How to View Upload History

My Plan Administration Account (My PAA)

Last Updated: January 13, 2025

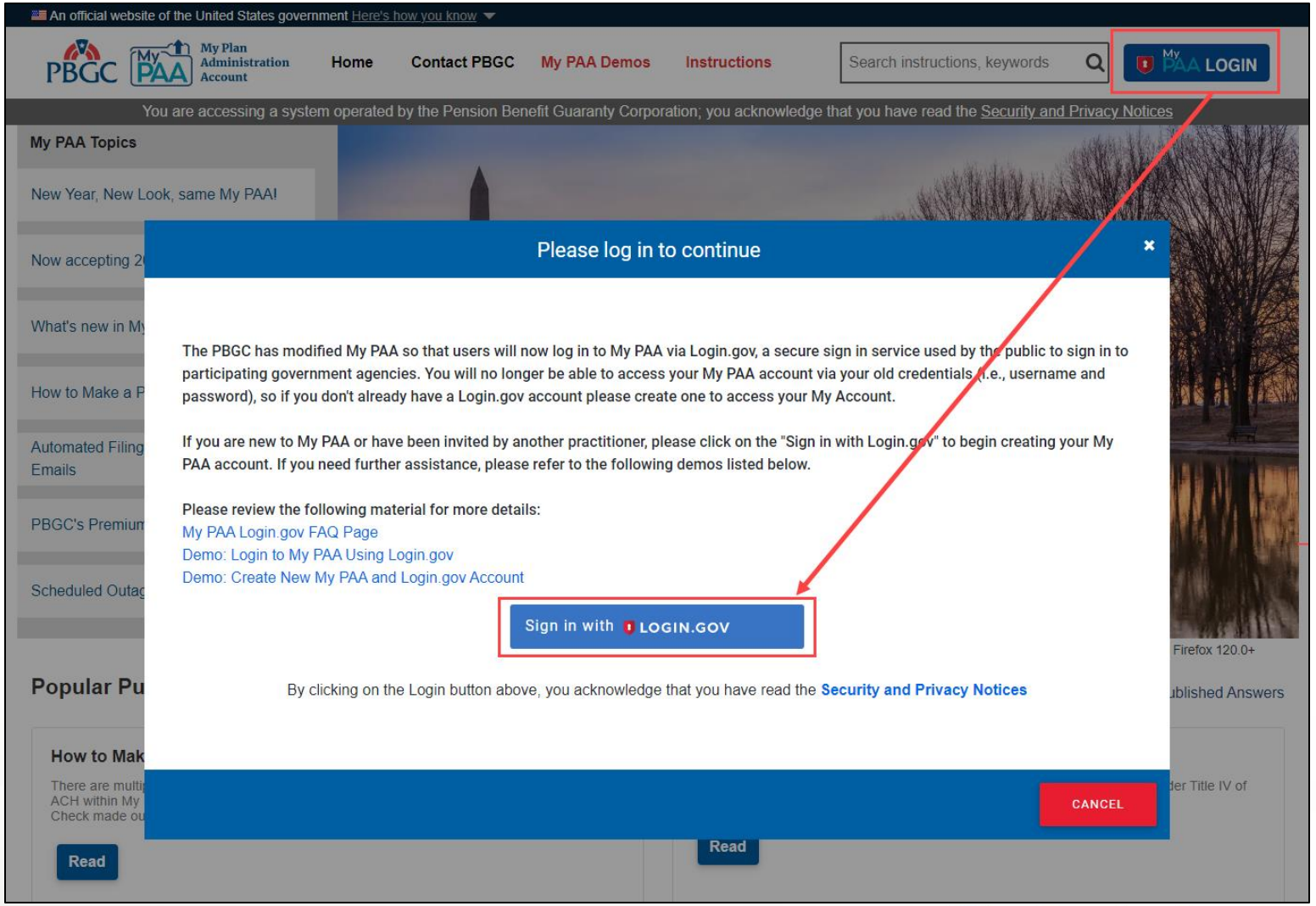
PBGC Pension Benefit Guaranty Corporation

Step-by-Step Instructions

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.



