


PBGC Pension Benefit Guaranty Corporation
A U.S. Government Agency

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Online Premium Filing with My PAA

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- [My PAA Detailed Users Manual \(605 KB \[PDF\]\)](#)

What's New in My PAA (01/2011)

- » Filers can submit both Estimated Flat-rate Filings and Comprehensive Filings for plan year 2011. The inflation-adjusted per-participant flat premium rate is \$35 for single-employer plans and \$9 for multiemployer plans.

Related Information

- [Log into My PAA](#)
- [What's New for Practitioners](#)
- [Sign up for monthly Filing Reminders](#)
- [Software Developer E-filing Resources for Integrating with PBGC](#)
- [PBGC's Publication "File PBGC Premiums Online with "My Plan Administration Account"" \[PDF\]](#)

[Appeals Board](#)

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- » The credit card payment option has been eliminated due to low usage. Premium payments may still be made online using My PAA. The e-payment options are Automated Clearing House (ACH) and Internet Check.

Ongoing Reminders:

- » To sign up for "What's New" alerts, visit the [What's New for Practitioners](#) page.
- » To sign up for monthly Filing Reminders, visit the [Practitioner Filing Reminders](#) page.

What is Online Premium Filing (My PAA)?

My Plan Administration Account (My PAA) is a secure Web-based application that enables pension plan professionals to electronically submit premium filings and payments to PBGC in accordance with PBGC's regulations, which 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.

Log in to My Plan Administration Account (My PAA)

Welcome to My Plan Administration Account (My PAA), where you can submit pension plan premium filings and payments electronically to PBGC.

SECURITY NOTICE AND WARNING

This website is a U.S. Government information system and is provided for authorized use only. Your usage of this system may be monitored, recorded, and subject to audit by PBGC. PBGC may use communications transmitted through, or data stored on, this information system for any official business purpose. This information system and its data are protected by U.S. federal laws, including, but not limited to, federal privacy laws, Title IV of ERISA, the Homeland Security Act, and the USA PATRIOT Act. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Use of this information system by any individual, authorized or unauthorized, constitutes consent to these provisions. If you do not agree with these provisions, please close your browser or enter another URL to leave the site entirely.

Registered users, please login below. [New users click here to sign up.](#)

User ID: [✶ Forgot your User ID?](#)
Password: [✶ Forgot your Password?](#)
(Case Sensitive)

Home Page

Add a Plan to your Account [Instructions](#)

There must be at least one plan in your account to e-file.

[Add a Plan as Filing Coordinator](#)

Fiona Filer's Inbox (filings requiring your input) [Instructions](#)

Only for filings created using My PAA data entry screens and imported filings.

There are no filings in your Inbox.

Create Filing In My PAA Data Entry & Editing Screens (for any plan in your account)

Plans in Your Account [Instructions](#)

Plan Name (EIN/PN)

Pension Plan for Employees of XYZ Inc.
(80-1234567 / 001)

[Go to Plan Page](#)

[Invite a Practitioner](#)

[Create Filing](#)

Import Software-Prepared Filing(s) into My PAA Editing Screens [Instructions](#)

Import filing(s) for any plan(s) in your account

[Import Filing\(s\)](#)

Upload Software-Prepared Filing(s) [Instructions](#)

Upload filing(s) for any plan(s) once you have at least one plan in your account.

[Upload Filing\(s\)](#)

You have not uploaded any software-prepared filings.

Helpful Links

[About Online Premium Filing](#)

[Complete Filing Instructions](#)

[My PAA Users Manual \(PDF\)](#)

[Filing Due Dates for Current Plan Year](#)

[Blank Paper Check Voucher \(for printing\)](#)

[Submit a Premium Filing Question](#)

Step 1: Start a Draft Filing

Pension Plan for Employees of XYZ Inc. - 80-123456 / 001

Please note: You will be automatically logged out of My PAA after 20 minutes of inactivity. This could result in a loss of any information you entered in My PAA.



Identify Filing to be Made

[Continue >](#) [Cancel](#)

[> Instructions](#)

Premium is for plan year commencing:
(ex. MM/DD/YYYY)

Premium is for plan year ending:
(ex. MM/DD/YYYY)

If the plan year commencement date has changed since the most recent PBGC filing as a result of a plan amendment changing the plan year, enter the date the plan year change was adopted

(ex. MM/DD/YYYY)

This is an amended filing

[> Instructions](#)

Multiemployer plan

or

Single-employer plan
(Includes Multiple-employer plan)

[> Instructions](#)

Comprehensive Premium Filing

[> Instructions](#)

Proration

Check box if plan qualifies to pay a prorated premium for this premium payment year (i.e., if plan has less than a full year of coverage).

