

The following table represents the text that appears when the filer the clicks "Help" on each screen of the web-based application.

Screen #	Schedule Reference	Help Text
1a	Account Sign up	<p><b>Getting started</b></p> <p>If you have not applied for an e-4010 account yet, click the "Apply for an Account" button to be directed to the Account Sign Up screen. Enter information for each item on this screen. The person whose information is entered on this screen is the sole contact person for the filing. For example:</p> <ul style="list-style-type: none"> <li>• After signing up for an account, a temporary User ID and password will be sent to the e-mail address entered here.</li> <li>• After submitting a filing, a confirmation receipt will be sent to this e-mail address.</li> <li>• This person may be contacted by phone or e-mail if PBGC has questions regarding the filing.</li> </ul> <p>If the contact person does not have an assigned title, enter N/A or no title, as the application does not allow for items on this screen to be left blank.</p> <p>The secret question and answer will be used if your User ID/password is lost or forgotten, so make sure it reflects information that you can remember easily but is difficult for an unauthorized person to obtain. To retrieve a forgotten or lost ID or password, you will need to remember both the question you select and the answer to that question.</p> <p>The "manage account" feature can be used to change contact information (phone number, e-mail address, etc.) after an account is established. This feature is accessible from the e-4010 home screen or any of the Schedule Summary screens.</p> <p><b>Who must file</b></p> <p>A contributing sponsor of a defined benefit pension plan and each member of the contributing sponsor's controlled group must file if any one of three specified criteria in ERISA § 4010.4 is met. In addition, § 4010.6(a)(2) requires that certain information be reported if a filing was required for the prior information year but is not required for the current information year. Any filer or other person may submit the information on behalf of one or more members of a filer's controlled group.</p> <p><b>Filing due date</b></p> <p>With the exception of certain actuarial information, 4010 information must be submitted electronically on or before the 105th day after the close of the filer's information year. See § 4010.8(b) and § 4010.10(b) for information on the alternate due date for certain actuarial information.</p> <p>In some cases, instead of submitting certain financial information, a reference to a publicly available source is sufficient. See § 4010.9(d) for information on when publicly available financial information is sufficient.</p>

<p>1b</p>	<p>Log in</p>	<p><b>User ID/password</b></p> <p>Enter your User ID and password</p> <p><b>Forgotten User ID/password</b></p> <p>If you lose or forget your User ID, click “Forgot your user ID?” and you will be prompted to enter your e-mail address. This must be the e-mail address currently associated with your e-4010 account. You will also be prompted to identify the “secret question” you chose when you first established an e-4010 account, and to answer that “secret question”. If you answer correctly, an e-mail containing your User ID will be sent to your current e-mail address.</p> <p>If you lose or forget your password, click “Forgot your password?” and you will be prompted to enter your e-mail address, to identify the “secret question” you chose when you first established an e-4010 account, and to answer that “secret question”. If you answer correctly, your password will be reset and an e-mail containing a new temporary password will be sent to the e-mail address used to establish your account. The next time you log in, you will automatically be directed to the “change password” screen.</p>
<p>2</p>	<p>First Time Log in</p>	<p>The first time you log in using your temporary User ID and password, you will be prompted to select a new User ID and password subject to the following rules:</p> <ul style="list-style-type: none"> <li>• Your User ID must be 8-25 characters in length and may be comprised of letters, numbers, or a mixture. User IDs are not case-sensitive</li> <li>• Your password must be 8-12 characters in length and must contain at least one number and one letter. Passwords are case-sensitive.</li> </ul> <p>If you are responsible for more than one 4010 filing, the same User ID/password may be used for all filings.</p> <p>The secret question and answer will be used to re-set your password if it is lost or forgotten or if you ever want to change your password, so make sure it reflects information that you can remember easily but is difficult for any unauthorized person to obtain.</p>
<p>3</p>	<p>Forgot/reset password</p>	<p><b>Email address</b></p> <p>This must be the e-mail address that is currently associated with your e-4010 account.</p> <p><b>Secret question/answer</b></p> <p>You must select the “secret question” you chose when you first established an e-4010 account and answer that “secret question”.</p> <p>If you answer correctly, your password will be reset and an e-mail containing a new temporary password will be sent to the e-mail address currently associated with your e-4010 account. The next time you log in, you will automatically be directed to the “change password” screen.</p>

4	Forgot User ID	<p><b>Email address</b></p> <p>This must be the e-mail address that is currently associated with your e-4010 account.</p> <p><b>Secret question/answer</b></p> <p>You must select the “secret question” you chose when you first established an e-4010 account and answer that “secret question”.</p> <p>If you answer correctly, an e-mail containing your User ID will be sent to the e-mail address associated with your account.</p>
5/6	Change Password	
7	Manage Account	<p>If you need to update your personal information, click on the “Manage Account” option at the top of any screen where the words “Manage Account” appears (in general, summary screens). Previously reported contact information for the filing coordinator will appear. To update the information, just enter new data in the applicable field.</p>
8	e-4010 Home Page	<p>This screen shows whether a 4010 filing is still in draft form or if it has already been submitted to the PBGC. If you are responsible for more than one 4010 filing, this screen lists all of the filings you’ve worked on and indicates the filing status (i.e., draft or already submitted) of each. The first time you log in, the screen will be empty. To begin the process, click the “Create New 4010 Filing” button. From this screen you can also:</p> <ul style="list-style-type: none"> <li>• Edit a draft filing</li> <li>• View an already submitted filing by clicking on the “View Filing” button. A form will appear on the screen showing the information that was submitted to the PBGC. Draft filings may also be viewed, but they are viewed from the Filing Summary screen, not from this screen.</li> <li>• Print an already submitted filing by first using the view feature described above. Once the form is on the screen, hit CTRL-P or click “File, Print” on the browser menu bar to print a hard copy of the form. Note - There is no “Print” button.</li> <li>• Reassign the filing to someone else. Once you reassign a particular filing, you will no longer have access to that filing; the next time you login, the reassigned filing will not appear on your e-4010 home page. You may assign a filing only to someone who has set up an e-4010 account. Additional information on this feature can be found on screen 42.</li> <li>• Amend a previously submitted filing. This “amend” feature should also be used to attach additional materials to a filing that has already been submitted. For example, click the “Amend Filing” button to attach a valuation report or a financial statement that was not available at the time the original filing was submitted.</li> <li>• Delete a draft filing</li> </ul> <p><b>Timing out</b></p> <p>After accessing a filing, the application allows twenty minutes between entering information or clicking a button. After twenty minutes of idle time, the application will automatically shutdown and information entered, but not saved, will be lost.</p>
9	Create new filing	<p>When creating a new filing you have the choice of entering all information from scratch or setting up a new filing using information reported in a prior filing. If you select the “pre-populate” option, you will be able to select which prior filing to use as the starting point from a complete list of prior filings (for which you are the listed filing coordinator).</p>