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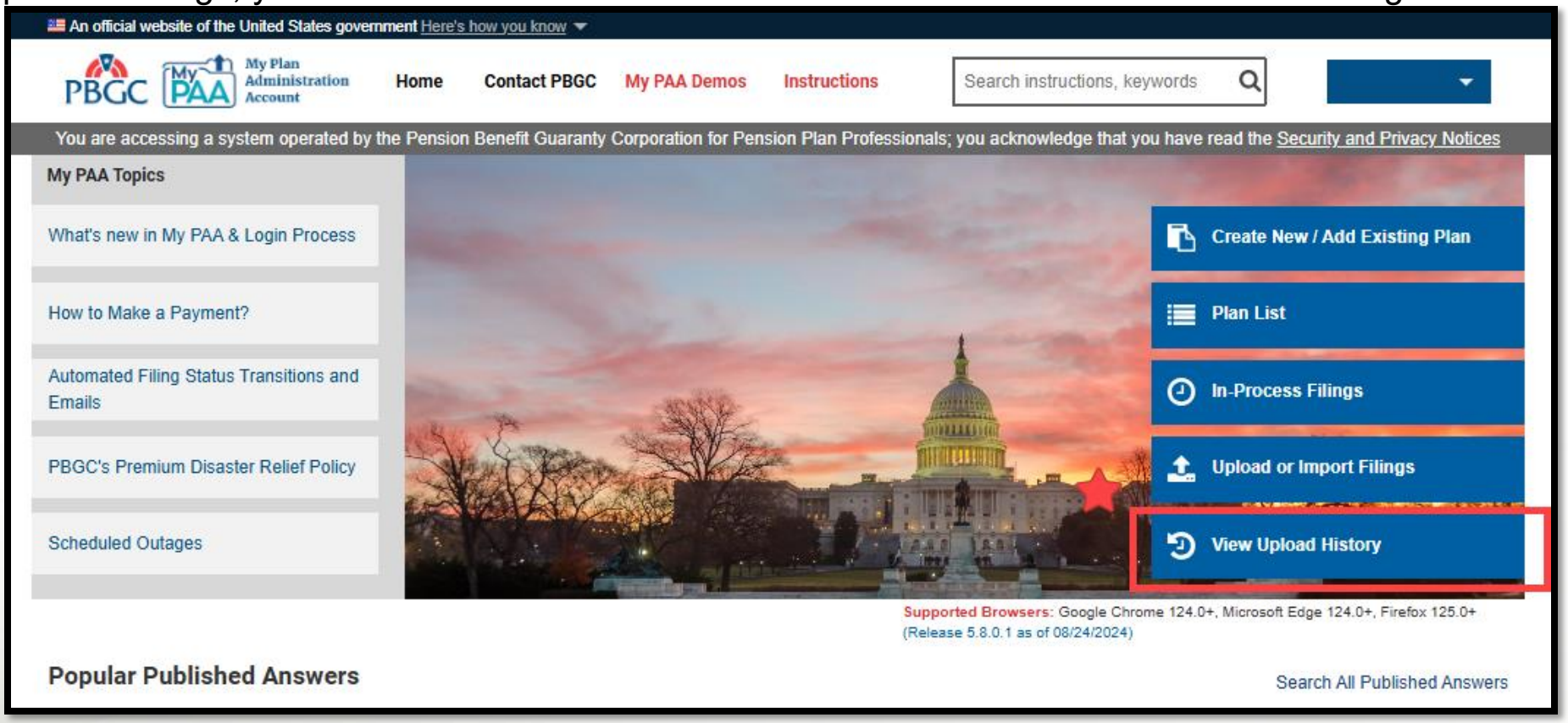
How to View Upload History

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.



