

How to View Upload History

My Plan Administration Account (My PAA)

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Step-by-Step Instructions



PBGC

How to View Upload History

Login

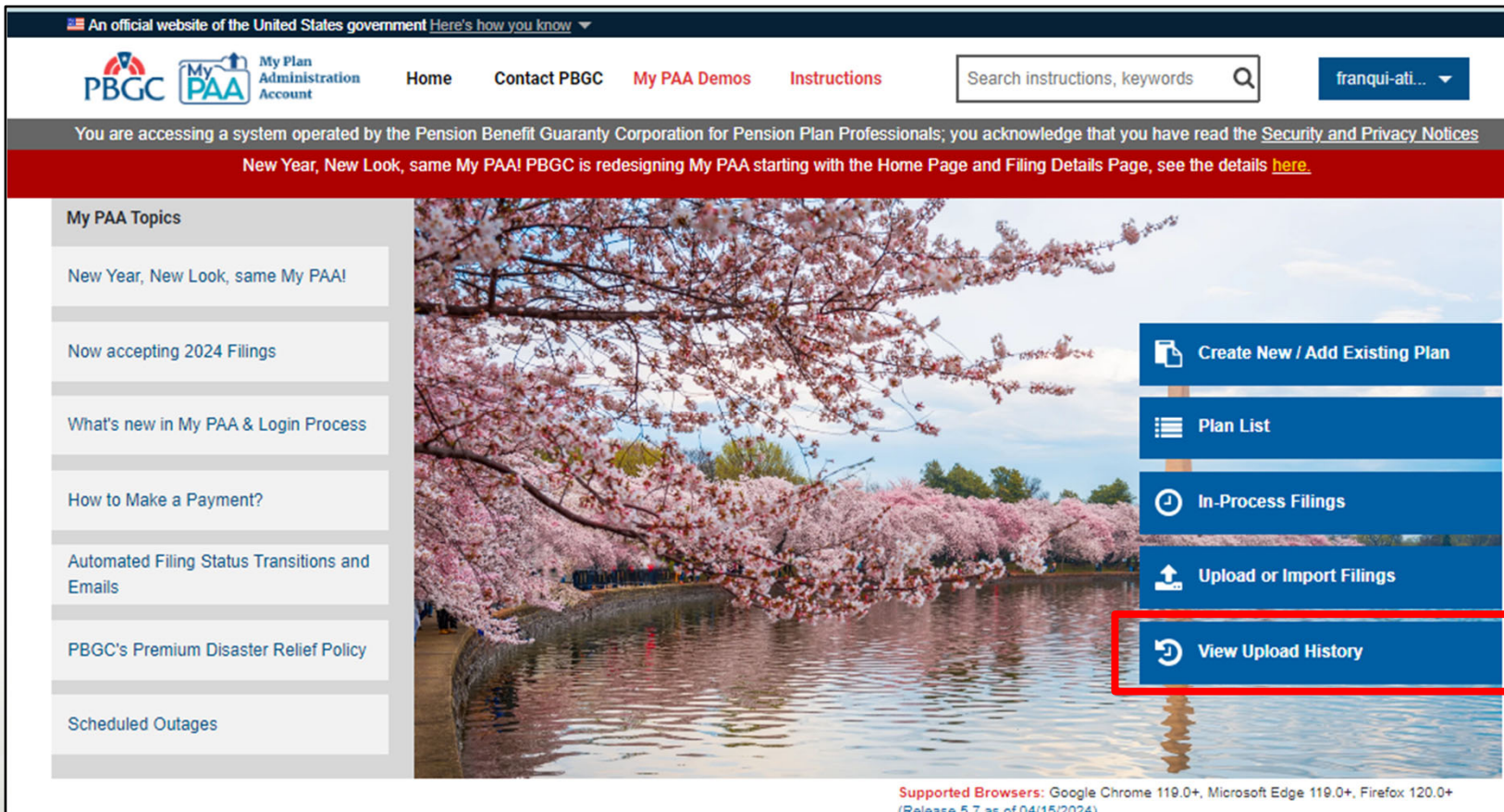
- From the Home Page, click on the "My PAA Login" button to log in.
- You will need to log in to your Login.gov account to access your My PAA account.
 - For more details and step-by-step instructions on how to access your My PAA account via Login.gov please view PBGC's [How to Log in to My PAA Using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