Plan size (based on prior year participant count):

- Small (fewer than 100) Large (500 or more)
 Mid-size (100-499) N/A: first year's filing

[Continue >](#) [Cancel](#)

Step 2: Edit Draft, Sign Filing, and Select Payment Alternative

Comprehensive Filing for Plan Year Commencing 1/1/2009
Pension Plan for Employees of XYZ Inc. - 80-1234567 / 001



Filing Manager

[Go to Plan Page](#)

Filing Status

Filing is: not ready for submission (refer to 'To submit this filing' below)

You are holding the filing

Filing Task List

[Instructions](#)

View/Edit Filing	<input checked="" type="checkbox"/> This filing contains all the required information.	Delete Filing
Sign	Sign as Plan Administrator	
Route	Route for Actuary Signature (select from Filing Team below)	
Authorize	Authorize as Paying Agent	

To take action on this filing:

- You must be holding the filing (otherwise, only 'View Filing' is available). Tasks listed reflect your permissions for this plan. Permissions are listed in the Filing Team section below.
- Note: If a change is made that affects the amount due or variable-rate premium information, any signatures/authorizations will be removed. The filing will need to be re-signed/authorized.

To submit this filing:

- You must be holding the filing and must have the Plan Administrator or Filing Coordinator permission.
- The task list must indicate that the filing contains all required information.
- Each required signature/authorization on the task list must be completed.

Filing Team

[Instructions](#)

The filing coordinator can change permissions from the [plan page](#)

Name	Permissions	Phone	E-mail
Fiona Filer	Preparer, Paying Agent, Plan Administrator, View Account History, Actuary, Filing Coordinator	202-326-4000	dirxd35@dpn.dev.pbgc.gov Holding
Eddy Actuary	Actuary, View Account History, Preparer	202-326-4000	eddy@pbgc.comx Route To

Plan Page

[-> Instructions](#)

Pension Plan for Employees of XYZ Inc. - 80-1234567 / 001

Plan Sponsor:

Plan Administrator:

Plan Contact:

Note: The information displayed here is the most up-to-date information that PBGC has on record for this plan. For instructions on how to update this information (outside the premium filing process) call the PBGC Contact Center at 1-800-736-2444. TTY/TDD users may call the Federal relay service toll-free at 1-800-877-8339 and ask to be connected.

Premium Filings In Process Online

This section shows filings that are being prepared using My PAA's data entry and editing screens - prior to submission to PBGC. See section below to view submitted filings.

[Create Filing](#)

No filing currently in process

Premium Filing Practitioners

[Invite a Practitioner](#)

Name	Permissions	Phone	Email	
Fiona Filer	Preparer, Paying Agent, Plan Administrator, View Account History, Filing Coordinator	202-326-4000	DIRXXD35@DPN.DEV.PBGC.GOV	Remove
Eddy Actuary	Actuary, View Account History, Preparer	202-326-4000	EDDY@PBGC.COMX	Remove

Premium Filings Received Online By PBGC

Filing	ID	Received
2009 COMPREHENSIVE	829923	8/12/2009 11:40:11 AM
2008 COMPREHENSIVE	824812	1/23/2009 4:06:53 PM

Account History

[-> About Account Histories](#)

There will be a delay between when the filing is submitted and when it shows in the Account History. Due to the delay, this Account History may not include your most recent filing.

[Account History](#)

Welcome to My PAA Beth Test!

What would you like to do today?

[How do I use this page?](#)

Manage My Account

[Update My Account](#)

[Add a Plan as Filing Coordinator](#)

Manage My Filings

[Go to My Inbox](#)

[Create a Filing](#)

[Go to My Home Page](#)

[Import a Filing](#)

[Print Paper Check Voucher](#)

[Upload a Filing](#)

View Plans in My Account

[Instructions](#)

Plan Name (EIN/PN)

Select one



[Go to Plan Page](#)

Helpful Information

[About Online Premium Filing](#)

[Complete Filing Instructions](#)

[My PAA Users Manual \(PDF\)](#)

[Filing Due Dates for Current Plan Year](#)

[Submit a Premium Filing Question](#)