

PBGC's e-Filing Portal User Guide

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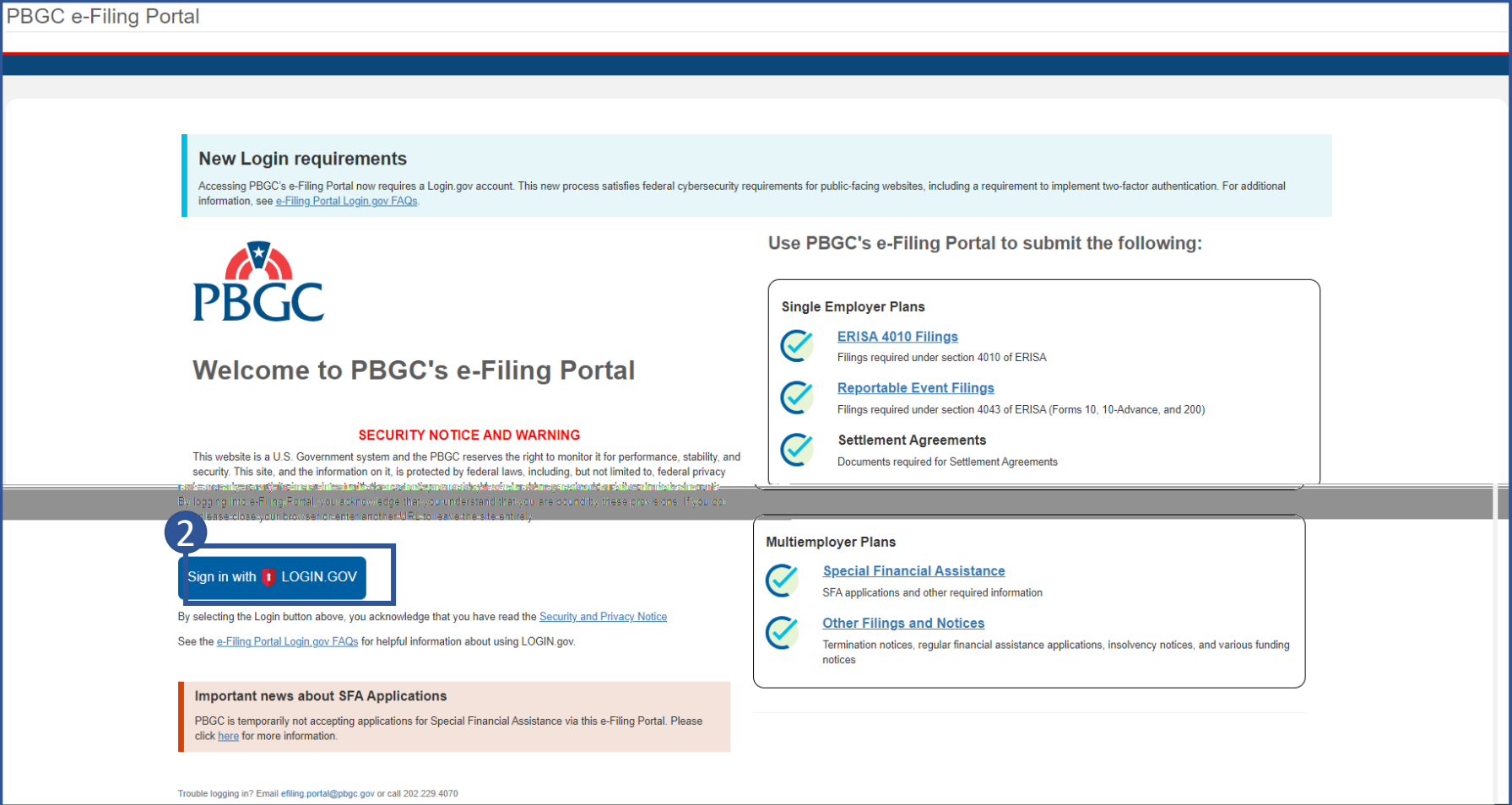
Log In to the e-Filing Portal (1 of 2)

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**.



PBGC e-Filing Portal




New Login requirements
Accessing PBGC's e-Filing Portal now requires a Login.gov account. This new process satisfies federal cybersecurity requirements for public-facing websites, including a requirement to implement two-factor authentication. For additional information, see [e-Filing Portal Login.gov FAQs](#).


Welcome to PBGC's e-Filing Portal



SECURITY NOTICE AND WARNING
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. By logging into e-Filing Portal, you acknowledge that you understand that you are bound by these provisions. If you do not agree, please close your browser or enter another URL to leave the site entirely.

Use PBGC's e-Filing Portal to submit the following:

Single Employer Plans

-  [ERISA 4010 Filings](#)
Filings required under section 4010 of ERISA
-  [Reportable Event Filings](#)
Filings required under section 4043 of ERISA (Forms 10, 10-Advance, and 200)
-  [Settlement Agreements](#)
Documents required for Settlement Agreements

Multiemployer Plans

-  [Special Financial Assistance](#)
SFA applications and other required information
-  [Other Filings and Notices](#)
Termination notices, regular financial assistance applications, insolvency notices, and various funding notices

Sign in with LOGIN.GOV

By selecting the Login button above, you acknowledge that you have read the [Security and Privacy Notice](#).
See the [e-Filing Portal Login.gov FAQs](#) for helpful information about using LOGIN.gov.

Important news about SFA Applications
PBGC is temporarily not accepting applications for Special Financial Assistance via this e-Filing Portal. Please click [here](#) for more information.

