PBGC’s e-Filing Portal User Guide

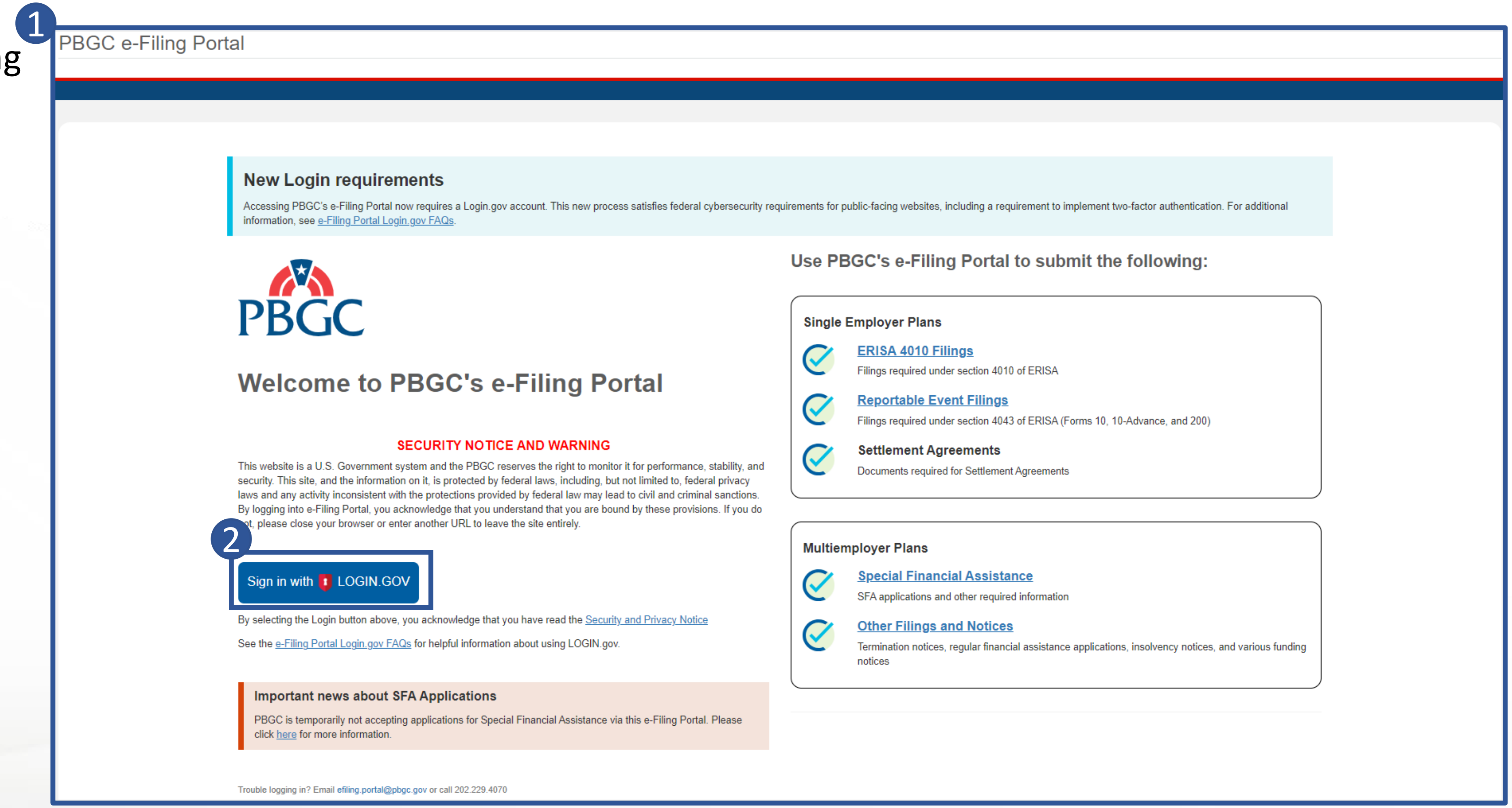
Table of Contents

Log In to the e-Filing Portal (1 of 2)

1. Navigate to PBGC's e-Filing Portal in your web browser: **https://efiling.pbgc.gov**

2. Select the **Sign In with LOGIN.GOV** button the left side of the screen.

Use **Microsoft Edge** to access the **e-Filing Portal.**



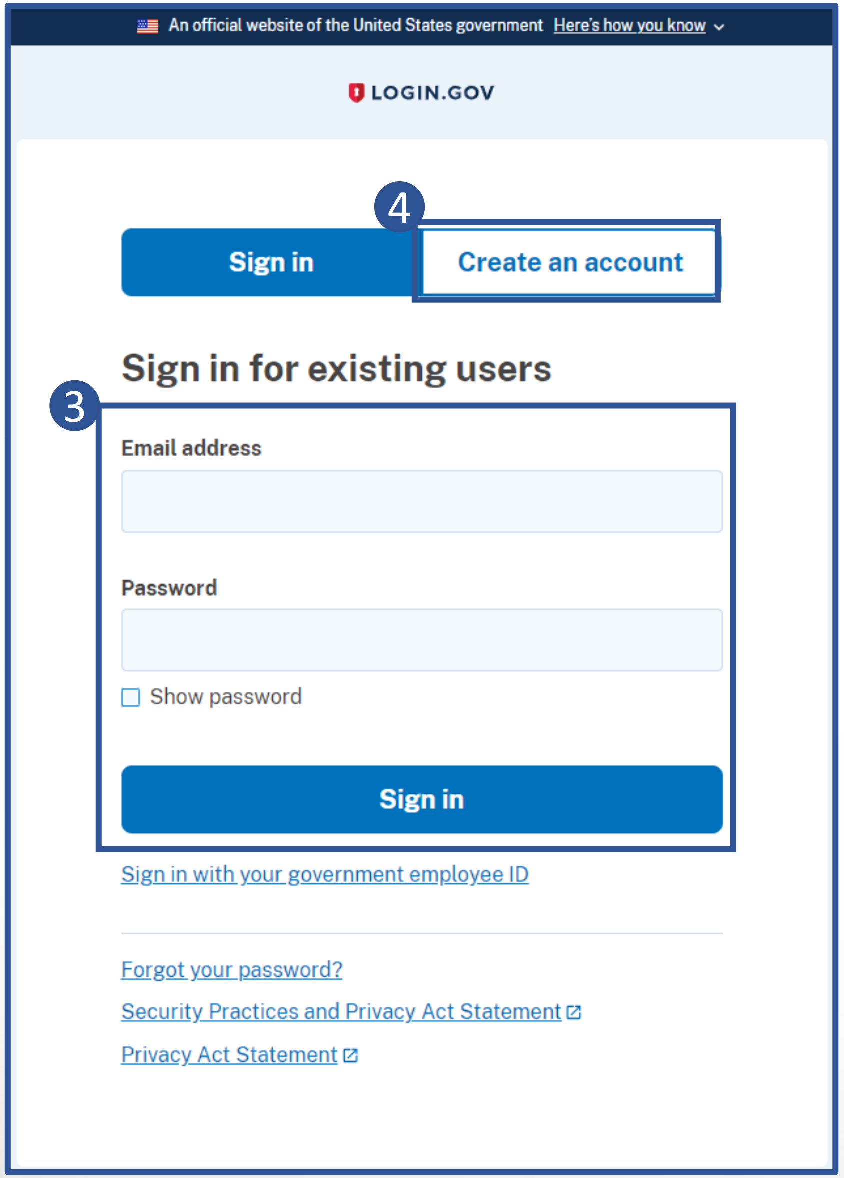
Log In to the e-Filing Portal (2 of 2)

3. If you have a LOGIN.GOV account, enter the **email address** and **password** associated with your account and select **Sign in**.

4. If you do not have a LOGIN.GOV account, select **Create an account**.

If you have issues logging in, please visit the LOGIN.GOV help center: https://login.gov/help. Get support at https://login.gov/contact.

PBGC will not be able to troubleshoot LOGIN.GOV issues.