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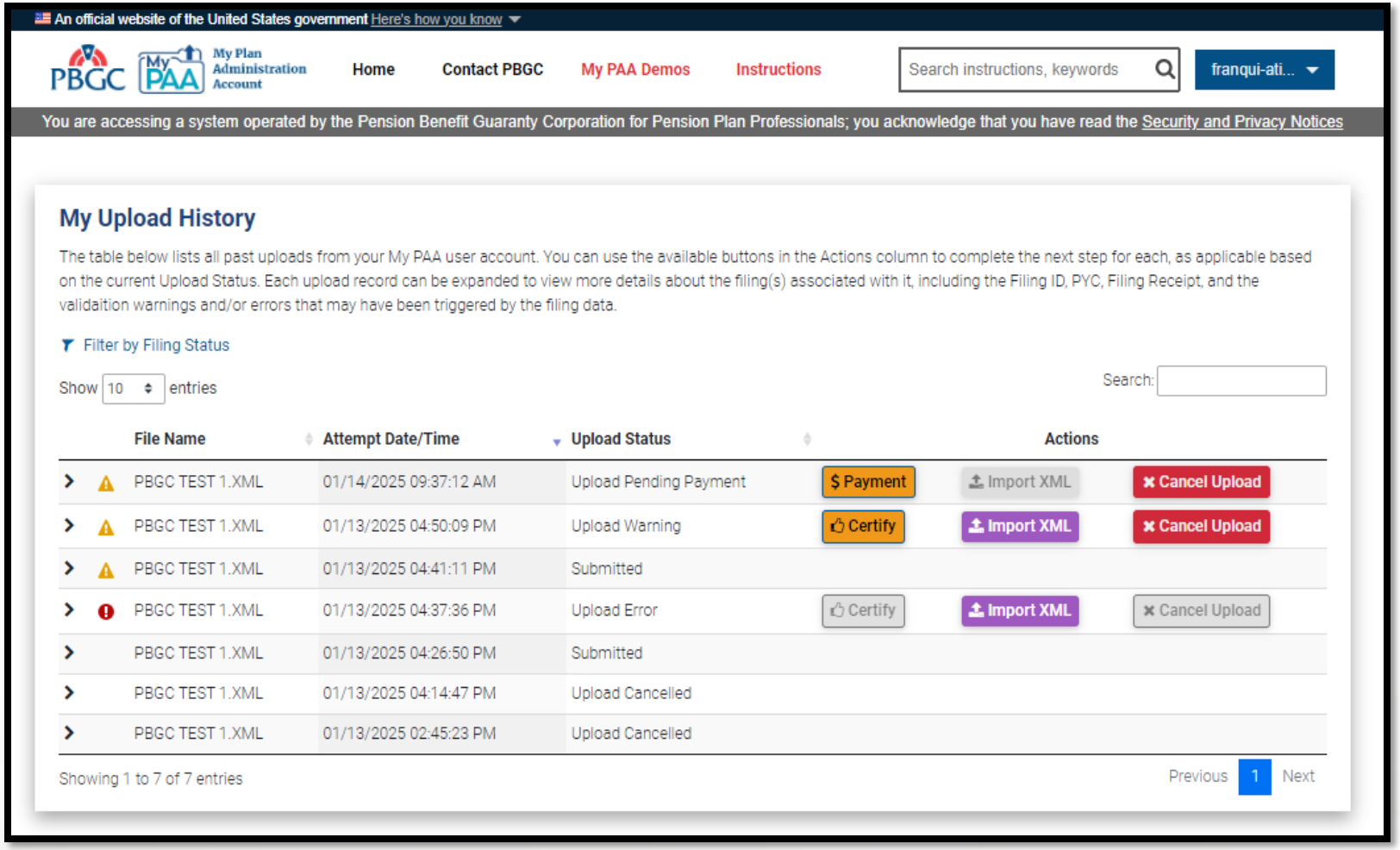
View Upload History Page

