

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.

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. 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. Each My PAA reviewer and signer needs his/her own user ID and password (unless the plan administrator representative method is used).
- **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 meets PBGC's requirements. 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. Each My PAA reviewer and signer needs his/her own user ID and password (unless the plan administrator representative method is used).
- **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 meets PBGC's requirements. 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 paid outside of the My PAA application (paper check, via Pay.gov, or electronic funds transfer via ACH or Fedwire). If a file with multiple filings is uploaded, payment must be made for each filing outside of My



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 filing for a year may be imported even though the filing for the prior year 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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Premiums
Online with
"My Plan
Administration
Account"

www.pbgc.gov/mypaa