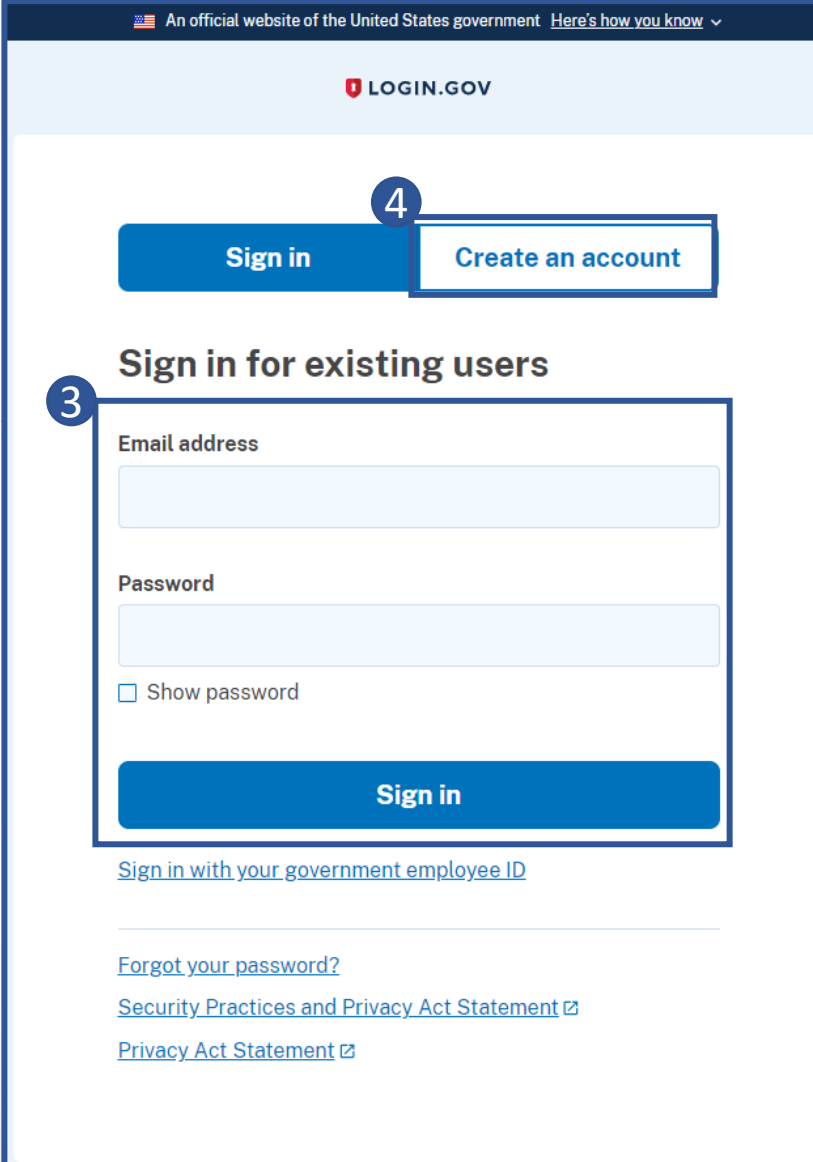
Trouble logging in? Email efiling.portal@pbgc.gov or call 202.229.4070

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.



The screenshot shows the LOGIN.GOV sign-in page. At the top, it says "An official website of the United States government" and "Here's how you know". Below that is the LOGIN.GOV logo. There are two buttons: "Sign in" and "Create an account". A blue circle with the number "4" is positioned above the "Create an account" button. Below these buttons is the heading "Sign in for existing users". A blue circle with the number "3" is positioned to the left of the sign-in form. The form contains an "Email address" field, a "Password" field, and a "Show password" checkbox. Below the form is a "Sign in" button. At the bottom of the page, there are links for "Sign in with your government employee ID", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

Update User Account Details

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

If you did not 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 did 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.

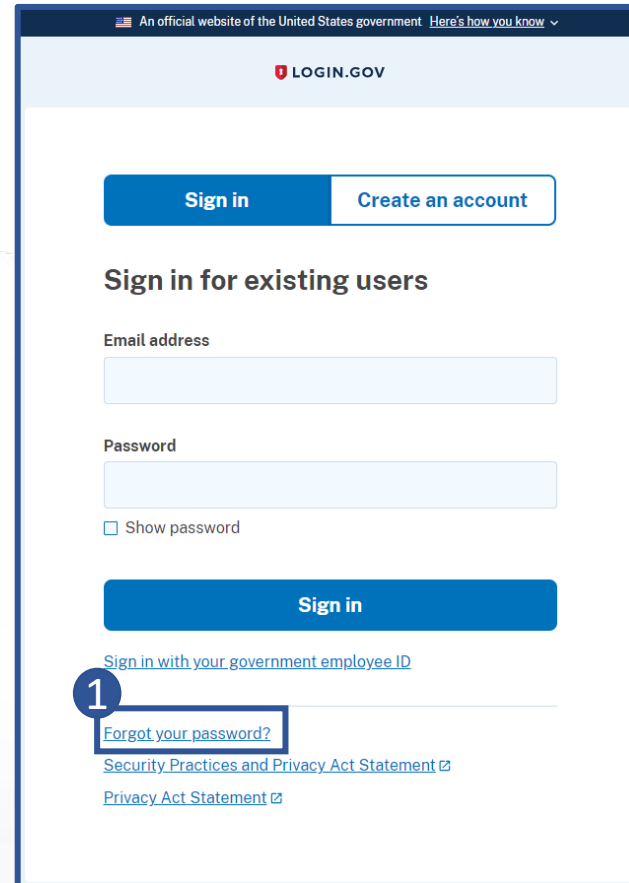
3. Select **Submit**.