Update User Account Details

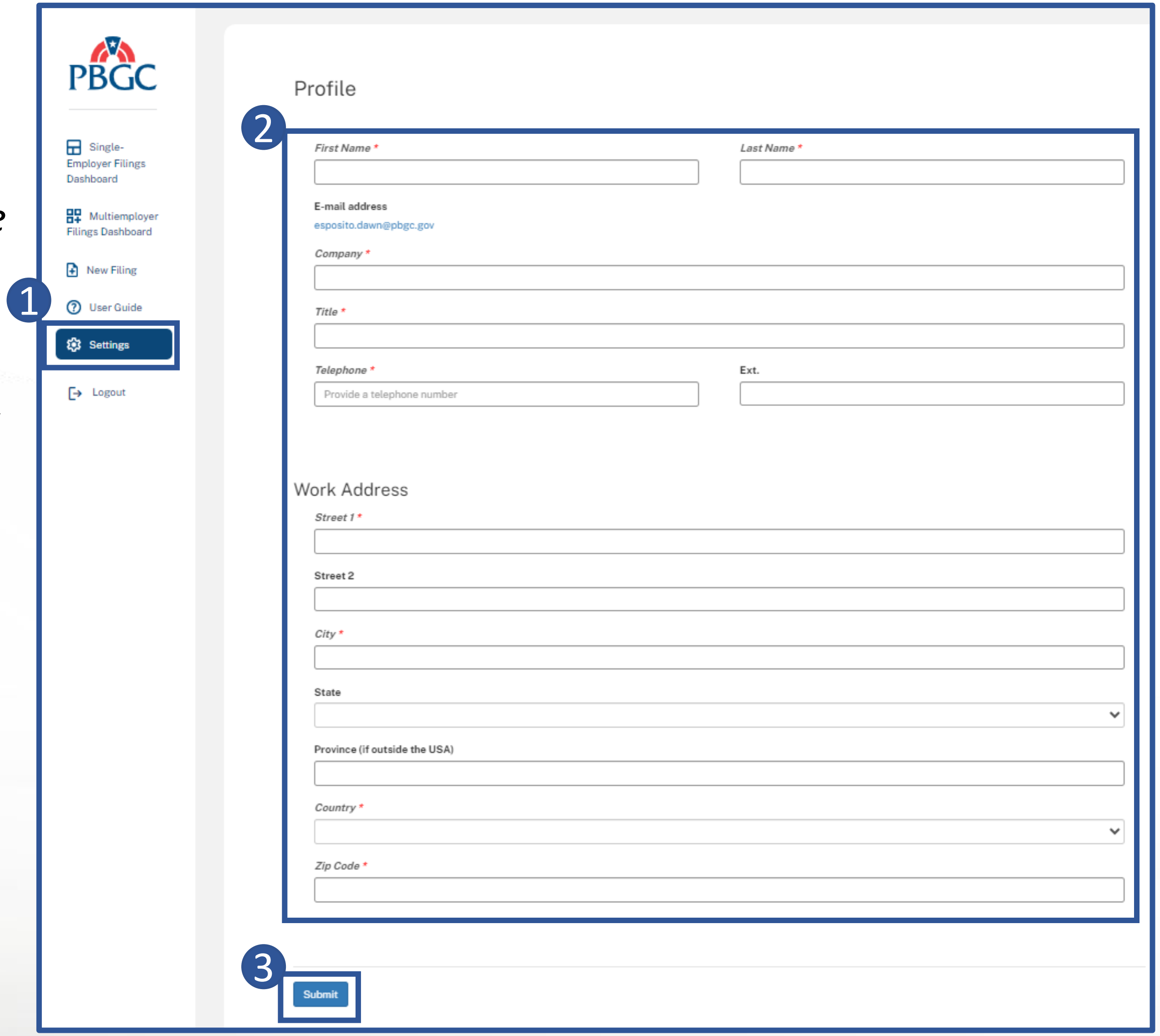
1. After logging in, select **Settings** in the lefthand pane.

If you <u>did not</u> have an e-Filing Portal account before the transition, you will automatically be directed to this page so you can enter this information.

If you <u>did</u> have an e-Filing Portal account before the transition but used a different email for your LOGIN.GOV account, you will be treated as a new e-Filing Portal account holder.

2. Update fields as necessary. Required fields are denoted with a red asterisk.

3. Select **Submit**.

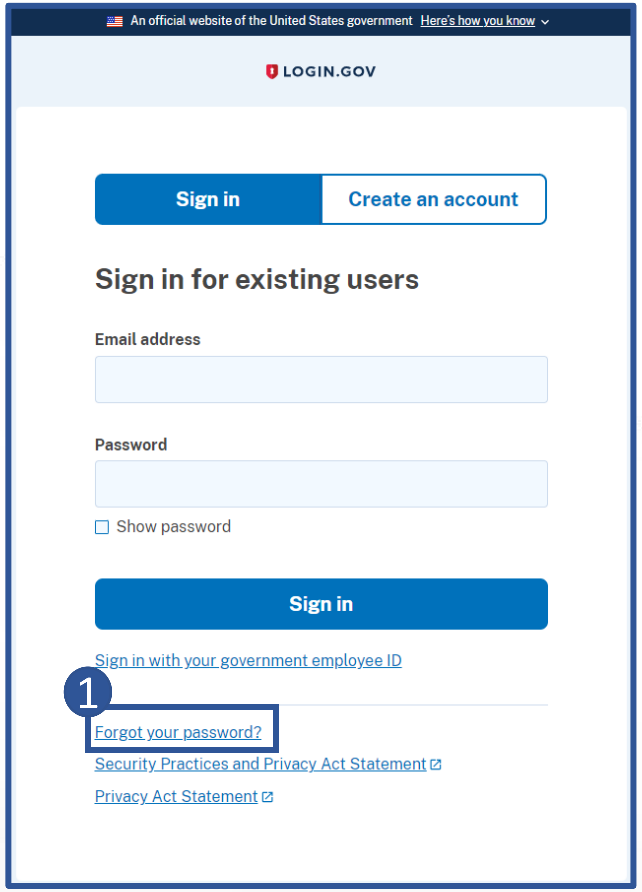


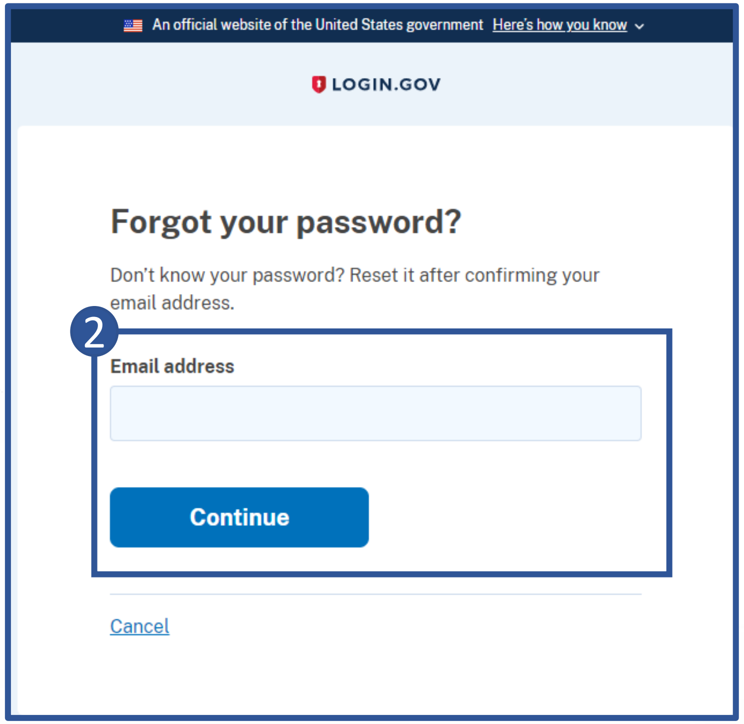
Reset Password

1. On the sign in page of LOGIN.GOV, select the **Forgot your password?** hyperlink.

2. Enter the **email address** associated with your LOGIN.GOV account and select the **Continue** button.

An email will be sent to the email address with a hyperlink to reset your password. Follow the instructions in the email.



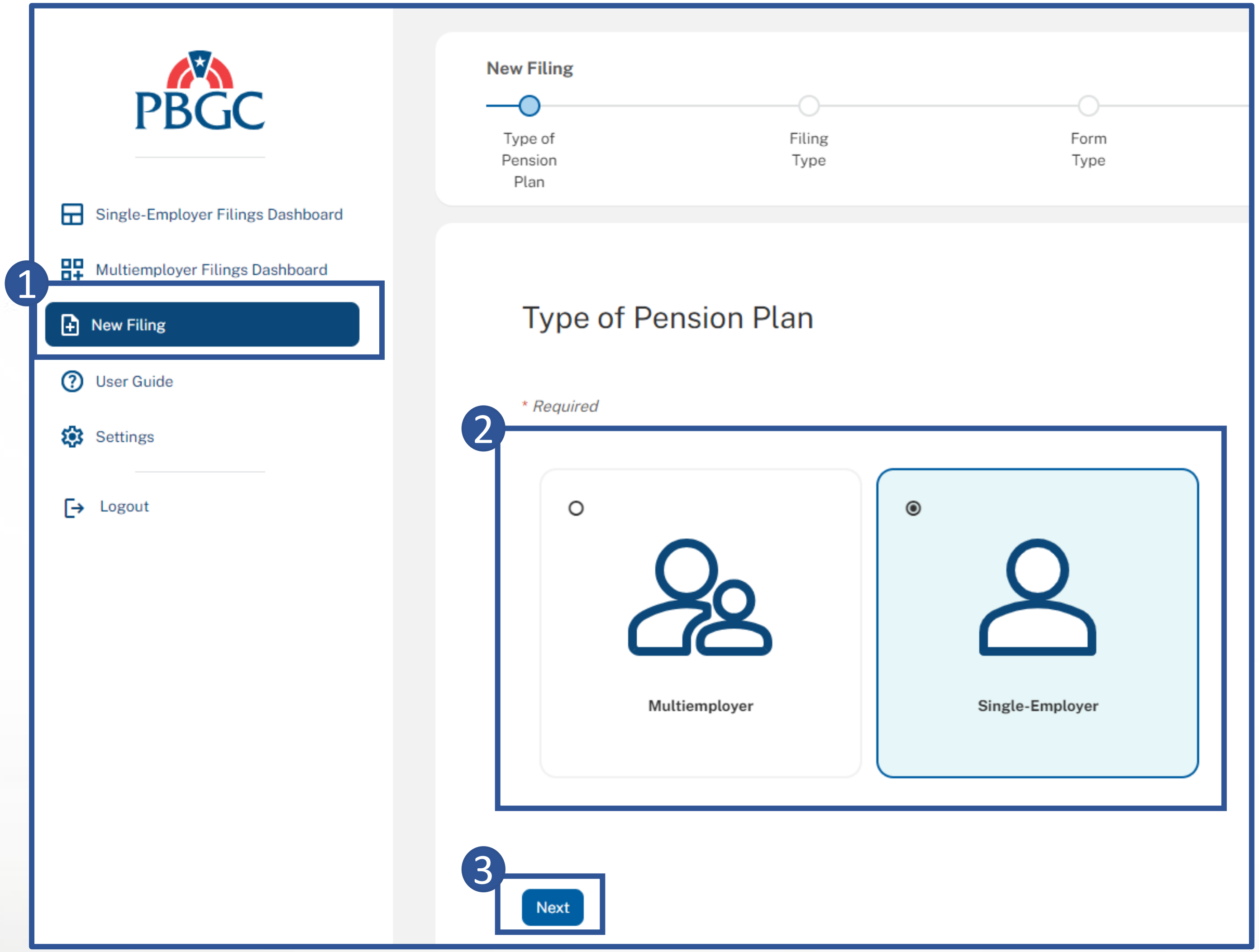


Create a New Filing (1 of 3)

