

# How to Review, Return for Edit, Certify and Submit a Filing

My Plan Administration Account (My PAA)

*Last Updated: July 30, 2024*



# Route, Review, Return for Edit, Certify and Submit a Filing

- Filing Certification and Approval Process

- Once the filing has been completed by the Filing Preparer, the Actuary (if applicable), Payment Preparer and Plan Admin/Plan Admin Rep must certify, approve and submit the filing to the PBGC.
  - Actuary: If there is Variable-Rate Premium (VRP) data supplied, they will need to certify that the information being reported in the VRP section of the filing is accurate.
  - Payment Preparer: They can submit ACH payment information through My PAA or select that the payment is being made outside of My PAA.
  - Plan Admin/Plan Admin Rep: They will review the information provided by the Filing Preparer, Actuary (if applicable), and Payment Preparer. Once the information has been reviewed and validated, then the Plan Admin or Plan Admin Rep will approve and submit the filing to the PBGC.
  - Note: Once the filing has been submitted by the Plan Admin/Plan Admin Rep, if the Payment Preparer submitted premium payment information via My PAA, the funds will be debited from the plan's account.

- Flow of Certification and Approval Process



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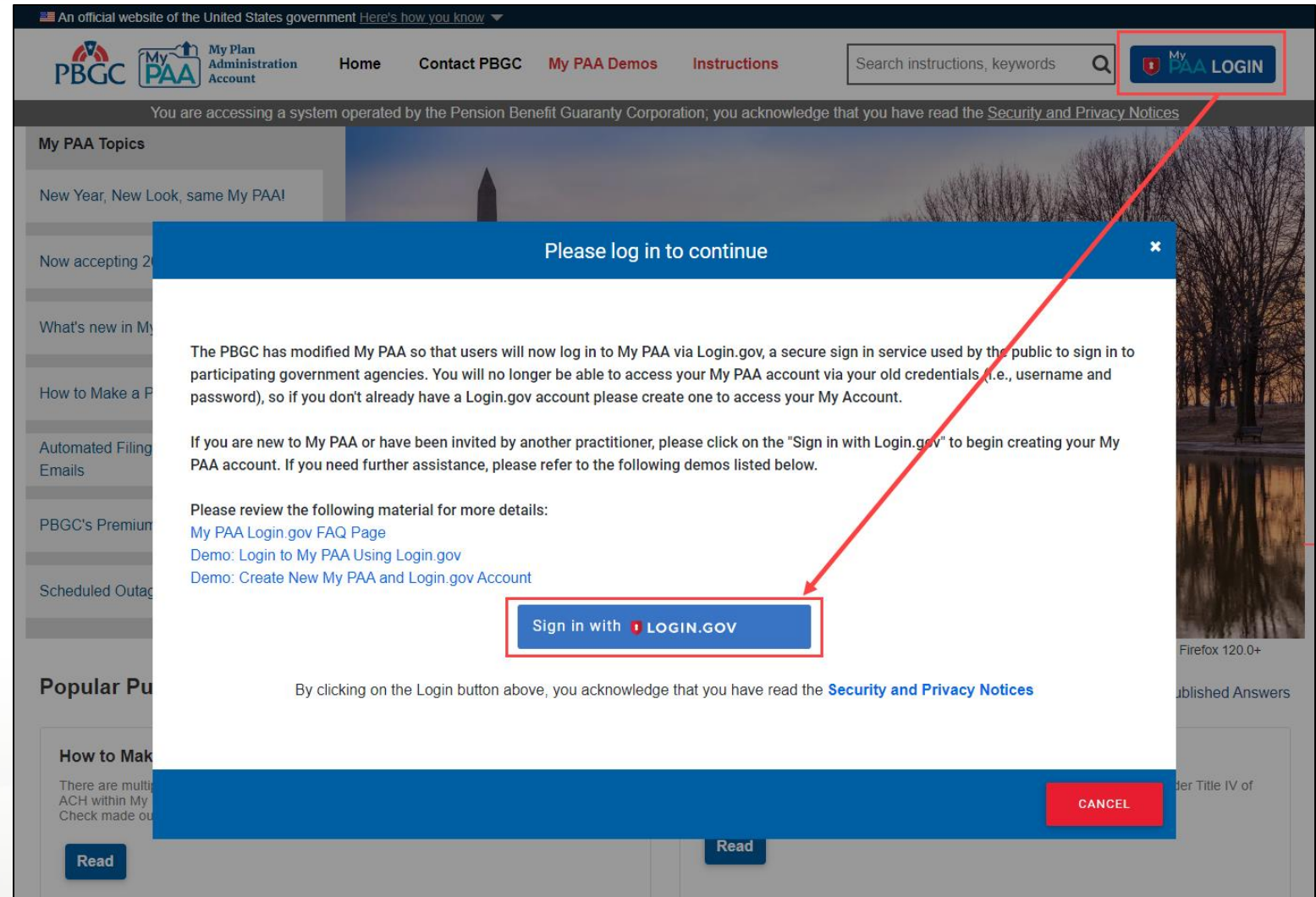
# Step-by-Step Instructions

PBGC

# Route, Review, Return for Edit, Certify and Submit a Filing

## Login

- From the Home Page, click on the “My PAA Login” button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
  - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC’s [How to Log in to My PAA Using Login.gov?](#) Published Answer.