The screenshot shows the PBGC user interface. On the left is a navigation pane with the PBGC logo at the top. Below the logo are several menu items: 'Single-Employer Filings Dashboard', 'Multiemployer Filings Dashboard', 'New Filing', 'User Guide', 'Settings', and 'Logout'. A blue box with the number '1' highlights the 'Settings' menu item. The main content area is titled 'Profile' and contains a form with the following fields: 'First Name *' and 'Last Name *' (text boxes), 'E-mail address' (text box with value 'esposito.dawn@pbgc.gov'), 'Company *' (text box), 'Title *' (text box), 'Telephone *' (text box with placeholder 'Provide a telephone number') and 'Ext.' (text box), 'Work Address' section with 'Street 1 *', 'Street 2', 'City *', 'State' (dropdown), 'Province (if outside the USA)', 'Country *' (dropdown), and 'Zip Code *' (text box). A blue box with the number '2' highlights the entire form area. At the bottom right of the form is a 'Submit' button, highlighted with a blue box and the number '3'.

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.



An official website of the United States government [Here's how you know](#) ▾

LOGIN.GOV

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

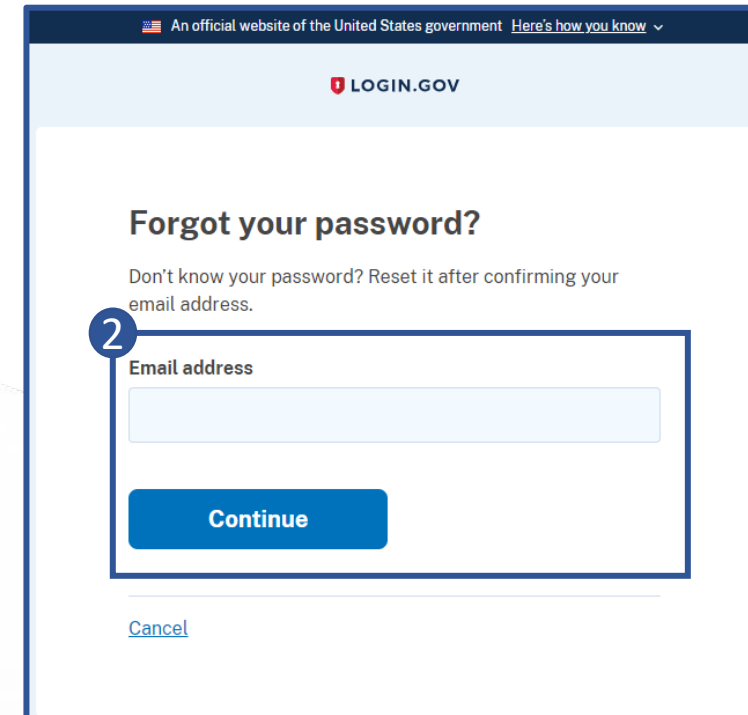
Show password

[Sign in](#)

[Sign in with your government employee ID](#)

1 [Forgot your password?](#)

[Security Practices and Privacy Act Statement](#) [Privacy Act Statement](#)



An official website of the United States government [Here's how you know](#) ▾

LOGIN.GOV

Forgot your password?

Don't know your password? Reset it after confirming your email address.

2 Email address

[Continue](#)

[Cancel](#)

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**.

The screenshot displays the PBGC 'New Filing' interface. On the left, a navigation menu includes 'Single-Employer Filings Dashboard', 'Multiemployer Filings Dashboard', 'New Filing' (highlighted with a blue box and a '1' callout), 'User Guide', 'Settings', and 'Logout'. The main content area features a progress bar for 'New Filing' with three steps: 'Type of Pension Plan' (active), 'Filing Type', and 'Form Type'. Below the progress bar is a section titled 'Type of Pension Plan' with a '* Required' label. It contains two radio button options: 'Multiemployer' (with a group of three people icon) and 'Single-Employer' (with a single person icon). The 'Single-Employer' option is selected and highlighted with a blue box and a '2' callout. At the bottom right, a 'Next' button is highlighted with a blue box and a '3' callout.

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

What type of filing are you submitting?

* Required

4

- 4010 Controlled Group Filings
- 4043 Reportable Events
- Settlement Requirements

[Previous](#) [Next](#)

Multiemployer Filings

What type of filing are you submitting?