- 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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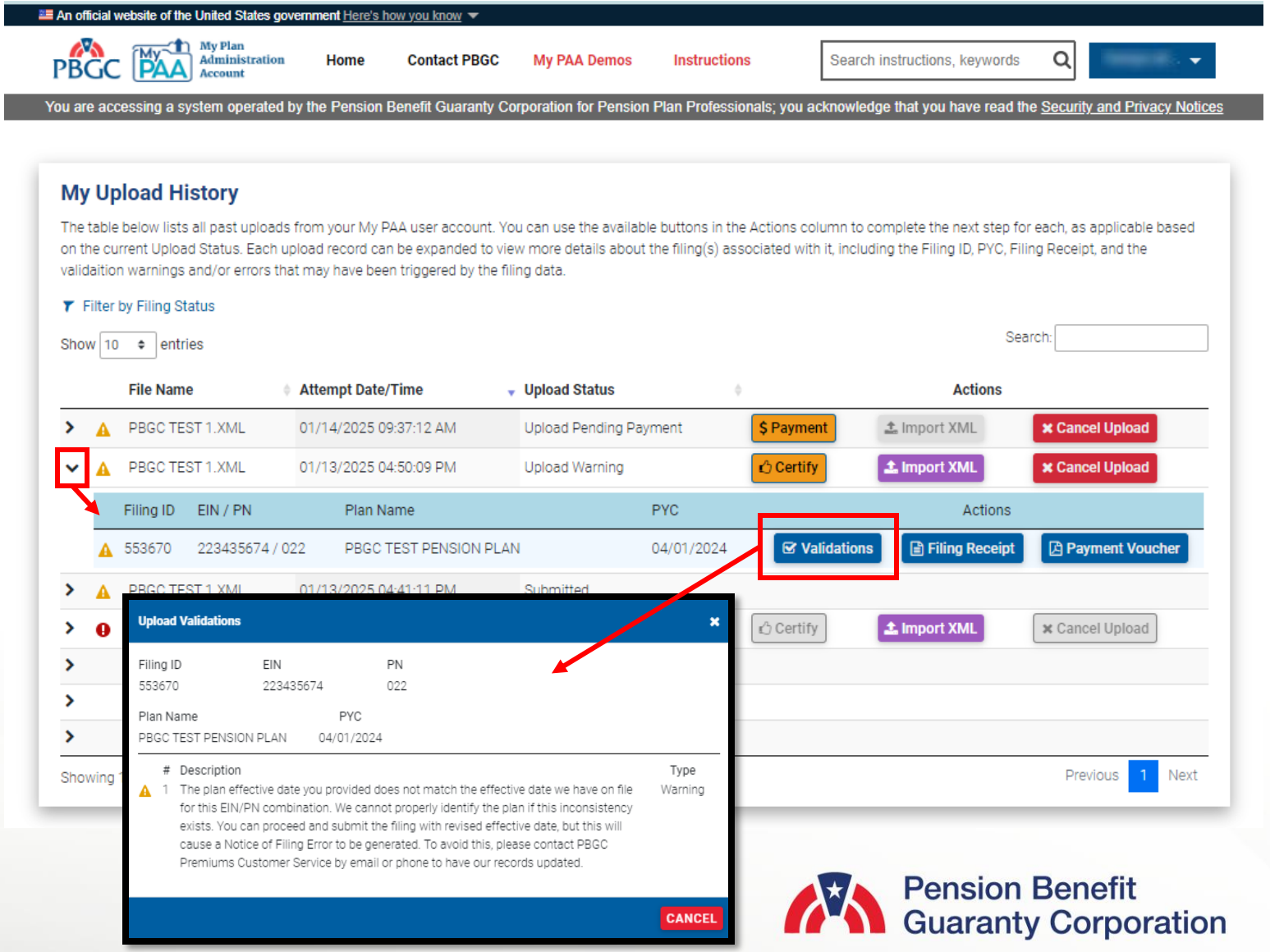
View Upload History Page

- 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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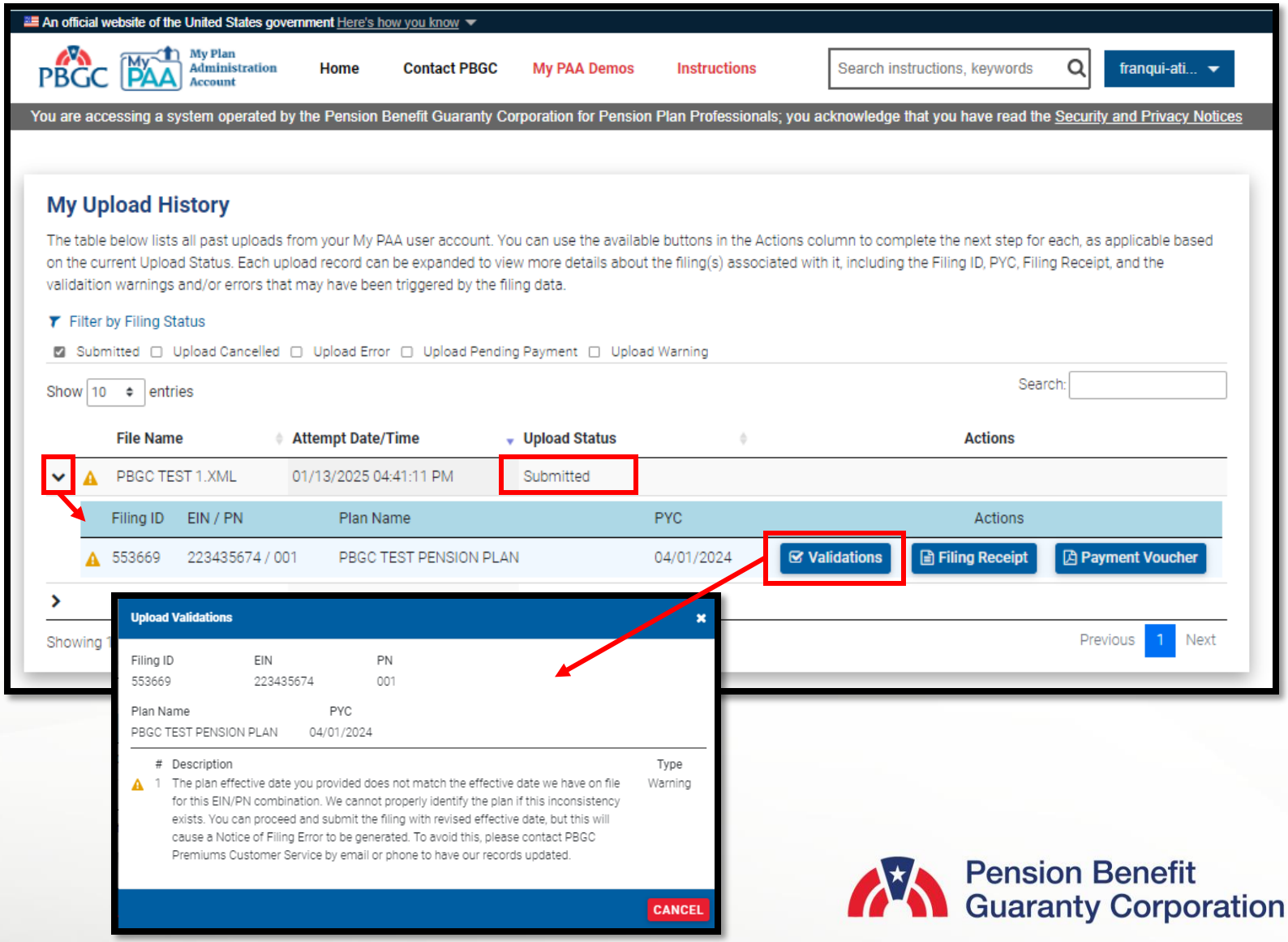
Submitted Status

