

Retrieving a Participant Valuation from Sponsor Web through Voya PayCloud

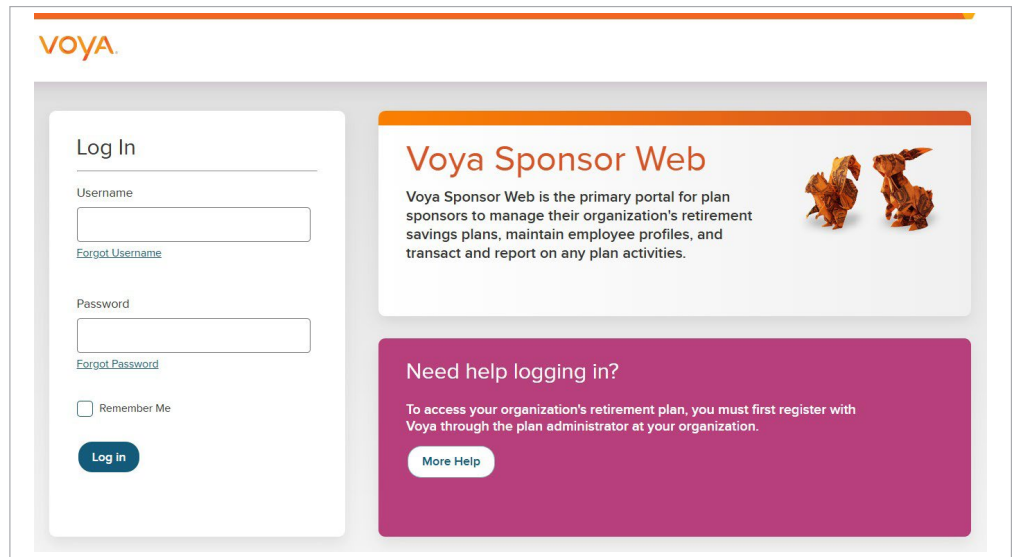
Sponsor Web is a website designed for plan sponsors that allows you to view participant and plan level information at any time. You can request access to this site for the CalPERS 457 Plan by emailing CalPERS_Plan_Admin@voya.com.

Participant Valuation Reports, with details and summaries of participant activity in the CalPERS 457 Plan, are available to download from Sponsor Web.

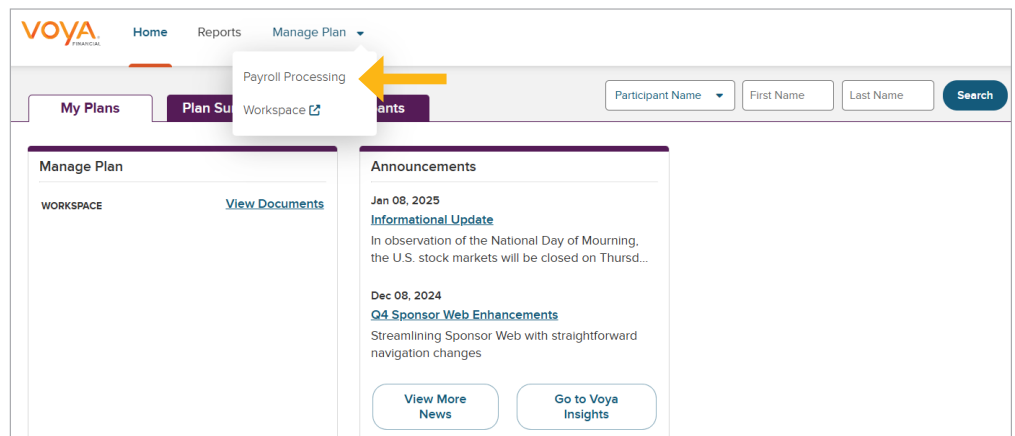
Each month, two reports are generated. One report shows a summary of your Plan information for the previous month. The other report shows full participant details.

At the end of each quarter (March 31, June 30, September 30, and December 31), two additional reports detailing the full quarter are generated (one with Plan-level detail and one with participant-level detail).

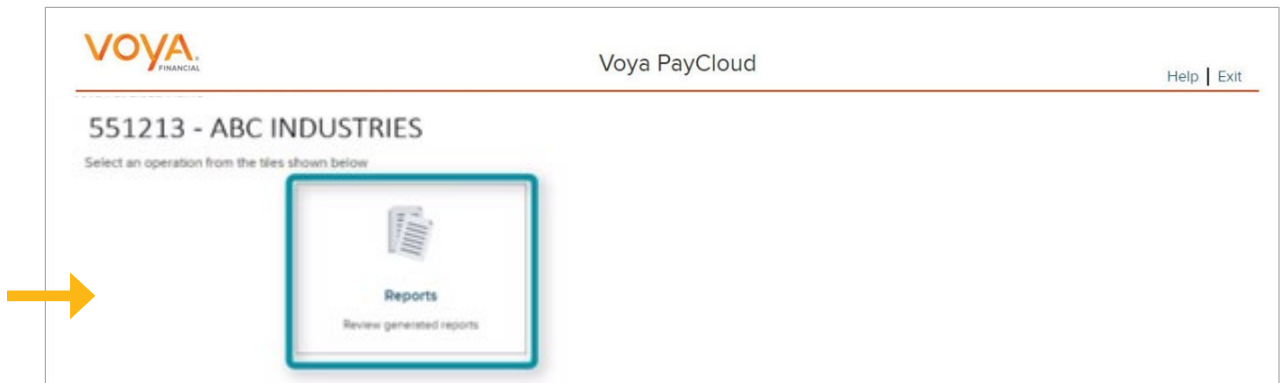
- 1) Visit sponsor.voya.com to log into Sponsor Web.



- 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 **957**

The screenshot shows the 'Receive Reports and Files' screen for '551213 - ABC INDUSTRIES'. The breadcrumb trail is 'Voya PayCloud Home > Reports Home > Receive Reports and Files'. The screen contains three input fields: 'File Type' (set to 'Reports'), 'Activity Period' (set to 'October 2023'), and 'File Name' (with a placeholder text: 'Enter beginning of the file name or the entire file name (e.g. enter loan for your loanrpymt or pyrll for your pyrll_dollar_confirm reports)'). A 'Search' button is located to the right of the 'File Name' field. A yellow arrow points to the 'Search' button from a callout box on the right that says: 'Search to see the file name in the **File to download** section.'

5) Click the 957 file name and then click **Download**.