The screenshot shows the My PAA Login page. At the top right, there is a "My PAA LOGIN" button highlighted with a red box. A modal window titled "Please log in to continue" is open in the center. The modal 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." Below this, it says: "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." There are three links: "My PAA Login.gov FAQ Page", "Demo: Login to My PAA Using Login.gov", and "Demo: Create New My PAA and Login.gov Account". A "Sign in with LOGIN.GOV" button is highlighted with a red box. At the bottom of the modal, there is a "CANCEL" button and a "Read" button. A red arrow points from the "My PAA LOGIN" button to the "Sign in with LOGIN.GOV" button.

How to View Upload History

View Upload History

- ▶ Once you have logged in, click on the “View Upload History” icon or link from the Home Page.
- ▶ It is important to note that this list will only display Upload Filings. If you would like to view any My PAA screen prepared in-process filings, you will need to click on the “In-Process” icon or link from the Home Page.



The screenshot shows the My PAA website interface. At the top, there is a navigation bar with the PBGC logo, "My Plan Administration Account", and links for Home, Contact PBGC, My PAA Demos, and Instructions. A search bar and a user profile dropdown are also present. Below the navigation bar, a red banner contains a message about a new look and a link to details. The main content area features a large image of cherry blossoms over water. On the left, there is a "My PAA Topics" sidebar with links to various articles. On the right, a vertical menu of blue buttons includes "Create New / Add Existing Plan", "Plan List", "In-Process Filings", "Upload or Import Filings", and "View Upload History". The "View Upload History" button is highlighted with a red rectangular box. At the bottom of the page, there is a footer with supported browser information.

Supported Browsers: Google Chrome 119.0+, Microsoft Edge 119.0+, Firefox 120.0+ (Release 5.7 as of 04/15/2024)

How to View Upload History

View Upload History Page

- ▶ If action (i.e., certification or selection of payment method) is still required before the filing is successfully sent to PBGC it will be highlighted in blue.
 - Click either the “Certification” button to proceed to certify or the “Payment” button to select a payment method.
- ▶ You will be able to “Cancel” an upload from this page if the filing has not already been submitted to PBGC.
- ▶ The list of uploaded XMLs will be displayed in descending chronological order.

The screenshot displays the PBGC website's 'My Upload History' page. At the top, there is a navigation bar with links for 'Home Page', 'Contact PBGC', 'My PAA Demos', and 'Instructions'. A search bar is also present. Below the navigation bar, the page title 'My Upload History' is displayed. A filter section allows users to filter uploads by status: Canceled, Draft, Submitted, Upload Canceled, Upload Error, and Upload Warning. The main content is a table with the following columns: #, Filename, Attempt Date/Time, Upload Status, Certification, Payment, and Cancel Upload. The table contains five rows of upload records. The 'Payment' button for the second row and the 'Certification' button for the third row are highlighted in blue, indicating that action is still required. The 'Cancel Upload' buttons for the second and third rows are highlighted in red, indicating that these uploads can be canceled.

#	Filename	Attempt Date/Time	Upload Status	Certification	Payment	Cancel Upload
1	Test 4 PBGC File.xml	03/21/2021 04:51:12 PM	Submitted	CERTIFICATION	PAYMENT	CANCEL UPLOAD
2	Test 3 PBGC File.xml	03/21/2021 04:50:42 PM	Upload Pending Payment	CERTIFICATION	PAYMENT	CANCEL UPLOAD
3	Test 1 PBGC File.xml	03/21/2021 04:49:58 PM	Upload Warning	CERTIFICATION	PAYMENT	CANCEL UPLOAD
4	Test 1 PBGC File.xml	03/21/2021 04:46:33 PM	Cancelled	CERTIFICATION	PAYMENT	CANCEL UPLOAD
5	Test 6 PBGC File.xml	03/19/2021 04:37:26 PM	Upload Error	CERTIFICATION	PAYMENT	CANCEL UPLOAD

