



Information Release

August 2007

PBGC Online Premium Filing Procedures (MyPAA)

All Pension Benefit Guaranty Corporation (PBGC) covered plans must electronically file (e-file) their PBGC premium filings for plans years beginning on or after January 1, 2007. Following are the procedures:

- 1) Kravitz will set up your plan on the PBGC MyPAA system and invite you, through the system, to sign up. You will receive an email from mypaa@pbgc.gov with a link to the sign up page. The subject line of this email will be: "Invitation from **Kravitz Actuary** to join PBGC's My PAA." At least one person from your company must sign up for MyPAA, even though Kravitz will handle most of the filing process for you.
- 2) Once you complete the initial registration process, you will receive an automatically generated email with a temporary ID and password. Use this information to complete the registration process and to set up your permanent ID and password.

Please note, if you do not receive an automated email at this time, contact your Consultant as your e-mail settings may prevent you from receiving this.

- 3) A Kravitz specialist will prepare the premium filing and then "route" to you for review/signature. You will receive an email from **Kravitz Actuary** (no_reply_paa@pbgc.gov) notifying you that the plan has been routed.
- 4) Log in to MyPAA (<https://egov2.pbgc.gov/mypaa/>) and click on "View/Manage Filing" that is located in your Inbox. If you would like to view your filing, click on "View/Edit Filing" located near the top of the page. Otherwise, click on the "Authorize" button located next to "Plan Administrator Signature Required."
- 5) Pay the Premium -- There are several ways to pay the premium payment. Refer to the website below for further details.
 - (a) Automated Clearing House (ACH)
 - (b) Electronic Check
 - (c) Paper Check (if you choose this option, please make sure to print the voucher to mail along with the check)
- 6) Once the above items have been completed, click the "Submit Filing" option on the screen. This is the final step of the online premium payment process.

For detailed PBGC instructions, please see:

<https://egov2.pbgc.gov/mypaa/Help/MyPAAUsersManual.pdf>