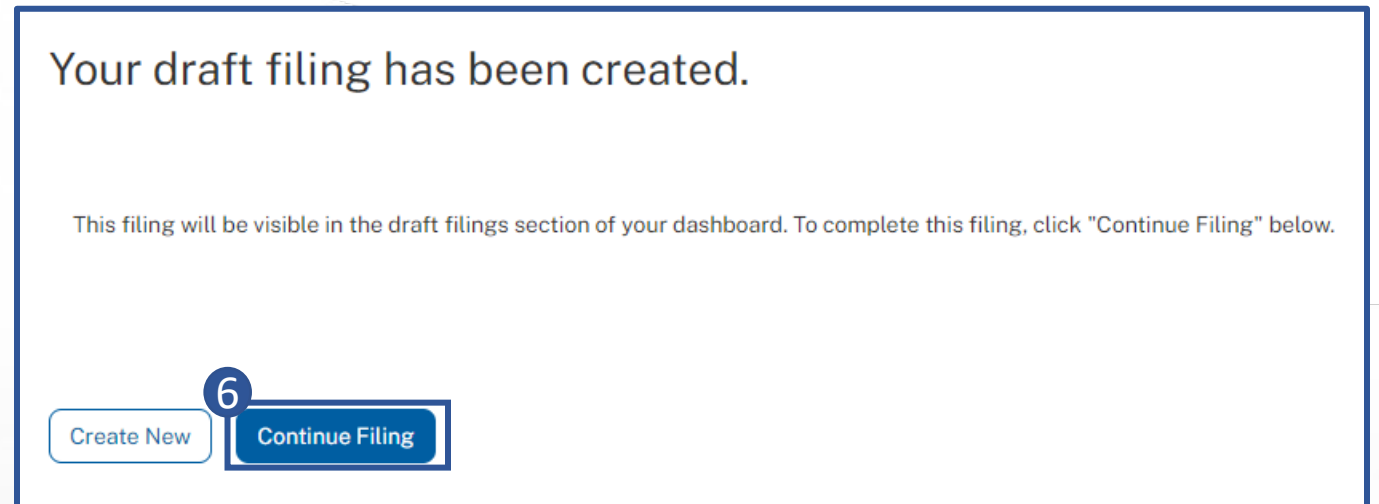
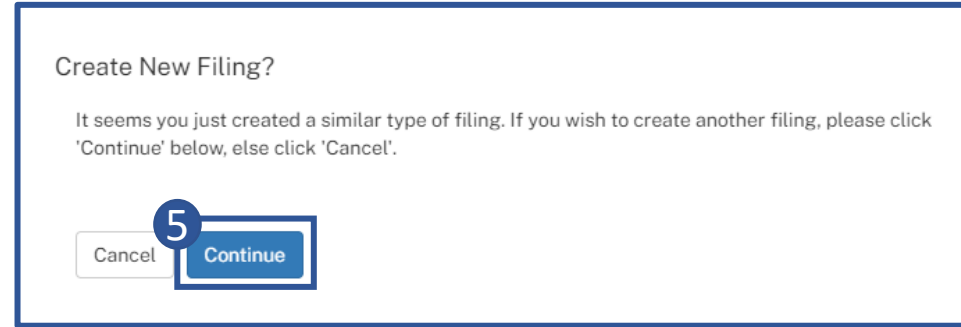
* Required

4

- Financial Assistance
- Funding Notice
- Insolvency Notice
- SFA Annual Compliance
- Special Financial Assistance Request (SFA)
- Termination Notice

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**.

Would you like to start a new filing or pre-populate from a previous filing?

** Required*

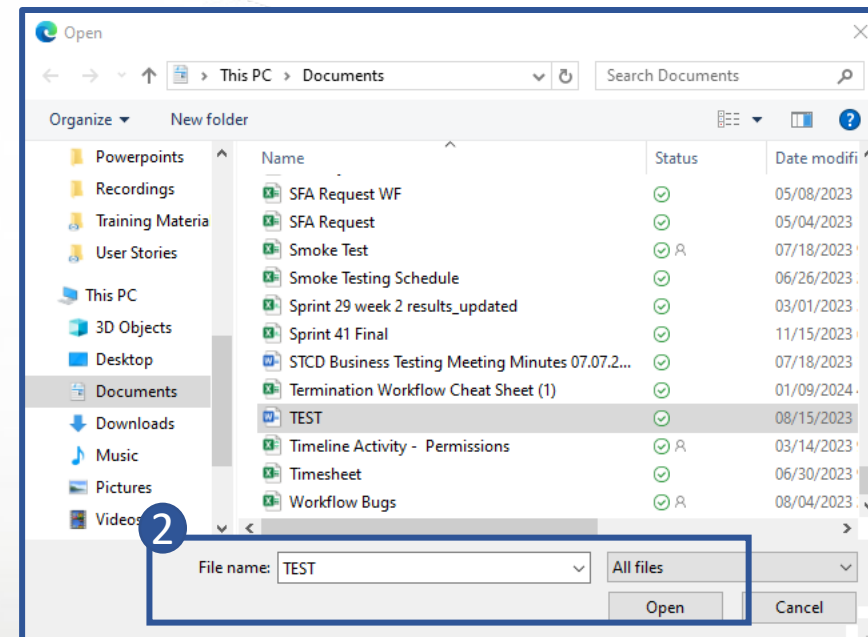
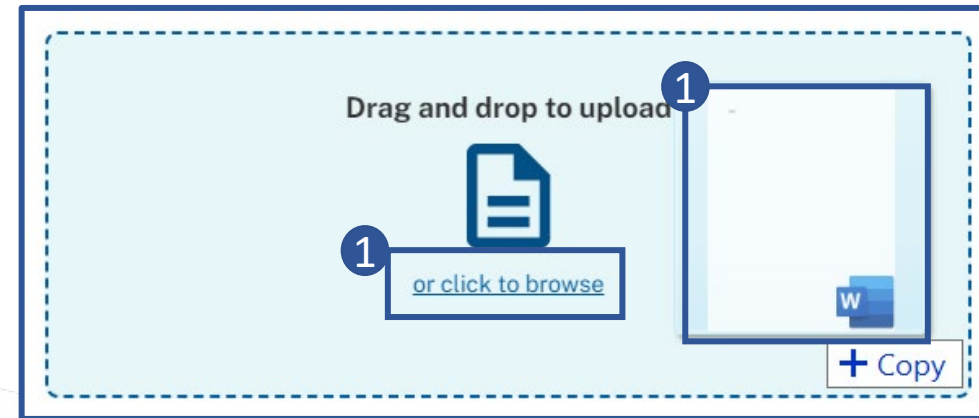
Start new

Pre-populate from previous filing

The screenshot shows a web form with a title "Would you like to start a new filing or pre-populate from a previous filing?". Below the title is a red asterisk and the word "Required". There are two radio button options: "Start new" and "Pre-populate from previous filing". The "Pre-populate from previous filing" option is selected and highlighted with a light blue background. Below the radio buttons is a dropdown menu with the text "No previous filings" and a downward arrow. At the bottom of the form are two buttons: "Previous" and "Next". The "Next" button is highlighted with a blue border and a blue circle containing the number "3".