The screenshot shows the My PAA Login page. At the top right, there is a "My PAA LOGIN" button. A modal dialog titled "Please log in to continue" is displayed in the center. The dialog contains the following text:

The PBGC has modified My PAA so that users will now log in to My PAA via Login.gov, a secure sign in service used by the public to sign in to participating government agencies. You will no longer be able to access your My PAA account via your old credentials (i.e., username and password), so if you don't already have a Login.gov account please create one to access your My Account.

If you are new to My PAA or have been invited by another practitioner, please click on the "Sign in with Login.gov" to begin creating your My PAA account. If you need further assistance, please refer to the following demos listed below.

Please review the following material for more details:

- [My PAA Login.gov FAQ Page](#)
- [Demo: Login to My PAA Using Login.gov](#)
- [Demo: Create New My PAA and Login.gov Account](#)

At the bottom of the dialog, there is a "Sign in with LOGIN.GOV" button. A red arrow points from the "My PAA LOGIN" button in the top right corner of the page to the "Sign in with LOGIN.GOV" button in the dialog. Below the dialog, there is a "CANCEL" button and a "Read" button.

# Route, Review, Return for Edit, Certify and Submit a Filing

## Plan List Page

- Once you have logged in, click on the “Plan List” button from the Home Page.
- From the Plan List Page, click on the Plan Name you would like to route, review, return for edit, certify and/or submit a filing for.
  - You can also click on the “Latest Filing ID” link if that is the filing you wish to perform an action on. Then it will redirect you to the Filing Details Page.

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

**PBGC My PAA** My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the [Security and Privacy Notices](#)

New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

My PAA Topics

- New Year, New Look, same My PAA!
- Now accepting 2024 Filings
- What's new in My PAA & Login Process
- How to Make a Payment?

Create New / Add Existing Plan

**Plan List**

In-Process Filings

Plans in your My PAA Account

The below list consists of all of your Plans. You can use the Create New Filing column buttons to create new filings based on your Role. You can use the Latest Filing Status column buttons to complete the next step for each Filing based on your Role(s). Use the Links in the Filing ID and Plan Name columns to see its corresponding details page.

Filter by Latest Filing Status

Show 10 entries Search:

Create New Filing	Plan ID	EIN	PN	Plan Name	Latest Filing Update	Latest Filing ID	Latest PYC	Latest Filing Status
	2420303	131311313	121	<a href="#">MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN UPDATE</a>	07/26/2024	<a href="#">539331</a>		<a href="#">Draft</a>
	86264	123456789	001	<a href="#">SPECIAL NON-PREMIUM TRANSACTIONS</a>	06/05/2024	<a href="#">500753</a>	01/01/2022	Submitted
	2420311	898989898	898	<a href="#">PRACTITIONER REMOVED FROM ANOTHER PLAN</a>	11/01/2023	<a href="#">506658</a>	01/01/2023	<a href="#">Draft</a>

Showing 1 to 3 of 3 entries

First 1 Last



# Route a Filing in “Draft” Status

## Plan Details Page

- After you have selected the appropriate plan, review all the associated filing(s) in the Premium Filings section.
- Once you have identified the appropriate filing, click on the “FILING DETAILS” button for that filing.
- It is important to note that you may only route, return for edit, certify, and/or submit a filing that is not in “Submitted” status.
  - Please ensure you also have the appropriate role(s) to proceed with the corresponding action. See the “[How to Manage Roles](#)” Published Answer for further details.

The screenshot displays the My PAA PBGC Plan Details Page. At the top, there is a navigation bar with links for Home, Contact PBGC, My PAA Demos, and Instructions, along with a search bar. Below the navigation bar, a message states: "You are accessing a system operated by the Pension Benefit Guaranty Corporation for Pension Plan Professionals; you acknowledge that you have read the Security and Privacy Notices. New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#)."

The main content area shows the Plan Details Page for "MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN". Key information includes Plan ID: 2420303, Plan Status: Active, EIN: 131311313, PN: 121, Effective Date: 04/24/2021, and Plan Sponsor: test.

Below the plan details, there are several action buttons: Create Filing, Submit Request, Manage Roles, Payment Voucher, and Account History. A red box highlights the "View Request Status" and "View Correspondence" buttons.

The Filings section is active, showing a table of filings. A red box highlights the "Filing Details" button for the filing with ID 5052, which is in "Draft" status.

ID	Plan ID	Submission Date	Status	Action	View PDF
00			Draft	<a href="#">Filing Details</a>	<a href="#">Filing Receipt</a>
98	01/01/2024		Pending Admin Approval	<a href="#">Filing Details</a>	<a href="#">Filing Receipt</a>
98	01/01/2024		Pending Admin Approval	<a href="#">Filing Details</a>	<a href="#">Filing Receipt</a>
97	01/01/2023		Pending Payment Info	<a href="#">Filing Details</a>	<a href="#">Filing Receipt</a>
92	01/01/2023	04/23/2024	Submitted/Successfully Processed	<a href="#">Amend</a>	<a href="#">Filing Receipt</a>
98	01/01/2023	04/23/2024	Submitted	<a href="#">Amend</a>	<a href="#">Filing Receipt</a>

# Route a Filing in “Draft” Status

## Route as Filing Preparer

- Upon completion of the draft filing, you will have to select the checkbox to certify the information on the filing is accurate, and that you wish to proceed with the filing certifications.
- A list of filing team members with roles that correspond with the next filing status will appear.
  - Filings with variable-rate premium (VRP) information will display associated Actuaries
  - Filings without VRP information will display associated Payment Preparers.
  - Filings without VRP information or Premium Amount due will display associated Plan Administrators and Plan Administrators Reps, and you can select/deselect members
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.

