

How to Route, Review, Return for Edit, Certify and Submit a Filing

My Plan Administration Account (My PAA)

Last Updated: January 08, 2024



Route, Review, Return for Edit, Certify and Submit a Filing

- Filing Certification and Approval Process

- Once the filing has been completed by the Filing Preparer, the Actuary (if applicable), Payment Preparer and Plan Admin/Plan Admin Rep must certify, approve and submit the filing to the PBGC.
 - Actuary: If there is Variable-Rate Premium (VRP) data supplied, they will need to certify that the information being reported in the VRP section of the filing is accurate.
 - Payment Preparer: They can submit ACH payment information through My PAA or select that the payment is being made outside of My PAA.
 - Plan Admin/Plan Admin Rep: They will review the information provided by the Filing Preparer, Actuary (if applicable), and Payment Preparer. Once the information has been reviewed and validated, then the Plan Admin or Plan Admin Rep will approve and submit the filing to the PBGC.
 - Note: Once the filing has been submitted by the Plan Admin/Plan Admin Rep, if the Payment Preparer submitted premium payment information via My PAA, the funds will be debited from the plan's account.

- Flow of Certification and Approval Process



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Step-by-Step Instructions



PBGC

Route, Review, Return for Edit, Certify and Submit a Filing

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 the PBGC logo, "My Plan Administration Account", and links for "Home", "Contact PBGC", "My PAA Demos", and "Instructions". A search bar is also present. A "My PAA LOGIN" button is highlighted with a red box in the top right corner. Below the navigation bar, a message states: "You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the Security and Privacy Notices". The main content area is titled "My PAA Topics" and lists various articles. A modal window titled "Please log in to continue" is overlaid on the page. 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. 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. Please review the following material for more details: My PAA Login.gov FAQ Page Demo: Login to My PAA Using Login.gov Demo: Create New My PAA and Login.gov Account". A "Sign in with LOGIN.GOV" button is highlighted with a red box, and a red arrow points from the "My PAA LOGIN" button in the top right to this button. At the bottom of the modal, there is a "CANCEL" button and a "By clicking on the Login button above, you acknowledge that you have read the Security and Privacy Notices" message.

Route, Review, Return for Edit, Certify and Submit a Filing

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 “View Plan Details” link (once you hover over the plan name) for the plan you would like to route, review, return for edit, certify and/or submit a filing for.
 - ★ You can also click on the “View Filing Details” link (once you hover over the “Latest Filing ID” number displayed) if that is the filing you wish to perform an action on. Then it will redirect you to the Filing Details Page.

An official website of the United States government [Here's how you know](#)

PBGC My PAA My Plan Administration Account

Home Contact PBGC My PAA Demos Instructions

Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the [Security and Privacy Notices](#)

My PAA Topics

- Now accepting 2024 Filings
- 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 Filings

View Upload History

Browsers: Google Chrome 119.0+, Microsoft Edge 119.0+, Firefox 120.0+

Plans in your My PAA Account

Show 10 entries

Search:

Latest Filing Status Filter

Draft Upload Cancelled FILTER CLEAR

How to Use the Plan List

Create Filing	Plan ID	EIN	PN	Name	Latest Filing Update	Latest Filing ID	Latest PYC	Latest Filing Status
CREATE FILING	2420303	131311313	121	View Plan Details	12/26/2023	530890	01/01/2020	Upload Cancelled
CREATE FILING	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	12/18/2023	530722 ★		Draft
CREATE FILING	2428115	335335335	111	FMS 4.2 PROD TEST CREATE	12/11/2023	499980	02/01/2023	Draft

Showing 1 to 3 of 3 entries

Route a Filing in “Draft” Status

Plan Details Page

- After you have selected the appropriate plan, review all the associated filing(s) in the Premium Filings section.
- Once you have identified the appropriate filing, click on the “FILING DETAILS” button for that filing.
- It is important to note that you may only route, return for edit, certify, and/or submit a filing that is not in “Submitted” status.
 - Please ensure you also have the appropriate role(s) to proceed with the corresponding action. See the “[How to Manage Roles](#)” Published Answer for further details.

The screenshot displays the PBGC Plan Details page. At the top, there is a navigation bar with links for Home Page, Contact PBGC, My PAA Demos, and Instructions. The main content area is titled "Plan Details" and includes fields for Plan ID, Plan Name, EIN, Plan Status, Plan Effective Date, Coverage Date, Adoption Date, and Plan Sponsor. Below this, there are buttons for PLAN ADMIN DETAILS and PLAN CONTACT DETAILS, along with an EDIT icon. A row of links includes Create Filing, Manage Roles, Account History, Payment Voucher, Submit Request, Check Status of Request, and View Correspondence. The "Premium Filings" section features a table with columns for Filing ID, PVC, Submit Date, Status, and actions. The first row, with Filing ID 503745 and Status Draft, has its "FILING DETAILS" button highlighted with a red box. Other rows show similar draft filings. A "BACK TO PLAN LIST" button is located at the bottom right of the table.

