How To Utilize the In-Process Notification

My Plan Administration Account (My PAA)

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PBGC Pension Benefit Guaranty Corporation

Step-by-Step Instructions

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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One Filing In-Process

- Once you have logged into your My PAA account, if you have one filing that requires a premium-related action (e.g., actuary cert, payment selection, etc.), then the in-process notification to the right will appear

- This pop-up notification will appear any time you are logged in and when you return to the Home Page.

- If you do not have an in-process filing (i.e., all filings have been submitted or canceled), then this pop-up notification will not appear.

- You can either select the premium-action button, or the "Cancel" button to dismiss the pop-up notification. However, this notification will continue to appear until the filing has been submitted (including deferred) to PBGC or canceled.

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Premium-Action Button for One Filing In-Process: Draft

- If you only have one filing in-process, then the premium-action button will vary depending on the status of the in-process filing, as well the associated roles that are assigned to you for the corresponding plan.

- If the filing is in Draft status then the premium-action button will either be:

  1. If you have the filing preparer role, then the Edit Draft button will appear, and you will be directed to the filing interview upon clicking.

  2. If you do not have the filing preparer role, then View Filing Details button will appear, and you will be directed to the Filing Details Page upon clicking.
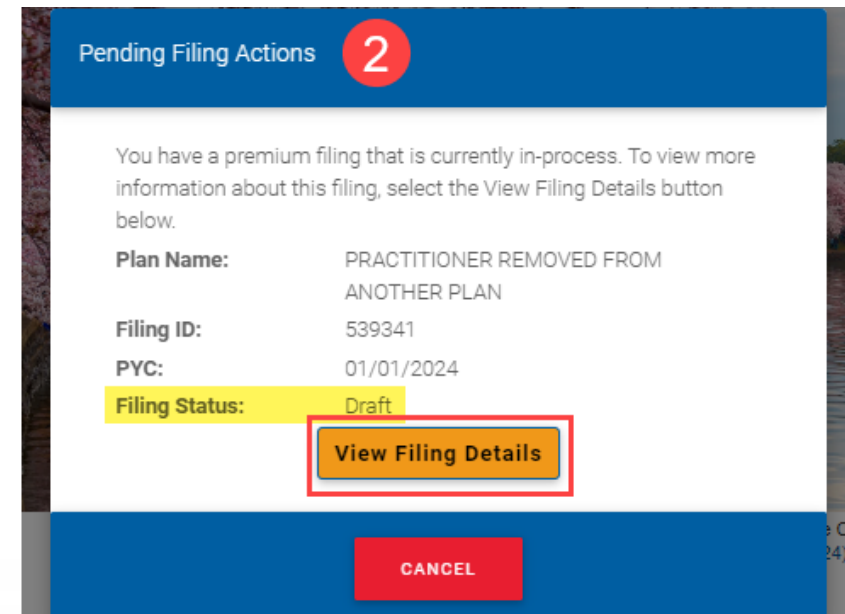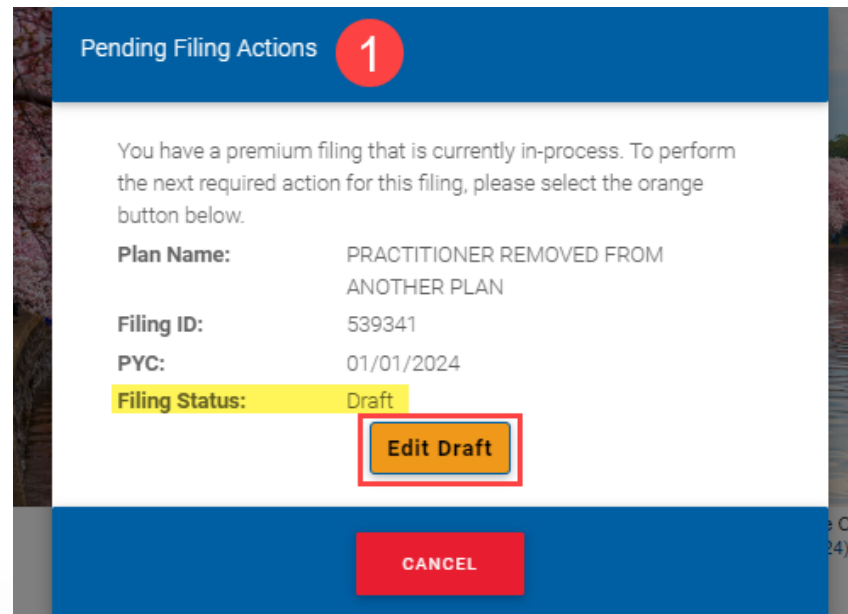
Pending Filing Actions 1

You have a premium filing that is currently in-process. To perform the next required action for this filing, please select the orange button below.