### Filing Management V2

Published 04/07/2020 10:32 PM | Updated 10/18/2021 03:37 PM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ IV. Review and Summary
- ✓ **Filing Details Review**

#### Filing Details Review

Please review the Filing Summary information below.

[Filing Summary](#) [Filing Receipt](#)

If you have completed the preparation of this filing, please select the checkbox below. You will then be presented with a list of filing team members, based on their roles, who can be notified of the next action for this filing. After you have confirmed any notifications, select the "Proceed to Certifications" button. Once you proceed, any changes to filing data can be made via the "Edit Draft" button from the Filing Details page.

If any draft filing changes are needed at this time, navigate back to make the desired updates, then return to this Summary page.

If you would prefer to save your progress and return at a later time to complete this draft filing, select "Exit".

The Summary Information for this filing is the following:

- Plan Name: Test Plan
- EIN/PN: Unknown / Unknown
- Filing ID: 503745
- PYC 01/01/2023

I understand that by selecting this checkbox, I am indicating to PBGC that I have prepared this filing accurately and completely and that I am electing to proceed to filing certifications.

**Next Filing Status After Proceeding to Certifications: Pending Actuary Approval**

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article ["Disable Automated Filing Status Emails"](#).

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

[Back](#) [Proceed to Certifications](#)

[Return to Beginning of Filing](#) [Exit](#)

This section will appear once the checkbox is selected, and the list will correspond with the next filing action



# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify / Return for Edit as Enrolled Actuary

- If there is any Variable-rate Premium (VRP) data in the filing (excluding VRP exemptions), an Actuary must certify that the information provided in the section of the filing is accurate.
- From the Filing Details Page, for a filing in “Pending Actuary Approval” status, click on the “CERTIFY / RETURN FOR EDIT” button.
  - Please ensure you have the Actuary role for this plan to proceed with certifying or returning the filing for edits. See the [“How to Manage Roles”](#) Published Answer for further details.

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**PBGC My PAA My Plan Administration Account** Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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[Return to Plan Details](#)

### Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **PENDING ACTUARY APPROVAL**

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
First Last Name 04/30/2024 03:17 PM EDT	First Last Name 04/30/2024 03:17 PM EDT <a href="#">Edit Draft</a>	<b>Certify / Return for Edit</b>			

#### Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505203	01/01/2020	\$ 75,945.00	---

This premium filing is currently in **PENDING ACTUARY APPROVAL** status.  
As the Actuary, select the **CERTIFY / RETURN FOR EDIT** button to certify the filing or return to Draft status for filing edits.  
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing data. Please note that this action will revert the filing's status back to Draft status.  
If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)  
[Filing Receipt](#)  
[Payment Voucher](#)  
[Cancel Filing](#)

# Route a Filing in “Draft” Status

## Route as Filing Preparer (cont.)

- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
  - Users are not required to select any/all of the filing team members listed.
  - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
  - Any member with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications.
    - For more information about disabling email notifications, please refer to the “[Disable Automated Filing Status Emails](#)” Published Answer.

**Next Filing Status After Proceeding to Certifications: Pending Actuary Approval**

The list of filing team members below have the Actuary role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article "[Disable Automated Filing Status Emails](#)".

Notify?	First Name	Last Name	Email Address
<input type="checkbox"/>	PBGC	EXAMPLE	pbgcexample@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

# Filing Preparer Edit Draft

## Edit Draft

- As long as the filing has not been submitted to PBGC, on the Plan Details Page, any filing team member with the Filing Preparer role can edit the data on the Comprehensive Premium Filing by clicking the orange “EDIT DRAFT” button.
- It is important to note that once the filing returns to “Draft” status, any previous certifications or payment information provided will need to be completed again prior to submission.
  - For more information and step-by-step guidance, please view the [“How to Edit/Delete a Filing”](#) demo.

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PBGC My PAA My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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[Return to Plan Details](#)

### Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **DRAFT**

Draft Started  
First Last Name  
04/26/2024 12:33 PM EDT

Draft Completion

Actuary Certification

Administrator Certification

Filing Submission to PBGC

[Edit Draft](#)

#### Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505201	05/01/2021	\$ 0.00	__/__/

This premium filing is currently in **DRAFT** status.  
As the Filing Preparer, select the **EDIT DRAFT** button to continue preparing this filing.  
If you do not want to proceed with this filing, select the **CANCEL FILING** button to remove it from My PAA.  
To request the Filing Preparer role, please see instructions on [How to Manage Roles](#).

Filing Attachments [+ Add Attachment](#)

[Filing Summary](#)

[Filing Receipt](#)

[Payment Voucher](#)

[Cancel Filing](#)

# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify / Return for Edit as Enrolled Actuary

- After clicking on the “CERTIFY / RETURN FOR EDIT” button, the VRP details, as entered on the Comprehensive Premium Filing, will appear in a pop-up window.
  - If the Actuary finds the VRP data is incorrect and must be returned to the Filing Preparer for edits, then click on the “RETURN FOR EDIT” (continue to slide 13 for more details).
  - If the Actuary considers the information to be correct, click on the blue “CERTIFY” button (continue to slide 14 for more details).

