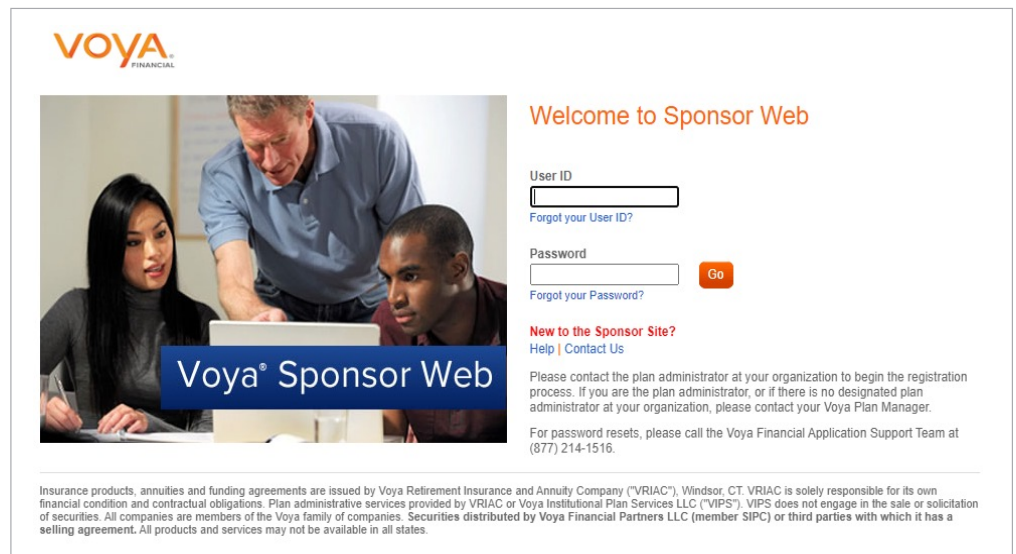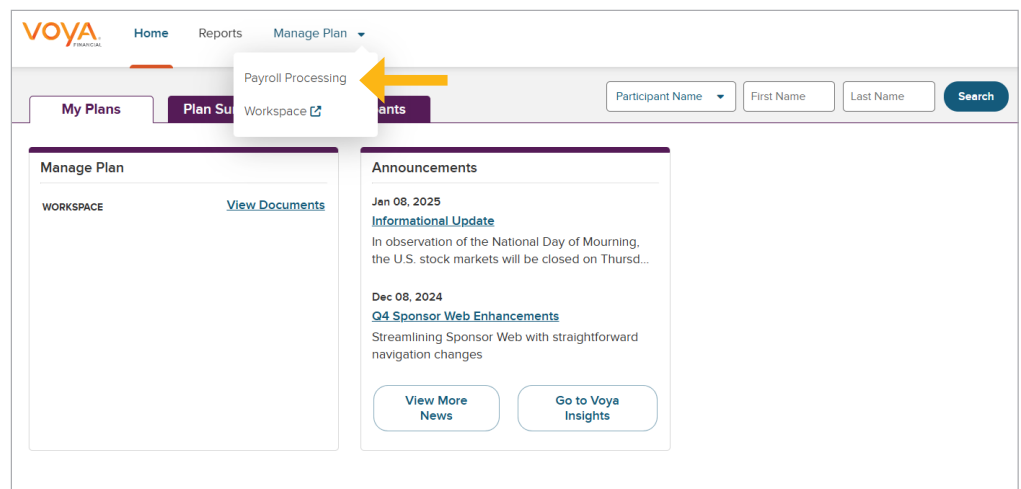# Retrieving an Online Enrollment File from Sponsor Web through Voya PayCloud