Filing ID	PVC	Submit Date	Status		
503745	01/01/2023		Draft	FILING DETAILS	FILING RECEIPT
500762	01/01/2021		Draft	FILING DETAILS	FILING RECEIPT
500753			Draft	FILING DETAILS	FILING RECEIPT
493917			Draft	FILING DETAILS	FILING RECEIPT
493914	01/02/2023		Draft	FILING DETAILS	FILING RECEIPT

Route a Filing in “Draft” Status

Route as Filing Preparer

- Upon completion of the draft filing, you will have to select the checkbox to certify the information on the filing is accurate, and that you wish to proceed with the filing certifications.
- A list of filing team members with roles that correspond with the next filing status will appear.
 - Filings with variable-rate premium (VRP) information will display associated Actuaries
 - Filings without VRP information will display associated Payment Preparers.
 - Filings without VRP information or Premium Amount due will display associated Plan Administrators and Plan Administrators Reps, and you can select/deselect members
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.

Filing Management V2
Published 04/07/2020 10:32 PM | Updated 10/18/2021 03:37 PM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ IV. Review and Summary
- ✓ **Filing Details Review**

Filing Details Review
Please review the Filing Summary information below.

[Filing Summary](#) [Filing Receipt](#)

If you have completed the preparation of this filing, please select the checkbox below. You will then be presented with a list of filing team members, based on their roles, who can be notified of the next action for this filing. After you have confirmed any notifications, select the "Proceed to Certifications" button. Once you proceed, any changes to filing data can be made via the "Edit Draft" button from the Filing Details page.

If any draft filing changes are needed at this time, navigate back to make the desired updates, then return to this Summary page.

If you would prefer to save your progress and return at a later time to complete this draft filing, select "Exit".

The Summary Information for this filing is the following:

- Plan Name: Test Plan
- EIN/PN: Unknown / Unknown
- Filing ID: 503745
- PYC 01/01/2023

I understand that by selecting this checkbox, I am indicating to PBGC that I have prepared this filing accurately and completely and that I am electing to proceed to filing certifications.

Next Filing Status After Proceeding to Certifications: Pending Actuary Approval

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article "Disable Automated Filing Status Emails".

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

[Back](#) [Proceed to Certifications](#)

[Return to Beginning of Filing](#) [Exit](#)

This section will appear once the checkbox is selected, and the list will correspond with the next filing action

Route a Filing in “Draft” Status

Route as Filing Preparer (cont.)

- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
 - Users are not required to select any/all of the filing team members listed.
 - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
 - Any member with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications.
 - For more information about disabling email notifications, please refer to the [“Disable Automated Filing Status Emails”](#) Published Answer.

Next Filing Status After Proceeding to Certifications: Pending Actuary Approval

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [“Disable Automated Filing Status Emails”](#).

Notify?	First Name	Last Name	Email Address
<input type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

Filing Preparer Edit Draft

Edit Draft

- As long as the filing has not been submitted to PBGC, on the Plan Details Page, any filing team member with the Filing Preparer role can edit the data on the Comprehensive Premium Filing by clicking the red “EDIT DRAFT” button.
 - It is important to note that once the filing returns to “Draft” status, any previous certifications or payment information provided will need to be completed again prior to submission.
 - For more information and step-by-step guidance, please view the [“How to Edit/Delete a Filing”](#) demo.

The screenshot displays the PBGC My PAA Administration Account interface. At the top, there is a navigation bar with the PBGC logo, 'My PAA Administration Account', and links for Home, Contact PBGC, My PAA Demos, and Instructions. A search bar is also present. Below the navigation bar, a message states: 'You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the Security and Privacy Notices'. The main content area shows 'Return to Plan Details' and 'Plan Header Details' for 'MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN'. A 'Filing Progress' section shows a timeline with steps: Draft Started (12/26/2023 10:15 AM EST), Draft Completion, Actuary Certification, Payment Option Selection, Administrator Certification, and Filing Submission to PBGC. The 'Draft Started' step is highlighted, and an 'Edit Draft' button is visible below it. Below the progress section, there is a 'Filing Details' table with columns for Filing ID, PYC, Amount Due, and Submitted Date. A message indicates the filing is currently in DRAFT status and provides instructions on how to edit or cancel the filing. On the right side, there are buttons for 'Filing Summary', 'Filing Receipt', 'Payment Voucher', and 'Cancel Filing'. At the bottom, there is a 'File Attachments' section with a '+ Add Attachment' button.