1. Select **New Filing** in the lefthand pane.

2. Select **Multiemployer** or **Single Employer** based on the pension plan for which the filing is being created.

3. Select **Next**.

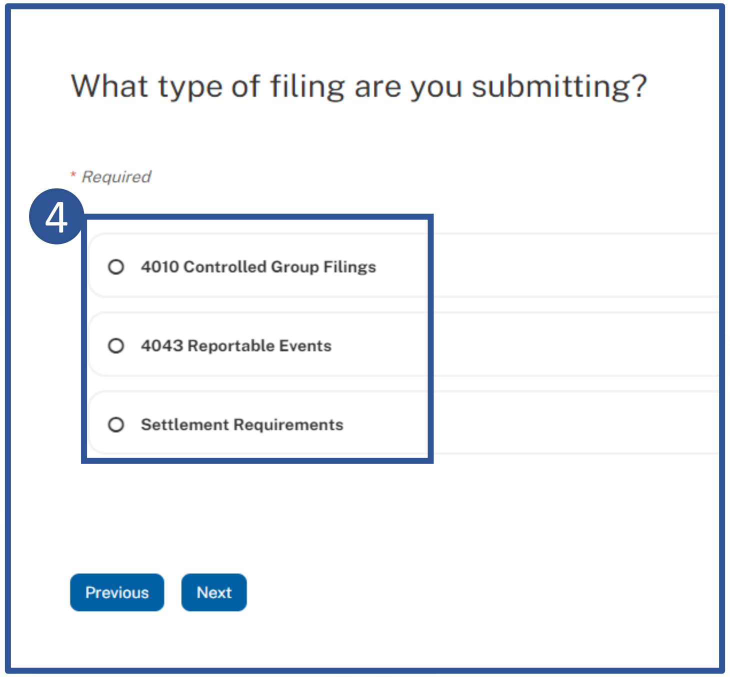


Create a New Filing (2 of 3)

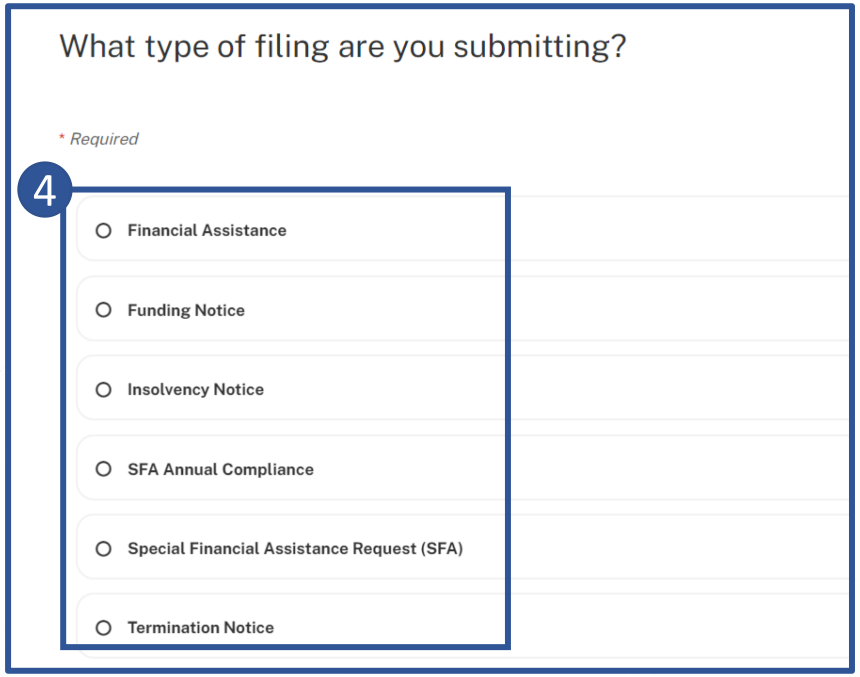
4. Select the applicable **filing type**.

   The type of filings that appear are based on whether you selected Single Employer or Multiemployer.

Single Employer Filings



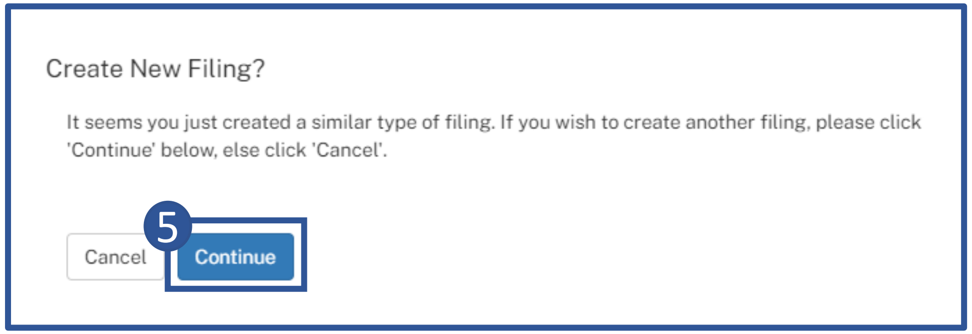
Multiemployer Filings

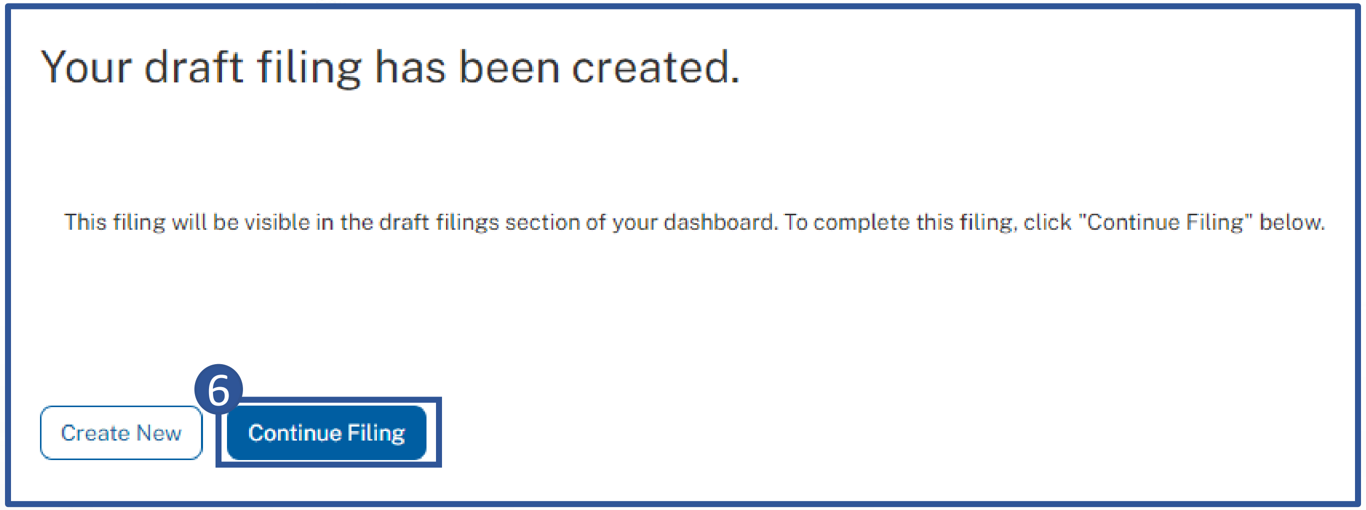


Create a New Filing (3 of 3)

5. Continue entering responses until you get the “Create New Filing?” pop-up. Select **Continue**.

6. When the new filing is created, you will get a “Your draft filing has been created” pop-up. Select **Continue Filing**.