Sponsor Web is a website designed for plan sponsors that allows you to view participant and plan level information at any time. You can request access to this site for the CalPERS 457 Plan by emailing **CalPERS_Plan_Admin@voya.com**.
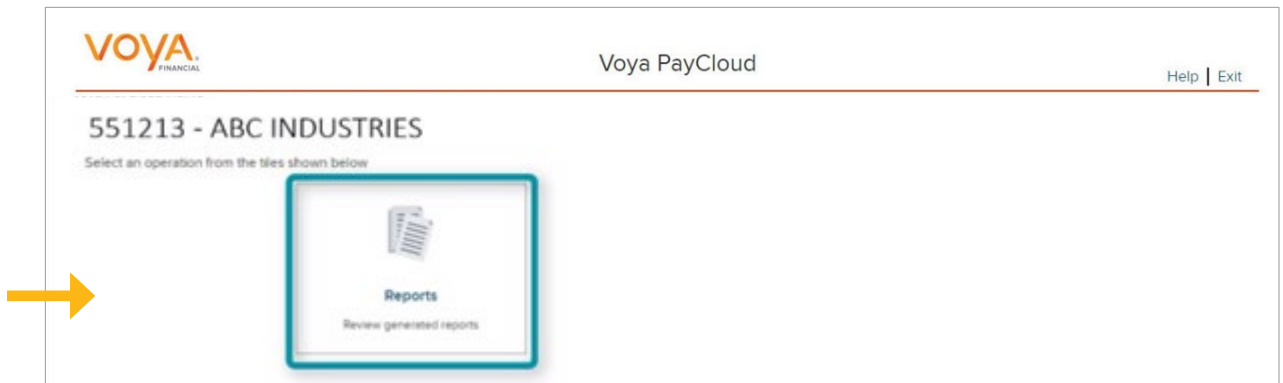
1) Visit **sponsor.voya.com** to log into Sponsor Web.

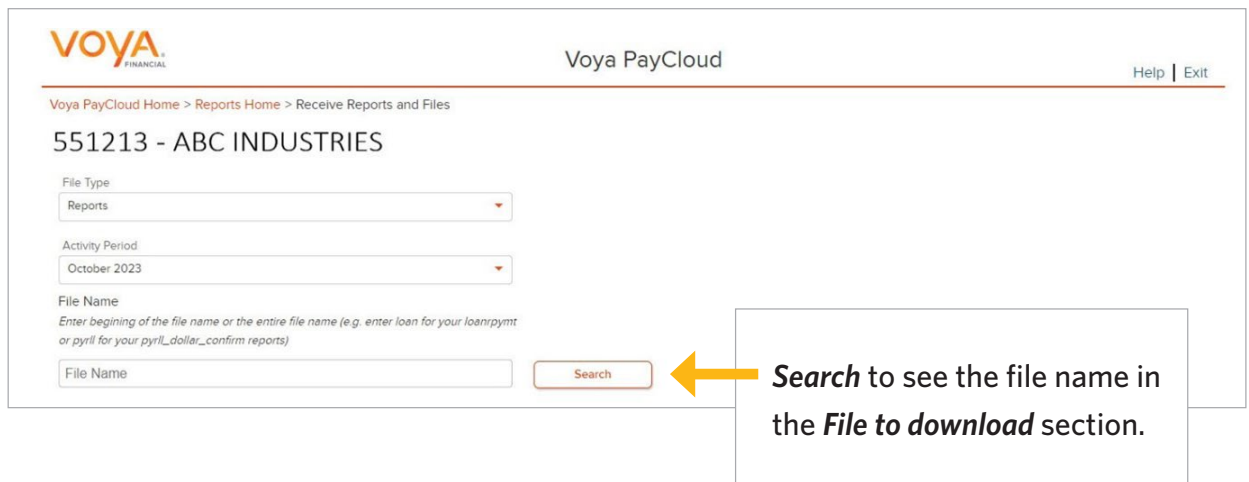**2)** Go to *Manage Plan > Payroll Processing.*

3) Search for your agency by Plan Number or Plan Name, then click *Reports*.

4) On the **Receive Reports and Files** screen:

- **File Type** — select *Reports*
- **Activity Period** — Choose *Current Month* or the month for your report
- **File Name** — Search by beginning to type the file name *FEEDENRL*

Search to see the file name in the *File to download* section.

5) Click the file name FEEDENRL_RPT and then click *Download*.

IMPORTANT — Please review all feedback reports listed for the activity period you are searching.