- 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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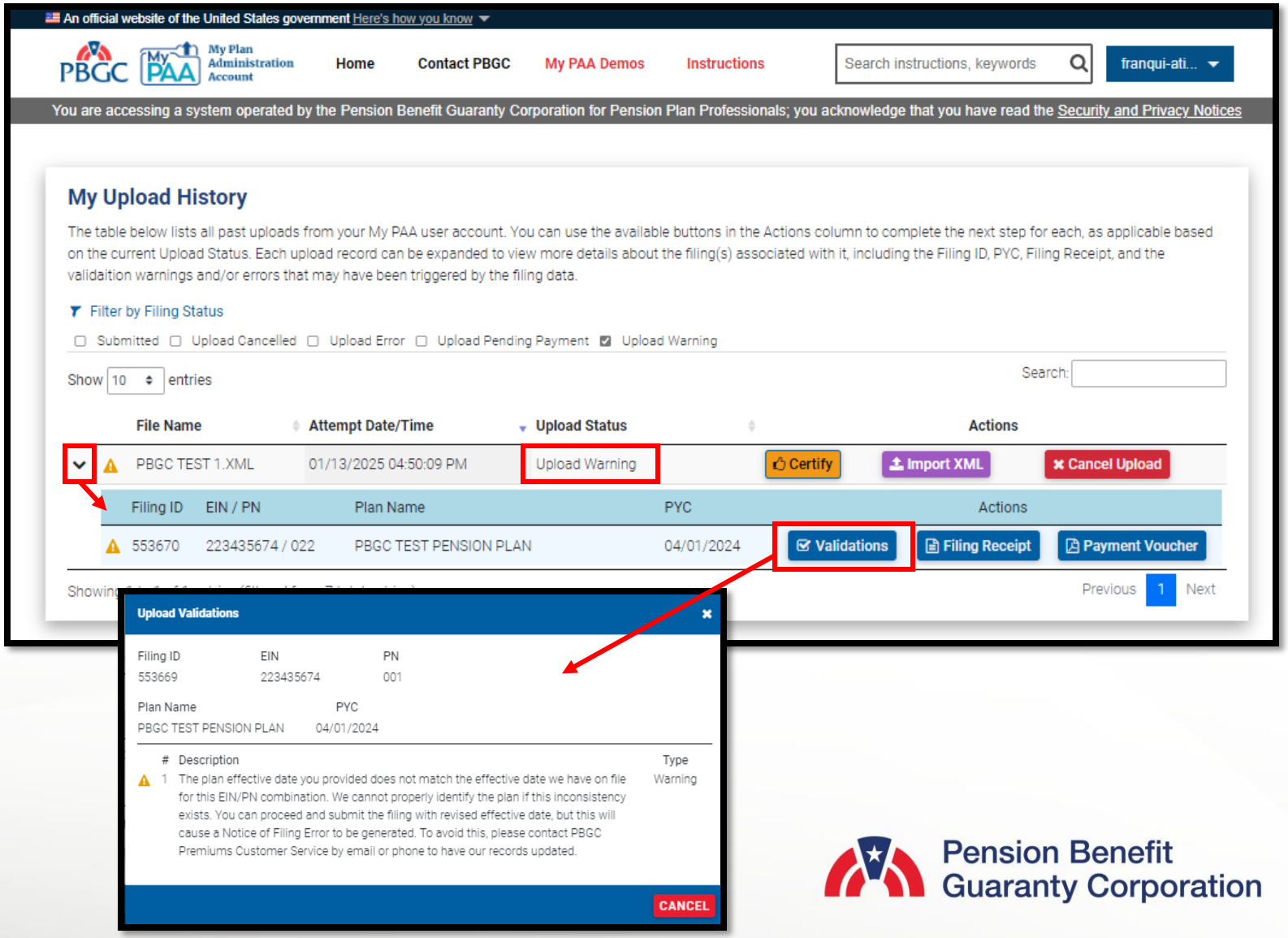
Upload Warning Status