<p>10</p>	<p>Create new filing</p>	<p>This screen appears only if you indicated that you wanted to use a prior filing as a starting point for a new filing. Select the filing that should be used as a starting point.</p> <p>In general, Schedule I data will be pre-populated. However, because the data reported on the other schedules is unlikely to be consistent from year to year, data from other schedules will not carry over to the newly created draft filing.</p>
<p>11</p>	<p>Filing Summary</p>	<p>A list of the different schedules is displayed. Click the applicable schedule to enter data or to edit and/or review previously entered data. For Schedule I, you can move directly to the beginning of Sections I, II, or III. For the other schedules, you must move to the first screen of the schedule and continue clicking “next” buttons until you reach the desired screen. From this screen, you can also:</p> <ul style="list-style-type: none"> <li>• Enter freeform text comments for any Schedule (other than Schedule P) by clicking the “Comments” button”. Because each Schedule P relates to a different plan, Schedule P comments are entered from the Plan Actuarial Information Summary instead of from this screen.</li> <li>• Attach files to Schedules I and/or F by clicking the “Attachments” button. Note- Schedule P attachments are attached via the Schedule P summary page.</li> <li>• Delete files that were previously attached by clicking the “Attachments” button.</li> <li>• View a draft filing by clicking on the “View Draft” button, a form will appear on the screen showing the information entered as of the last time you clicked “Save”. The “View Draft” feature may be used whether or not the filing is complete.</li> <li>• Print a draft filing by first using the view feature described above. Once the form is on the screen, hit CTRL-P or click “File, Print” on the menu bar to print a hard copy of the form. There is no “Print” button.</li> <li>• Perform validation checks on a draft filing by clicking the “Validate Filing” button. A list of errors will appear on the screen. To print this list click “File, Print” on the browser menu. Note — if you perform a validation check before completing the entire filing, you will likely get a long list of errors.</li> <li>• Logout of the application by clicking the word “Logout” at the top right corner of the screen. There’s no need to worry about losing information because any time you click a button to be taken back to the Filing Summary, your information will automatically be saved.</li> <li>• Submit a filing by clicking the “Submit Filing” button. Before the submission occurs, the filing will automatically be validated to ensure all necessary information has been entered and that the filing is internally consistent.             <ul style="list-style-type: none"> <li>– If no errors or inconsistencies are found, the 4010 filing is sent to PBGC and an e-mail “receipt” will automatically be sent to the e-mail address used when you first signed up for an account;</li> <li>– If any errors or inconsistencies are found, a list of those errors/inconsistencies will appear on the screen. The application will not allow a filing to be submitted until all validation errors have been corrected. To print the error summary, click “File, Print” on the browser menu.</li> </ul> </li> </ul> <p>Once submitted, you will no longer be able to edit the filing. You will, however, be able to print a hard copy at any time by using the “View Filing” feature from the home page.</p>

<p>12</p>	<p>Schedule G – General Information</p>	<p><b>Controlled group Information</b></p> <ul style="list-style-type: none"> <li>• <b>Name:</b> Enter the name of the controlled group. For purposes of 4010 filings, a “controlled group” is a controlled group of corporations under Code section 414(b) or a group of trades or businesses under common control under section 414(c) (see § 4001.2). It includes all contributing sponsors of the plan and all members of each contributing sponsor’s controlled group.</li> <li>• <b>Business code:</b> Enter the 6-digit code that best describes the predominant business activity of the controlled group. A list of codes can be found in Appendix B of PBGC Form 1 which can be accessed at <a href="http://www.PBGC.gov">www.PBGC.gov</a>. If entering only one code is inappropriate (i.e., if there is not one clearly applicable code), use the comments feature to enter additional information.</li> <li>• <b>CUSIP number:</b> CUSIP stands for Committee on Uniform Securities Identification Procedures. A CUSIP number identifies most securities, including stocks of all registered U.S. and Canadian companies and U.S. government and municipal bonds. The number consists of nine characters (including letters and numbers) that uniquely identify a company or issuer and the type of security. If a CUSIP number has been assigned to publicly traded securities of any member of controlled group, enter the first 6 characters. If no member of the controlled group has a CUSIP number, enter N/A. If entering only one CUSIP number is inappropriate, use the comments feature to enter additional information.</li> <li>• <b>Date current information year ends:</b> In general, the current information year is the fiscal year of all non-exempt members of the controlled group. If one non-exempt member has a different fiscal year, the current information year is the calendar year.</li> </ul> <p><b>Filing Contact (if different from filing coordinator):</b> The purpose of this item is to report who the PBGC should contact if they have a question about the information reported in the filing. In many cases, this person will be the Filing Coordinator. If that is the case, leave this item blank. If someone else should be the first point of contact, enter that person’s name and telephone number and other information you feel is pertinent (e-mail address, title, etc.)</p> <p><b>General Filing Information</b></p> <ul style="list-style-type: none"> <li>• <b>Was a 4010 filing required for the prior information year?</b> Indicate whether or not a 4010 filing was required for the prior information year.</li> <li>• <b>Is a 4010 filing required for the current information year?</b> Select the applicable box. After entering your selection, click “Next”. If you select:             <ul style="list-style-type: none"> <li>– “Yes”, you will be prompted to begin the 4010 filing,</li> <li>– “No” and a 4010 filing was required for the prior information year, you will be prompted to complete Schedule FG to demonstrate that a filing is not required for the current information year,</li> <li>– “No” and a 4010 filing was not required for the prior information year, you will be informed that there is no need to proceed further,</li> <li>– “Help me determine”, the application will walk you through the steps needed to determine if a 4010 filing is required.</li> </ul> </li> <li>• <b>§ 4010.6(c) exemption</b> — Check this box if some of the information required to be reported under 4010 is not being included with this filing because it was already submitted to the PBGC for another purpose (e.g., as part of the early warning program). If this box is checked, you must use the comments feature to explain what materials were previously submitted and when such materials were submitted.</li> </ul>
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<p>13</p>	<p>Schedule FG – Filing Gateway</p>	<p>The purpose of Schedule FG is to demonstrate that a filing is not required for the current information year. Schedule FG must be completed if a 4010 filing was required for the prior information year and you indicated that a 4010 filing is not required for this year on Schedule G. Schedule FG may also be completed to help you determine whether or not a 4010 filing is required.</p> <p>For purposes of determining if the amount of aggregate unfunded vested benefits exceeds \$50 million:</p> <ul style="list-style-type: none"> <li>• the value of a plan's unfunded vested benefits is determined at the end of the plan year ending within the information year in accordance with section 4006(a)(3)(E)(iii) of ERISA and § 4006.4 (without reference to the exemptions and special rules under § 4006.5). For information years ending before December 31, 2005, the optional assumptions provided under § 4010.4(b)(2) of the prior regulation may be used to determine the value of unfunded vested benefits instead of the rules noted above,</li> <li>• contributions made after the end of the plan year ending within the information year and on or before the 4010 filing due date (without regard to the alternative due date under § 4010.10(b)) are taken into account only if they are attributable to the prior plan year (i.e., the plan year ending within the information year) for funding purposes under ERISA section 302(c)(1) and Code section 412(c)(10) and discounted back to the end of the plan year in accordance with the rules provided under § 4010.4(b)(2)(iii),</li> <li>• any plan maintained by any member of the controlled group (including exempt plans) must be included unless that plan has no unfunded vested benefits (i.e., one plan's surplus cannot be used to offset another plan's deficit).</li> </ul> <p>If aggregate unfunded vested benefits exceed \$50 million, select "Yes". Otherwise select "No". After making your selection, click "Next". If you answer:</p> <ul style="list-style-type: none"> <li>• "Yes", a message will appear stating that a 4010 filing is required for the current information year. To begin entering required information (or to logout), click "Back to Filing Summary." Note – Your answers to Schedule FG questions will automatically be saved.</li> <li>• "No", another question will appear which must be answered before a determination can be made about whether a filing is required.</li> </ul>
<p>14</p>	<p>Schedule FG – Filing Gateway</p>	<p>Reporting is required if there has been a failure of any controlled group member to make a required installment or other required payment to a plan that results in conditions for imposition of a lien under ERISA section 302(f)(1) or Code section 412(n)(1) during the information year and that is not made within 10 days after its due date.</p> <p>Select "Yes" if any member of the controlled group failed to make a required installment that met the conditions for imposing a lien under ERISA. Otherwise select "No". After making your selection, click "Next". If you answer:</p> <ul style="list-style-type: none"> <li>• "Yes", a message will appear stating that a 4010 filing is required for the current information year. To begin entering required information (or to Logout), click "Back to Filing Summary." Note – Your answers to Schedule FG questions will automatically be saved.</li> <li>• "No", another question will appear which must be answered before a determination can be made about whether a filing is required.</li> </ul>

