on the “View Upload History” icon or link from the Home Page.
- ▶ It is important to note that this list will only display Upload Filings. If you would like to view any My PAA screen prepared in-process filings, you will need to click on the “In-Process” icon or link from the Home Page.

The screenshot shows the PBGC My PAA Administration Account home page. At the top, there is a navigation bar with the PBGC logo, a search bar, and links for Home, Contact PBGC, My PAA Demos, and Instructions. Below the navigation bar, a banner image of the U.S. Capitol dome is displayed. On the right side of the banner, there is a vertical menu with five buttons: 'Create New / Add Existing Plan', 'Plan List', 'In-Process Filings', 'Upload or Import Filings', and 'View Upload History'. The 'View Upload History' button is highlighted with a red rectangular box. On the left side of the banner, there is a 'My PAA Topics' section with links for 'What's new in My PAA & Login Process', 'How to Make a Payment?', 'Automated Filing Status Transitions and Emails', 'PBGC's Premium Disaster Relief Policy', and 'Scheduled Outages'. At the bottom of the page, there is a 'Popular Published Answers' section and a 'Search All Published Answers' link.

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**PBGC** My PAA My Plan Administration Account Home Contact PBGC My PAA Demos Instructions

Search instructions, keywords

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**My PAA Topics**

- What's new in My PAA & Login Process
- How to Make a Payment?
- Automated Filing Status Transitions and Emails
- PBGC's Premium Disaster Relief Policy
- Scheduled Outages

**Create New / Add Existing Plan**

**Plan List**

**In-Process Filings**

**Upload or Import Filings**

**View Upload History**

**Supported Browsers:** Google Chrome 124.0+, Microsoft Edge 124.0+, Firefox 125.0+ (Release 5.8.0.1 as of 08/24/2024)

**Popular Published Answers**

Search All Published Answers

# How to View Upload History

## View Upload History Page

- ▶ If action (i.e., certification or selection of payment method) is still required before the filing is successfully sent to PBGC it will be highlighted in orange.
  - Click either the “Certify” button to proceed to certify or the “Payment” button to select a payment method.
- ▶ You will be able to “Cancel” an upload from this page if the filing has not already been submitted to PBGC.
- ▶ The “Import XML” button is available to continue the filing submission process through the My PAA entry screens.
- ▶ The list of uploaded XMLs will be displayed in descending chronological order.

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### My Upload History

The table below lists all past uploads from your My PAA user account. You can use the available buttons in the Actions column to complete the next step for each, as applicable based on the current Upload Status. Each upload record can be expanded to view more details about the filing(s) associated with it, including the Filing ID, PYC, Filing Receipt, and the validation warnings and/or errors that may have been triggered by the filing data.

Filter by Filing Status

Show  entries Search:

File Name	Attempt Date/Time	Upload Status	Actions		
>  PBGC TEST 1.XML	01/14/2025 09:37:12 AM	Upload Pending Payment	 <b>Payment</b>	 Import XML	 <b>Cancel Upload</b>
>  PBGC TEST 1.XML	01/13/2025 04:50:09 PM	Upload Warning	 <b>Certify</b>	 Import XML	 <b>Cancel Upload</b>
>  PBGC TEST 1.XML	01/13/2025 04:41:11 PM	Submitted			
>  PBGC TEST 1.XML	01/13/2025 04:37:36 PM	Upload Error	 Certify	 Import XML	 Cancel Upload
> PBGC TEST 1.XML	01/13/2025 04:26:50 PM	Submitted			
> PBGC TEST 1.XML	01/13/2025 04:14:47 PM	Upload Cancelled			
> PBGC TEST 1.XML	01/13/2025 02:45:23 PM	Upload Cancelled			

Showing 1 to 7 of 7 entries Previous **1** Next



# How to View Upload History

## View Upload History Page

- ▶ To view the Filing Summary or Payment Voucher associated with an uploaded XML file, click on the '>' icon before the "File Name" column.
  - This will display additional filing information including Filing ID, EIN/PN, Plan Name and PYC
  - You may view the Filing Receipt for any uploaded filing listed on this page.
  - You may only view the Payment Voucher for XMLs that have or will successfully be submitted to PBGC; any XML file that does not have the "Upload Error" or "Upload Cancelled" as the Upload Status
- ▶ If there are any associated filing warnings or errors, you view them by clicking on the "Validation" button.
- ▶ The following slides will show which items are available based on Upload Status.

