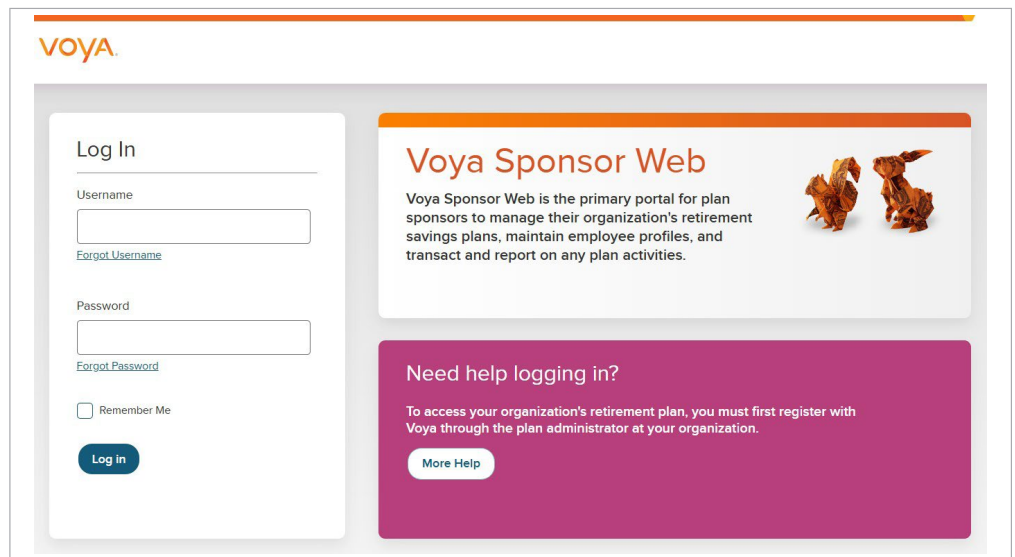


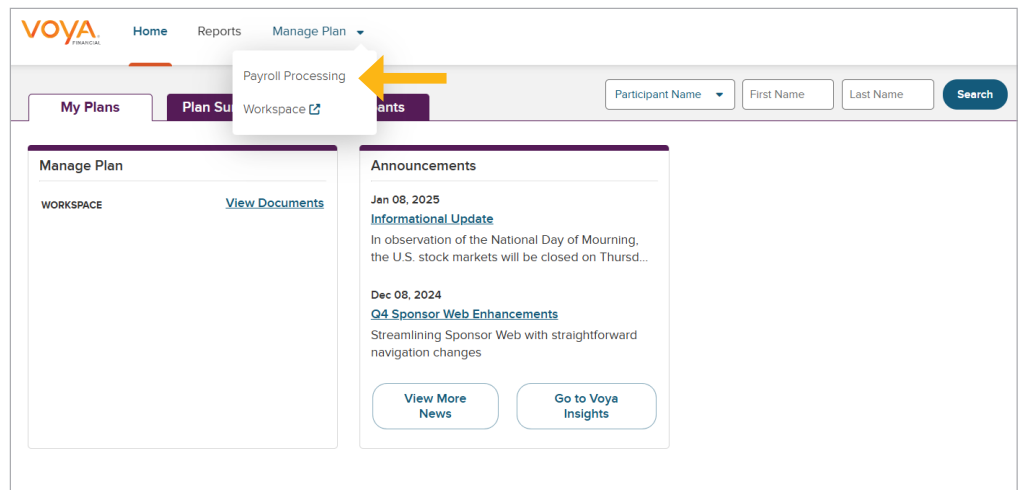
Retrieving an Online Enrollment File from Sponsor Web through Voya PayCloud

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.

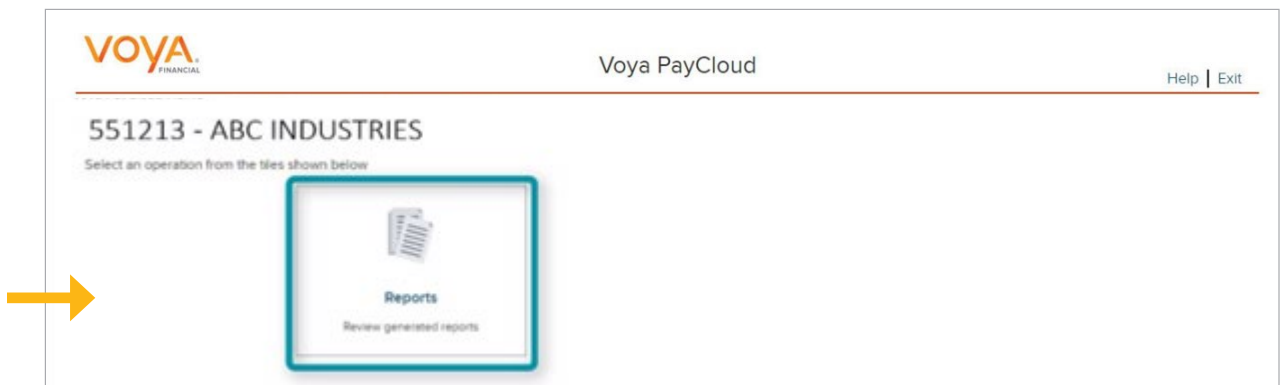
- 1) Visit sponsor.voya.com to log into Sponsor Web.



- 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**

A screenshot of the 'Receive Reports and Files' screen in the Voya PayCloud application. The breadcrumb trail at the top reads 'Voya PayCloud Home > Reports Home > Receive Reports and Files'. Below this, the agency name '551213 - ABC INDUSTRIES' is shown. There are three input fields: 'File Type' with a dropdown menu showing 'Reports', 'Activity Period' with a dropdown menu showing 'October 2023', and 'File Name' with a text input field. Below the 'File Name' field is a 'Search' button. A yellow arrow points from a text box on the right to the 'Search' button. The text box contains the text: '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.