- 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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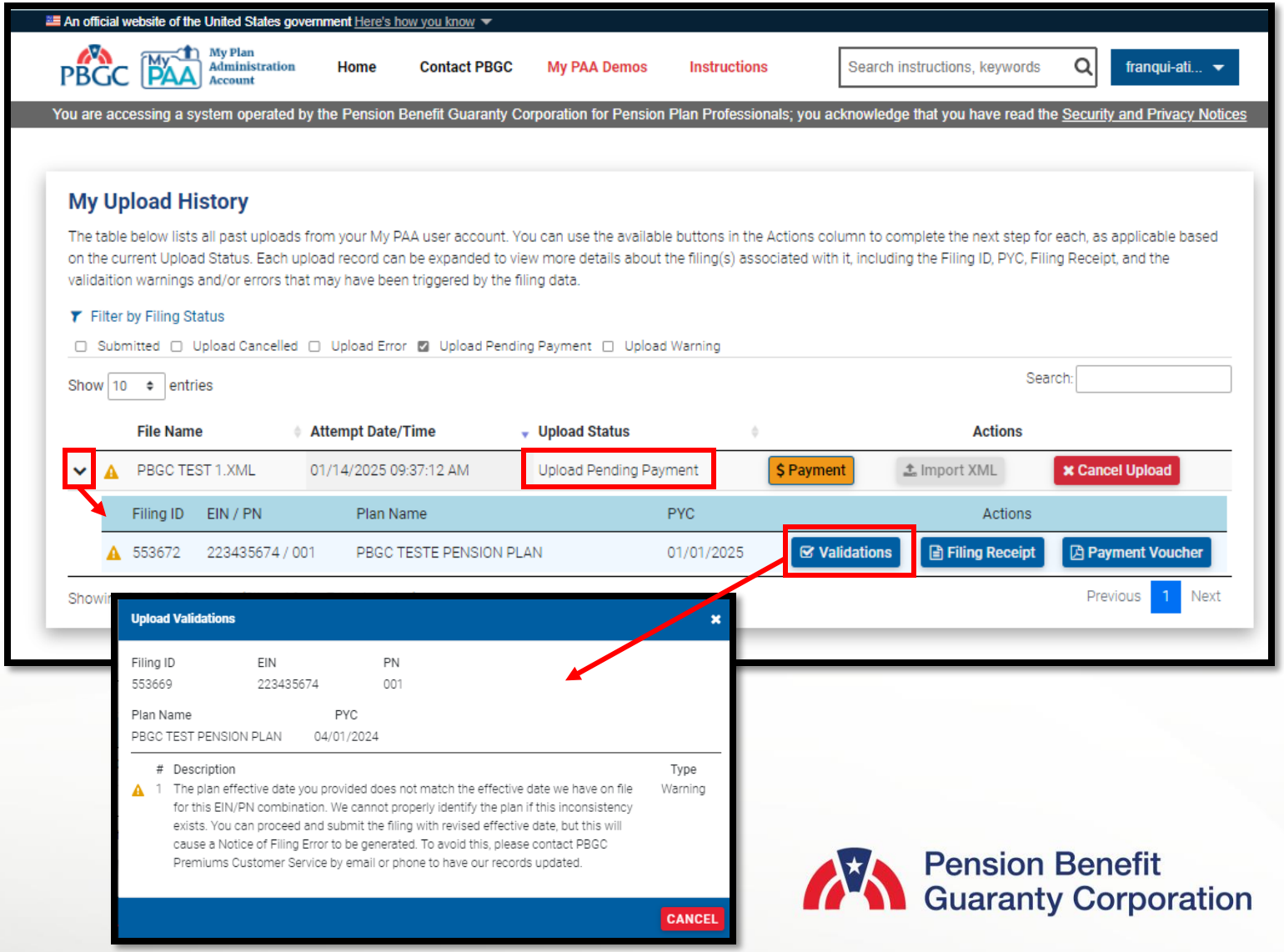
Upload Pending Payment Status