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**.

Upload Attachments

TEST.docx

Document Type *

-Select-

Description

test description

Cancel Attach

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

Upload Attachments

TEST.docx 100%

✔ File uploaded successfully!

Your document has been uploaded successfully. To close this dialog, click the "Complete" button.

Document Type *

Participant database

Description

test description

Complete

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

Attachments

File Name	Document Type	Description	Date Created ↓
TEST.docx	Participant database	test description	01/25/2024 10:39 AM

View
Delete

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.

The screenshot shows the PBGC filing interface. At the top, the PBGC logo is on the left, and the title 'Settlement Requirement (Filing ID - 710022362, Type - Settlement Requirements)' is centered. A progress bar below the title shows steps: User, Info, Company, Info, Upload, Documents, **Review** (highlighted with a blue box and the number 1), and Confirmation. The left sidebar contains navigation options: Single-Employer Filings Dashboard, Multiemployer Filings Dashboard, New Filing, User Guide, Settings, and Logout. The main content area displays 'Filing Held By: Dawn Esposito' and 'Email Address: esposito.dawn@pbgc.gov'. Below this are sections for 'Filing Details', 'User Account Information', and 'Filer Contact: Dawn Esposito'. A green footer bar contains a privacy notice and 'Signed in as Dawn Esposito'.

This close-up shows two buttons: 'Previous' and 'Submit'. The 'Submit' button is highlighted with a blue box and the number 2.

The confirmation screen displays the message 'You have successfully submitted your filing.' followed by the instruction 'To view the submitted filing on your dashboard, click Go to Dashboard.' At the bottom, there are two buttons: 'Create New Filing' and 'Go to Dashboard'.

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

Filing ID↑↓	Group Name↑↓	Information Year-End↑↓	Status↑↓	Date Created↑↓	Original Submission Date↑↓	Amended Submission Date↑↓	Filing Coordinator↑↓	
710021615			Draft	December 07, 2023			E S	Actions →

Multiemployer Dashboard

Filing ID↑↓	Plan Name↑↓	EIN↑↓	PN↑↓	Filing Type↑↓	Status↑↓	Date Created↑↓	Original Submission Date↑↓	Amended Submission Date↑↓	Filing Coordinator↑↓	
710022364	Malibu Pension Plan	182838938	001	Annual Funding Notice	Draft	January 18, 2024			Dawn Esposito	Actions →

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.

The screenshot shows the PBGC Single-Employer Filings Dashboard. The left sidebar contains navigation options: Single-Employer Filings Dashboard, Multiemployer Filings Dashboard, New Filing, User Guide, Settings, and Logout. The main content area displays a table of filings under the 'Form 10-Advance' tab. A callout '3' points to the table header, and a callout '4' points to the 'Actions' button for a specific filing.

Filing ID	EIN	PN	Plan Name	Type of Event	Status	Date Created	Original Submission Date	Amended Submission Date	Filing Coordinator	Actions
710022391	284756283	003	Malubu Boat CompanyHourly Plan	Transfer of Benefit Liabilities	Draft	January 30, 2024			Dawn Esposito	Actions →
710022092	284756283	003	Malubu Boat CompanyHourly Plan	Application for Minimum Funding Waiver	Submitted	January 10, 2024	January 10, 2024	January 10, 2024	Dawn Esposito	Actions →
710022091	284756283	003	Malubu Boat CompanyHourly Plan	Application for Minimum Funding Waiver	Submitted	January 10, 2024	January 10, 2024		Dawn Esposito	Actions →

This close-up shows the column headers of the table. A callout '5' points to the 'Filing ID' header, which has a small upward-pointing triangle next to it, indicating it is currently sorted in ascending order. Other headers include Group Name, Information Year-End, Status, Date Created, Original Submission Date, Amended Submission Date, and Filing Coordinator.

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.

The screenshot shows the PBGC filing management interface. On the left is a sidebar with the PBGC logo and navigation options: Single-Employer Filings Dashboard (highlighted with callout 1), Multiemployer Filings Dashboard, New Filing, User Guide, Settings, and Logout. The main area has a top navigation bar with filing types: Form 4010 (highlighted with callout 2), Form 4010-Schedule P, Form 10, Form 10-Advance, Form 200, and Settlement Requirement. Below this is a table of filings with columns: Filing ID, Group Name, Information Year-End, Status, Date Created, Original Submission Date, Amended Submission Date, and Filing Coordinator. Two filings are listed. The first row has an 'Actions' button (callout 3) which is open to a dropdown menu (callout 4) containing 'View', 'Amend', 'Reassign', and 'View Attachments'.