The screenshot displays the PBGC My PAA Actuary Review interface. The main window shows the 'Actuary Review' page for a plan named 'TRANE TECHNOLOGIES PENSION PLAN NUMBER ONE'. The filing progress is 'PENDING ACTUARY APPROVAL'. A 'Filing Progress' timeline shows 'Draft Completion' and 'Actuary Certification'. The 'Filing Details' section includes Filing ID 504770 and PYC 01/01/2023. The 'File Attachments' section lists several files. A pop-up window titled 'Actuary Review' is open, displaying instructions and VRP details. The VRP details are highlighted with a red box.

**Actuary Review**

**Instructions**

Please review the below VRP Details for this filing. If any data is incorrect and requires updating before you can certify this filing as an Actuary, select the "Return for Edit" button. If all data is correct, select the "Certify" button. After your selection you will be prompted to enter additional information before your decision is recorded.

Certify:

- Review the displayed Enrollment Number and Firm Name values. If you have previously saved this information on your My PAA account, it will be pre-populated for you. If these values are blank, you have not yet stored this information on your account. In either case, you may update/enter this information on this page to complete the certification for this filing, but to permanently set this information for future certifications you must [update your My PAA account via the Account Settings page](#).
  - Note: You can access your Account Settings page by selecting the blue box labeled with your email address at the top-right of your My PAA homepage.
- Provide the answer to your displayed Secret Question
- Read the Certification Statement and select the associated checkbox to accept the terms
- Upon saving your certification, the filing will be routed to the next appropriate task owner

Return for Edit:

- Enter the reason why you have chosen to not certify the filing
- Upon saving your decision to return the filing, it will be routed back to an authorized Filing Preparer to make the necessary corrections and then resubmit it for Actuary review
- Once you have saved your decision, you will then not be able to modify it.

**VRP Details**

**VRP Cap Qualification:** No  
**UVB Valuation Date:** 01/01/2023  
**Premium Funding Target is an Estimate:** No  
**Premium Funding Target Method:** Alternative  
 **Full Yield Curve Used**  
**Premium Funding Target:** \$ 1,263,518,808.00  
**Market Value of Assets:** \$ 1,172,273,437.00  
**Unfunded Vested Benefits:** \$ 91,246,000.00  
**Variable-rate Premium:** \$ 4,744,792.00

# Route, Review, Return for Edit, Certify and Submit a Filing

## Return for Edit as Enrolled Actuary

- If the Actuary wants to return the filing back to the Filing Preparer for updates, they will click on the red “RETURN FOR EDIT” button, and then a Return for Reason text field will appear.
- The Actuary must enter a brief description indicating why the filing is being returned for edit and then click the blue “SAVE DECISION” button.
- The filing’s status will be updated back to “Draft,” so that the Filing Preparer can make the necessary changes.
- If you selected the “RETURN FOR EDIT” button by mistake and you want to certify the filing, simply unselect the “RETURN FOR EDIT” button and you will be able to select the “CERTIFY” button.

The screenshot displays the PBGC My PAA account interface for a filing in "PENDING ACTUARY APPROVAL" status. The "Filing Progress" section shows a timeline with "Draft Completion" and "Actuary Certification" steps. The "Filing Details" section provides information such as "Filing ID: 504770" and "PYC: 01/01/2023". The "File Attachments" section lists several files, including "saveOIASession\_formatted.txt" and "Import VRP NO AMOUNT OWED.XML". At the bottom of the interface, there are two buttons: "CERTIFY" (highlighted with a red box) and "RETURN FOR EDIT" (highlighted with a red box). A red arrow points from the "CERTIFY" button to the "Return Reason" text field. The top navigation bar includes "Home" and "Contact PBGC".



# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify as Enrolled Actuary

- If the Actuary wants to certify the filing they will click on the green “CERTIFY” button, and then additional fields will appear.
- All additional fields are required to continue with the Actuary certification:
  - Enrollment Number
  - Firm Name
  - Secret Answer to the Secret Question
  - The Certification Statement checkbox must be selected.

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PBGC My PAA Administration Account Home Contact PBGC

You are accessing a system operated by the Pension Benefit Guaranty Corporation

Return to Plan Details

Plan Header Details

Plan Name: TRANE TECHNOLOGIES PENSION PLAN NUMBER ONE

Filing Progress: **PENDING ACTUARY APPROVAL**

Draft Completion Actuary Certification Admin Certification

First Last Name: 12/26/2023 03:48 PM EST

Edit Draft  Certify / Return for Edit

Filing Details

Filing ID	PYC
504770	01/01/2023

This premium filing is currently in **PENDING ACTUARY APPROVAL**. As the Actuary, select the **CERTIFY / RETURN FOR EDIT** button to certify the filing. As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing and return the status back to Draft status. If you do not have the roles listed above and would like to request them, please contact your Plan Administrator.

File Attachments

- saveOIASession\_formatted.txt (8.95 KB)
- saveOIASession.txt (8.83 KB)
- OIA\_Request.json (25.76 KB)
- xmltojson.json (2.66 KB)
- import\_VRP\_NO\_AMOUNT\_OWED.XML (6.02 KB)

**CERTIFY** **RETURN FOR EDIT**

Certify

**Actuary Name:** First Last Name

Enrollment Number and Firm Name values will be pre-populated from your My PAA account if you have previously saved this information on your Account Settings page. You may update/enter this information here to complete the certification for this filing. To permanently save this information for future certifications you must update your My PAA account via the Account Settings page.