How to View Upload History

View Upload History Page

- ▶ To view the Filing Summary or Payment Voucher associated with an uploaded XML file, click on the '+' icon next to the "Payment" button.
 - This will display additional filing information including Filing ID, EIN/PN, Plan Name and PYC
 - You may view the Filing Receipt for any uploaded filing listed on this page.
 - You may only view the Payment Voucher for XMLs that have or will successfully be submitted to PBGC; any XML file that does not have the "Upload Error" or "Upload Cancelled" as the Upload Status
- ▶ If there are any associated filing warnings or errors, you may also view these validations by clicking on the '+' icon next to the "Payment Voucher" button
- ▶ The following slides will show which items are available based on Upload Status.

The screenshot displays the PBGC Home Page interface. At the top, there are navigation links for 'Home Page' and 'Ask a Question', a search bar, and a user profile dropdown for 'johndoe@g...'. The main content area shows a table of upload history for the file 'amended.xml'. The table has columns for '#', 'Filing ID', 'EIN/PN', 'Plan Name', 'PYC', 'Filing Summary', and 'Payment Voucher'. The first row shows a filing with ID 212116, EIN/PN 111111111/001, Plan Name TEST PENSION PLAN, and PYC 01/01/2021. This row has buttons for 'CERTIFICATION', 'PAYMENT', and 'CANCEL UPLOAD'. A red box highlights a '+' icon next to the 'CANCEL UPLOAD' button, with a red arrow pointing to it. Below this, there is a table with columns for '#', 'Summary', 'Type', and 'Description'. The first row shows a warning about the plan year commencing date, and the second row shows a warning about the plan effective date. A red box highlights a '+' icon next to the 'PAYMENT VOUCHER' button in the first row of this table, with a red arrow pointing to it.

#	Filing ID	EIN/PN	Plan Name	PYC	Filing Summary	Payment Voucher
51	Test 4 PBGC File.xml	02/23/2021 08:48:39 AM	Upload Warning		CERTIFICATION	PAYMENT CANCEL UPLOAD +
#	Filing ID	EIN/PN	Plan Name	PYC	Filing Summary	Payment Voucher
1	212116	111111111/001	TEST PENSION PLAN	01/01/2021	FILING RECEIPT	PAYMENT VOUCHER +
#	Summary	Type	Description			
1		Warning	The plan year commencing date you entered is not expected based on the data from your last filing. Please confirm this date, as our business rules depend on a valid plan year commencing date.			
2		Warning	The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.			

How to View Upload History

Submitted Status

- ▶ When the XML file Upload Status is “Submitted” the Comprehensive Premium Filing has been certified and a payment method has been selected, and all data has been sent to PBGC
- ▶ The following items will be available to view associated with the XML:
 - The Certification and Payment are greyed out and unavailable to select, since the file has already been sent to PBGC
 - The Filing Receipt and Payment Voucher are available to view
 - If there are any filing warnings, that will also be available to view.

Note: You may submit a filing with warnings, but if the filing has errors, it must be corrected before being submitted to PBGC.

The screenshot displays the PBGC user interface. At the top, there are navigation links for 'Home Page' and 'Ask a Question', a search bar, and a user profile dropdown for 'johndoe@g...'. The main content area shows a table of upload history. The first row is highlighted with a red box and contains the following information: # 7, Test 9 PBGC, 03/15/2021 12:54:55 PM, Submitted, and the filename 'File_Updated_AD.xml'. To the right of this row are three buttons: 'CERTIFICATION', 'PAYMENT', and 'CANCEL UPLOAD', all of which are greyed out. A red box highlights a minus sign icon to the right of these buttons, with a red arrow pointing to a second minus sign icon located below the 'FILING RECEIPT' and 'PAYMENT VOUCHER' buttons. Below the main table is a section for filing warnings, which contains one warning entry with the following details: # 1, Summary, Type: Warning, and Description: 'The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.'