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing ID	PYC	Amount Due	Submitted Date
504768	08/01/2024	\$ 7,174.00	__/__/

Route, Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Enrolled Actuary

- If there is any Variable-rate Premium (VRP) data in the filing (excluding VRP exemptions), an Actuary must certify that the information provided in the section of the filing is accurate.
- From the Filing Details Page, for a filing in “Pending Actuary Approval” status, click on the “CERTIFY / RETURN FOR EDIT” button.
 - Please ensure you have the Actuary role for this plan to proceed with certifying or returning the filing for edits. See the [“How to Manage Roles”](#) Published Answer for further details.

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PBGC My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the Security and Privacy Notices

Return to Plan Details
Plan Header Details

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **PENDING ACTUARY APPROVAL**

Draft Completion Actuary Certification Payment Option Selection Administrator Certification Filing Submission to PBGC

First Last Name
12/26/2023 03:58 PM EST

[Edit Draft](#) **Certify / Return for Edit**

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
504772	08/01/2023	\$ 6,824.00	__/__/

This premium filing is currently in PENDING ACTUARY APPROVAL status.
As the Actuary, select the CERTIFY / RETURN FOR EDIT button to certify the filing or return to Draft status for filing edits.
As the Filing Preparer, select the EDIT DRAFT button to edit the filing data. Please note that this action will revert the filing's status back to Draft status.
If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)
[Filing Receipt](#)
[Payment Voucher](#)
[Cancel Filing](#)

Route, Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Enrolled Actuary

- After clicking on the “CERTIFY / RETURN FOR EDIT” button, the VRP details, as entered on the Comprehensive Premium Filing, will appear in a pop-up window.
 - If the Actuary finds the VRP data is incorrect and must be returned to the Filing Preparer for edits, then click on the “RETURN FOR EDIT” (continue to slide 13 for more details).
 - If the Actuary considers the information to be correct, click on the blue “CERTIFY” button (continue to slide 14 for more details).

The screenshot displays the PBGC My Plan Administration Account interface. The main window shows the 'Return to Plan Details' page for 'TRANE TECHNOLOGIES PENSION PLAN NUMBER ONE'. The 'Filing Progress' is 'PENDING ACTUARY APPROVAL'. A progress bar shows 'Draft Completion' (12/26/2023 03:48 PM EST) and 'Actuary Certification'. Below the progress bar, there are buttons for 'Edit Draft' and 'Certify / Return for Edit'. The 'Filing Details' section shows 'Filing ID: 504770' and 'PYC: 01/01/2023'. A message states: 'This premium filing is currently in PENDING ACTUARY APPROVAL. As the Actuary, select the CERTIFY / RETURN FOR EDIT button to certify the filing. As the Filing Preparer, select the EDIT DRAFT button to edit the filing status back to Draft status. If you do not have the roles listed above and would like to request to be added, contact your Filing Preparer.' The 'File Attachments' section lists several files: 'saveOIASession_formatted.txt (8.95 KB)', 'saveOIASession.txt (8.83 KB)', 'OIA_Request.json (25.76 KB)', 'xmtojson.json (2.66 KB)', and 'Import VRP NO AMOUNT OWED.XML (6.02 KB)'. A blue pop-up window titled 'Actuary Review' is overlaid on the right side. It contains 'Instructions' and 'Return for Edit' sections. The 'VRP Details' section is highlighted with a red box and contains the following information: 'VRP Cap Qualification: No', 'UVB Valuation Date: 01/01/2023', 'Premium Funding Target is an Estimate: No', 'Premium Funding Target Method: Alternative', 'Full Yield Curve Used', 'Premium Funding Target: \$ 1,263,518,808.00', 'Market Value of Assets: \$ 1,172,273,437.00', 'Unfunded Vested Benefits: \$ 91,246,000.00', and 'Variable-rate Premium: \$ 4,744,792.00'.

Route, Review, Return for Edit, Certify and Submit a Filing

Return for Edit as Enrolled Actuary

- If the Actuary wants to return the filing back to the Filing Preparer for updates, they will click on the red “RETURN FOR EDIT” button, and then a Return for Reason text field will appear.
- The Actuary must enter a brief description indicating why the filing is being returned for edit and then click the blue “SAVE DECISION” button.
- The filing’s status will be updated back to “Draft,” so that the Filing Preparer can make the necessary changes.
- If you selected the “RETURN FOR EDIT” button by mistake and you want to certify the filing, simply unselect the “RETURN FOR EDIT” button and you will be able to select the “CERTIFY” button.

prompted to enter additional information before your decision is recorded.