**Enrollment Number:**

**Firm Name:**

**Secret Question:** What is your pet's name?

**Secret Answer (Case Sensitive):**

Certification Statement

I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions, except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices.\*

**Next Filing Status after Actuary Certification: Pending Admin Approval**

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

**Notify Plan Administrator / Rep to Certify Filing & Submit**

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	CHITO FRANQUI	pbgctest3@gmail.com
<input checked="" type="checkbox"/>	JOANNA BONILLA	pbgctest2@gmail.com
<input checked="" type="checkbox"/>	KEVIN DONOVAN	testing123@gmmail.comm1
<input checked="" type="checkbox"/>	First Last Name	franqui-atiles.gisela@pbgc.gov
<input checked="" type="checkbox"/>	JONATAN RAMIREZ	test@pbgc.gov
<input checked="" type="checkbox"/>	NANCY STEVENS	feldman.brandy@pbgc.gov
<input checked="" type="checkbox"/>	PAUL LONGSTREET	pbgc_45202@pbgc.com.invalid



# Route, Review, Return for Edit, Certify and Submit a Filing

## Route as Enrolled Actuary

- Below the certify section, a list of filing team members with roles that correspond with the next filing status will appear.
  - Filings with a Premium Amount due will display associated Payment Preparers.
  - Filings without a Premium Amount due will display associated Plan Administrators and Plan Administrators Reps.
- Any filing team member that is selected will receive an automated email from My PAA indicating that their action is required on the associated filing.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
  - Users are not required to select any/all of the filing team members listed.
  - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
  - Any member without a checkbox cannot be selected, as they have opted out of filing email notifications.
    - For more information about disabling email notifications, please refer to the [“Disable Automated Filing Status Emails”](#) Published Answer.

**Next Filing Status after Actuary Certification: Pending Payment Info**

The list of filing team members below have the Payment Preparer role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

**Notify Payment Preparers**

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	TEAM MEMBER	pbgc_39907@pbgc.com.invalid
<input type="checkbox"/>	TEST TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	PBGC EXAMPLE	testing.testing@pbgc.gov

# Route, Review, Return for Edit, Certify and Submit a Filing

## Route as Enrolled Actuary

- Once the Certify section has been completed, and the appropriate filing team members have been selected for notification, then you will click on the “SAVE DECISION” button.
- The filing’s status will be updated to either “Pending Payment Info” or “Pending Admin Approval” depending on filing information.

CERTIFY RETURN FOR EDIT

---

Certify

**Actuary Name:** PBGC EXAMPLE

Enrollment Number and Firm Name values will be pre-populated from your My PAA account if you have previously saved this information on your Account Settings page. You may update/enter this information here to complete the certification for this filing. To permanently save this information for future certifications you must update your My PAA account via the Account Settings page.

**Enrollment Number:**

**Firm Name:**

**Secret Question:** What is your mother's maiden name?

**Secret Answer (Case Sensitive):**

Certification Statement

"I certify under penalty of perjury, to the best of my knowledge and belief, that the variable-rate premium information in the filing is true, correct and complete and has been determined in accordance with PBGC's premium regulations and instructions; except that if the premium funding target is estimated, the estimate is reasonable, takes into account the most current information available to me and has been determined in accordance with generally accepted actuarial principles and practices."

**Next Filing Status after Actuary Certification: Pending Payment Info**

The list of filing team members below have the Payment Preparer role needed for the next action for this filing. Please select who you would like to notify. Team members without a checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article [Disable Automated Filing Status Emails](#)

**Notify Payment Preparers**

<input checked="" type="checkbox"/> Select All	Name	Email
<input checked="" type="checkbox"/>	TEAM MEMBER	pbgc_39907@pbgc.com.invalid
<input type="checkbox"/>	TEST TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	PBGC EXAMPLE	testing.testing@pbgc.gov

SAVE DECISION CANCEL

# Route, Review, Return for Edit, Certify and Submit a Filing

## Select Payment Method

- If there is a premium amount due, a Payment Preparer must select the appropriate payment method before proceeding with the Plan Admin certification and submission of the filing.
- From the Filing Details Page, for a filing in “Pending Payment Info” status, click on the “SELECT PAYMENT OPTION” button.
  - Please ensure you have the Payment Preparer role for this plan to proceed with certifying or returning the filing for edits. See the “[How to Manage Roles](#)” Published Answer for further details.
  - For step-by-step instruction and guidance on how to submit a premium payment please view the “[How To Submit a Payment to PBGC](#)” demo.

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My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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New Year, New Look, same My PAA! PBGC is redesigning My PAA starting with the Home Page and Filing Details Page, see the details [here](#).