- 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.



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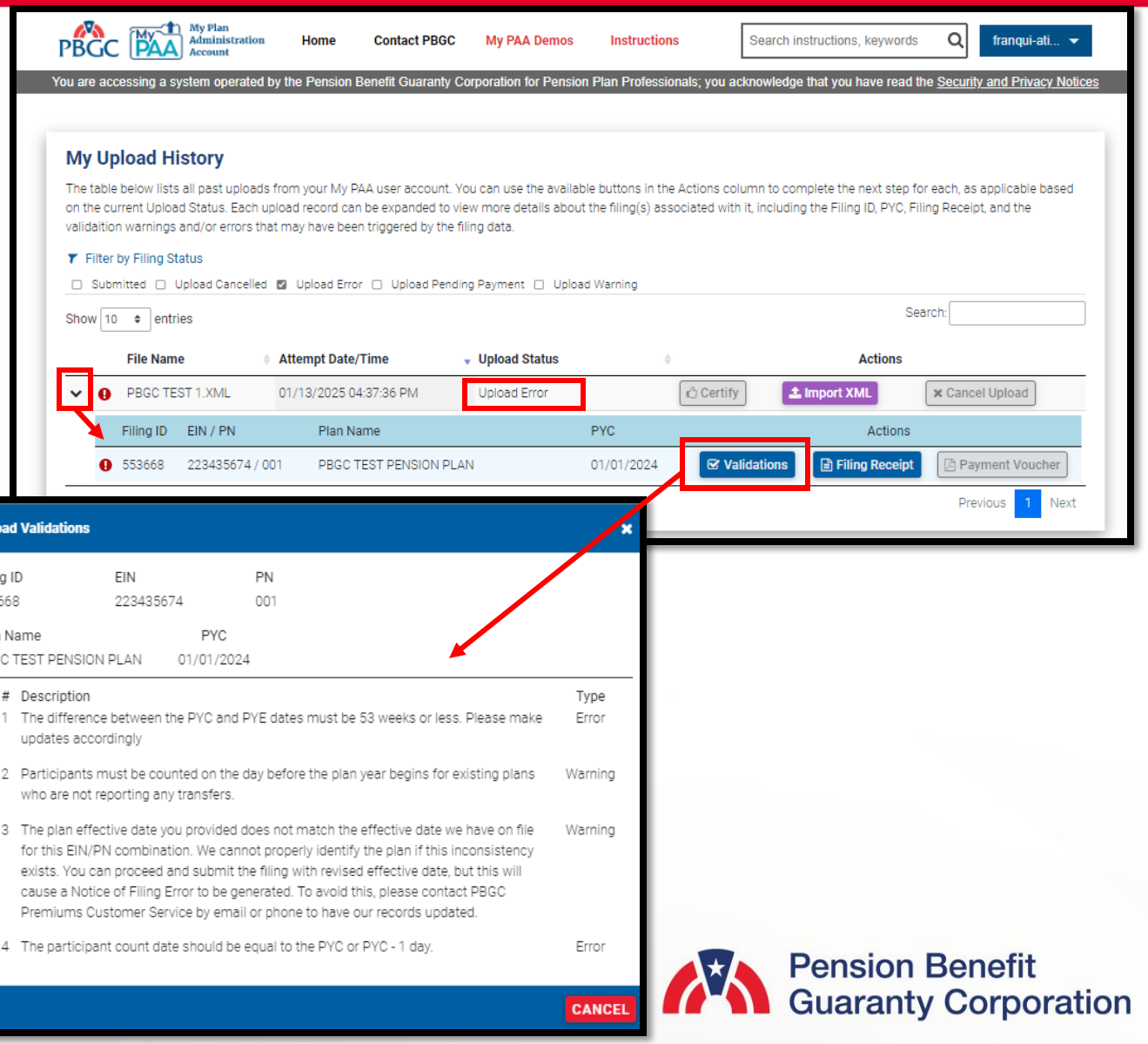
Upload Error Status

- 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.