Filing ID	Group Name	Information Year-End	Status	Date Created	Original Submission Date	Amended Submission Date	Filing Coordinator
710022041	Deloitte Corp	January 10, 2024	Submitted	January 09, 2024	January 14, 2024		Dawn Esposito
710022007	Friends Corporate Parent	December 31, 2023	Submitted	January 08, 2024	January 08, 2024		Dawn Esposito

Amend a Filing (1 of 2)

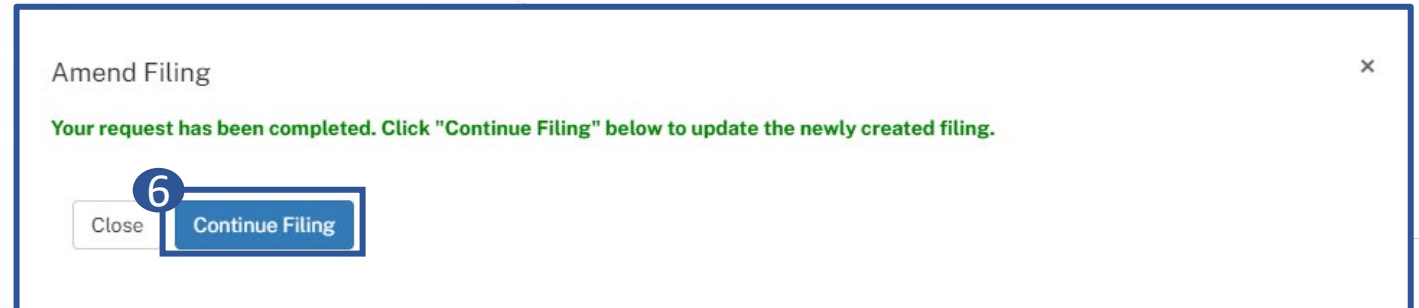
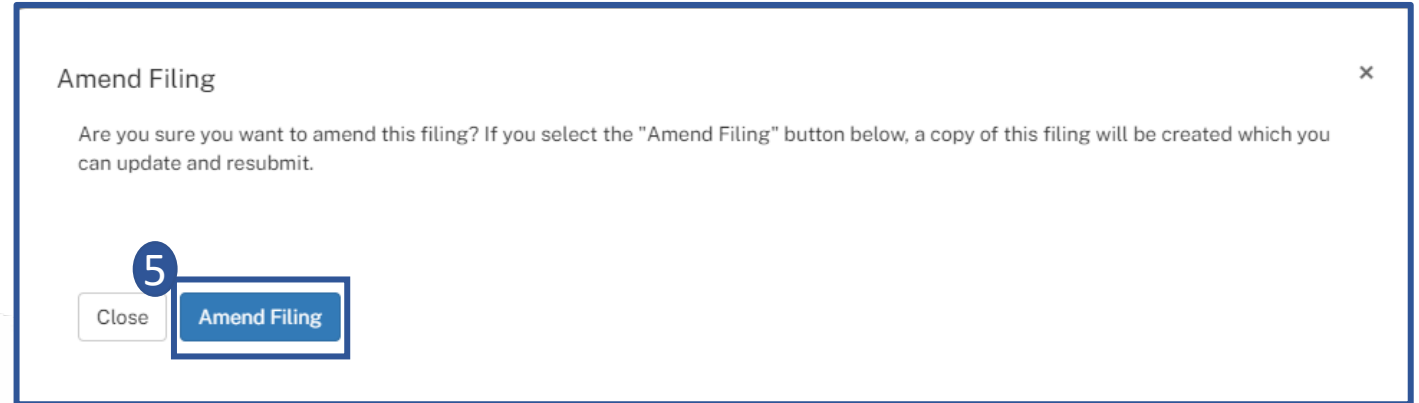
1. Select the applicable **dashboard** from the lefthand pane.
2. Select the **filing type**.
3. Select the **Actions** button next to the filing to be amended.
4. Select **Amend** from the dropdown.

The screenshot displays the PBGC Single-Employer Filings Dashboard. The left-hand navigation pane (1) includes options for 'Single-Employer Filings Dashboard', 'Multiemployer Filings Dashboard', 'New Filing', 'User Guide', 'Settings', and 'Logout'. The main content area (2) features a tabbed interface with 'Form 4010' selected. Below the tabs is a table of filings with columns for Filing ID, Group Name, Information Year-End, Status, Date Created, Original Submission Date, Amended Submission Date, and Filing Coordinator. The 'Actions' button (3) is located to the right of the table, and the 'Amend' option (4) is highlighted in the dropdown menu.

Filing ID↑	Group Name↑	Information Year-End↑	Status↑	Date Created↑	Original Submission Date↑	Amended Submission Date↑	Filing Coordinator↑
710022041	Deloitte Corp	January 10, 2024	Submitted	January 09, 2024	January 14, 2024		Dawn Esposito
710022007	Friends Corporate Parent	December 31, 2023	Submitted	January 08, 2024	January 08, 2024		Dawn Esposito

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.

The screenshot displays the PBGC dashboard interface. On the left, a navigation pane (1) contains options for 'Single-Employer Filings Dashboard', 'Multiemployer Filings Dashboard', 'New Filing', 'User Guide', 'Settings', and 'Logout'. The top navigation bar (2) shows various filing types: 'Form 4010', 'Form 4010-Schedule P', 'Form 10', 'Form 10-Advance', 'Form 200', and 'Settlement Requirement'. The main content area features a table of filings with columns for 'Filing ID', 'Group Name', 'Information Year-End', 'Status', 'Date Created', 'Original Submission Date', 'Amended Submission Date', and 'Filing Coordinator'. Two filings are listed: one for 'Deloitte Corp' and another for 'Friends Corporate Parent'. An 'Actions' button (3) is located next to the second filing, which has opened a dropdown menu (4) containing options for 'View', 'Amend', 'Reassign', and 'View Attachments'.