[Return to Plan Details](#)

### Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **PENDING PAYMENT INFO**

Draft Started	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC
Gisela Franqui 04/26/2024 08:57 AM EDT	Gisela Franqui 04/26/2024 09:43 AM EDT <a href="#">Edit Draft</a>	Gisela Franqui 04/26/2024 02:01 PM EDT	<a href="#">Select Payment Option</a>		

### Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505199	01/01/2020	\$ 75,945.00	/_/_

This premium filing is currently in **PENDING PAYMENT INFO** status. A payment option must be selected to proceed. As the Payment Preparer, select the **SELECT PAYMENT OPTION** button to indicate a payment option for this filing, including choosing to pay outside of My PAA. As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing data. Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed. If you do not have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

[Filing Summary](#)

[Filing Receipt](#)

[Payment Voucher](#)

[Cancel Filing](#)

Filing Attachments [+ Add Attachment](#)

# Route, Review, Return for Edit, Certify and Submit a Filing

## Route Filing as Payment Preparer Select Pay Outside Method

- After you select “Pay Outside My PAA” and click the “Next” button, a list of Plan Administrators (PA) and Plan Administrator Reps will appear.
- Any PA/PA Reps that are selected will receive an automated email from My PAA indicating that their action is required on the associated filing upon clicking the “Submit” button.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
  - Users are not required to select any/all of the filing team members listed.
  - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
  - Any member without checkbox cannot be selected, as they have opted out of filing email notifications.
    - For more information about disabling email notifications, please refer to the “[Disable Automated Filing Status Emails](#)” Published Answer.

Home Page Contact PBGC My PAA Demos Instructions Search My PAA for instructions, keywords or topics

Payment Methods

### Submit a Payment

Published 06/02/2020 10:29 AM | Updated 04/27/2021 04:07 PM

Select Payment Option ✓ Payment Summary

#### Payment Summary

Comprehensive Filing for Plan Year Commencing 01/01/2023  
Test Plan - 123456789 / 001

#### Confirm Payment Premium Information

Below is the payment information you are submitting. If you would like to make changes to this information, click the "Back" button. Otherwise, identify who you would like to notify of the next required action for this filing and then click the "Submit" button to finalize your selection.

Payment Option: Pay Outside My PAA

Since you are choosing not to submit an ACH payment via My PAA and are choosing to make a payment outside of My PAA (via Pay.gov, paper check, or EFT), please read our full external premium payment instructions [here](#)

**Next Filing Status After Submitting Payment Information: Pending Admin Approval**

The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members with a greyed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article "[Disable Automated Filing Status Emails](#)".

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	testing.testing@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

Back Submit

Exit

Contact Us  
[? Contact PBGC](#)  
[Give Feedback](#)

Recently Viewed

# Route, Review, Return for Edit, Certify and Submit a Filing

## Route Filing as Payment Preparer Select Pay Within Method

- After you select “Pay Within My PAA,” enter the payment information and click the “Next” button, the payment summary page will appear, and a list of Plan Administrators (PA) and Plan Administrator Reps will show at the bottom of the page.
- Any PA/PA Reps that are selected will receive an automated email from My PAA indicating that their action is required on the associated filing upon entering the Secret Answer to your Secret Question and clicking the “Authorize Payment” button.
- Any user that does not have a checkbox selected next to their name and email address will not receive the filing notification.
  - Users are not required to select any/all of the filing team members listed.
  - If you have a role associated with the next filing action, then you may select your contact row and send a notification to yourself.
  - Any member without checkbox cannot be selected, as they have opted out of filing email notifications.
    - For more information about disabling email notifications, please refer to the [“Disable Automated Filing Status Emails”](#) Published Answer.

The screenshot shows the PBGC My PAA interface. At the top, there are navigation links: Home Page, Contact PBGC, My PAA Demos, and Instructions. A search bar is on the right. The main content area displays payment information for a filing. Below this, a blue banner indicates the next filing status is 'Pending Admin Approval'. A table lists team members for notification, with checkboxes for selection. The 'Secret Answer' field is highlighted with a red box, and the 'Authorize Payment' button is also highlighted with a red box.

payment information.

Payment Option: Pay Within My PAA

Flat Rate Premium: \$576.00

Variable Rate Premium: \$0.00

Premium Credit: \$0.00

Premium Amount Due: \$576.00

Payment Amount: \$576.00

Method Selected: Automated Clearing House (ACH)

Routing Number: 065000090

Account Number: \*\*\*\*\*23

Account Type: Checking

Account Holder Name: Jenny Johnson

Bank Name: CAPITAL ONE, NATIONAL ASSOCIATION

**Next Filing Status After Submitting Payment Information: Pending Admin Approval**

*The list of filing team members below have the Plan Administrator / Rep role needed for the next action for this filing. Please select who you would like to notify. Team members with a grayed out checkbox cannot be selected, as they have opted out of filing email notifications. For information about disabling email notifications, please refer to the knowledge article "Disable Automated Filing Status Emails".*

Notify?	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	PBGC	EXAMPLE	testing.testing@pbgc.gov
<input type="checkbox"/>	TEST	TEST	invalid.invalid@pbgc.gov.testing
<input checked="" type="checkbox"/>	TEAM	MEMBER	pbgc_39907@pbgc.com.invalid

As an added security precaution, enter below the answer to your Secret Question:

I understand that under the Government Paperwork Elimination Act ("GPEA") (Title XVII of Public Law No. 105-277), my answer to my secret question will be deemed the equivalent of my handwritten signature and as binding under 18 U.S.C. 1001 (dealing with false statements) as an inked signature.

Secret Question: What is your mother's maiden name?

Secret Answer:

Note: The secret answer is case sensitive.