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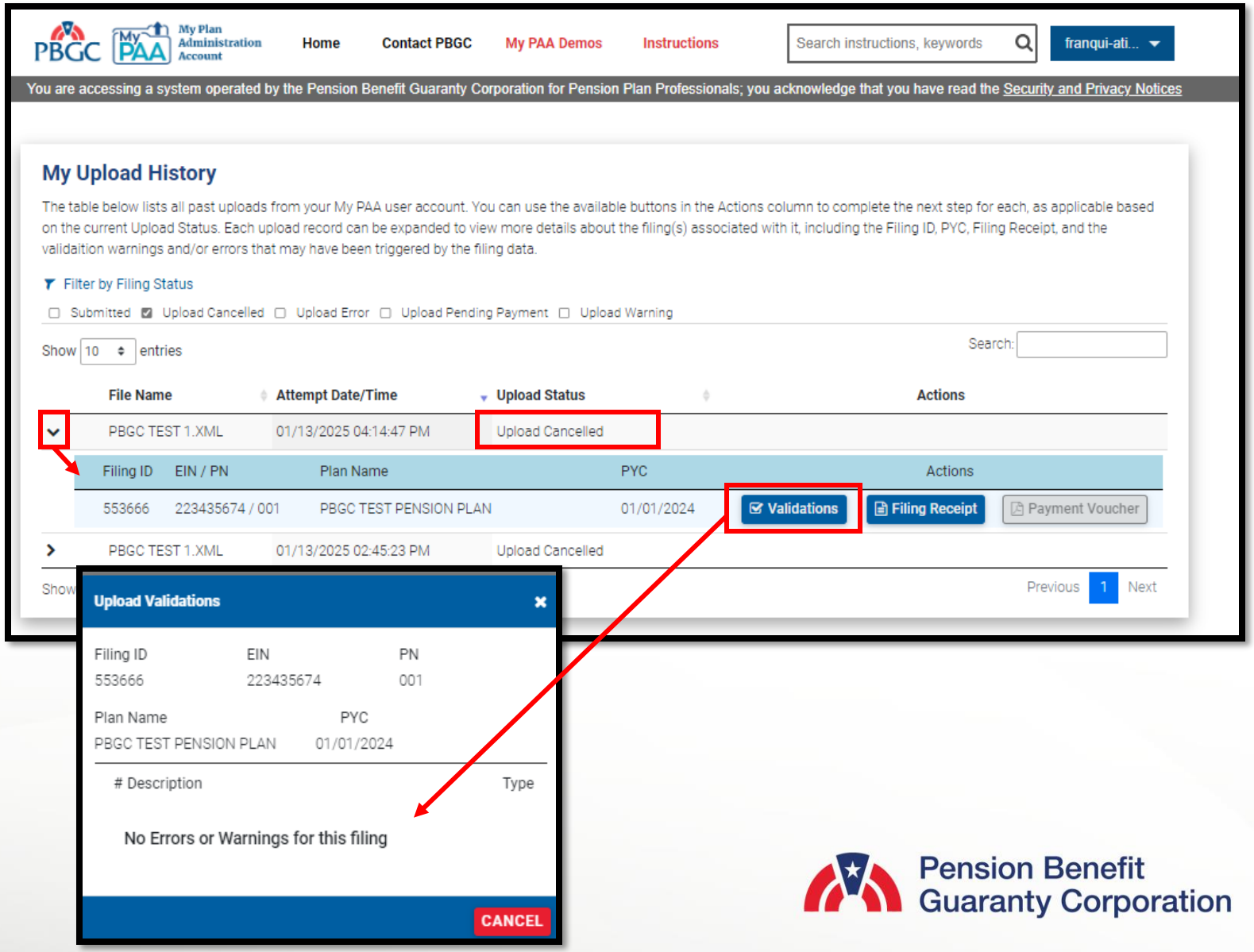
How to View Upload History

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.



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