<p>15</p>	<p>Schedule FG – Filing Gateway</p>	<p>Reporting is required if any plan maintained by a controlled group member has been granted one or more minimum funding waivers under ERISA section 303 or Code section 412(d) totaling in excess of \$1 million, any portion of which is still outstanding at the end of the plan year ending within the information year. For information on when a waiver is considered outstanding, see § 4010.4(c).</p> <p>Select “Yes” if an outstanding waiver exists that meets the above criteria. Otherwise, select “No”. After making your selection, click “Next”. If you answer:</p> <ul style="list-style-type: none"> <li>• “Yes”, a message will appear stating that a 4010 filing is required for the current information year. To begin entering required information (or to Logout), click “Back to Filing Summary.” Note – Your answers to Schedule FG questions will automatically be saved.</li> <li>• “No”, a message will appear stating that a 4010 filing is not required for the current information year. In this case:             <ul style="list-style-type: none"> <li>– If a filing was required last year, the message will also explain that Schedules G and FG must be submitted to satisfy § 4010.6(a)(2). Click “Back to Filing Summary” to submit these two schedules or print and review the schedules before submission. Note – Your answers to Schedule FG questions will automatically be saved.</li> <li>– If a filing was not required last year, the message will instruct the filer to return to the Filing Summary and logout.</li> </ul> </li> </ul>
<p>17</p>	<p>Schedule I – Member Summary</p>	<p>Identifying information must be reported with respect to each member of the controlled group as of the last day of the information year unless that member is “exempt”. A member is exempt if it:</p> <ul style="list-style-type: none"> <li>(i) is not a contributing sponsor of a plan (other than an exempt plan);</li> <li>(ii) has revenue for its fiscal year ending within the information year that is 5% or less of the controlled group’s revenue for the fiscal year(s) ending within the information year;</li> <li>(iii) has annual operating income for its fiscal year ending within the information year that is no more than the greater of 5% of the controlled group’s annual operating income for the fiscal year(s) ending within the information year, or \$5 million; and</li> <li>(iv) has net assets at the end of the fiscal year ending within the information year that are no more than the greater of 5% of the controlled group’s net assets at the end of the fiscal year(s) ending within the information year, or \$5 million.</li> </ul> <p>This summary is intended to help you track which members have been entered. The first time you view this screen there is nothing to see. Once you’ve entered and saved information about a member, the member’s information appears in the summary.</p> <p>To enter identifying information for a controlled group member, click the “Enter Member Company” button. This will take you to Schedule I – Section I where you will be prompted to answer a series of questions.</p>

<p>17</p>	<p>Schedule I – Member Summary  (continued)</p>	<p>From this screen you can also:</p> <ul style="list-style-type: none"> <li>• Modify previously reported information on a specific member company by clicking the member company name,</li> <li>• Delete a previously entered member company by clicking the “Delete” button next to that member’s name,</li> <li>• Save your work and return to the Filing Summary by clicking the “Back to Filing Summary” button. From there, you will be able to select where, within the application, you want to go next,</li> <li>• Logout of the application by clicking the word “Logout” at the top right corner of the screen. There’s no need to worry about losing information because any time you click a button to be taken back to the Filing Summary, your information will automatically be saved.</li> </ul>
<p>18</p>	<p>Schedule I – Section I</p>	<p>The information required to be entered for each member is as follows:</p> <p><b>Company name:</b> Enter the Legal name of the member.</p> <p><b>EIN:</b> Enter the Employer identification number of the member.</p> <p><b>Address:</b> Enter the street address for the headquarters of the member.</p> <p><b>City:</b> Enter the city in which the headquarters of the member is located.</p> <p><b>State:</b> If the headquarters of the member is located in the United States, click the “state” box. A list of the 50 states will appear. Click the appropriate state.</p> <p><b>Province:</b> If the headquarters of the member is located outside of the United States, enter the applicable information (province, etc.)</p> <p><b>Zip Code:</b> Enter the required information</p> <p><b>Telephone:</b> Enter the telephone number corresponding to the address entered above. If this is outside of the United States, be sure to include a country code.</p> <p><b>Relationship:</b> Describe the legal relationship of the member to other members of the controlled group (e.g., parent, subsidiary of Company X).</p> <p>If you do not have all of this information readily available, you may enter what you have, click the “Save” button, and return to this screen at a later time. Note - Company name and EIN entered on this screen are used to create a drop down menu that appears on other screens. If either name or EIN are temporarily left blank, the application may direct you back to this screen when such information is needed later in the application. The other identifying information (address and telephone) has no impact on the rest of the application and may be entered at anytime before submitting the filing.</p> <p>There is one more question to answer with respect to this member. Click “Next” and the additional question will appear. You can not save the information entered on this screen until you proceed to the next screen.</p>
<p>19</p>	<p>Schedule I – Section I</p>	<p>If this is a new member, check the box which best describes the new member. If the member joined the controlled group during the information year, enter the date the member company became part of the controlled group.</p> <p>Once completed, you are finished answering questions for this member company and may either enter another member company by clicking “Enter Next Member” or save information entered with respect to this member clicking “Save”. Clicking “Save” will take you back to the Member Summary where you will see a list of members for whom some, or all, identifying information has been entered.</p>