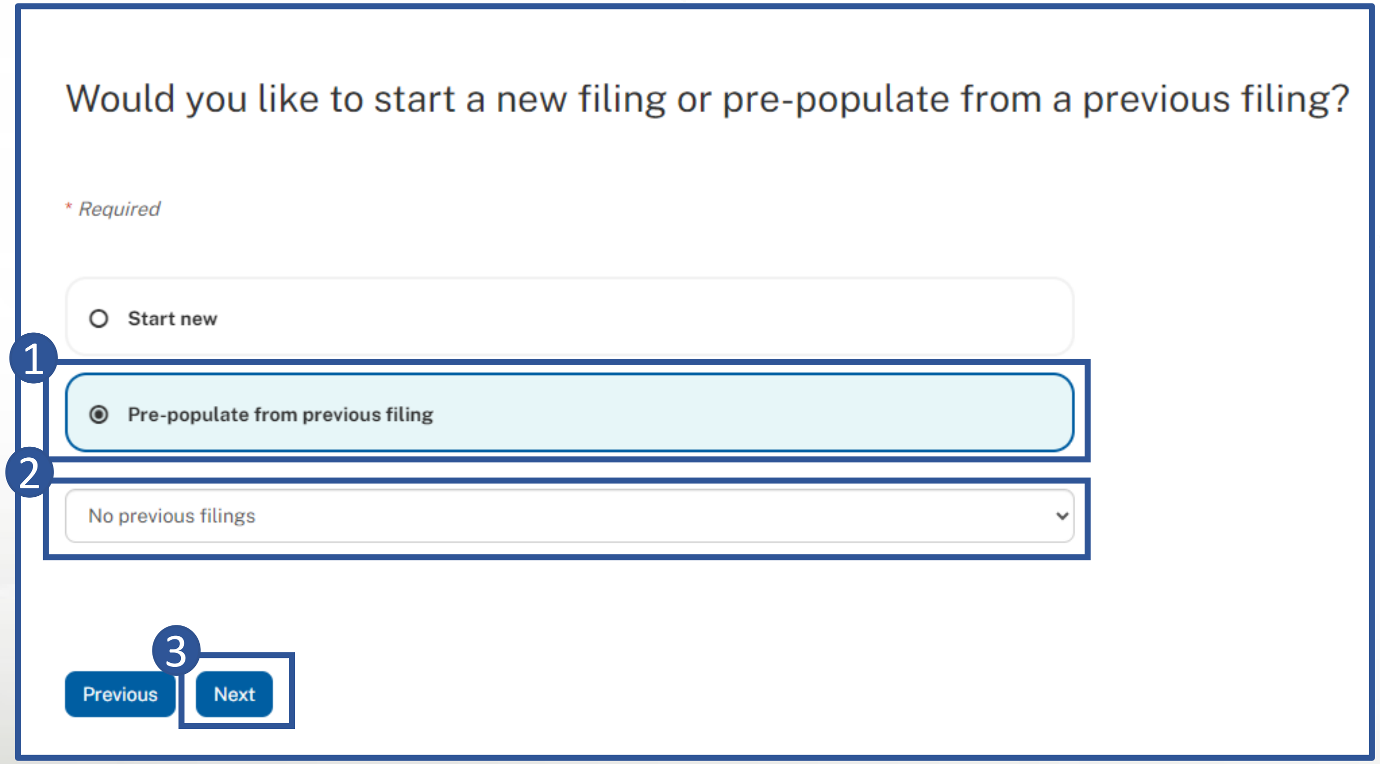
Create a Pre-populated Filing

Follow steps to create a new filing. If the filing allows for pre-population, you will be prompted to select either “Start new” or “Pre-populate from a previous filing”.

1. Select **Pre-populate from previous filing**.

2. Select the desired **previous filing** from the dropdown menu.

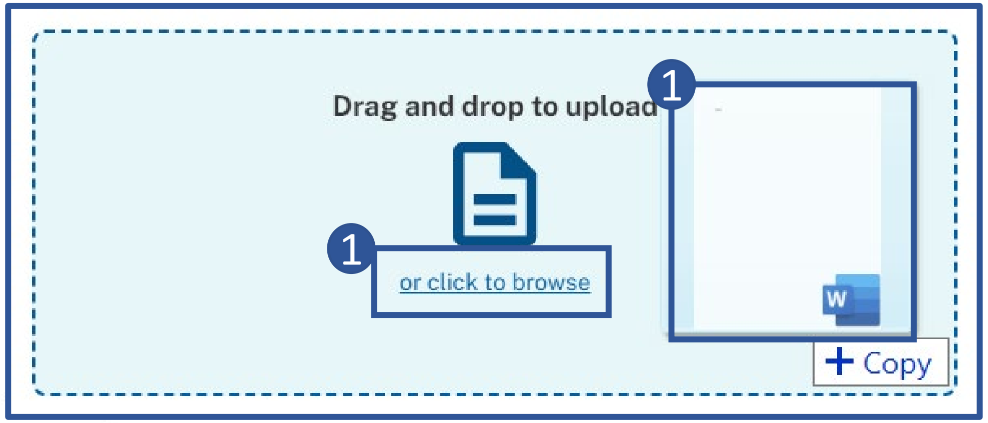
3. Select **Next**.

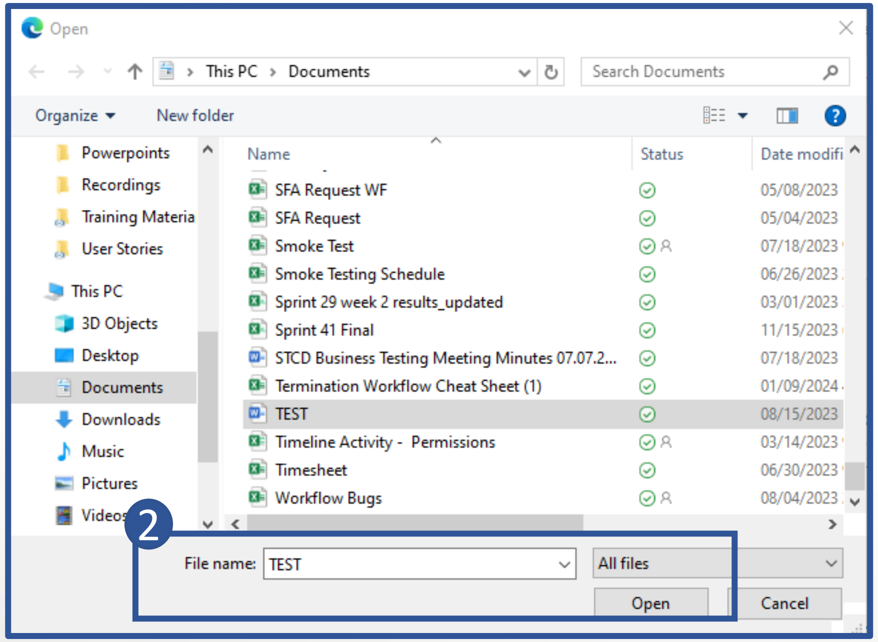


Upload Attachments for Filings (1 of 2)

1. Either **drag and drop** a document into the upload file box or select the **click to browse** hyperlink.

2. If the **click to browse** hyperlink is selected, select the desired document, then select **Open**.





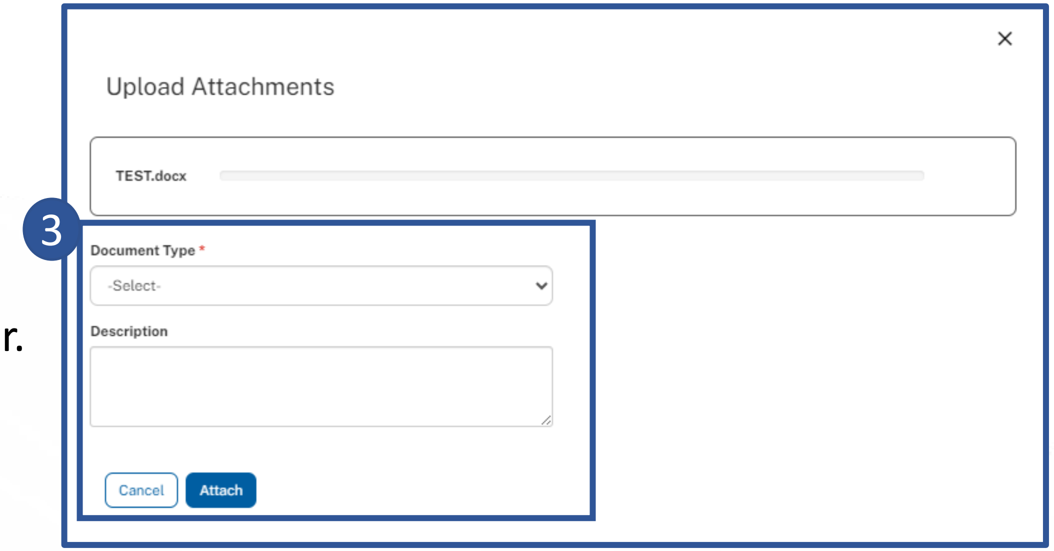
Upload Attachments for Filings (2 of 2)

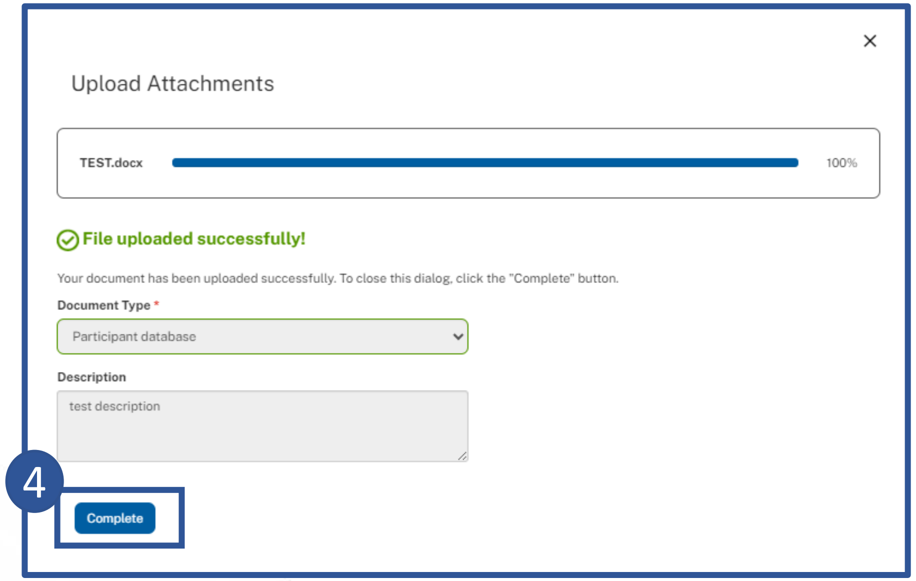
3. Select the relevant **Document Type**, enter a Description and select **Attach**.