Plan Name:	PRACTITIONER REMOVED FROM ANOTHER PLAN
Filing ID:	539341
PYC:	01/01/2024
Filing Status:	Draft

Edit Draft

CANCEL

Pending Filing Actions 2

You have a premium filing that is currently in-process. To view more information about this filing, select the View Filing Details button below.

Plan Name:	PRACTITIONER REMOVED FROM ANOTHER PLAN
Filing ID:	539341
PYC:	01/01/2024
Filing Status:	Draft

View Filing Details

CANCEL

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Premium-Action Button for One Filing In-Process: Actuary Certification

- If the filing is in Pending Actuary Approval status, then the premium-action button will only be the View Filing Details button. It will not matter if you have the Actuary role or not.

- Upon clicking the premium-action button, you will be redirected to the Filing Details Page.

- The Actuary Certification will take place within the Filing Details Page, which is why you will only have one premium-action button.

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Premium-Action Button for One Filing In-Process: Payment Option

- If the filing is in Pending Payment Info status, then the premium-action button will either be:

  1. If you have the payment preparer role, then the Select Payment Option button will appear, and you will be directed to the payment interview upon clicking.

  2. If you do not have the payment preparer role, then View Filing Details button will appear, and you will be directed to the Filing Details Page upon clicking.

Pending Filing Actions ①

You have a premium filing that is currently in-process. To perform the next required action for this filing, please select the orange button below.

Plan Name:	PRACTITIONER REMOVED FROM ANOTHER PLAN
Filing ID:	539341
PYC:	01/01/2024
Filing Status:	Pending Payment Info

Select Payment Option

CANCEL

Pending Filing Actions ②

You have a premium filing that is currently in-process. To view more information about this filing, select the View Filing Details button below.

Plan Name:	PRACTITIONER REMOVED FROM ANOTHER PLAN
Filing ID:	539341
PYC:	01/01/2024
Filing Status:	Pending Payment Info

View Filing Details

CANCEL

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Premium-Action Button for One Filing In-Process: Plan Admin Certification

- If the filing is in Pending Admin Approval status, then the premium-action button will only be the View Filing Details button. It will not matter if you have the Admin/Admin Rep role or not.

- Upon clicking the premium-action button, you will be redirected to the Filing Details Page.

- The Plan Admin Certification will take place within the Filing Details Page, which is why you will only have one premium-action button.

Pending Filing Actions

You have a premium filing that is currently in-process. To perform the next required action for this filing, please select the orange button below.

Plan Name: PRACTITIONER REMOVED FROM ANOTHER PLAN

Filing ID: 539341

PYC: 01/01/2024

Filing Status: Pending Admin Approval

View Filing Details

CANCEL

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Multiple Filings In-Process

- If you have more than one filing in-process, then the notification pop-up to the right will appear.

- This pop-up notification will appear any time you are logged in and when you return to the Home Page.

- Clicking the "View My In-Process Filings" button will redirect you to the In-Process Filings Page. From this page you will be able to filter or search for the filing you would like to take premium-action on.

  - Please view slide 12 of the How to Edit and Delete an In-Process Filing for more details on the In-Process Filings Page.

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Postpone Notification for Multiple Filings In-Process

- If you have more than one filing in-process, then you will have the option to select the "Postpone Reminder?" button.

- Selecting this button will display a new pop-up, and you will have the option to enter in the number of days (between 1 and 365 days) you'd like to postpone the in-process notification.

- After the number of days have been entered, click on the "Save" button, and in-process notification should not appear any time you log in to your account or return to the Home Page.

  - You can always select the "Cancel" button if you'd prefer to have the pop-up notification appear when you login and return to the Home Page.

Pending Filing Actions ✖

You have more than one premium filing that is currently in-process. Please select the 'View My In-Process Filing' link to view and take action on these filings, as needed

View My In-Process Filings

POSTPONE REMINDER?

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Postpone Pending Filing Actions Reminder

If you would like to prevent this 'Pending Filing Actions' message from displaying on your homepage in the future, please enter the number of days you would like to hide it, up to 365, in the box below and select Save. If you would like to continue seeing your Pending Filing Actions on the homepage, select Cancel.

Days ☐

SAVE **CANCEL**

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