<p>20</p>	<p>Schedule I – Plans – Summary</p>	<p>Identifying information must be reported with respect to each plan (<i>including</i> exempt plans) sponsored by any controlled group member as of the last day of the information year.</p> <p>This summary is intended to help you track which plans have been entered. The first time you view this screen there is nothing to see. Once you've entered and saved information about a plan, the plan's information appears in the summary.</p> <p>To enter identifying information for a non-exempt plan, click the "Enter Plan" button. This will take you to Schedule I – Section II where you will be prompted to answer a series of questions.</p> <p>When you are finished entering information for one plan, you will be given the option to enter information about another plan or save and exit this section.</p> <p>From this screen you can also:</p> <ul style="list-style-type: none"> <li>• Edit an existing plan by clicking the plan name from the table,</li> <li>• Modify member information by clicking the "Modify Member Information" button,</li> <li>• Save your work and go back to the Filing Summary by clicking the "Back to Filing Summary" button,</li> <li>• Delete a plan by clicking the "Delete" button next to the plan you want to delete.</li> <li>• Assign an actuary to complete a particular Schedule P. For additional information on the "assign an actuary" feature, see screen 43.</li> </ul> <p><b>Note re: saving Schedule I, Section II prior to completion</b></p> <p>The "Save" feature is not available on every screen of this section. If you want to save your work before you get to a screen with a "Save" button, keep clicking "Next" until you get one.</p> <p>In some cases, which screen appears after you click "Next" depends on how you answered a previous question. As such, you may need to answer certain yes/no type questions before you can save a partially completed section. Items that require entering data (rather than answering questions) may be left blank for now, but will need to be completed prior to submission.</p>
<p>21</p>	<p>Schedule I – Section II</p>	<p><b>Note re: exempt plan sponsors</b> — If the plan sponsor is an exempt member, instead of entering plan information on this screen, enter the identifying information as a Schedule I comment by clicking the "Comments" button on the Filing Summary.</p> <p>The information required to be entered for each member is as follows:</p> <p><b>Plan name:</b> Enter the legal name of the defined benefit pension plan.</p> <p><b>Plan sponsor:</b> Select a plan sponsor from the list of non-exempt member companies.</p> <p>If the plan sponsor is not on the list of non-exempt member companies, it most likely means that you have not yet entered member information with respect to that plan sponsor. Click the "Enter Member" button to enter the plan sponsor information. You will be diverted back to Schedule I – Section I so that you may enter information regarding the plan sponsor. The next time you go to Schedule I – Section II, this plan sponsor will appear on the drop down menu. Note, in this case, the plan name will not have been saved. You will need to re-enter the plan name when you return to Schedule I – Section II.</p>

<p>21</p>	<p>Schedule I – Section II  (continued)</p>	<p>If the sponsor does not appear on the list, it could mean that the sponsor is an exempt member for whom identifying member information is not required. In that case, follow the instructions in the above note re: exempt plan sponsors.</p> <p><b>Plan number:</b> Enter the three-digit plan number.</p> <p><b>Whether plan is an exempt plan:</b> A plan is an exempt plan if, as of the end of the plan year ending within the information year, it has fewer than 500 participants or has benefit liabilities less than or equal to the fair market value of the plan’s assets, provided there are no outstanding minimum funding waivers or missed installments (see § 4010.8(c)).</p> <p>For exempt plans, identifying information must be reported (on this Schedule I), but not plan actuarial information (on Schedule P).</p> <p><b>The instructions for the plan freeze question have been modified to better reflect the regulation. Please read the following carefully.</b></p> <p><b>Plan freeze information:</b> Check “Yes” if the plan is frozen in any capacity. For example, check “Yes” if the plan was amended at any time during or before the current information year to:</p> <ul style="list-style-type: none"> <li>• Cease benefit accruals for some or all active participants (i.e., pay and service are frozen) after a specified date,</li> <li>• Change the benefit formula so that service after a specified date is not recognized for benefit accrual purposes (i.e., service is frozen, pay is not),</li> <li>• Change the plan eligibility requirements so that employees hired after a specified date are not covered by the plan, or</li> <li>• Modify the plan in some similar fashion.</li> </ul> <p>If a freeze applies only to one location, type of employee, part of the benefit formula, etc., answer “Yes”, and explain on the next screen.</p> <p>If you answer:</p> <ul style="list-style-type: none"> <li>• “Yes”, you must provide additional information about the freeze. Click “Next” and the next question will appear.</li> <li>• “No” the next screen will be skipped and the final question will appear.</li> </ul> <p><b>Saving information</b></p> <p>The “Save” feature is not available from this screen. If you want to save your work at this time, you will need to answer the yes/no questions and hit “Next”. Depending on how you answer certain questions, you may need to do this a few times before you get to a screen where you can click “Save”. Items that require entering data (rather than answering questions) may be left blank for now, but will need to be completed prior to submission.</p>
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<p>22</p>	<p>Schedule I – Section II  Freeze information</p>	<p>If this screen appears, you must have indicated that the plan was frozen in some capacity. If that is not the case, use the “back” button to return to screen 21 and change your answer.</p> <p>Report the following information:</p> <p><b>Date of freeze:</b> Enter the date the plan was frozen. If there have been multiple freezes, enter the date of the most recent freeze and use the comments feature to provide additional information.</p> <p><b>Nature of freeze:</b> Check the box indicating the nature of the freeze. If the options provided do not adequately describe the nature of the freeze, check the “Other/Combination” option and enter an explanation.</p> <p><b>Note re: multiple freezes</b> — If there was more than one freeze, enter additional information related to the other freeze(s) as a comment by clicking the “Comments” button in the Filing Summary.</p> <p>Once completed:</p> <ul style="list-style-type: none"> <li>• If you were not required to submit 4010 information last year, you are finished answering questions about this plan. Click “Next” and you will be prompted to choose what you want to do next (for example, enter information about another plan, return to the Filing Summary, etc.)</li> <li>• If you were required to submit 4010 information last year, there is one more question to answer with respect to this plan. Click “Next” and the additional question will appear.</li> </ul>
<p>23a</p>	<p>Schedule I – Section II</p>	<p><b>Has the EIN or PN changed . . . ?</b> If, as of the last day of the prior information year, the plan did not exist, was not covered by Title IV of ERISA, or was sponsored by an entity outside of the controlled group, check the “N/A (new plan)” box. Otherwise select “Yes” or “No” as applicable. If you answer:</p> <ul style="list-style-type: none"> <li>• “No”, you are finished answering questions about this plan. Click “Next” and you will be prompted to choose what you want to do next (for example, enter information about another plan, save and return to the Filing Summary, etc.),</li> <li>• “Yes”, you must provide additional information about the change in EIN/PN. Click “Next” and a related question will appear,</li> <li>• “N/A (new plan)”, you must provide additional information about the new plan. Click “Next” and a related question will appear.</li> </ul> <p><b>Saving information</b></p> <p>The “Save” feature is not available from this screen. If you want to save your work at this time, you will need to answer the question and hit “Next”. Depending on how you answer, you may need to do this a few times before you get to a screen where you can click “Save”. Items that require entering data (rather than answering questions) may be left blank for now, but will need to be completed prior to submission.</p>