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### My Upload History

The table below lists all past uploads from your My PAA user account. You can use the available buttons in the Actions column to complete the next step for each, as applicable based on the current Upload Status. Each upload record can be expanded to view more details about the filing(s) associated with it, including the Filing ID, PYC, Filing Receipt, and the validation warnings and/or errors that may have been triggered by the filing data.

Filter by Filing Status

Show  entries

	File Name	Attempt Date/Time	Upload Status	Actions		
>	⚠ PBGC TEST 1.XML	01/14/2025 09:37:12 AM	Upload Pending Payment	\$ Payment	Import XML	Cancel Upload
✓	⚠ PBGC TEST 1.XML	01/13/2025 04:50:09 PM	Upload Warning	Certify	Import XML	Cancel Upload
	Filing ID	EIN / PN	Plan Name	PYC	Actions	
	⚠ 553670	223435674 / 022	PBGC TEST PENSION PLAN	04/01/2024	Validations	Filing Receipt Payment Voucher
>	⚠ PBGC TEST 1.XML	01/13/2025 04:41:11 PM	Submitted			
>	⚠				Certify	Import XML Cancel Upload

#### Upload Validations

#	Description	Type
1	The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.	Warning

CANCEL


Showing  Previous 1 Next


Pension Benefit Guaranty Corporation

- ▶ When the XML file Upload Status is “Submitted” the Comprehensive Premium Filing has been certified and a payment method has been selected, and all data has been sent to PBGC

- ▶ The following items will be available to view associated with the XML:
  - The Filing Receipt and Payment Voucher are available to view
  - Filing warnings will also be available to view through the “Validation” button.

*Note: You may submit a filing with warnings, but if the filing has errors, it must be corrected before being submitted to PBGC.*


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My Plan  
Administration  
Account

[Home](#)
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## My Upload History

The table below lists all past uploads from your My PAA user account. You can use the available buttons in the Actions column to complete the next step for each, as applicable based on the current Upload Status. Each upload record can be expanded to view more details about the filing(s) associated with it, including the Filing ID, PYC, Filing Receipt, and the validation warnings and/or errors that may have been triggered by the filing data.

[Filter by Filing Status](#)

☒ Submitted
 ☐ Upload Cancelled
 ☐ Upload Error
 ☐ Upload Pending Payment
 ☐ Upload Warning

Show  entries Search:

File Name	Attempt Date/Time	Upload Status	Actions		
  PBGC TEST 1.XML	01/13/2025 04:41:11 PM	Submitted			
Filing ID	EIN / PN	Plan Name	PYC	Actions	
 553669	223435674 / 001	PBGC TEST PENSION PLAN	04/01/2024	<a href="#">Validations</a> <a href="#">Filing Receipt</a> <a href="#">Payment Voucher</a>	

Showing 1 entries


Previous

1


Next

Upload Validations

Filing ID	EIN	PN
553669	223435674	001
Plan Name	PYC	
PBGC TEST PENSION PLAN	04/01/2024	

#	Description	Type
 1	The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.	Warning

CANCEL



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# How to View Upload History

## Upload Warning Status

- ▶ When the XML file Upload Status is “Upload Warning” the Comprehensive Premium Filing is awaiting certification and a selected payment method before being sent to PBGC may be needed.
- ▶ The following items will be available to view associated with the XML:
  - The “Certify” button is available for the upload preparer to Certify the filing.
  - The “Import XML” button to continue the filing submission process through the My PAA entry screens.
  - The “Validation” to see warnings associated to the XML.
  - The “Filing Receipt” and “Payment Voucher” are available to view.
  - The “Cancel Upload” is available to stop and not proceed with the uploading process.
  - The “Payment” button will be available to select a payment method once the filing has been certified.

