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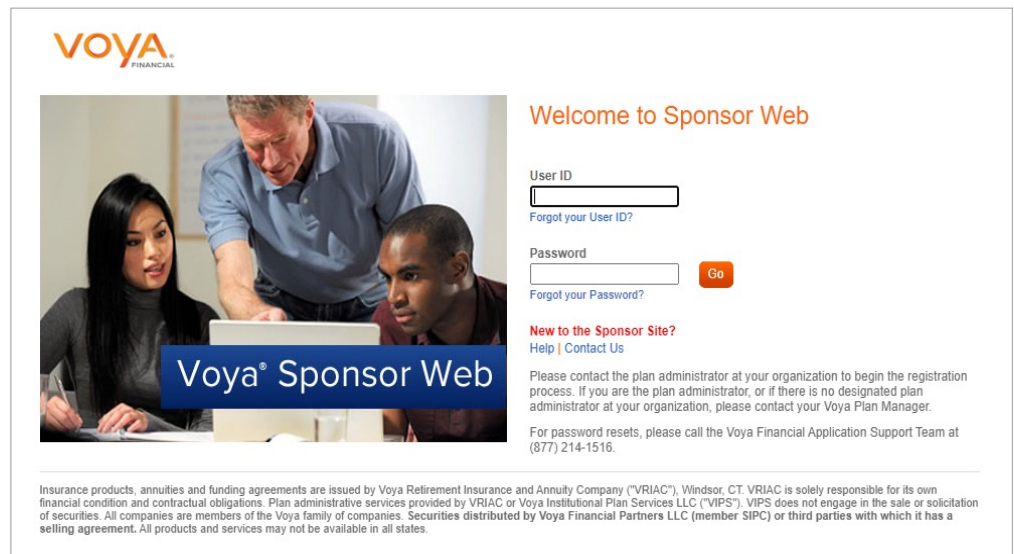
Sponsor Web is a website designed for plan sponsors that allows you to view participant and plan level information at any time. You can request access to this site for the CalPERS 457 Plan by emailing **CalPERS_Plan_Admin@voya.com**.

Participant Valuation Reports, with details and summaries of participant activity in the CalPERS 457 Plan, are available to download from Sponsor Web.
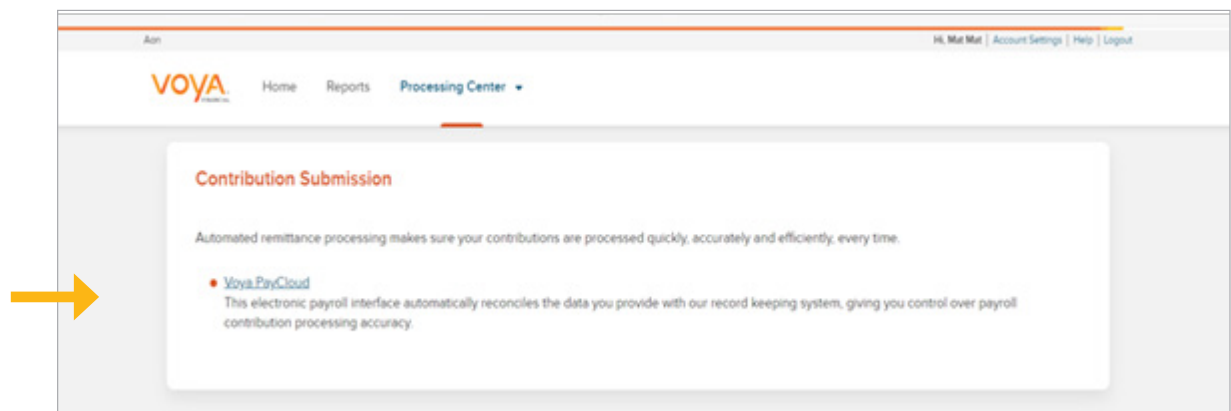
Each month, two reports are generated. One report shows a summary of your Plan information for the previous month. The other report shows full participant details.