Back

Exit



# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify / Return for Edit as Plan Administrator or Plan Administrator Rep

- Once the filing has been certified by the Actuary (if there is Variable-rate Premium data entered in the filing), and a payment option has been selected by the Payment Preparer (if there is a premium amount due), then the filing can be certified or returned for edit by the Plan Admin/Plan Admin Rep.
- To ensure you can complete this action, confirm the filing status is “Pending Admin Approval” on the Filing Details Page.
- Click on the orange “CERTIFY / RETURN FOR EDIT” button to proceed.
  - Please ensure you have the Plan Admin/Plan Admin Rep role for this plan to proceed with certifying or returning the filing for edits. See the “[How to Manage Roles](#)” Published Answer for further details

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My Plan Administration Account Home Contact PBGC My PAA Demos Instructions Search instructions, keywords

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Return to Plan Details

### Filing Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

Filing Progress: **PENDING ADMIN APPROVAL**

- Draft Started  
Gisela Franqui  
04/26/2024 08:57 AM EDT
- Draft Completion  
Gisela Franqui  
04/26/2024 09:43 AM EDT  
[Edit Draft](#)
- Actuary Certification  
Gisela Franqui  
04/26/2024 02:01 PM EDT
- Payment Option Selection  
Gisela Franqui  
04/26/2024 02:02 PM EDT
- Administrator Certification  
**[Certify / Return for Edit](#)**
- Filing Submission to PBGC

#### Filing Details

Filing ID	PYC	Amount Due	Submitted Date
505199	01/01/2020	\$ 75,945.00	---

Payment Option  
Outside My PAA

This premium filing is currently in **PENDING ADMIN APPROVAL** status.  
As the Plan Administrator or Representative select the **CERTIFY / RETURN FOR EDIT** button to certify and submit the filing; or to return the filing to Draft or Payment status for edits.  
As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing.  
Please note, this action will revert the filing's status back to Draft and any completed certifications will be removed, including payment details, if applicable.  
If you do not currently have the roles listed above and would like to request them, please see instructions on [How to Manage Roles](#).

- [Filing Summary](#)
- [Filing Receipt](#)
- [Payment Voucher](#)
- [Cancel Filing](#)



# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify / Return for Edit as Plan Administrator or Plan Administrator Rep

- After the Plan Admin/Plan Admin rep has reviewed the filing and payment details, you must proceed by either certifying the filing or returning the filing for edits.
  - If the Plan Admin/Plan Admin rep finds the filing and payment incorrect, then it will be returned to either the Filing Preparer or Payment Preparer for edits, by clicking on the red “RETURN FOR EDIT” (continue to slide 20 for more details).
  - If the Plan Admin/Plan Admin Rep finds the filing and payment information to be correct, click on the green “CERTIFY” button (continue to slide 21 for more details).
- If the Plan Admin Rep is certifying or returning the filing for edit, then they will need to enter the Plan Admin details before proceeding:
  - Plan Admin Name (individual, not the entity or TPA)
  - Email Address
  - Phone Number and extension (if applicable)
  - Secret Answer to the Secret Question
  - Select the Certification Statement

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**PBGC** My Plan Administration Account Home

You are accessing a system operated by

[Return to Plan Details](#)

**Plan Header Details**

Plan Name:  
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN

**Filing Progress:** **PENDING ADMIN APPROVAL**

Draft Started: 12/28/2023 10:13 AM EST | Draft Completion: 12/28/2023 01:27 PM EST | [Edit Draft](#)

**Filing Details**

Filing ID	PYC
504767	08/01/2021
Payment Option	
Outside My PAA	

This premium filing is currently in **PENDING ADMIN APPROVAL**. As the Plan Administrator or Representative select the return the filing to Draft or Payment status for edits. As the Filing Preparer, select the **EDIT DRAFT** button to revert the filing's status back to Draft. Please note, this action will revert the filing's status back to Draft and payment details, if applicable. If you do not currently have the roles listed above and you are not a Plan Administrator, you will need to be added to the Roles.

**Plan Administrator Details**

This individual's information will appear in the 'Certification of Plan Administrator' section of the Comprehensive Premium Filing. It should be the actual Plan Administrator, not a third-party representative.

Plan Administrator Name:

Email:

Phone Number:  Ext:

**Payment Info**

Flat-rate Premium: \$ 172.00  
Variable-rate Premium: \$ 0.00  
Total Premium Before Proration: N/A  
Total Premium: \$ 172.00  
Premium Credit: \$ 0.00

Payment Option Selected: Pay Outside My PAA  
Amount Due: \$ 172.00  
Amount Paid: \$ 0.00

[CERTIFY](#) [RETURN FOR EDIT](#)

[SUBMIT FILING](#) [CANCEL](#)

# Route, Review, Return for Edit, Certify and Submit a Filing

## Return for Edit as Plan Administrator or Plan Administrator Rep

- If the Plan Admin/Plan Admin Rep decides to return the filing, a reason and description are required before proceeding.
  - If the edit is due to an issue with the Filing (Return Reason = Filing), then after the decision is saved, the filing will be placed back in “Draft” status, so that the Filing Preparer can make the necessary changes.
  - If the edit is due to an issue with the payment (Return Reason = Payment), then the filing will be placed back in “Pending Payment Info” status, so that the Payment Preparer can make the necessary changes.
- It is important to note that the filing status will not be updated until the Plan Admin/Plan Admin Rep clicks on the “SAVE DECISION” button.

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My Plan Administration Account Home

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Return to Plan Details

Plan Header Details

Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN

Filing Progress: PENDING ADMIN APPROVAL

Draft Started: 12/26/2023 10:13 AM EST

Draft Completion: 12/26/2023 01:27 PM EST

File Attachments

Filing Details

Filing ID	PYC
504767	08/01/2021

Payment Option: Outside My PAA

This premium filing is currently in PENDING ADMIN APPROVAL. As the Plan Administrator or Representative select the return the filing to Draft or Payment status for edits. As the Filing Preparer, select the EDIT DRAFT button. Please note, this action will revert the filing's status to Draft or Payment status, if applicable. If you do not currently have the roles listed above and Roles.