Certify:

- Review the displayed Enrollment Number and Firm Name values. If you have previously saved this information on your My PAA account, it will be pre-populated for you. If these values are blank, you have not yet stored this information on your account. In either case, you may update/enter this information on this page to complete the certification for this filing, but to permanently set this information for future certifications you must [update your My PAA account via the Account Settings page](#).
 - Note: You can access your Account Settings page by selecting the blue box labeled with your email address at the top-right of your My PAA homepage.
- Provide the answer to your displayed Secret Question
- Read the Certification Statement and select the associated checkbox to accept the terms
- Upon saving your certification, the filing will be routed to the next appropriate task owner

Return for Edit:

- Enter the reason why you have chosen to not certify the filing
- Upon saving your decision to return the filing, it will be routed back to an authorized Filing Preparer to make the necessary corrections and then resubmit it for Actuary review
- Once you have saved your decision, you will then not be able to modify it.

VRP Details

VRP Cap Qualification: No
UVB Valuation Date: 01/01/2023
Premium Funding Target is an Estimate: No
Premium Funding Target Method: Alternative
Full Yield Curve Used
Premium Funding Target: \$ 1,263,518,808.00
Market Value of Assets: \$ 1,172,273,437.00
Unfunded Vested Benefits: \$ 91,246,000.00
Variable-rate Premium: \$ 4,744,792.00

CERTIFY RETURN FOR EDIT

Return Reason

SAVE DECISION CANCEL

Route, Review, Return for Edit, Certify and Submit a Filing

Certify as Enrolled Actuary

- If the Actuary wants to certify the filing they will click on the blue “CERTIFY” button, and then additional fields will appear.
- All additional fields are required to continue with the Actuary certification:
 - Enrollment Number
 - Firm Name
 - Secret Answer to the Secret Question
 - The Certification Statement checkbox must be selected.

CERTIFY **RETURN FOR EDIT**

Certify

Actuary Name: First Last Name

Enrollment Number and Firm Name values will be pre-populated from your My PAA account if you have previously saved this information on your Account Settings page. You may update/enter this information here to complete the certification for this filing. To permanently save this information for future certifications you must update your My PAA account via the Account Settings page.

Enrollment Number:

Firm Name:

Secret Question: What is your pet's name?

Secret Answer (Case Sensitive):

Certification Statement

I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions, except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices.

Next Filing Status after Actuary Certification: Pending Admin Approval

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

Notify Plan Administrator / Rep to Certify Filing & Submit

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	CHITO FRANQUI	pbgctest3@gmail.com
<input checked="" type="checkbox"/>	JOANNA BONILLA	pbgctest2@gmail.com
<input checked="" type="checkbox"/>	KEVIN DONOVAN	testing123@gmail.com
<input checked="" type="checkbox"/>	First Last Name	franqui-atiles.gisela@pbgc.gov
<input checked="" type="checkbox"/>	JONATAN RAMIREZ	test@pbgc.gov
<input checked="" type="checkbox"/>	NANCY STEVENS	feldman.brandy@pbgc.gov
<input checked="" type="checkbox"/>	PAUL LONGSTREET	pbgc_45202@pbgc.com.invalid

Route, Review, Return for Edit, Certify and Submit a Filing

Route as Enrolled Actuary

- Below the certify section, a list of filing team members with roles that correspond with the next filing status will appear.
 - Filings with a Premium Amount due will display associated Payment Preparers.
 - Filings without a Premium Amount due will display associated Plan Administrators and Plan Administrators Reps.
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
 - Users are not required to select any/all of the filing team members listed.
 - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
 - Any member without a checkbox cannot be selected, as they have opted out of filing email notifications.
 - For more information about disabling email notifications, please refer to the "[Disable Automated Filing Status Emails](#)" Published Answer.

Next Filing Status after Actuary Certification: Pending Payment Info

The list of filing team members below have the Payment Preparer role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

Notify Payment Preparers

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	TEAM MEMBER	pbgc_39907@pbgc.com.invalid
<input type="checkbox"/>	TEST TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	PBGC EXAMPLE	testing.testing@pbgc.gov

Route, Review, Return for Edit, Certify and Submit a Filing

Route as Enrolled Actuary

- Once the Certify section has been completed, and the appropriate filing team members have been selected for notification, then you will click on the “SAVE DECISION” button.
- The filing’s status will be updated to either “Pending Payment Info” or “Pending Admin Approval” depending on filing information.

CERTIFY **RETURN FOR EDIT**

Certify

Actuary Name: PBGC EXAMPLE

Enrollment Number and Firm Name values will be pre-populated from your My PAA account if you have previously saved this information on your Account Settings page. You may update/enter this information here to complete the certification for this filing. To permanently save this information for future certifications you must update your My PAA account via the Account Settings page.

Enrollment Number:

Firm Name:

Secret Question: What is your mother's maiden name?

