

How To Utilize the In-Process Notification

My Plan Administration Account (My PAA)

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Step-by-Step Instructions

PBGC

How To Utilize the In-Process Notification

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 My PAA Login page. At the top right, there is a "My PAA LOGIN" button highlighted with a red box. A modal window titled "Please log in to continue" is open in the center. 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 says: "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." There are three links: "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 "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 "Read" button.

How To Utilize the In-Process Notification

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.

The screenshot displays the My PAA account interface. 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 and a user profile dropdown are also present. Below the navigation bar, a red banner contains a message: 'New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).' The main content area is divided into a left sidebar with 'My PAA Topics' and a main content area with a 'Pending Filing Actions' pop-up notification. The pop-up notification contains the following information:

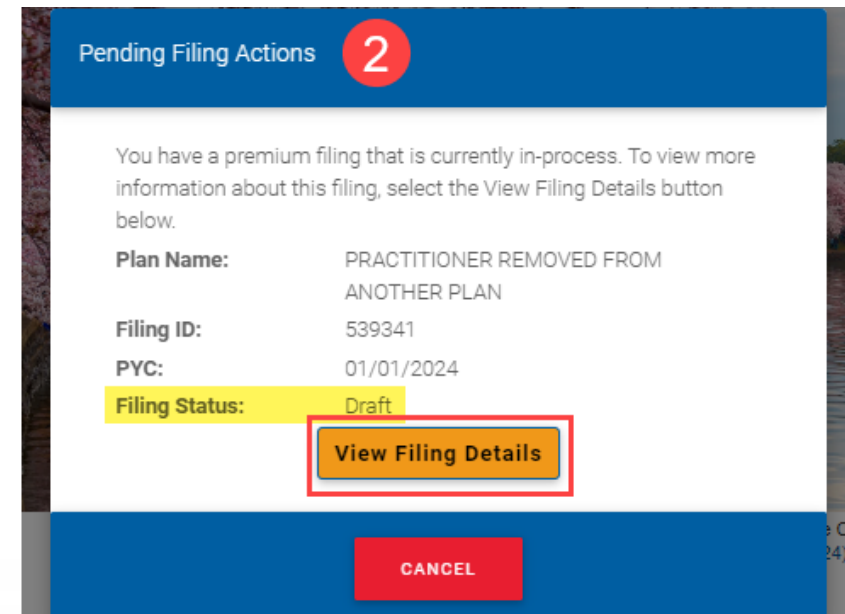
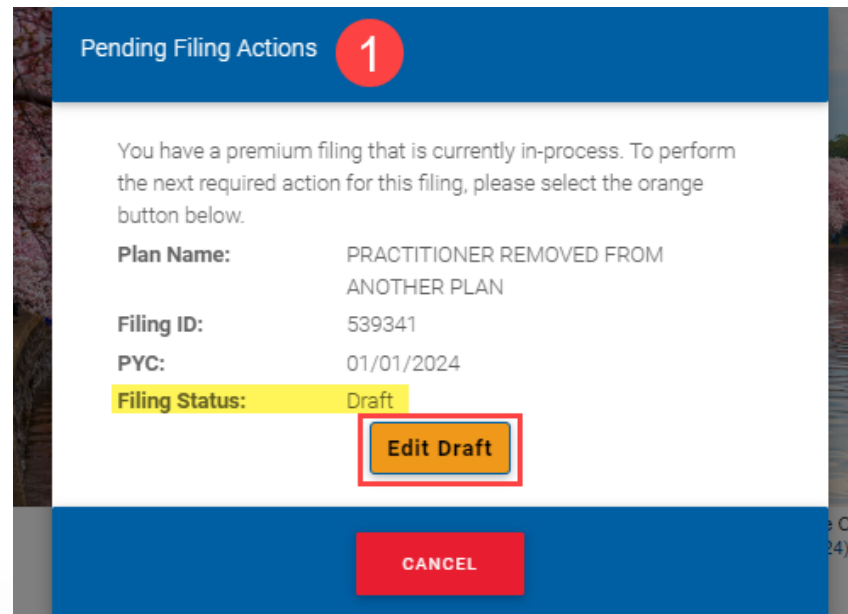
You have a premium filing that is currently in-process. To perform the next required action for this filing, please select the orange button below.	
Plan Name:	PRACTITIONER REMOVED FROM ANOTHER PLAN
Filing ID:	539341
PYC:	01/01/2024
Filing Status:	Draft

An orange 'Edit Draft' button is highlighted with a red arrow and labeled 'premium-action button'. A red 'CANCEL' button is located at the bottom of the pop-up. The background of the main content area shows a sidebar with various navigation options like 'Create New / Add Existing Plan', 'Plan List', 'In-Process Filings', 'Upload or Import Filings', and 'View Upload History'. The footer of the page includes the browser version information and a search bar for published answers.

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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 as 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.



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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.

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 Actuary Approval

[View Filing Details](#)

CANCEL

How To Utilize the In-Process Notification

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

How To Utilize the In-Process Notification

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

How To Utilize the In-Process Notification

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](#).

The screenshot displays the My PAA (My Plan Administration Account) website interface. At the top, there is a navigation bar with the PBGC logo, 'My PAA' logo, and links for 'Home', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. A search bar is also present. Below the navigation bar, a banner message 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'. A secondary banner reads: 'New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).' The main content area features a sidebar with 'My PAA Topics' including 'New Year, New Look, same My PAA!', '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', and 'Scheduled Outages'. The main content area has a background image of cherry blossoms and a sidebar with buttons for 'Create New / Add Existing Plan', 'Plan List', 'In-Process Filings', 'Upload or Import Filings', and 'View Upload History'. A prominent blue notification pop-up titled 'Pending Filing Actions' is overlaid on the page. The pop-up text reads: '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'. It contains two buttons: a yellow 'View My In-Process Filings' button and a red 'POSTPONE REMINDER?' button. At the bottom of the page, there are sections for 'Popular Published Answers' and 'Training Material: Demos & Instructions', each with a brief disclaimer.

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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.

The image shows two overlapping screenshots from a web application. The top screenshot is a notification box titled "Pending Filing Actions" with a close button (X) in the top right corner. The text inside reads: "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". Below the text is a yellow button labeled "View My In-Process Filings". A red box highlights a red button labeled "POSTPONE REMINDER?". The bottom screenshot is a dialog box titled "Postpone Pending Filing Actions Reminder". It contains the text: "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." Below the text is a text input field labeled "Days". At the bottom of the dialog are two buttons: a green "SAVE" button and a red "CANCEL" button. A red arrow points from the "POSTPONE REMINDER?" button in the first screenshot to the "SAVE" button in the second screenshot.