Return for Edit

Return Reason: Filing

Return Reason Description: [Text Area]

CERTIFY RETURN FOR EDIT

SAVE DECISION CANCEL

# Route, Review, Return for Edit, Certify and Submit a Filing

## Certify and Submit Filing as Plan Administrator or Plan Administrator Rep

- If the Plan Admin/Plan Admin Rep confirms that the filing and payment information are accurate, then they will click on the green “CERTIFY” button to proceed.
- The Plan Admin/Plan Admin Rep will need to enter their Secret Answer to the Secret Question, as well as selecting the checkbox for the Certification Statement prior to clicking the green “SUBMIT FILING” button.

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PBGC My PAA My Plan Administration Account Home Contact PB

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[Return to Plan Details](#)

### Filing Details Page

Plan Name: MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN

Filing Progress: **PENDING ADMIN APPROVAL**

Draft Started: Gisela Franqui 04/26/2024 08:57 AM EDT

Draft Completion: Gisela Franqui 04/26/2024 09:43 AM EDT

Actual Certification: Gisela Franqui 04/26/2024 09:43 AM EDT

[Edit Draft](#)

### Filing Details

Filing ID	505199	PYC	01/01/2020
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Payment Option: Outside My PAA

This premium filing is currently in **PENDING ADMIN APPROVAL** status. As the Plan Administrator or Representative select the **CERTIFY** / **RETURN FOR EDIT** button to return the filing to Draft or Payment status for edits. As the Filing Preparer, select the **EDIT DRAFT** button to edit the filing details. Please note, this action will revert the filing's status back to Draft or Payment status, if applicable. If you do not currently have the roles listed above and would like to request a role, please contact your administrator.

### Filing Attachments

### Plan Administrator Details

**Plan Administrator Name:** Gisela Franqui  
**Email:** franqu-atiles.gisela@pbgc.gov  
**Phone Number:** (123) 456-7890  
**Ext:**

### Payment Info

**Flat-rate Premium:** \$ 75,945.00  
**Variable-rate Premium:** \$ 0.00  
**Total Premium Before Proration:** N/A  
**Total Premium:** \$ 75,945.00  
**Premium Credit:** \$ 0.00

**Payment Option Selected:** Pay Outside My PAA  
**Amount Due:** \$ 75,945.00  
**Amount Paid:** \$ 0.00

**CERTIFY** **RETURN FOR EDIT**

**Certify**

**Secret Question:** What is your pet's name?  
**Secret Answer (Case Sensitive):**

**Certification Statement**

I hereby certify, under penalty of perjury, to the best of my knowledge and belief, that all the information in the filing is true, correct and complete and has been determined in accordance with the PBGC's premium regulations and instructions, except that if the filing reports an estimated premium funding target, the estimate is reasonable, takes into account the most current information available to the enrolled actuary, and has been determined in accordance with generally accepted actuarial principles and practices. If I received variable-rate premium information certified by an enrolled actuary for this filing, the variable-rate premium information in the filing is the same as the variable-rate premium information certified by the enrolled actuary.

**SUBMIT FILING** **CANCEL**



# Route, Review, Return for Edit, Certify and Submit a Filing

## Filing Submitted (cont.)

- All filing team members will be able to confirm the submission of the filing on the Plan Details Page.
- Submitted status does not mean the filing is error-free. PBGC will perform another validation check after the filing is submitted via My PAA, and the filing status will be updated accordingly:
  - Submitted/ Pending Processing: Filing is pending PBGC processing, check back later for official status.
  - Submitted/Successfully Processed: Filing has been processed and posted to the plan's Account History.
  - Submitted/Filing Errors: Possible errors have been found and an official letter will be sent to the Plan Contact. This letter will be viewable on the "View Correspondence" page of My PAA.
  - Submitted/Deleted: The submitted filing has been replaced by an amended filing or deleted from the plan's account by PBGC.

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[Return to Plan List](#)

Plan Details Page

Plan Name:	Plan ID:	Plan Status:	EIN:	PN:	Effective Date:	Plan Sponsor:
MY PAA 2.0 PROD CUT OVER CREATE TEST PLAN	2420303	Active	131311313	121	04/24/2021	test

[Create Filing](#) [Submit Request](#) [Manage Roles](#) [Payment Voucher](#) [Account History](#)

[View Request Status](#) [View Correspondence](#)

[Premium Filings](#) [Team Members](#) [Admin/Contact Details](#)

### Premium Filings

The table below lists all premium filings for this Plan (EIN/PN). To navigate to the Filing Details page for a specific filing, place your cursor over the desired Filing ID and select the Filing Details button. To view/print a PDF version of your filing, select the Filing Receipt button for the appropriate row. To amend a previously submitted filing, select the Amend button for the appropriate row.

Show 10 entries Search: submitted

Filing ID	PYC	Submit Date	Status	Action	View PDF
<a href="#">505199</a>	01/01/2020	04/26/2024	Submitted	<a href="#">Amend</a>	<a href="#">Filing Receipt</a>
<a href="#">505192</a>	01/01/2023	04/23/2024	Submitted/Successfully Processed	<a href="#">Amend</a>	<a href="#">Filing Receipt</a>