Secret Answer (Case Sensitive):

Certification Statement

I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions; except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices.

Next Filing Status after Actuary Certification: Pending Payment Info

The list of filing team members below have the Payment Preparer role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

Notify Payment Preparers

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	TEAM MEMBER	pbgc_39907@pbgc.com.invalid
<input type="checkbox"/>	TEST TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	PBGC EXAMPLE	testing_testing@pbgc.gov

SAVE DECISION **CANCEL**

Route, Review, Return for Edit, Certify and Submit a Filing

Select Payment Method

- If there is a premium amount due, a Payment Preparer must select the appropriate payment method before proceeding with the Plan Admin certification and submission of the filing.
- From the Filing Details Page, for a filing in “Pending Payment Info” status, click on the “SELECT PAYMENT OPTION” button.
 - Please ensure you have the Payment Preparer role for this plan to proceed with certifying or returning the filing for edits. See the “[How to Manage Roles](#)” Published Answer for further details.
 - For step-by-step instruction and guidance on how to submit a premium payment please view the “[How To Submit a Payment to PBGC](#)” demo.

An official website of the United States government [Here's how you know](#)

My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the [Security and Privacy Notices](#)

[Return to Plan Details](#)

Plan Header Details

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **PENDING PAYMENT INFO**

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
First Last Name 12/26/2023 10:11 AM EST	First Last Name 12/26/2023 10:11 AM EST Edit Draft	First Last Name 12/26/2023 10:12 AM EST	Select Payment Option		

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
504766	08/01/2022	\$ 6,544.00	//

This premium filing is currently in **PENDING PAYMENT INFO** status. A payment option must be selected to proceed.
As the Payment Preparer, select the **SELECT PAYMENT OPTION** button to indicate a payment option for this filing, including choosing to pay outside of My PAA.
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing data.
Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed.
If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

File Attachments [+ Add Attachment](#)

[Filing Summary](#)
[Filing Receipt](#)
[Payment Voucher](#)
[Cancel Filing](#)

Route, Review, Return for Edit, Certify and Submit a Filing

Route Filing as Payment Preparer Select Pay Outside Method

- After you select “Pay Outside My PAA” and click the “Next” button, a list of Plan Administrators (PA) and Plan Administrator Reps will appear.
- Any PA/PA Reps that are selected will receive an automated email from My PAA indicating that their action is required on the associated filing upon clicking the “Submit” button.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
 - Users are not required to select any/all of the filing team members listed.
 - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
 - Any member without checkbox cannot be selected, as they have opted out of filing email notifications.
 - For more information about disabling email notifications, please refer to the “[Disable Automated Filing Status Emails](#)” Published Answer.

Payment Methods

Submit a Payment

Published 06/02/2020 10:29 AM | Updated 04/27/2021 04:07 PM

Select Payment Option ✓ | Payment Summary ✓

Payment Summary

Comprehensive Filing for Plan Year Commencing 01/01/2023
Test Plan - 123456789 / 001

Confirm Payment Premium Information

Below is the payment information you are submitting. If you would like to make changes to this information, click the "Back" button. Otherwise, identify who you would like to notify of the next required action for this filing and then click the "Submit" button to finalize your selection.

Payment Option: Pay Outside My PAA

Since you are choosing not to submit an ACH payment via My PAA and are choosing to make a payment outside of My PAA (via Pay.gov, paper check, or EFT), please read our full external premium payment instructions [here](#).

Next Filing Status After Submitting Payment Information: Pending Admin Approval

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members with a grayed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article "[Disable Automated Filing Status Emails](#)".

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	testing.testing@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

Back Submit

Exit

Contact Us
? Contact PBGC
Give Feedback

Recently Viewed

Route, Review, Return for Edit, Certify and Submit a Filing

Route Filing as Payment Preparer Select Pay Within Method

- After you select “Pay Within My PAA,” enter the payment information and click the “Next” button, the payment summary page will appear, and a list of Plan Administrators (PA) and Plan Administrator Reps will show at the bottom of the page.
- Any PA/PA Reps that are selected will receive an automated email from My PAA indicating that their action is required on the associated filing upon entering the Secret Answer to your Secret Question and clicking the “Authorize Payment” button.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
 - Users are not required to select any/all of the filing team members listed.
 - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
 - Any member without checkbox cannot be selected, as they have opted out of filing email notifications.
 - For more information about disabling email notifications, please refer to the [“Disable Automated Filing Status Emails”](#) Published Answer.

The screenshot shows the PBGC My PAA interface. At the top, there are navigation links: Home Page, Contact PBGC, My PAA Demos, and Instructions. A search bar is on the right with the text "testing testi...".