<p>23b</p>	<p>Schedule I – Section II</p>	<p>There is nothing to enter on this screen. It will appear once you have answered all questions related to a particular plan. The purpose is to indicate what you'd like to do next. If you click the:</p> <ul style="list-style-type: none"> <li>• “Enter Next Plan” button – The information you’ve entered with respect to this plan will be saved and you will be taken back to the first screen in this section. At that point you may begin entering identifying information for another plan.</li> <li>• “Save” button – The information you’ve entered with respect to this plan will be saved and you will be taken back to the Plan Summary. From there you can get to the Filing Summary.</li> <li>• “Cancel” button – The information you’ve entered with respect to this plan will not be saved. You will be taken back to the Plan Summary.</li> <li>• “Back” button – You will be taken back to the most recent screen. The information you’ve entered with respect to this plan will not be saved.</li> </ul>
<p>24</p>	<p>Schedule I – Section II  Change in EIN/PN</p>	<p><i>If this screen appears, you must have indicated that the EIN or PN has changed. If that is not the case, use the “back” button to return to screen 23a and change your answer.</i></p> <p>You must enter both the prior Employer Identification Number and the prior Plan Number, even if only of these items has changed.</p> <p>Once you enter this information, you are finished answering questions about this plan. You may begin entering information about another plan by clicking the “Enter Next Plan” button or save this information and return to the Plan Summary by clicking “Save”.</p>
<p>25</p>	<p>Schedule I – Section II  New plan explanation</p>	<p><i>If this screen appears, you must have reported that this plan is new. If that is not the case, use the “back” button to return to screen 23a and change your answer.</i></p> <p><b>Date plan was first maintained by controlled group:</b> Enter the date that the plan was first maintained by the controlled group.</p> <p><b>Explanation:</b> Select the reason why the plan was not reported last year:</p> <ul style="list-style-type: none"> <li>• Newly-established plan,</li> <li>• Spun-off or transferred from a plan sponsored by a member outside controlled group, or</li> <li>• Spun-off from plan sponsored by member within the controlled group.</li> </ul> <p>If none of these explanation apply, click “Other” and enter an explanation for why the plan was not reported last year in the space provide on this screen.</p> <p>Once you enter this information, you are finished answering questions about this plan. You may begin entering information about another plan by clicking the “Enter Next Plan” button or save this information and return to the Plan Summary by clicking “Save”.</p>

<p>26</p>	<p>Schedule I – Section III</p>	<p><b>Former controlled group members:</b> For any entity, other than an exempt entity, that ceased to be a member of the controlled group during the information year and is thus, not reported in Schedule I, section I of this year’s filing, enter the following information in the space provided:</p> <ul style="list-style-type: none"> <li>• Member name,</li> <li>• Employer Identification Number,</li> <li>• Date the entity ceased to be a member,</li> <li>• Legal relationship of the member to the other members (e.g., parent, subsidiary, brother-sister, etc.), and</li> <li>• Explanation (e.g., no longer a member of the controlled group, now meets the definition of an exempt entity).</li> </ul> <p><b>Former plans:</b> For any plan, other than an exempt plan, ceased to be maintained by a member of the controlled group during the information year, and is thus, not reported in Schedule I, section II of this year’s filing, enter the following information in the space provided:</p> <ul style="list-style-type: none"> <li>• Plan name,</li> <li>• Plan sponsor’s Employer Identification Number,</li> <li>• Plan number,</li> <li>• Explanation (e.g., terminated, transferred to a member outside of the controlled group),</li> <li>• Date the plan ceased to be maintained by the controlled group, and if applicable,</li> <li>• Name of the controlled group and sponsor currently maintaining the plan.</li> </ul> <p>Once completed, click “Save” and you be taken to the Filing Summary</p>
<p>27</p>	<p>Schedule F – Type of Submission</p>	<p>In general, financial statements for the fiscal year ending within the information year (including balance sheets, income statements, cash flow statements, and notes to the financial statements) must be provided for each non-exempt member.</p> <p>If the financial information of a non-exempt member is combined with the information of other members in consolidated financial statements, in lieu of the information noted above, a filer may provide consolidated financial statements. In this case:</p> <ul style="list-style-type: none"> <li>• additional information (revenues, operating income, and net assets) must be reported for each non-exempt member (see § 4010.9 (b)),</li> <li>• Financial information about entities that are not members of the controlled group (e.g., joint ventures) or that are exempt entities may be included in the consolidated financial statements.</li> </ul> <p>After selecting which of the permitted filing alternatives is being used (separate financial statements, consolidated financial statements, or a combination), click “Next”.</p> <p><b>Saving an incomplete Schedule F</b></p> <p>In most cases, Schedule F information can not be saved until you’ve gone through all the applicable Schedule F screens. If you want to save a partially completed Schedule F, keep clicking the “Next” button until you get to the last Schedule F screen.</p> <p>In some cases, the screen that appears after you click “Next” varies depending on how you answered a previous question. As such, you will need to answer certain questions before you can click “Next” and save a partially completed schedule. The questions you need to answer before the “Next” command can determine which screen is next are those with radio buttons” (i.e., any time you have to select between two or more options). Items that require entering data (rather than selecting an option) may be left blank for now, but will need to be completed prior to submission.</p>

<p>28</p>	<p>Schedule F – Type of Submission</p>	<p>A list of non-exempt members is displayed. For each listed non-exempt member indicate whether its financial information is included in consolidated financial statements or individual financial information will be provided (as an attachment or by reference). Once completed, click “Save”.</p> <p>Note – this screen appears only if you indicated that the financial information includes a combination of consolidated information and individual member information. If this is not correct, click the “Cancel” button to change your response to the previous question.</p>
<p>29</p>	<p>Schedule F – Summary</p>	<p>A list of all non-exempt members is displayed. However, how the list is displayed varies based on how you answered previous questions.</p> <p><b>Case 1 – combined financial information for all non-exempt members</b></p> <p>All non-exempt members are listed in one table labeled “Consolidated Members”. You must answer a series of questions on the next few screens about the consolidated financial statements and enter additional information (revenues, operating income, and net assets) separately with respect to each non-exempt member. To answer these questions for the first time or to change a previously entered response, click the “Edit” button. After completing Schedule F, you will be directed back to this screen.</p> <p>“Yes” in the column labeled “Complete” next to a member’s name indicates that all required information has been entered. “No” indicates that one or more of the required data items has yet to be entered for that member.</p> <p><b>Case 2 – Separate financial information for each non-exempt member</b></p> <p>All non-exempt members are listed in one table labeled “Individually Listed Members”. You must answer a series of questions on the next few screens about each of these members. Click the “Edit” button next to a listed member to begin answering questions about that member’s financial information. The “Edit” button can also be used to modify previously entered information. After answering all of the financial questions with respect to that member, you will be directed back to this screen. From there, you may click “Edit” next to another member’s name to begin answering the same questions with respect to that member or go back to the Filing Summary and choose.</p> <p>“Yes” in the column labeled “Complete” next to a member’s name indicates that all required information has been reported. “No” indicates that information on this member is incomplete.</p> <p><b>Case 3 – Reported information contains some consolidated and some separate financial information.</b></p> <p>Two tables appear, one listing the non-exempt members you indicated were included in the consolidated financial statements and another listing the rest of the non-exempt members. Follow the instructions noted above under both Case 1 and Case 2.</p> <p>From this screen you can also:</p> <ul style="list-style-type: none"> <li>• Change your answer to whether a particular member’s financial information is included in the consolidated financial statements by clicking the “Change Consolidated or Individual Submission Status” button at the top of the screen;</li> <li>• Edit previously entered financial information by clicking the applicable “Edit” button. Note – the application will walk you through all of the remaining Schedule F screens. You can not jump directly to a particular Schedule F question; just keep clicking “Next” until you get to the screen you want,</li> <li>• Modify member information by clicking the “Modify Member Information” button;</li> <li>• Save your work and return to the Filing Summary by clicking the “Back to Filing Summary” button.</li> </ul>