#	Filing ID	EIN/PN	Plan Name	PYC	Filing Summary	Payment Voucher
7	Test 9 PBGC	03/15/2021 12:54:55 PM	Submitted			
1	211891	231111111/001	Test Plan	01/01/2021	FILING RECEIPT	PAYMENT VOUCHER

#	Summary	Type	Description
1		Warning	The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.

How to View Upload History

Upload Warning Status

- ▶ When the XML file Upload Status is “Upload Warning” the Comprehensive Premium Filing is awaiting certification and a selected payment method before being sent to PBGC.
- ▶ The following items will be available to view associated with the XML:
 - The “Certification” button is available for the upload preparer to Certify the filing
 - The “Payment” button will be available to select a payment method once the filing has been certified.
 - The Filing Receipt and Payment Voucher are available to view.
 - The associated filing warning(s) will be viewable.

The screenshot shows the PBGC upload history interface. At the top, there is a search bar and a user profile for 'johnido@g...'. Below the search bar, there is a table with columns: #, Filing ID, EIN/PN, Plan Name, PYC, Filing Summary, and Payment Voucher. The first row is highlighted with a red box and contains the following data: # 51, Filing ID 212116, EIN/PN 111111111/001, Plan Name TEST PENSION PLAN, PYC 01/01/2021, Filing Summary Upload Warning, and Payment Voucher. Below the table, there are two buttons: CERTIFICATION (blue) and PAYMENT (grey). To the right of the table, there is a red button labeled CANCEL UPLOAD and a minus sign button. A red arrow points from the minus sign button to the CERTIFICATION button. Below the table, there is a section for warnings with columns: #, Summary, Type, and Description. The first warning is: # 1, Summary Warning, Type Warning, Description The plan year commencing date you entered is not expected based on the data from your last filing. Please confirm this date, as our business rules depend on a valid plan year commencing date. The second warning is: # 2, Summary Warning, Type Warning, Description The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.

How to View Upload History

Upload Pending Payment Status

- ▶ When the XML file Upload Status is “Pending Payment,” the Comprehensive Premium Filing has been certified, but a payment method has not been selected. The filing has not been sent to PBGC.
- ▶ The following items will be available to view associated with the XML:
 - The “Certification” button is greyed out and unavailable to select
 - The “Payment” button is highlighted in blue and must be selected to submit the filing to PBGC
 - The Filing Receipt and Payment Voucher are available to view
 - If there are any filing warnings, those will also be available to view.

Home Page Ask a Question Search... johndoe@g...

File.xml

#	Filing ID	EIN/PN	Plan Name	PYC	Filing Summary	Payment Voucher
2	Test 3 PBGC File.xml	03/21/2021 04:50:42 PM	Upload Pending Payment			
1	212115	123456789/001	Test Plan	01/01/2021	FILING RECEIPT	PAYMENT VOUCHER

#	Summary	Type	Description
1		Warning	The plan year commencing date you entered is not expected based on the data from your last filing. Please confirm this date, as our business rules depend on a valid plan year commencing date.
2		Warning	The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.

How to View Upload History

Upload Error Status

- ▶ When the XML file Upload Status is “Upload Error,” My PAA has found filing errors that must be corrected before submitting to PBGC. A new XML with the changes must be uploaded again.
- ▶ The following items will be available to view associated with the XML:
 - The “Certification” and “Payment” buttons are greyed out and unavailable to select
 - The Filing Receipt is available to review
 - The Payment Voucher is greyed out and unavailable to select
 - The associated filing error(s) and warnings, if any, will be displayed by clicking the ‘+’ icon next to the greyed out “Payment Voucher” button.

The screenshot shows the PBGC upload history interface. At the top, there are navigation links for 'Home Page' and 'Ask a Question', a search bar, and a user profile dropdown for 'johndoe@g...'. The main content area displays a table of uploads. The first row is highlighted with a red box and shows an 'Upload Error' status. To the right of this row are buttons for 'CERTIFICATION', 'PAYMENT', and 'CANCEL UPLOAD', with a minus sign icon next to the 'CANCEL UPLOAD' button. Below this is a table with columns for '#', 'Filing ID', 'EIN/PN', 'Plan Name', 'PYC', 'Filing Summary', and 'Payment Voucher'. The first row in this table shows a filing with ID 212104 and a status of 'FILING RECEIPT'. To the right of the 'PAYMENT VOUCHER' button in this row is a minus sign icon. Below this is another table with columns for '#', 'Summary', 'Type', and 'Description'. This table lists six items, all of which are errors or warnings related to the filing. The first item is an error about the continuation plan, the second is a warning about the filing due date, and the remaining four are errors about the flat rate premium and total premium amounts.