The main content area displays "payment information." with the following details:

- Payment Option: Pay Within My PAA
- Flat Rate Premium: \$576.00
- Variable Rate Premium: \$0.00
- Premium Credit: \$0.00
- Premium Amount Due: \$576.00
- Payment Amount: \$576.00
- Method Selected: Automated Clearing House (ACH)
- Routing Number: 065000090
- Account Number: *****23
- Account Type: Checking
- Account Holder Name: Jenny Johnson
- Bank Name: CAPITAL ONE, NATIONAL ASSOCIATION

Below this is a blue banner: "Next Filing Status After Submitting Payment Information: Pending Admin Approval".

A note states: "The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article 'Disable Automated Filing Status Emails'."

A table lists team members for notification:

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	testing.testing@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

Below the table, it says: "As an added security precaution, enter below the answer to your Secret Question:"

The secret question is: "Secret Question: What is your mother's maiden name?"

The "Secret Answer" field is highlighted with a red box and contains a warning icon. Below it is a note: "Note: The secret answer is case sensitive." At the bottom right, the "Authorize Payment" button is also highlighted with a red box.

Route, Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Plan Administrator or Plan Administrator Rep

- Once the filing has been certified by the Actuary (if there is Variable-rate Premium data entered in the filing), and a payment option has been selected by the Payment Preparer (if there is a premium amount due), then the filing can be certified or returned for edit by the Plan Admin/Plan Admin Rep.
- To ensure you can complete this action, confirm the filing status is “Pending Admin Approval” on the Filing Details Page.
- Click on the red “CERTIFY / RETURN FOR EDIT” button to proceed.
 - Please ensure you have the Plan Admin/Plan Admin Rep role for this plan to proceed with certifying or returning the filing for edits. See the [“How to Manage Roles”](#) Published Answer for further details

An official website of the United States government [Here's how you know](#)

PBGC My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the [Security and Privacy Notices](#)

Return to Plan Details

Plan Header Details

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	N/A

Filing Progress: **PENDING ADMIN APPROVAL**

Draft Started | Draft Completion | Payment Option Selection | Administrator Certification | Filing Submission to PBGC

First Last Name: 12/26/2023 10:13 AM EST | 12/26/2023 01:27 PM EST | 12/26/2023 01:28 PM EST

[Edit Draft](#) | **Certify / Return for Edit**

Filing Details

Filing ID	PYC	Amount Due	Submitted Date
504767	08/01/2021	\$ 172.00	J/J/_

Payment Option: Outside My PAA

This premium filing is currently in **PENDING ADMIN APPROVAL** status.
As the Plan Administrator or Representative select the **CERTIFY / RETURN FOR EDIT** button to certify and submit the filing; or to return the filing to Draft or Payment status for edits.
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing.
Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed, including payment details, if applicable.
If you do not currently have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)
[Filing Receipt](#)
[Payment Voucher](#)
Cancel Filing

Route, Review, Return for Edit, Certify and Submit a Filing

Certify / Return for Edit as Plan Administrator or Plan Administrator Rep

- After the Plan Admin/Plan Admin rep has reviewed the filing and payment details, you must proceed by either certifying the filing or returning the filing for edits.
 - If the Plan Admin/Plan Admin rep finds the filing and payment incorrect, then it will be returned to either the Filing Preparer or Payment Preparer for edits, by clicking on the red “RETURN FOR EDIT” (continue to slide 20 for more details).
 - If the Plan Admin/Plan Admin Rep finds the filing and payment information to be correct, click on the blue “CERTIFY” button (continue to slide 21 for more details).
- If the Plan Admin Rep is certifying or returning the filing for edit, then they will need to enter the Plan Admin details before proceeding:
 - Plan Admin Name (individual, not the entity or TPA)
 - Email Address
 - Phone Number and extension (if applicable)
 - Secret Answer to the Secret Question
 - Select the Certification Statement

The screenshot displays the PBGC My Plan Administration Account interface. The page is titled "Return to Plan Details" and shows "Plan Header Details" for a plan named "MY PAA 2.0 PROD OUT OVER CREATE TEST PLAN". The filing progress is "PENDING ADMIN APPROVAL". The "Draft Started" and "Draft Completion" dates are both 12/28/2023. The "Filing Details" section shows a Filing ID of 504767 and a Payment Option of "Outside My PAA". The "Plan Administrator Details" section is highlighted in red and contains the following information:

Plan Administrator Details

This individual's information will appear in the 'Certification of Plan Administrator' section of the Comprehensive Premium Filing. It should be the actual Plan Administrator, not a third-party representative.