<p>30</p>	<p>Schedule F – Financial Information</p> <p>Type of information</p>	<p>In general, audited financial statements for the fiscal year ending within the information year must be made available as part of the filing. If audited statements are unavailable, unaudited financial statements are acceptable as long as the audited financial statement is submitted to PBGC within 15 days after it is prepared.</p> <p>If no financial statements are available, a federal tax return for the tax year ending within the information year is acceptable provided an audited and an unaudited financial statement are submitted to PBGC within 15 days after they are prepared.</p> <p><i>Note – the application does not currently provide a mechanism for submitting audited financial statements after the 4010 filing is submitted. Until this feature is added, the requirement may be satisfied by sending an e-mail to <a href="mailto:ERISA.4010@pbgc.gov">ERISA.4010@pbgc.gov</a> with the audited statement attached or, if it is publicly available, information as to where it can be obtained.</i></p> <p>Select which type of information is being reported and click “Next”.</p> <p><b>Saving an incomplete Schedule F</b></p> <p>Schedule F information can not be saved until you’ve gone through all the applicable Schedule F screens. If you want to save a partially completed Schedule F, keep clicking the “Next” button until you get to the last Schedule F screen.</p> <p>In some cases, the screen that appears after you click “Next” varies depending on how you answered a previous question. As such, you will need to answer certain questions before you can click “Next” and save a partially completed schedule. The questions you need to answer before the “Next” command can determine which screen is next are those with radio buttons (i.e., any time you have to select between two or more options). Items that require entering data (rather than selecting an option) may be left blank for now, but will need to be completed prior to submission.</p>
<p>31</p>	<p>Schedule F – Financial Information</p> <p>Reporting method</p>	<p>Select “Yes” or “No” to indicate whether financial information will be attached electronically to this filing. Financial information is not required to be attached to the filing if it is otherwise publicly available and accessible.</p> <p>Once selected, click “Next”.</p> <p><b>Saving an incomplete Schedule F</b></p> <p>Schedule F information can not be saved until you’ve gone through all the applicable Schedule F screens. If you want to save a partially completed Schedule F, keep clicking the “Next” button until you get to the last Schedule F screen.</p> <p>In some cases, the screen that appears after you click “Next” varies depending on how you answered a previous question. As such, you will need to answer certain questions before you can click “Next” and save a partially completed schedule. The questions you need to answer before the “Next” command can determine which screen is next are those with radio buttons (i.e., any time you have to select between two or more options). Items that require entering data (rather than selecting an option) may be left blank for now, but will need to be completed prior to submission.</p>

<p>32</p>	<p>Schedule F – Financial Information</p> <p>Publicly available information</p>	<p><i>If this screen appears, you must have indicated that financial information is not attached because it is publicly available. If that is not the case, use the “back” button to return to screen 31 and change your answer.</i></p> <p>Indicate where the publicly available information can be obtained (i.e., SEC or Elsewhere). If “Elsewhere” is selected, enter information regarding where the financial information can be obtained (for example, a company’s website address). In either case, enter the date the information was made available to the public.</p> <p>If you are entering information with respect to an individual, there are no more questions with respect to that member. Click “Next” to return to the Financial Information Summary where you begin answering Schedule F questions for another member or save your work and logout.</p> <p>If you are entering information with respect to an consolidated financial statements, additional data is required. Click “Next” to provide the additional information. If you are not ready to do so, you will still need to click “Next” to be able to save your work.</p>
<p>33</p>	<p>Schedule F – Financial Information</p>	<p>A list of each non-exempt member company included in the consolidated financial statements will be displayed. Enter the revenue, operating income, and net assets for each listed member. These amounts may be rounded (but not truncated) to the nearest thousand. For example, if revenues are \$98,765,432.10, you may enter \$\$98,765,000.</p> <p>This information is required for all non exempt entities including foreign subsidiaries.</p> <p>Once complete, click “Save”.</p> <p>If you do not have all the information needed to complete this screen at this time, click “Save”. The next time you return to the Schedule F Summary, “Yes” will appear in the “Completed” column next to members for whom full information has been entered. “No” in this column indicates that additional information still needs to be entered with respect to that member.</p>