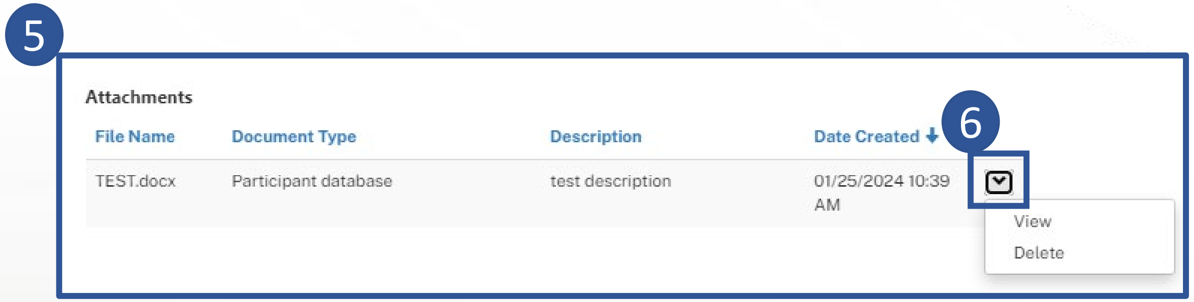
4. A confirmation message will appear. Select **Complete**.

5. The uploaded document will appear in the **Attachments** grid.

6. Select the dropdown arrow to **View** or **Delete** the uploaded document.







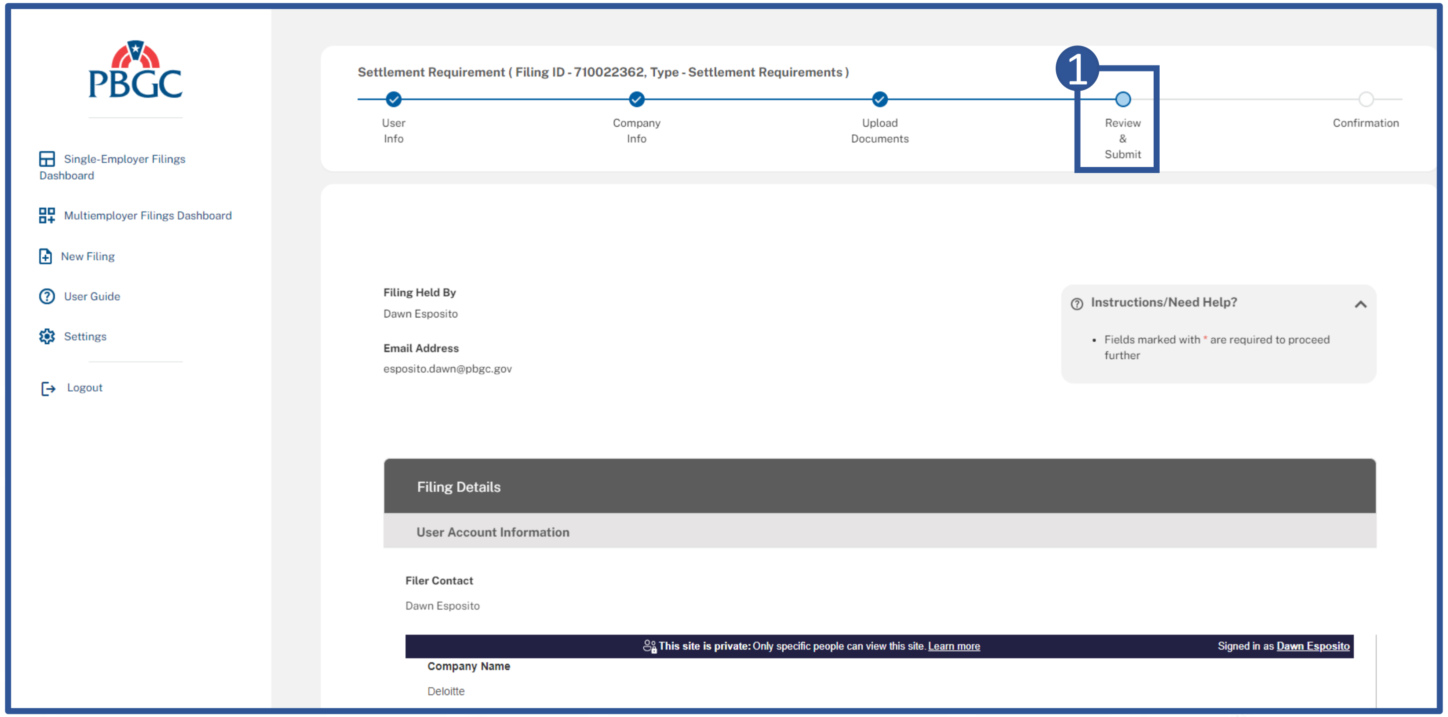
Submit a Filing

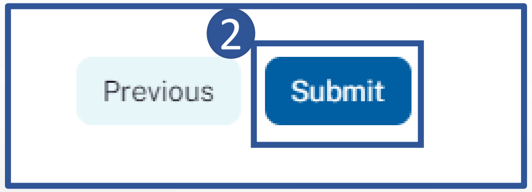
1. After inputting all information and uploading documents, review the filing and make any necessary corrections.

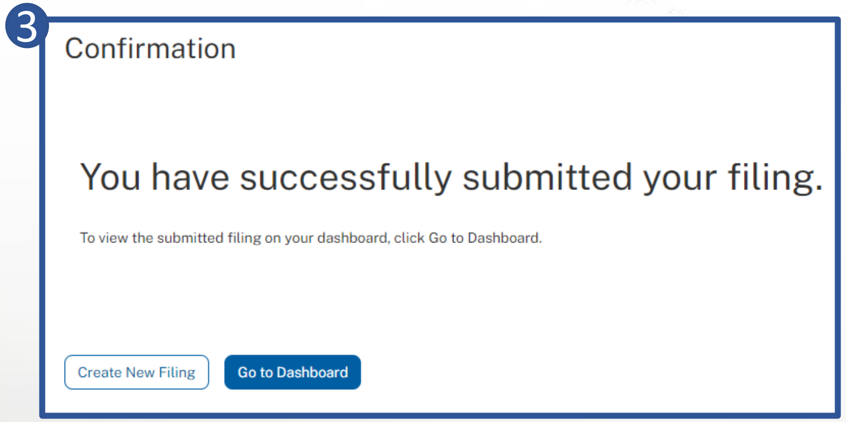
2. Select **Submit** at the bottom of the screen.

3. A confirmation message will appear.

   You will receive a confirmation email upon submission.





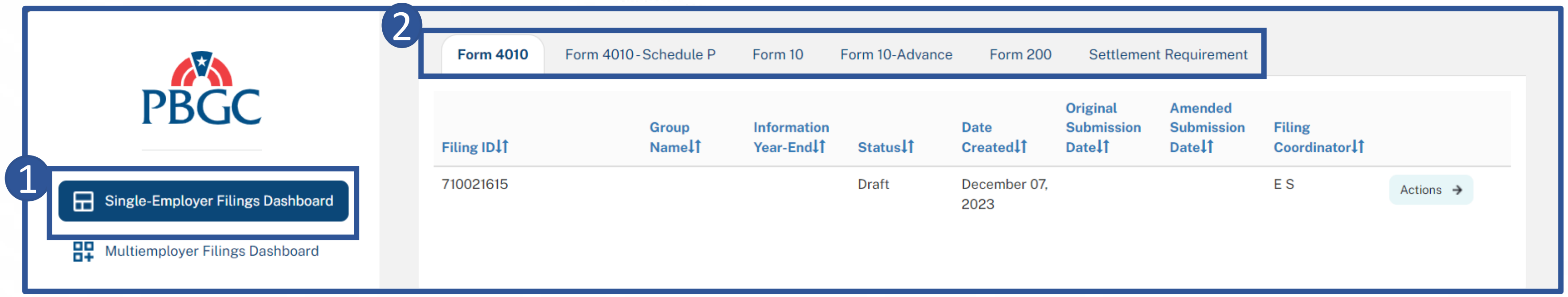


Dashboard Navigation (1 of 2)