Plan Administrator Name:

Email:

Phone Number: Ext:

Payment Info

Flat-rate Premium: \$ 172.00
Variable-rate Premium: \$ 0.00
Total Premium Before Proration: N/A
Total Premium: \$ 172.00
Premium Credit: \$ 0.00

Payment Option Selected: Pay Outside My PAA
Amount Due: \$ 172.00
Amount Paid: \$ 0.00

Buttons: CERTIFY, RETURN FOR EDIT, SUBMIT FILING, CANCEL

Route, Review, Return for Edit, Certify and Submit a Filing

Return for Edit as Plan Administrator or Plan Administrator Rep

- If the Plan Admin/Plan Admin Rep decides to return the filing, a reason and description are required before proceeding.
 - If the edit is due to an issue with the Filing (Return Reason = Filing), then after the decision is saved, the filing will be placed back in “Draft” status, so that the Filing Preparer can make the necessary changes.
 - If the edit is due to an issue with the payment (Return Reason = Payment), then the filing will be placed back in “Pending Payment Info” status, so that the Payment Preparer can make the necessary changes.
- It is important to note that the filing status will not be updated until the Plan Admin/Plan Admin Rep clicks on the “SAVE DECISION” button.

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PBGC My Plan Administration Account Home

You are accessing a system operated by

Return to Plan Details

Plan Header Details

Plan Name: MY PAA 2.0 PROD OUT OVER CREATE TEST PLAN

Filing Progress: **PENDING ADMIN APPROVAL**

Draft Started: 12/28/2023 10:13 AM EST | Draft Completion: 12/28/2023 01:27 PM EST | Edit Draft

Filing Details

Filing ID	504767	PYC	08/01/2021
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Payment Option: Outside My PAA

This premium filing is currently in **PENDING ADMIN APPROVAL**. As the Plan Administrator or Representative select the return the filing to Draft or Payment status for edits. As the Filing Preparer, select the **EDIT DRAFT** button. Please note, this action will revert the filing's status back to Draft. Payment details, if applicable. If you do not currently have the roles listed above and Roles.

File Attachments

Create New / Add Existing Plan | Plan List | In-Process Filings

Plan Administrator Details

This individual's information will appear in the 'Certification of Plan Administrator' section of the Comprehensive Premium Filing. It should be the actual Plan Administrator, not a third-party representative.

Plan Administrator Name: PBGC Example

Email: pbgcexample@pbgc.gov

Phone Number: (123) 423-6452 | Ext:

Payment Info

Flat-rate Premium: \$ 172.00
Variable-rate Premium: \$ 0.00
Total Premium Before Proration: N/A
Total Premium: \$ 172.00
Premium Credit: \$ 0.00

Payment Option Selected: Pay Outside My PAA
Amount Due: \$ 172.00
Amount Paid: \$ 0.00

Return for Edit

Return Reason:

Return Reason Description:

Route, Review, Return for Edit, Certify and Submit a Filing

Certify and Submit Filing as Plan Administrator or Plan Administrator Rep

- If the Plan Admin/Plan Admin Rep confirms that the filing and payment information are accurate, then they will click on the blue “CERTIFY” button to proceed.
- The Plan Admin/Plan Admin Rep will need to enter their Secret Answer to the Secret Question, as well as selecting the checkbox for the Certification Statement prior to clicking the blue “SUBMIT FILING” button.

The screenshot displays the PBGC filing interface. On the left, the 'Plan Details' section shows fields for Plan ID, Plan Name, EIN, and Plan Status. Below it is the 'Filing Task History' with a timeline showing 'Draft Started' and 'Draft Complete' for 'PBGC EXAMPLE'. The 'Filing Details' section includes a note about returning for edit, a 'My PAA Filing ID' of 503745, an 'Amount Due' of \$ 576.00, and a 'Payment Option' of 'Outside My PAA'. At the bottom left, there is an 'Attach Documents' section with a 'Choose File' button and a note that no file is chosen (Maximum File Size: 15 MB).

The main content area on the right shows 'Plan Administrator Details' with fields for Name, Email, Phone Number, and Ext. Below that is the 'Payment Info' section, which lists 'Flat-rate Premium: \$ 576.00', 'Variable-rate Premium: \$ 0.00', 'Total Premium Before Proration: N/A', 'Total Premium: \$ 576.00', and 'Premium Credit: \$ 0.00'. It also shows 'Payment Option Selected: Pay Outside My PAA', 'Amount Due: \$ 576.00', and 'Amount Paid: \$ 0.00'.

At the bottom of the main content area, there are two buttons: a blue 'CERTIFY' button and a red 'RETURN FOR EDIT' button. A red arrow points to the 'CERTIFY' button. Below these buttons is a 'Certify' section with a 'Secret Question' and a 'Secret Answer (Case Sensitive)' field. A checkbox labeled 'Certification Statement' is checked. Below the checkbox is a text box containing the certification statement: "I certify under penalty of perjury, to the best of my knowledge and belief, that all the information in the filing is true, correct and complete and has been determined in accordance with the PBGC's premium regulations and instructions, except that if the filing reports an estimated premium funding target, the estimate is reasonable, takes into account the most current information available to the enrolled actuary, and has been determined in accordance with generally accepted actuarial principles and practices. If I received variable-rate premium information certified by an enrolled actuary for this filing, the variable-rate premium information in the filing is the same as the variable-rate premium information certified by the enrolled actuary."