<p>34</p>	<p>Schedule P – Summary</p>	<p>The purpose of Schedule P is to report Plan Actuarial Information for each non-exempt plan sponsored by a member of the controlled group as of the last day of the information year. If the filing coordinator has assigned an actuary to a particular plan, both the Filing Coordinator and that actuary will have access to that Schedule P. Access is limited to one actuary at a time.</p> <p>This summary is automatically populated with the names of all non-exempt plans reported in Schedule I – Section II. Click on any plan name to begin reporting Plan Actuarial Information for a particular plan. When you finish entering information for one plan, you will be given the option of entering actuarial information for another plan or saving the information you’ve entered so far and exiting this section. To help you keep track of which plan’s Schedule P is on the screen at any time, the plan name appears at the top of the screen.</p> <p>If a non-exempt plan does not appear, it most likely means you omitted the plan when you completed Schedule I – Section II. You can return to that screen and modify plan information as needed by clicking the “Modify Plan Information” button. However, if you omitted the plan sponsor as well, you should click the “Modify Member Information” button first as Schedule I does not let you enter plan information until the plan sponsor’s name and EIN have been entered.</p> <p>From this screen you can also:</p> <ul style="list-style-type: none"> <li>• Enter comments related to a particular plan by clicking the “Comments” button next to the applicable plan.</li> <li>• Attach files (for example, a valuation report) by clicking the “Attachments” button.</li> <li>• Modify or delete previously entered comments by clicking the “Comments” button next to the applicable plan.</li> <li>• Modify previously entered Schedule P information for a particular plan by clicking on the plan name,</li> <li>• Return to the Filing Summary by clicking the “Back to Filing Summary” button.</li> <li>• Modify Schedule I information by clicking the “Modify Member Information” or “Modify Plan Information” button. Note – because assigned actuaries do not have access to Schedule I, this feature works is available only to Filing Coordinators.</li> <li>• Print Schedule P so that the enrolled actuary can review/certify the information. This certification is not done electronically. Instead, click the “Print Schedule P Certification” button to print a form version of Schedule P. Obtain the signature of the enrolled actuary and keep it for your records. PBGC may request to see a copy of the certification for each plan at any time.</li> </ul> <p><b>Note re: Enrolled Actuary’s certification</b></p> <p>§ 4010.8(a)(6) requires that an enrolled actuary certify that the to the best of his/her knowledge and belief, the actuarial information submitted above is true, correct, complete, and conforms to all applicable laws and regulations. To the extent the certification is qualified, as permitted under 26 CFR § 301.6059-1(d), an explanation must also be submitted.</p> <p><b>Special note applicable only to assigned actuaries</b></p> <p>Once you are done entering information, you may click the “Notify FC” button to automatically generate and send an e-mail to the Filing Coordinator to let them know your part of the filing process is complete. This feature is optional. If you prefer to contact the Filing Coordinator directly, you do not need to click this button. Note – clicking this button does not constitute “certifying” the results. The procedure for certifying results is the same regardless of who enters the information into the application.</p>
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<p>35</p>	<p>Schedule P – Basic Plan Information</p>	<p>Complete each of the data fields for the selected plan.</p> <p><b>Enrolled actuary information:</b> Enter the name, EA number, and telephone number of the enrolled actuary responsible for certifying reported actuarial information. Reporting the actuary’s e-mail address is optional. Note - the enrolled actuary does not need to be the enrolled actuary who certifies Schedule B of Form 5500 or the actuary who signs Schedule A of PBGC Form 1.</p> <p><b>Plan year information:</b> Enter the date the plan year ending within the information year ends and indicate whether that plan year is a short plan year (i.e. less than 12 full months).</p> <p>Once completed, click “Next” to continue entering Plan Actuarial Information for this plan, “Back” or “Cancel” to return to the Plan Actuarial Information Summary without saving.</p> <p><b>Saving an incomplete Schedule P</b></p> <p>Schedule P information can not be saved until you’ve gone through all the Schedule P screens. If you need to save a partially completed Schedule P, keep clicking the “Next” button until you get to the last Schedule P screen (where you’ll see a “Save” button).</p>
<p>36</p>	<p>Schedule P – Funded Status Information</p>	<p><b>Number of Participants:</b> If census data was projected from a date before the end of the plan year ending within the information year, enter the counts as of that date. Otherwise, enter the breakdown of the actual census used to determine benefit liabilities. The methodology used to allocate participants to a particular category (active, terminated vested, retired), should be consistent with the methodology used to report current liability on Schedule B of Form 5500.</p> <p><b>The instructions for reporting Benefit Liabilities have changed since last year. Please read the following carefully.</b></p> <p><b>Benefit liabilities:</b> Enter the value of benefit liabilities determined using assumptions and methods for valuing benefits to be paid as annuities in trustee plans terminating at the end of the plan year with one exception. <b>Enter the value before reflecting the expense load required under § 4044.52(e).</b></p> <p>The values may be rounded to the nearest thousand. For example, if the benefit liability for active participants is \$123,456,789, you may enter \$123,457,000 or \$123,456,789. If the liability is \$123,456,389, you may enter \$123,456,000 or \$123,456,389.</p> <p>If projected census data is used to determine benefit liabilities, any reasonable methodology may be used to allocate liabilities into the various categories (e.g. based on the participant’s status as of the date the underlying data was collected, in a manner that results in a breakdown proportional to the prior year, etc.). The comment feature (available via the Plan Actuarial Information Summary) may be used to document the allocation methodology, but doing so is entirely optional.</p> <p><b>Totals:</b> To view the total participant count and pre-expense load liability amount, click the “Calculate Total” button. If you do not click this button, totals will automatically be calculated when you hit the “Next” button. In this case, if you return to this screen at a later time, or print the filing, the totals will appear. Note – if you change a previously entered number, the totals will not change until you click “Calculate Total” or “Next.”</p> <p><b>Expense load:</b> Enter the dollar amount of the applicable expense load calculated in accordance with § 4044.52(e). The amount may be rounded (but not truncated) to the nearest thousand. For example, if the amount is \$4,444,444.44, you may enter \$4,444,000.</p>

<p>36</p>	<p>Schedule P – Funded Status Information (continued)</p>	<p><b>Total benefit liabilities after reflecting load:</b> To view the total benefit liability amount, click the “Calculate Total” button. If you do not click this button, totals will automatically be calculated when you hit the “Next” button. In this case, if you return to this screen at a later time, or print the filing, the totals will appear. Note – if you change a previously entered number, the totals will not change until you click the “Calculate Total” or “Next” button.</p> <p>Once completed, click “Next” to continue entering Plan Actuarial Information for this plan, “Back” to go back one screen and modify your answers, or “Cancel” to return to the Plan Actuarial Information Summary without saving.</p> <p><b>Saving an incomplete Schedule P</b></p> <p>Schedule P information can not be saved until you’ve gone through all the Schedule P screens. If you need to save a partially completed Schedule P, keep clicking the “Next” button until you get to the last Schedule P screen (where you’ll see the “Save” button).</p> <p>In some cases, which screen appears after you click “Next” depends on how you answered a previous question. As such, you will need to answer certain questions before you can save a partially completed section. The questions you need to answer before the “Next” command will work are those with radio buttons (i.e., any time you have to select between two or more options). Items that require entering data (rather than selecting an option) may be left blank for now, but will need to be completed prior to submission.</p>
<p>37</p>	<p>Schedule P – Funded Status Information</p>	<p><b>Census data used to determine benefit liabilities:</b> § 4010.8(d)(1) provides that census data may be determined as of the end of the plan year ending within the information year (i.e. the date entered on the previous screen) or as of the beginning of the subsequent plan year. If actual plan census data is not available as of either of those dates, a projection of plan census data from a date within the plan year ending within the information year is permitted. Such a projection must use reasonable actuarial methods including adjusting for significant events, if applicable. See § 4010.8(d)(2).</p> <p><b>Interest rates:</b> Enter the interest rate to determine benefit liabilities reported on the previous screen and number of years in the discount period for which that interest rate is used. Note – the interest rate and duration must be calculated in accordance with § 4044.52(a).</p> <p>Enter rates as percentages. For example, if the applicable rate for the first 20 years is 4.21%, enter 4.21, not .0421 for rate and 20 for number of years. Required interest rates are published monthly on <a href="http://www.pbgc.gov">www.pbgc.gov</a>.</p> <p>Once completed, click “Next” to continue entering Plan Actuarial Information for this plan, “Back” to go back one screen and modify your answers, or “Cancel” to return to the Plan Actuarial Information</p> <p><b>Fair market value of assets:</b> Enter the value at the end of the plan year that ends within the information year. Do not include contributions made after the end of the plan year, even if those contributions are designated as contributions for the prior plan year. The value may be rounded (but not truncated) to the nearest thousand. For example, if the fair value of assets is \$123,456,789.33, you may enter \$123,457,000.</p> <p><b>Saving an incomplete Schedule P</b></p> <p>Schedule P information can not be saved until you’ve gone through all the Schedule P screens. If you need to save a partially completed Schedule P, keep clicking the “Next” button until you get to the last Schedule P screen (where you’ll see a “Save” button).</p>