1. Select **Single-Employer Filings Dashboard** or **Multiemployer Filings Dashboard** in the lefthand pane.

2. Select the desired **filing type**.

Single Employer Dashboard



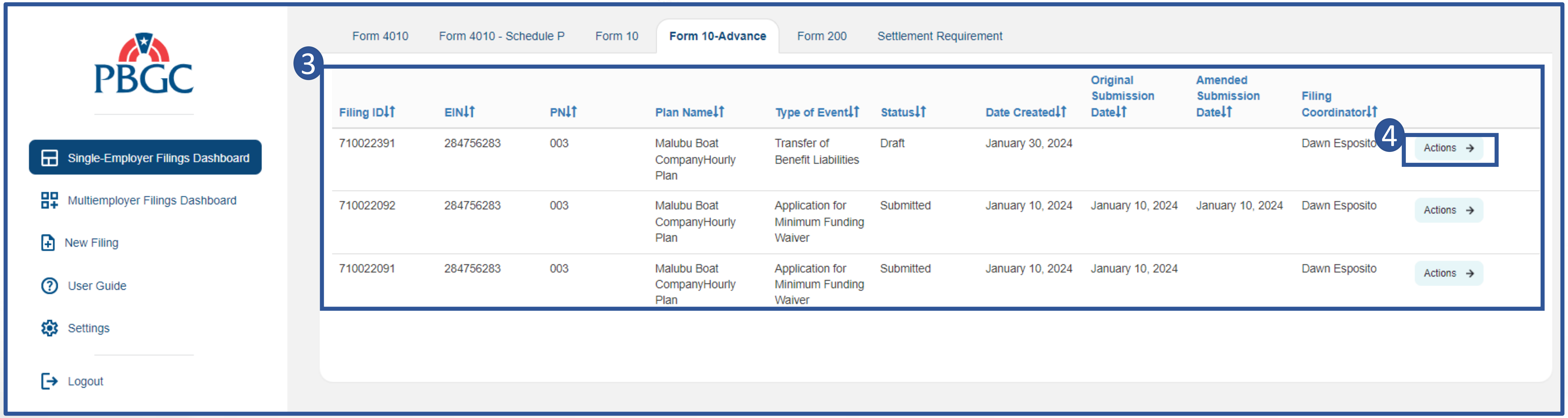
Multiemployer Dashboard

Dashboard Navigation (2 of 2)

3. All draft and submitted filings for the selected **filing type** will appear.

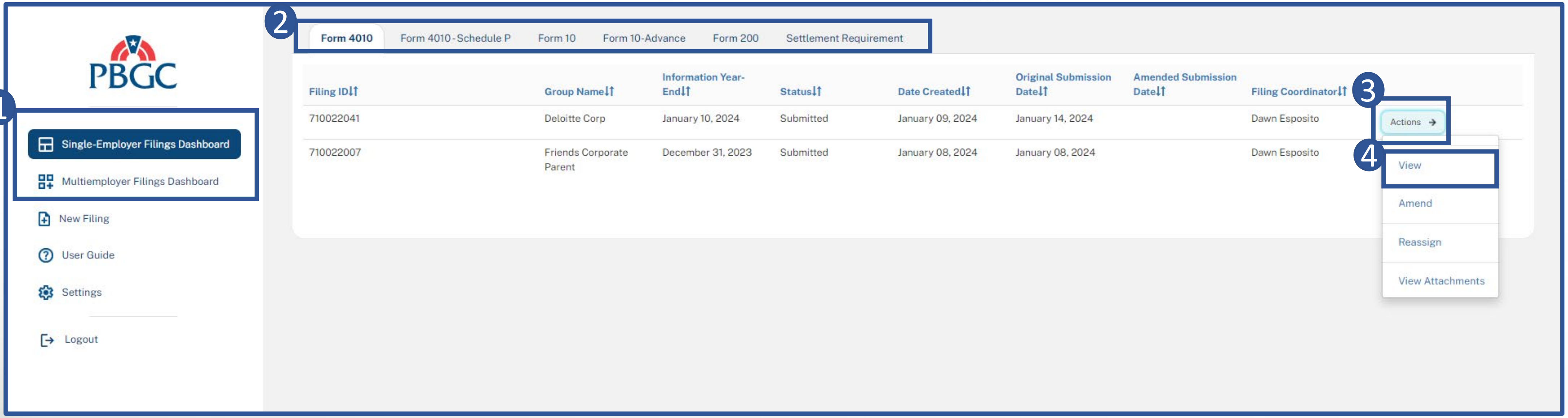
4. Select the **Actions** button to view available actions for that filing.

5. If you want to change how filings are sorted, select any of the **column names**. A triangle will appear next to the column name indicating whether it's sorting in ascending or descending order.



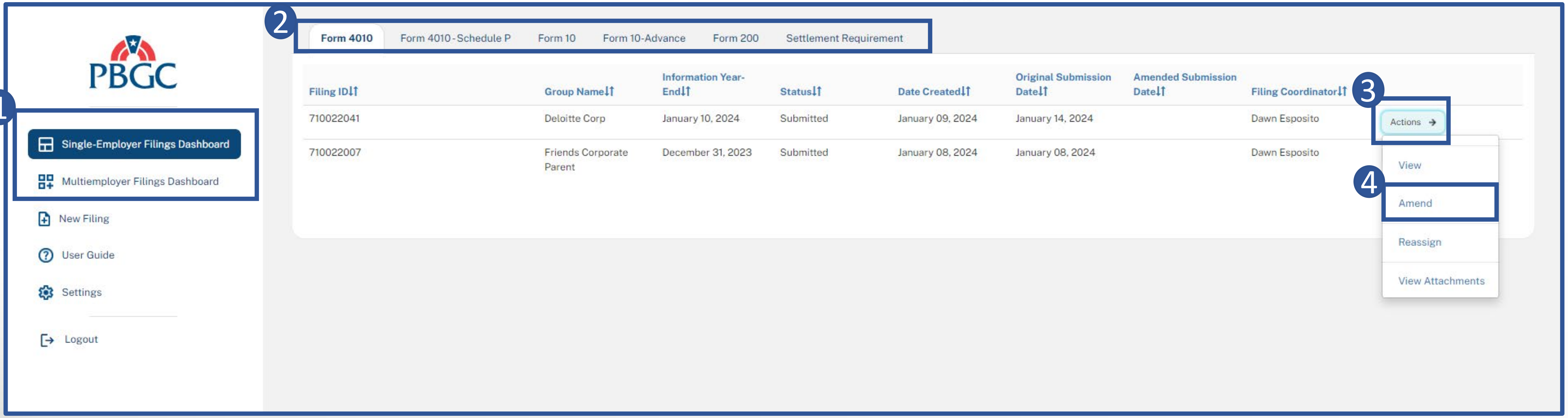
View a Filing

1. Select the applicable **dashboard** from the lefthand pane.
2. Select the **filing type**.
3. Select the **Actions** button next to the filing.
4. Select **View** from the dropdown.



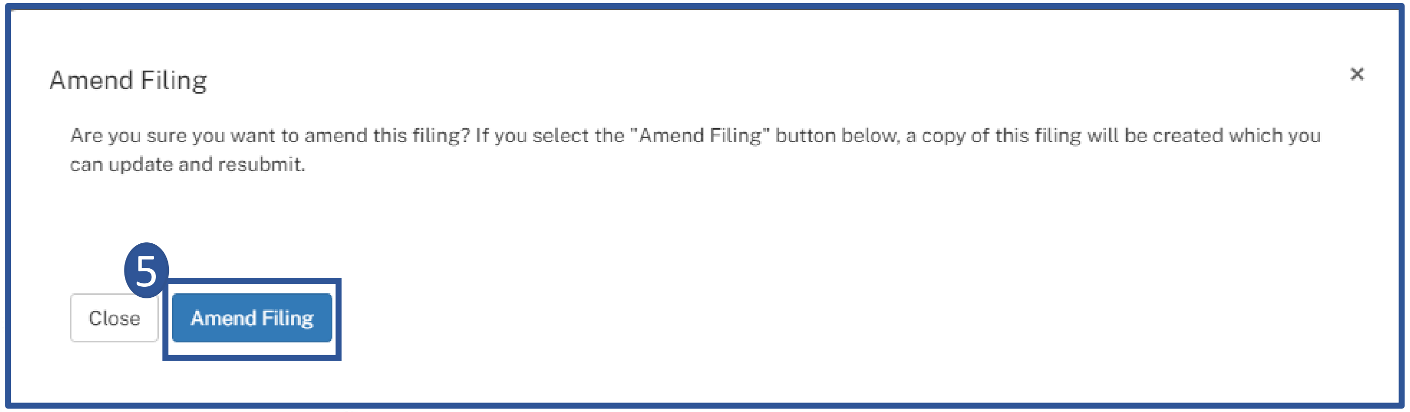
Amend a Filing (1 of 2)

1. Select the applicable **dashboard** from the lefthand pane.
2. Select the **filing type**.
3. Select the **Actions** button next to the filing to be amended.
4. Select **Amend** from the dropdown.