Filing ID	Group Name	Information Year-End	Status	Date Created	Original Submission Date	Amended Submission Date	Filing Coordinator
710022041	Deloitte Corp	January 10, 2024	Submitted	January 09, 2024	January 14, 2024		Dawn Esposito
710022007	Friends Corporate Parent	December 31, 2023	Submitted	January 08, 2024	January 08, 2024		Dawn Esposito

Reassign a Filing (2 of 2)

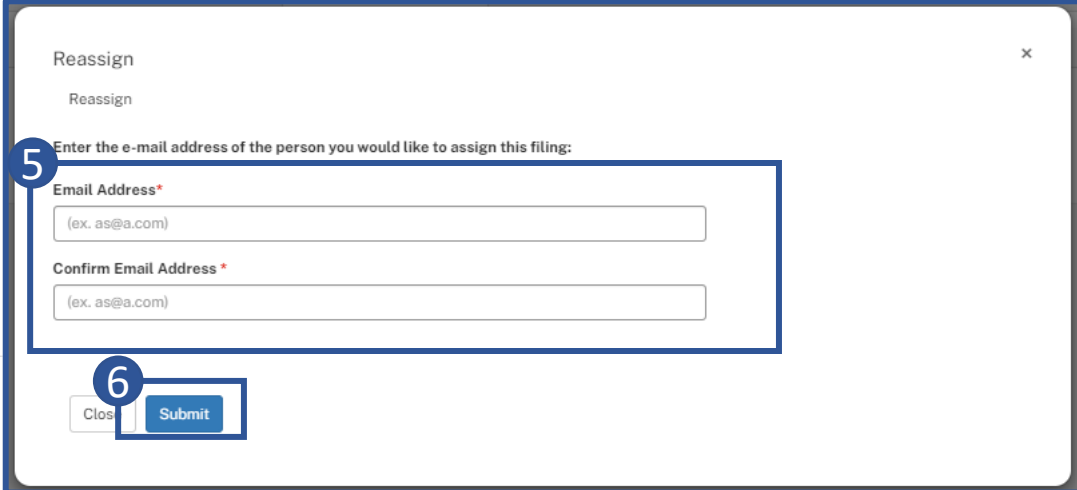
5. The **Reassign** pop-up will appear. Enter the **email address** of the reassigned user.

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.



The screenshot shows a 'Reassign' pop-up window. At the top, it says 'Reassign' and 'Reassign' again. Below that, it asks to 'Enter the e-mail address of the person you would like to assign this filing:'. There are two input fields: 'Email Address*' and 'Confirm Email Address *', both containing '(ex. as@a.com)'. A blue box highlights these two fields, with a '5' in a circle next to it. At the bottom, there are 'Close' and 'Submit' buttons. A blue box highlights the 'Submit' button, with a '6' in a circle next to it.

View Attachments for a Filing (1 of 2)

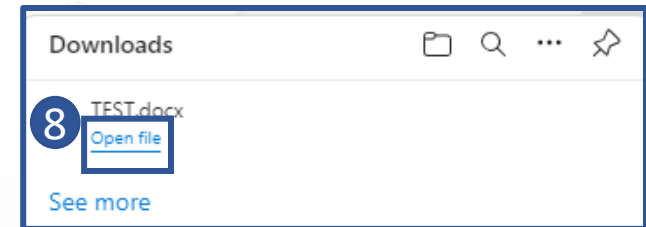
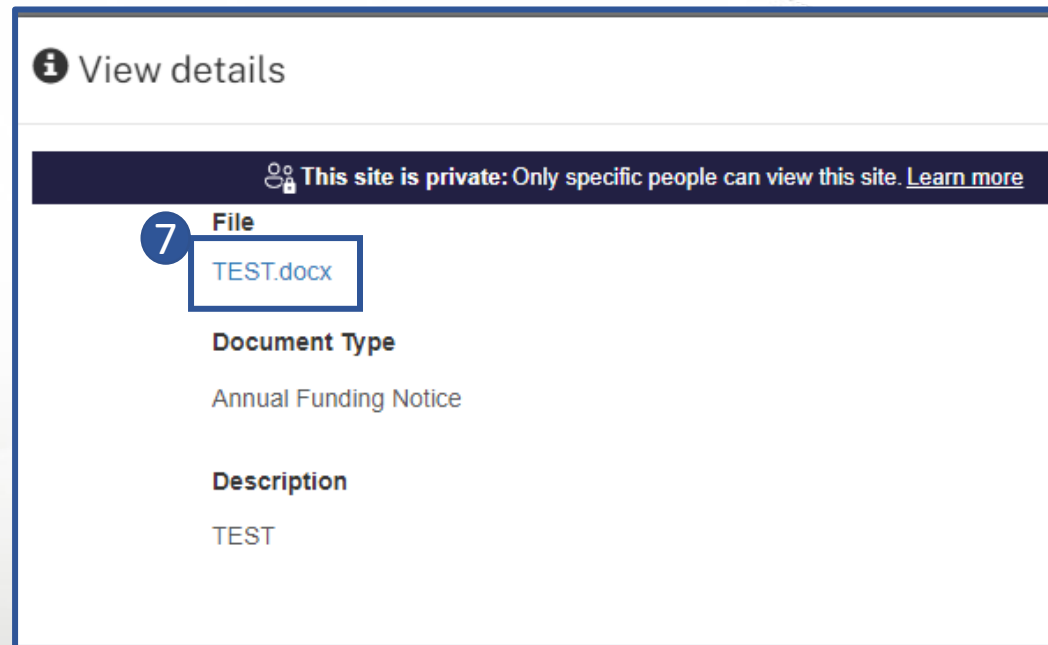
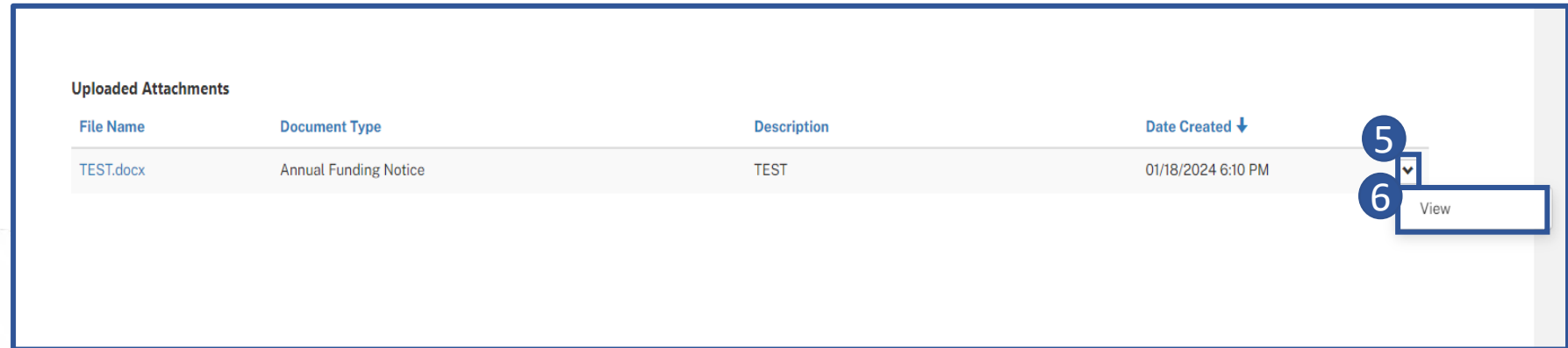
1. Select the applicable **dashboard** from the lefthand pane.
2. Select the **filing type**.
3. Select the **Actions** button next to the desired filing.
4. Select **View Attachments** from the dropdown.