At the bottom of the main content area, there are two buttons: a blue 'SUBMIT FILING' button and a red 'CANCEL' button. Both buttons are highlighted with red boxes.

Route, Review, Return for Edit, Certify and Submit a Filing

Filing Submitted

- Once the approve section has been completed, click on the blue “SUBMIT FILING” button to formally submit the filing to the PBGC for processing.
- You will be redirected to the Filing Details Page and the filing will be updated to “Submitted.” status, and no further action (pertaining to this filing) is required from the plan in My PAA at this time.
- The following three actions will always be available to filing team members throughout the filing process:
 - Filing Summary: review the data on the filing
 - Filing Receipt: filing data will be generated in the formal Comprehensive Premium Filing form in PDF document format.
 - Payment Voucher: PDF voucher will generate (this is to be used for “Outside” payments).

The screenshot displays the My PAA Administration Account interface. At the top, there is a navigation bar with the PBGC logo, 'My PAA Administration Account', and links for Home, Contact PBGC, My PAA Demos, and Instructions. A search bar is also present. Below the navigation bar, a message states: 'You are accessing a system operated by the Pension Benefit Guaranty Corporation; you acknowledge that you have read the Security and Privacy Notices'.

The main content area shows 'Return to Plan Details' and 'Plan Header Details'. The Plan Name is 'MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN'. Other details include Plan ID: 2420303, Plan Status: Active, EIN: 131311313, PN: 121, Effective Date: 04/24/2021, and Plan Sponsor: N/A.

The 'Filing Task History' section shows a timeline of steps: Draft Imported, Draft Completion, Actuary Certification, Payment Option Selection, Administrator Certification, and Filing Submission to PBGC. The 'Filing Submission to PBGC' step is highlighted with a red box.

The 'Filing Details' section provides the following information:

Filing ID	PYC	Amount Due	Submitted Date
504773	08/01/2023	\$ 6,824.00	12/26/2023 04:18 PM EST

The Payment Option is 'Outside My PAA'. To the right of the Filing Details are three buttons: 'Filing Summary', 'Filing Receipt', and 'Payment Voucher', each with a red star icon.

A note at the bottom states: 'This premium filing has been submitted to the PBGC for processing. To review all of the submitted data for this filing, please select the **FILING SUMMARY** button. Note: You can verify if this payment has posted to the plan's account by viewing the Account History link from the Plan Details page.'

Route, Review, Return for Edit, Certify and Submit a Filing

Filing Submitted (cont.)

- All filing team members will be able to confirm the submission of the filing on the Plan Details Page.
- Submitted status does not mean the filing is error-free. PBGC will perform another validation check after the filing is submitted via My PAA, and the filing status will be updated accordingly:
 - Submitted/ Pending Processing: Filing is pending PBGC processing, check back later for official status.
 - Submitted/Successfully Processed: Filing has been processed and posted to the plan's Account History.
 - Submitted/Filing Errors: Possible errors have been found and an official letter will be sent to the Plan Contact. This letter will be viewable on the "View Correspondence" page of My PAA.
 - Submitted/Deleted: The submitted filing has been replaced by an amended filing or deleted from the plan's account by PBGC.

The screenshot displays the PBGC My PAA interface. At the top, there are navigation links: Home Page, Contact PBGC, My PAA Demos, and Instructions. The main content area is titled "Plan Details" and shows the following information:

- Plan ID: 2420303
- Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN
- EIN: 131311313 PN: 121
- Plan Status: Active
- Plan Effective Date: 04/24/2021
- Coverage Date: N/A
- Adoption Date: N/A
- Plan Sponsor: No Value

Below the plan details, there are two buttons: "PLAN ADMIN DETAILS" and "PLAN CONTACT DETAILS". To the right of these buttons is an "EDIT" icon. Below these buttons are several links: "Create Filing", "Manage Roles", "Account History", "Payment Voucher", "Submit Request", "Check Status of Request", and "View Correspondence".

The "Premium Filings" section is highlighted with a blue header. It includes a search bar and a table of filings. The table has columns for Filing ID, PYC, Submit Date, and Status. The first row is highlighted with a red box:

Filing ID	PYC	Submit Date	Status			
504773	08/01/2023	12/26/2023	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
504005	01/01/2020	10/02/2023	Submitted	FILING DETAILS	FILING RECEIPT	AMEND