Amend a Filing (2 of 2)

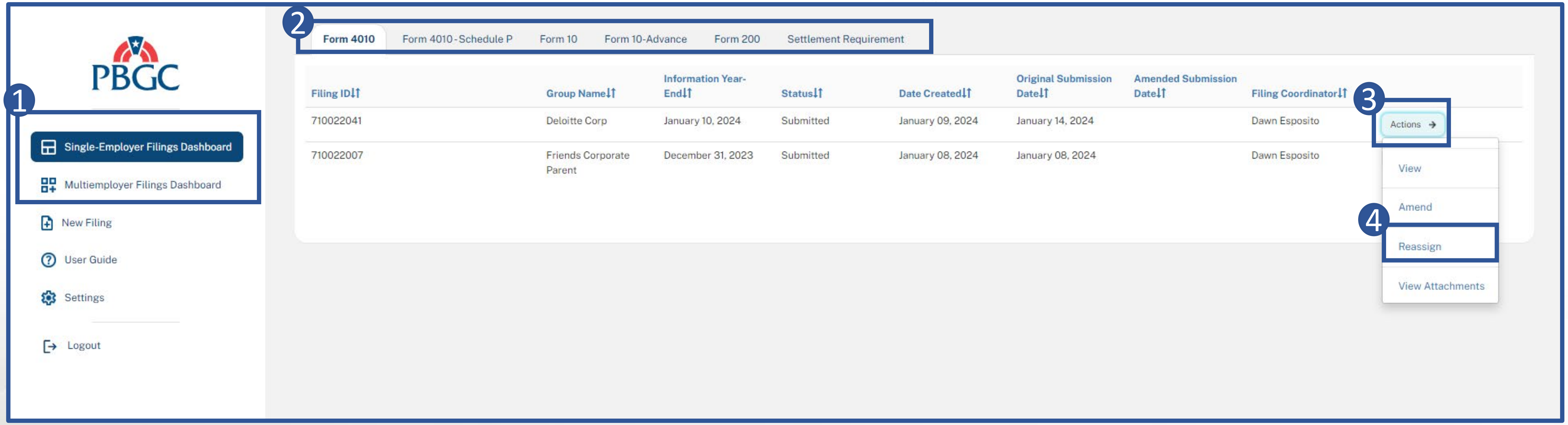
5. Select the **Amend Filing** button.
6. Select the **Continue Filing** button.
7. Make necessary changes to the filing, then resubmit.



Reassign a Filing (1 of 2)

Reassigning changes the ownership of a filing. For all filings EXCEPT Form 4043, after you reassign a filing to another user, it will disappear from your dashboard and you will no longer have access to it. For Form 4043 filings, the filing will remain on your dashboard with view capabilities.

1. Select the applicable **dashboard** from the lefthand pane.
2. Select the **filing type**.
3. Select the **Actions** button next to the filing to be reassigned.
4. Select **Reassign** from the dropdown.



Reassign a Filing (2 of 2)

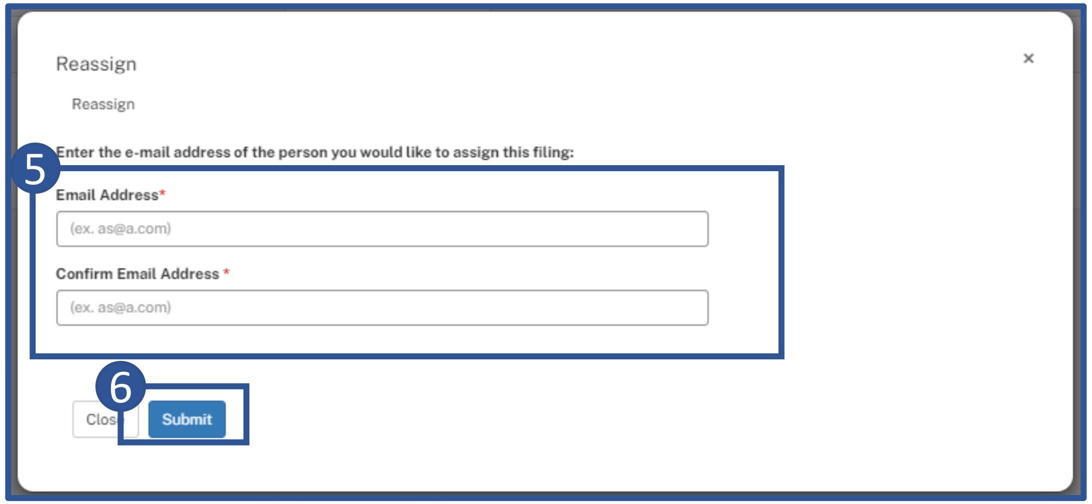
5. The **Reassign** pop-up will appear. Enter the **email address** of the reassigned user.

   Please ensure you enter the email address the user uses to log into the e-Filing Portal.

6. Select **Submit**.

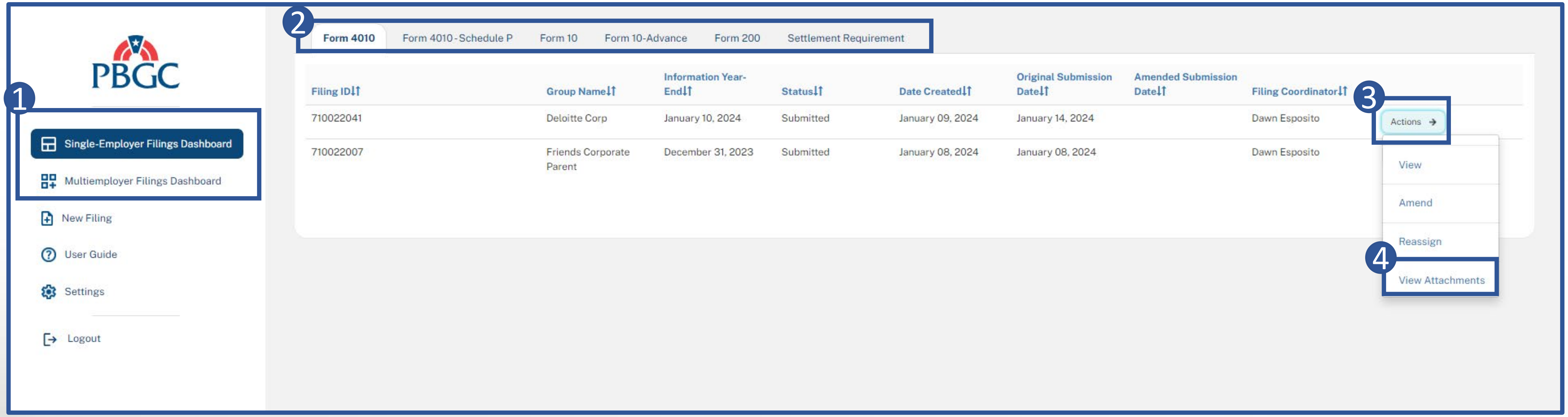
Emails will be sent to both parties confirming the reassignment.

In order to see a reassigned filing on the dashboard, you must have logged into the e-Filing Portal using the email address to which the filing was reassigned.



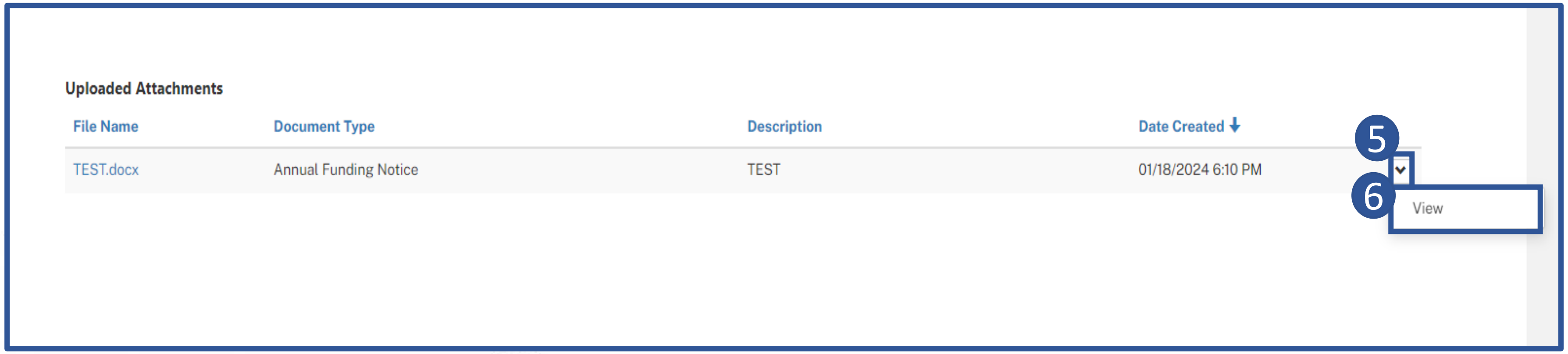
View Attachments for a Filing (1 of 2)

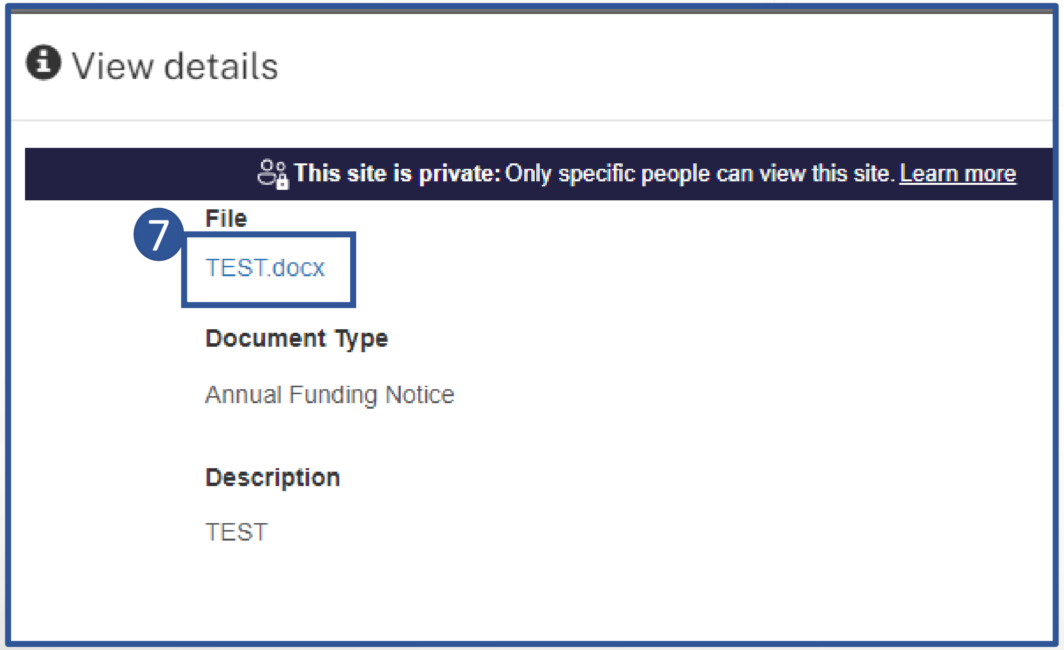
1. Select the applicable **dashboard** from the lefthand pane.
2. Select the **filing type**.
3. Select the **Actions** button next to the desired filing.
4. Select **View Attachments** from the dropdown.