#	Filing ID	EIN/PN	Plan Name	PYC	Filing Summary	Payment Voucher
5	Test 6 PBGC File.xml				Upload Error	CERTIFICATION PAYMENT CANCEL UPLOAD
1	212104	779999999/444	2016 ME Test Plan	01/01/2016	FILING RECEIPT	PAYMENT VOUCHER

#	Summary	Type	Description
1		Error	Since you reported this is a continuation plan, the PBGC has prepopulated this plan as the transferee plan in the associated transfer. Please enter the remaining transfer details to proceed. Note: We expect the transfer type to be a spin-off or a consolidation.
2		Warning	Note: The filing due date for this plan year has already passed and you are now outside of the 7-day automatic penalty waiver window.
3		Error	The Flat Rate Premium supplied in the XML of \$1,080.00 does not match our calculated amount of \$2,430.00
4		Error	The Total Premium Before Proration supplied in the XML of \$1,080.00 does not match our calculated amount of \$2,430.00
5		Error	The Total Premium supplied in the XML of \$1,080.00 does not match our calculated amount of \$2,430.00
6		Error	The Total Premium Amount Due supplied in the XML of \$1,080.00 does not match our calculated amount of \$2,430.00

How to View Upload History

Upload Cancelled Status

- ▶ When the XML file Upload Status is “Cancelled” or “Upload Cancelled” the user has stopped the uploading process before My PAA has completed all the necessary validation to submit the filing to PBGC.
- ▶ The following items will be available to view, associated with the XML:
 - The Certification and Payment are greyed out and unavailable to select
 - The Filing Receipt is available to review
 - Depending on when the file was cancelled, the “Payment Voucher” button may or may not be greyed out and unavailable to be select
 - If there are any associated filing errors and/or warnings, they will be displayed by clicking the ‘+’ icon next to the greyed out “Payment Voucher” button.

The screenshot shows the PBGC Home Page interface. At the top, there is a search bar and a user profile dropdown for 'johndoe@g...'. Below the navigation bar, there is a table of upload history. The first row is highlighted with a red box and shows a cancelled upload. To the right of this row are buttons for 'CERTIFICATION', 'PAYMENT', and 'CANCEL UPLOAD', all of which are greyed out. A red box highlights a minus sign icon next to the 'CANCEL UPLOAD' button. Below this is a table of filing details with columns for '#', 'Filing ID', 'EIN/PN', 'Plan Name', 'PYC', 'Filing Summary', and 'Payment Voucher'. The first row shows a filing with ID 212113 and EIN/PN 123456789/001. The 'Filing Summary' column has a blue 'FILING RECEIPT' button, and the 'Payment Voucher' column has a blue 'PAYMENT VOUCHER' button. A red box highlights a minus sign icon next to the 'PAYMENT VOUCHER' button, with a red arrow pointing to it from the minus sign icon in the row above. Below the filing details table is a table of warnings with columns for '#', 'Summary', 'Type', and 'Description'. It lists three warnings related to segment rates, effective dates, and participant counting.

#	Filing ID	EIN/PN	Plan Name	PYC	Filing Summary	Payment Voucher
4	Test 1 PBGC File.xml	03/21/2021 04:46:33 PM	Cancelled			
1	212113	123456789/001	PBGC test Plan	01/01/2021	FILING RECEIPT	PAYMENT VOUCHER

#	Summary	Type	Description
1		Warning	The segment rates appear to be invalid based on the UVB date on this filing.
2		Warning	The plan effective date you provided does not match the effective date we have on file for this EIN/PN combination. We cannot properly identify the plan if this inconsistency exists. You can proceed and submit the filing with revised effective date, but this will cause a Notice of Filing Error to be generated. To avoid this, please contact PBGC Premiums Customer Service by email or phone to have our records updated.
3		Warning	Participants should be counted on the first day of the plan year since you reported a de minimis merger transfer, the same day as the start of that plan year and the surviving plan is smaller than the transferor plan.