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### My Upload History

The table below lists all past uploads from your My PAA user account. You can use the available buttons in the Actions column to complete the next step for each, as applicable based on the current Upload Status. Each upload record can be expanded to view more details about the filing(s) associated with it, including the Filing ID, PYC, Filing Receipt, and the validation warnings and/or errors that may have been triggered by the filing data.

**Filter by Filing Status**

☐ Submitted ☐ Upload Cancelled ☐ Upload Error ☐ Upload Pending Payment ☒ Upload Warning

Show  entries

File Name	Attempt Date/Time	Upload Status	Actions	
PBGC TEST 1.XML	01/13/2025 04:50:09 PM	Upload Warning		
Filing ID	EIN / PN	Plan Name	PYC	Actions
553670	223435674 / 022	PBGC TEST PENSION PLAN	04/01/2024	

Showing 1 of 1 entries [Previous](#) [1](#) [Next](#)

#### Upload Validations

Filing ID	EIN	PN
553669	223435674	001
Plan Name	PYC	
PBGC TEST PENSION PLAN	04/01/2024	

#	Description	Type
1	The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.	Warning

[CANCEL](#)



# How to View Upload History

## Upload Pending Payment Status

- ▶ When the XML file Upload Status is “Pending Payment,” the Comprehensive Premium Filing has been certified, but a payment method has not been selected. The filing has not been sent to PBGC.
- ▶ The following items will be available to view associated with the XML:
  - The “Payment” button must be selected to submit the filing to PBGC.
  - The “Cancel Upload” is available to stop and not proceed with the uploading process.
  - The “Validations”, “Filing Receipt” and “Payment Voucher” buttons are available to view.

The screenshot displays the 'My Upload History' page on the PBGC My PAA website. The page shows a table of upload records. The first record, 'PBGC TEST 1.XML', has an 'Upload Status' of 'Upload Pending Payment'. A red box highlights this status, and a red arrow points to the 'Validations' button in the 'Actions' column. Below the main table, a modal window titled 'Upload Validations' is open, showing a warning message about a mismatch in the plan effective date.

**My Upload History**

The table below lists all past uploads from your My PAA user account. You can use the available buttons in the Actions column to complete the next step for each, as applicable based on the current Upload Status. Each upload record can be expanded to view more details about the filing(s) associated with it, including the Filing ID, PYC, Filing Receipt, and the validation warnings and/or errors that may have been triggered by the filing data.

Filter by Filing Status

☐ Submitted ☐ Upload Cancelled ☐ Upload Error ☒ Upload Pending Payment ☐ Upload Warning

Show 10 entries

File Name	Attempt Date/Time	Upload Status	Actions	
PBGC TEST 1.XML	01/14/2025 09:37:12 AM	Upload Pending Payment	<a href="#">\$ Payment</a> <a href="#">Import XML</a> <a href="#">Cancel Upload</a>	
<b>Expanded View:</b>				
Filing ID	EIN / PN	Plan Name	PYC	Actions
553672	223435674 / 001	PBGC TESTE PENSION PLAN	01/01/2025	<a href="#">Validations</a> <a href="#">Filing Receipt</a> <a href="#">Payment Voucher</a>

Showing 1 of 1 entries

**Upload Validations**

#	Description	Type
1	The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.	Warning

[CANCEL](#)

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# How to View Upload History

## Upload Error Status

- ▶ When the XML file Upload Status is “Upload Error,” My PAA has found filing errors that must be corrected before submitting to PBGC. A new XML with the changes must be uploaded again.
- ▶ The following items will be available to view associated with the XML:
  - The “Certify” and “Payment” buttons are greyed out and unavailable to select.
  - The “Filing Receipt” button is available to review.
  - The Payment Voucher is greyed out and unavailable to select.
  - The associated filing error(s) and warnings, if any, will be displayed by clicking the “Validation” button.

