

What is My PAA?

My Plan Administration Account (My PAA) is a secure Web-based application that enables pension plan administrators and other practitioners to electronically submit premium filings and payments to PBGC.

Must premium filings be electronically submitted?

Yes, PBGC's regulations require that:

- **Large** plans (those with 500 or more participants for the prior year) e-file starting July 1, 2006, for plan years beginning on or after 1/1/2006.
- **All** plans e-file for plan years beginning on or after 1/1/2007.

What are the advantages of e-filing through My PAA?

Using My PAA to electronically submit your premium filings:

- Streamlines the premium filing process for users.
- Helps users prepare and PBGC process premium filings faster and more accurately.
- Provides confirmation of date and time that PBGC received your filing.
- Speeds up refunds.
- Helps PBGC provide more accurate and timely invoices.
- Offers filing options that enable filers to view premium data submitted.
- Enables online access to plan premium filing account histories.

How does My PAA work?

My PAA offers three electronic filing options for maximum flexibility:

- **Filing Option 1: Prepare Premium Filing via My PAA's Data Entry and Editing Screens.** Use the My PAA data entry and editing screens to create and submit premium filings (for plan years 2004 and later). My PAA includes a step-by-step process for entering a plan's filing data. This process creates a filing that can be electronically edited, routed, signed, paid and submitted to PBGC. Note that each My PAA reviewer and signer needs his/her own user ID and password.
- **Filing Option 2: Import Premium Filing Created in Private-Sector Software into My PAA's Data Entry and Editing Screens.** Use My PAA to "import" one or more premium filings created with private-sector software that has been updated to meet PBGC's requirements (for plan years 2006 and later). Filers may import their filings if the computer file that contains the filings meets PBGC's XML file standards. The imported data is transferred into My PAA's data entry and editing screens for editing, routing, signing, payment and submission to PBGC. Note that each My PAA reviewer and signer needs his/her own user ID and password.
- **Filing Option 3: Upload Premium Filing Created in Private-Sector Software.** Use My PAA to "upload" one or more premium filings created with private-sector software that has been updated to meet PBGC's requirements (for plan years 2005 and later). Filers may upload their filings if the computer file that contains the filings meets PBGC's XML file standards. The uploaded files are immediately transferred to PBGC's premium system for processing and posting to the appropriate plan accounts. Note that only the person who uploads the filing(s) needs a user ID and password.

How may premiums be paid?

All e-filings may be paid online using My PAA (via ACH or Internet check) or paid outside of the My PAA application (paper check or electronic transfer via ACH or Fed wire). If a file with multiple filings is uploaded, payment must be made for each filing outside of My PAA.

The screenshot shows the PBGC My PAA login interface. At the top, it says "PBGC My PAA" and "Log in". Below that is a prominent "SECURITY NOTICE AND WARNING" in red text. The notice text reads: "Welcome to the My Plan Administration Account ('My PAA') website. This website is a U.S. Government system and the PBGC reserves the right to monitor it for performance, stability, and security. This site, and the information on it, is protected by federal laws, including, but not limited to, federal privacy laws and Title IV of ERISA. Privacy Act Notice and any activity inconsistent with the protections provided by federal law may lead to civil and criminal sanctions. By logging into My PAA, you acknowledge that you understand that you are bound by these provisions. If you do not, please close your browser or enter another URL to leave the site entirely." Below the notice, there is a smaller welcome message: "Welcome to My Plan Administration Account (My PAA), where you can electronically submit pension plan premium filings and payments to PBGC." Underneath, it says "Registered users, please log in below. New users click here to sign up." The login form contains two input fields: "User ID:" and "Password:" (with a "(Case Sensitive)" label below it). To the right of each field is a link: "> Forgot your User ID?" and "> Forgot your Password?". A "Log In" button is located at the bottom right of the form area.

What other features are available within My PAA?

Here are a few:

- Filings and payments may be fully prepared ahead of time and scheduled for future submission (e.g., near the filing due date). This feature is available only for Filing Options 1 and 2.
- Certifications/Signatures may be made electronically in My PAA. This feature is available only for Filing Options 1 and 2.
- Each person who uses My PAA sets up his/her own user ID and password and uses that same ID and password for all pension plans and premium e-filings.
- Any filing option may be used for any filing without regard to the option used for any previous filing (e.g., a plan's final filing may be imported even though the estimated filing was uploaded).

How do I get started?

- Go to the Practitioners page on PBGC's Web site (www.pbgc.gov) to access information about My PAA, including user demonstrations that show how each e-filing method works.
- Consider the following questions for each plan:
 - ◆ What is the best e-filing option and payment method?
 - ◆ Who will get the e-filing process started (called the Filing Coordinator)?
 - ◆ Who will help prepare, sign, and pay the premium filing (including back-ups)?
 - ◆ Who should have access to a plan's online account history?
- Use My PAA for all set-up activities:
 - ◆ Establish your user ID, password, and secret question and answer (used for e-signatures).
 - ◆ Set up a plan's e-filing team (if applicable).
 - ◆ Set up each person's "permissions" (e.g., to e-sign as the Plan Administrator).

Where can I get more information about My PAA?

For detailed information or to set up a My PAA account, go to PBGC's Web site, select the Practitioners page, and then click on the link "Online Premium Filing (My PAA)." The My PAA page describes how to get started, demonstrates the e-filing methods, and offers answers to frequently asked questions. If you have additional questions about My PAA, please send an e-mail to premiums@pbgc.gov or call PBGC's toll-free practitioner number, 1-800-736-2444, and select the "premium" option. TTY/TDD users may call the Federal Relay Service toll-free at 1-800-877-8339 and ask to be connected to PBGC's toll-free number.

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