<p>38</p>	<p>Schedule P – Additional Actuarial Information</p>	<p>A copy of the plan’s actuarial valuation report for the plan year ending within the information year is required as part of the 4010 filing. The report must be submitted electronically. The valuation report must contain or be supplemented by the following items of information (see § 4010.8(a)):</p> <ul style="list-style-type: none"> <li>(i) each amortization base and related charge or credit to the funding standard account for the plan year (excluding the amount contributed to the plan),</li> <li>(ii) an itemized development of any additional funding charge payable for the plan year,</li> <li>(iii) the minimum required and maximum deductible contribution for the plan year,</li> <li>(iv) actuarial assumptions and methods used for the plan year (for purposes of 412(b) and 412(l)) and any changes and justifications thereof),</li> <li>(v) summary of eligibility and benefit provisions on which the valuation is based (and any changes) with descriptions of benefits not included in valuation, significant events, and early retirement factors,</li> <li>(vi) RPA '94 current liability, vested and nonvested, broken into participant categories (active, terminated vested, retired),</li> <li>(vii) expected increase in current liability due to benefits accruing during plan year (reported on Schedule B of IRS Form 5500), and</li> <li>(viii) expected disbursements for plan year (reported on IRS Form 5500, Schedule B).</li> </ul> <p>If the additional information described above is not available by the filing due date, it may be submitted no later than 15 days after the Form 5500 filing. See § 4010.8(b).</p> <p>Select the statement that describes when this information on this plan is expected to be submitted and whether the required information is completely contained:</p> <ul style="list-style-type: none"> <li>• within one actuarial valuation report or</li> <li>• in part, in an actuarial valuation report and in part, in another file or file(s).</li> </ul> <p>Note – Although the enrolled actuary must certify to the information on Schedule P, it is possible that someone else will be entering the information into the application and attaching the applicable files. As such, the actuary can not certify as to whether a report was actually attached prior to submission. Thus, the actuary need only certify whether the materials he/she prepared are contained in one or more documents and whether he/she believes they will be submitted along with the filing or at a later date.</p> <p>Once completed, click “Next” to continue entering Plan Actuarial Information for this plan, “Back” to go back one screen and modify your answers, or “Cancel” to return to the Plan Actuarial Information Summary without saving information that has been entered since the last save.</p> <p><b>Attaching files (valuation reports and supplements, if necessary)</b></p> <p>To submit a report or other document along with this filing, use the “Attachments” feature on the Schedule P Summary page. Note - You can not get directly to the Schedule P Summary from this screen. You must first click “Next” to get to the Actuarial Certification page. From there, clicking “Save” will save all of the information entered with respect to this plan and take you to the Schedule P Summary page.</p>
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<p>38</p>	<p>Schedule P – Additional Actuarial Information (continued)</p>	<p><b>Delayed due date for submitting additional actuarial information</b></p> <p>To submit additional actuarial information at a later date, as permitted under § 4010.10(b), log into the system and you will be directed to the e-4010 home page. Click the “amend filing” button and you will be able to attach an additional file and resubmit the filing. Once submitted, an e-mail “receipt” will automatically be sent to the e-mail address used when you first signed up for an account.</p> <p><b>Saving an incomplete Schedule P</b></p> <p>Schedule P information can not be saved until you’ve gone through all the Schedule P screens. If you need to save a partially completed Schedule P, keep clicking the “Next” button until you get to the last Schedule P screen (where you’ll see the “Save” button).</p> <p>In some cases, which screen appears after you click “Next” depends on how you answered a previous question. As such, you will need to answer certain questions before you can save a partially completed section. The questions you need to answer before the “Next” command will work are those with radio buttons (i.e., any time you have to select between two or more options). Items that require entering data (rather than selecting an option) may be left blank for now, but will need to be completed prior to submission.</p>
<p>39</p>	<p>Schedule P</p>	<p>There is nothing to enter on this screen. It will appear once you have answered all questions related to a particular plan. If you click the “save” button, you will be re-directed to the Schedule P Filing Summary Page where you can choose what you’d like to do next.</p>
<p>40</p>	<p>Attachments</p>	<p>The following types of files may be attached to a 4010 submission:</p> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> <li>▪ WordPerfect</li> <li>▪ Microsoft Excel</li> <li>▪ Adobe Portable Document Format (pdf)</li> <li>▪ Microsoft Visio</li> <li>▪ Microsoft Powerpoint</li> </ul> <p>If the file(s) exceed one megabyte in size, PBGC recommends that they be compressed using a compression or “zip” program (e.g., WinZip or PKZip).</p> <p>Upon request, other file types may also be acceptable. To make such a request send an e-mail to <a href="mailto:ERISA.4010@pbgc.gov">ERISA.4010@pbgc.gov</a> or call 1-800-736-2444, extension 4070. TTY/TDD users may call the Federal relay service at 1-800-877-8339 and ask to be connected. Local callers may directly dial 202-326-4070</p>
<p>40</p>	<p>Attachments (continued)</p>	<p>Electronic files attached to the 4010 filing must include a description (for example, org chart, or actuarial valuation report for Hourly Plan). For Schedule P attachments, the description must include enough information to easily determine the plan (or plans) to which the attachment relates, but it is not necessary to include the official plan name.</p> <p>To attach an electronic file to the filing, click the “Browse” button to locate the file on your computer, select the applicable file, enter a description and then click the “Attachments” button. Once a file is attached, it can not be opened. Therefore, it is important to make sure you select the correct file on your computer before attaching it to the filing.</p> <p>From this screen you can also delete a previously attached file by clicking the “Delete” button next to the attachment After attaching file(s), click “Back to Filing Summary”.</p>

41	Schedule G/FG//F/P – Comments	<p>Enter any additional information that will assist the PBGC in its review of the controlled group's 4010 filing requirement.</p> <p>For Schedules other than P (Plan Actuarial Information), if a comment relates to a particular member or plan and not to the filing in general, the comment should identify the relevant member or plan. For example – if the filer wants to include a Schedule I comment reporting that the one controlled group member's address will be changing in a few months, the name of that member should be noted in the comment.</p> <p>Each Schedule P has its own comments field, so it is not necessary to identify the plan to which the comment relates. If the print feature is used, comments will appear on the applicable Schedule P</p> <p>Once completed, click "Save" to return to the Filing Summary.</p>
42	Reassign filing	<p>This screen appears only if you click the "Reassign Filing Coordinator" button on the e-4010 home page.</p> <p>Enter the e-mail address of the person who will be taking over Filing Coordinator responsibilities for a particular filing. Once you have reassigned a filing, the new filing Coordinator will receive a notification via e-mail. From that point forward, you will not have access to the re-assigned filing.</p> <p>If the newly assigned filing coordinator will also need access to a previously submitted filing for this controlled group, you must also reassign that filing. To do so, go to the e-4010 home page and click the reassign" button next to the applicable submitted filing.</p> <p><b>Note:</b> You may only assign a filing to someone who has an e-4010 account.</p>
43	Assign Actuary	<p>This screen appears only if you click the "Assign Actuary" button on the Schedule I, Plan Summary page (see screen 20).</p> <p>Enter the e-mail address of the actuary who will be entering Schedule P information for this plan directly into the application. This actuary does not have to be the same actuary who will be certifying the Schedule P information. In many cases, a junior level actuary will be the one who actually enters the data and a senior level actuary will certify the result. In this situation, enter the e-mail address of the person who will actually be entering the data.</p> <p>Once you have assigned an actuary, the actuary will receive a notification via e-mail alerting him/her to the assignment. Even if you assign an actuary to a particular Schedule P, you, as the Filing Coordinator, will retain the ability to enter or modify information on that Schedule P.</p> <p><b>Note:</b> You may only assign an actuary who has an e-4010 account.</p>