The screenshot displays the 'My Upload History' section of the My PAA system. At the top, there's a navigation bar with links for Home, Contact PBGC, My PAA Demos, and Instructions, along with a search bar and a user dropdown menu. Below this is a disclaimer: 'You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the Security and Privacy Notices'.

The main content area is titled 'My Upload History' and includes a description: 'The table below lists all past uploads from your My PAA user account. You can use the available buttons in the Actions column to complete the next step for each, as applicable based on the current Upload Status. Each upload record can be expanded to view more details about the filing(s) associated with it, including the Filing ID, PYC, Filing Receipt, and the validation warnings and/or errors that may have been triggered by the filing data.'

Below the description is a 'Filter by Filing Status' section with checkboxes for Submitted, Upload Cancelled, Upload Error (which is checked), Upload Pending Payment, and Upload Warning. There's also a 'Show' dropdown set to 10 entries and a search bar.

The main table has columns: File Name, Attempt Date/Time, Upload Status, and Actions. The first row shows 'PBGC TEST 1.XML' with an attempt date of '01/13/2025 04:37:36 PM' and an 'Upload Error' status. The 'Actions' column for this row includes 'Certify', 'Import XML', and 'Cancel Upload' buttons.

Below the main table is a detailed view for the selected upload. It shows the 'Filing ID' (553668), 'EIN / PN' (223435674 / 001), 'Plan Name' (PBGC TEST PENSION PLAN), and 'PYC' (01/01/2024). The 'Actions' column for this detailed view includes 'Validations', 'Filing Receipt', and 'Payment Voucher' buttons.

The 'Upload Validations' modal window is open, showing a list of errors and warnings. The errors are:

- 1. The difference between the PYC and PYE dates must be 53 weeks or less. Please make updates accordingly. (Error)
- 2. Participants must be counted on the day before the plan year begins for existing plans who are not reporting any transfers. (Warning)
- 3. The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated. (Warning)
- 4. The participant count date should be equal to the PYC or PYC - 1 day. (Error)

The modal window has a 'CANCEL' button at the bottom right.

# How to View Upload History

## Upload Cancelled Status

- ▶ When the XML file Upload Status is “Cancelled” or “Upload Cancelled” the user has stopped the uploading process before My PAA has completed all the necessary validation to submit the filing to PBGC.
- ▶ The following items will be available to view, associated with the XML:
  - The Filing Receipt is available to review.
  - Depending on when the file was cancelled, the “Payment Voucher” button may or may not be greyed out and unavailable to be select.
  - The associated filing error(s) and warnings, if any, will be displayed by clicking the “Validation” button.

The screenshot shows the 'My Upload History' page in the My PAA system. The page header includes the PBGC logo, 'My PAA Administration Account', and navigation links: Home, Contact PBGC, My PAA Demos, and Instructions. A search bar and a user dropdown menu are also present. A disclaimer states: 'You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the Security and Privacy Notices'.

The 'My Upload History' section contains a table of uploads. The first row shows 'PBGC TEST 1.XML' with an 'Upload Cancelled' status. A red box highlights the 'Upload Cancelled' status, and a red arrow points to the 'Upload Validations' button in the 'Actions' column. A second red box highlights the 'Upload Validations' button, and a red arrow points to the 'Upload Validations' modal.

The 'Upload Validations' modal displays the following information:

Filing ID	EIN	PN
553666	223435674	001
Plan Name	PYC	
PBGC TEST PENSION PLAN	01/01/2024	
# Description	Type	
No Errors or Warnings for this filing		

The modal also includes a 'CANCEL' button at the bottom right.