View Attachments for a Filing (2 of 2)

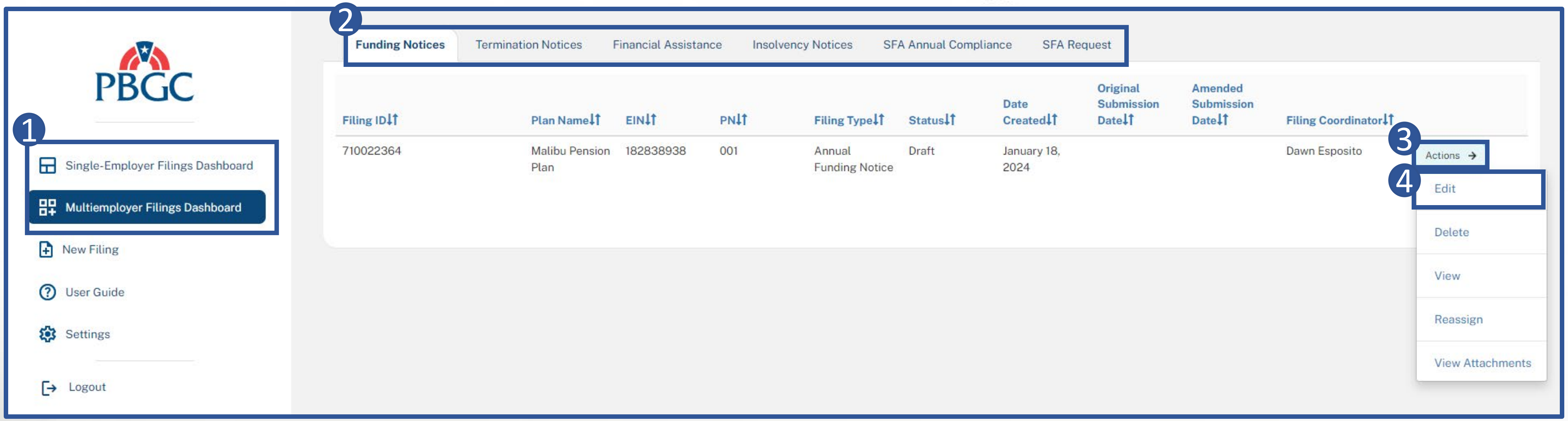
5. Select the **dropdown arrow** next to the desired attachment.
6. Select **View** to view the attached document details.
7. Select the File name **hyperlink** to download the document.
8. Select the **Open File** hyperlink to open the downloaded file.





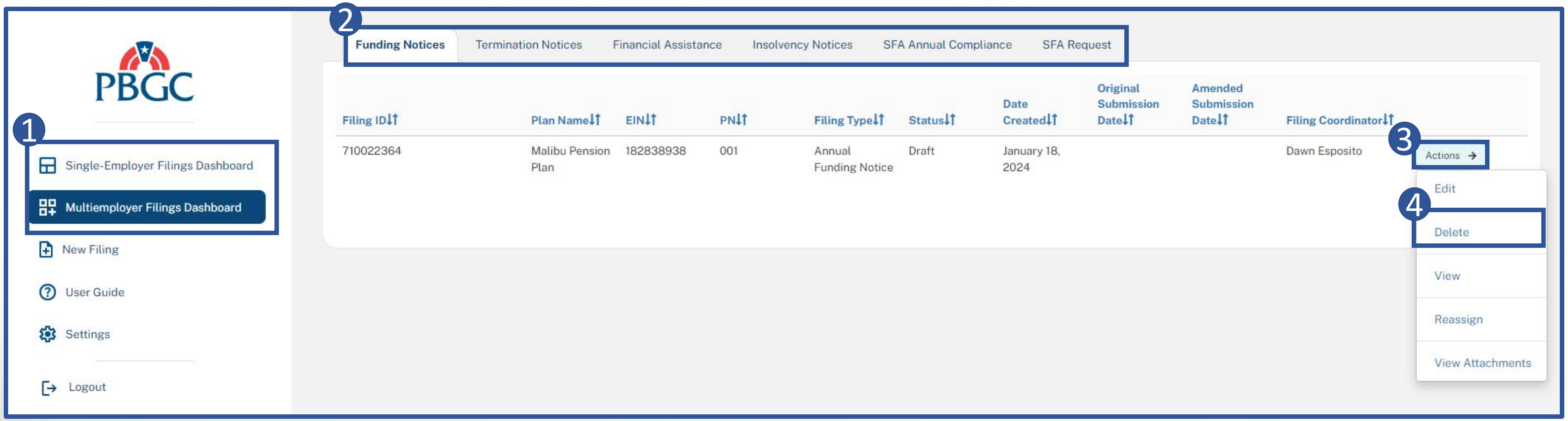
Edit a Draft Filing

1. Select the applicable **dashboard** from the lefthand pane.
2. Select the **filing type**.
3. Select the **Actions** dropdown next to the filing to be edited.
4. Select the **Edit** option from the dropdown menu.



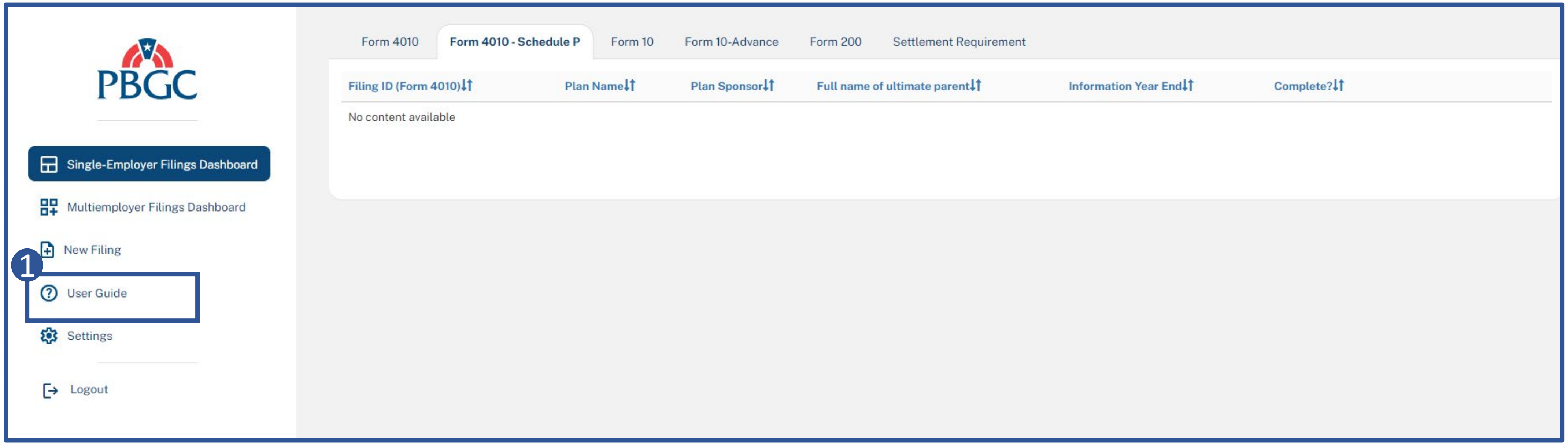
Delete a Draft Filing

1. Select the applicable **dashboard** from the lefthand pane.
2. Select the **filing type.**
3. Select the **Actions** dropdown next to the filing to be deleted.
4. Select the **Delete** option from the dropdown menu.



User Guide

1. This **e-Filing Portal User Guide** can be accessed by selecting **User Guide** from the lefthand pane.



Resources

For **LOGIN.GOV** questions or issues:
* Visit the LOGIN.GOV help center: https://login.gov/help/
* Get support at https://login.gov/contact/

For **Single-Employer Plans regarding ERISA 4043**:
* Call 1-800-736-2444, extension 4070. Local callers may directly dial 202-229-4070, or
* Send an e-mail to post-event.report@pbgc.gov

For **Single-Employer Plans regarding ERISA 4010**:
* Call 1-800-736-2444, extension 4070. Local callers may directly dial 202-229-4070, or
* Send an e-mail to ERISA.4010@pbgc.gov

For **Multiemployer Plans**:
* Call 1-800-736-2444, extension 3018 or 6047. Local callers may directly dial 202-229-3018 or 202-229-6047, or
* Send an e-mail to multiemployerprogram@pbgc.gov

For **General e-Filing Portal Questions**:
* Send an e-mail to efiling.portal@pbgc.gov

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.