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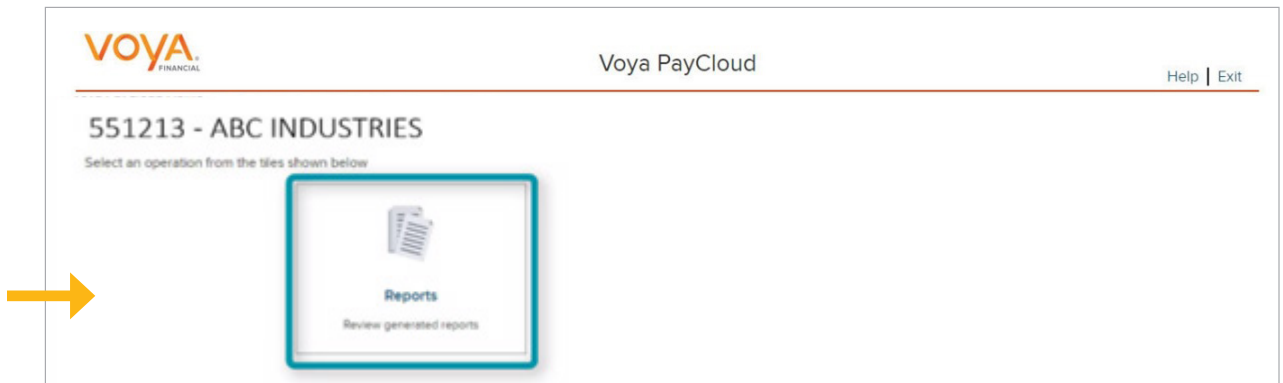
1) Visit **sponsor.voya.com** to log into Sponsor Web.

2) Go to *Processing Center > Contribution Submission* and click *Voya PayCloud*.
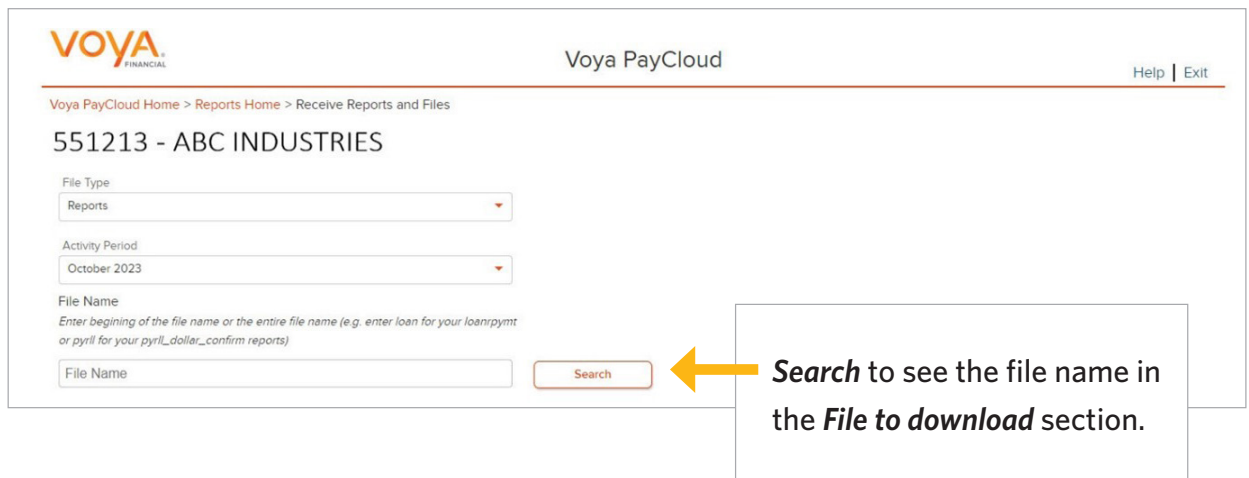
3) Search for your agency by Plan Number or Plan Name, then click *Reports*.

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*

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

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