The screenshot shows the PBGC filing management interface. On the left is a sidebar with navigation options. The main area displays a table of filings with columns for Filing ID, Group Name, Information Year-End, Status, Date Created, Original Submission Date, Amended Submission Date, and Filing Coordinator. A dropdown menu is open for the first filing, showing options like View, Amend, Reassign, and View Attachments.

Filing ID	Group Name	Information Year-End	Status	Date Created	Original Submission Date	Amended Submission Date	Filing Coordinator
710022041	Deloitte Corp	January 10, 2024	Submitted	January 09, 2024	January 14, 2024		Dawn Esposito
710022007	Friends Corporate Parent	December 31, 2023	Submitted	January 08, 2024	January 08, 2024		Dawn Esposito

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.

The screenshot displays the PBGC Multiemployer Filings Dashboard. On the left, a sidebar contains navigation options: Single-Employer Filings Dashboard, Multiemployer Filings Dashboard (highlighted with a blue box and a '1'), New Filing, User Guide, Settings, and Logout. The main content area features a tabbed interface with 'Funding Notices' selected (highlighted with a blue box and a '2'). Below the tabs is a table of filings. The table has columns for Filing ID, Plan Name, EIN, PN, Filing Type, Status, Date Created, Original Submission Date, Amended Submission Date, and Filing Coordinator. A single row is visible for Filing ID 710022364, Plan Name Malibu Pension Plan, EIN 182838938, PN 001, Filing Type Annual Funding Notice, Status Draft, Date Created January 18, 2024, and Filing Coordinator Dawn Esposito. To the right of this row is an 'Actions' dropdown menu (highlighted with a blue box and a '3') containing options: Edit (highlighted with a blue box and a '4'), Delete, View, Reassign, and View Attachments.

Filing ID	Plan Name	EIN	PN	Filing Type	Status	Date Created	Original Submission Date	Amended Submission Date	Filing Coordinator
710022364	Malibu Pension Plan	182838938	001	Annual Funding Notice	Draft	January 18, 2024			Dawn Esposito

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.

The screenshot displays the PBGC web application interface. On the left is a navigation sidebar with the PBGC logo and several menu items. A blue box labeled '1' highlights the 'Multiemployer Filings Dashboard' option. The main content area features a horizontal tab bar with 'Funding Notices' selected, highlighted by a blue box labeled '2'. Below the tabs is a table with columns for Filing ID, Plan Name, EIN, PN, Filing Type, Status, Date Created, Original Submission Date, Amended Submission Date, and Filing Coordinator. A single row of data is visible, representing a draft filing. A blue box labeled '3' highlights the 'Actions' dropdown menu next to this row. A second blue box labeled '4' highlights the 'Delete' option within the dropdown menu.

Filing ID↑	Plan Name↑	EIN↑	PN↑	Filing Type↑	Status↑	Date Created↑	Original Submission Date↑	Amended Submission Date↑	Filing Coordinator↑
710022364	Malibu Pension Plan	182838938	001	Annual Funding Notice	Draft	January 18, 2024			Dawn Esposito

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

The screenshot displays the PBGC e-Filing Portal interface. On the left is a navigation pane with the PBGC logo at the top. Below the logo are several menu items: "Single-Employer Filings Dashboard", "Multiemployer Filings Dashboard", "New Filing", "User Guide", "Settings", and "Logout". The "User Guide" item is highlighted with a blue box and a circled number "1". The main content area on the right shows a tabbed interface with tabs for "Form 4010", "Form 4010 - Schedule P", "Form 10", "Form 10-Advance", "Form 200", and "Settlement Requirement". The "Form 4010 - Schedule P" tab is active. Below the tabs is a table with columns: "Filing ID (Form 4010)↓↑", "Plan Name↓↑", "Plan Sponsor↓↑", "Full name of ultimate parent↓↑", "Information Year End↓↑", and "Complete?↓↑". The table currently displays "No content available".

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.