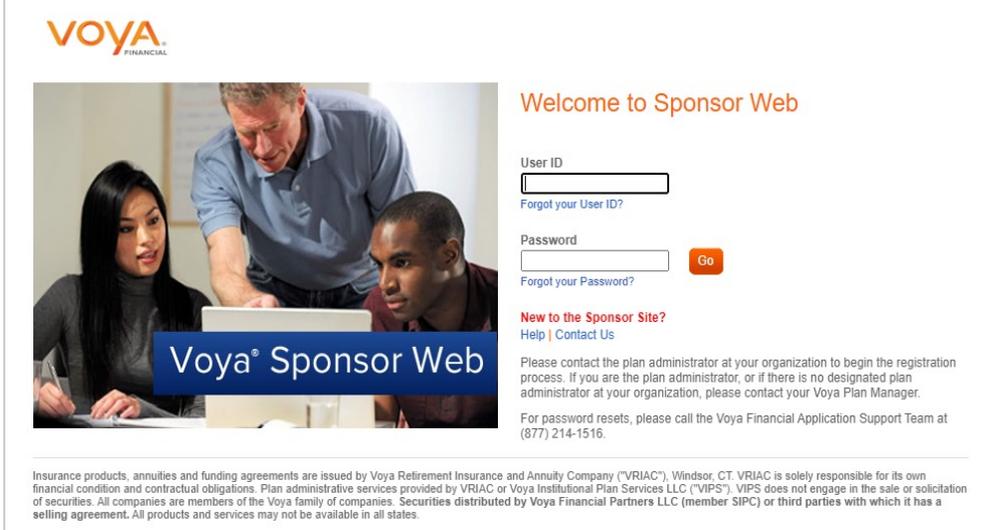


Retrieving a Loan Feedback File from Sponsor Web by Data Transfer

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@voyafinancial.com.

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



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Welcome to Sponsor Web

User ID

[Forgot your User ID?](#)

Password
 Go
[Forgot your Password?](#)

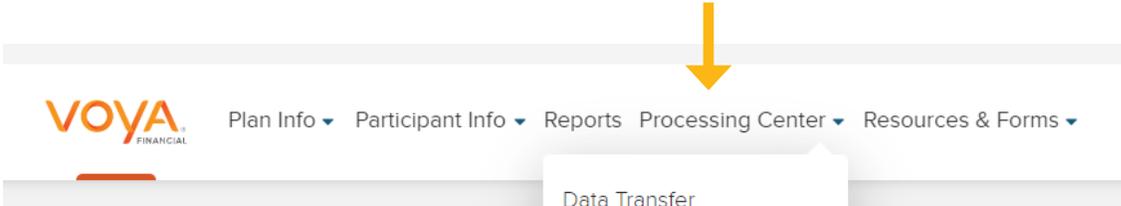
New to the Sponsor Site?
[Help](#) | [Contact Us](#)

Please contact the plan administrator at your organization to begin the registration process. If you are the plan administrator, or if there is no designated plan administrator at your organization, please contact your Voya Plan Manager.

For password resets, please call the Voya Financial Application Support Team at (877) 214-1516.

Insurance products, annuities and funding agreements are issued by Voya Retirement Insurance and Annuity Company ("VRIAC"), Windsor, CT. VRIAC is solely responsible for its own financial condition and contractual obligations. Plan administrative services provided by VRIAC or Voya Institutional Plan Services LLC ("VIPS"). VIPS does not engage in the sale or solicitation of securities. All companies are members of the Voya family of companies. Securities distributed by Voya Financial Partners LLC (member SIPC) or third parties with which it has a selling agreement. All products and services may not be available in all states.

- 2) Go to the **Relationship Summary** screen, then click **Processing Center > Data Transfer**.

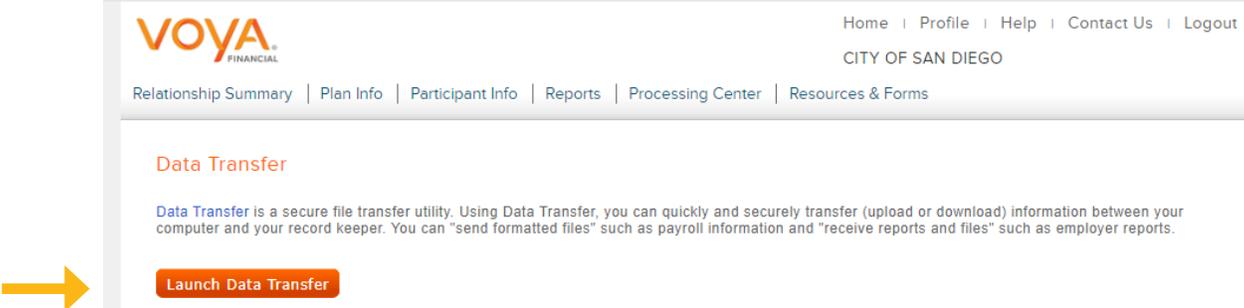


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Plan Info ▾ Participant Info ▾ Reports Processing Center ▾ Resources & Forms ▾

Data Transfer

- 3) On the **Data Transfer** screen, click **Launch Data Transfer**.



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Home | Profile | Help | Contact Us | Logout

CITY OF SAN DIEGO

Relationship Summary | Plan Info | Participant Info | Reports | Processing Center | Resources & Forms

Data Transfer

Data Transfer is a secure file transfer utility. Using Data Transfer, you can quickly and securely transfer (upload or download) information between your computer and your record keeper. You can "send formatted files" such as payroll information and "receive reports and files" such as employer reports.

Launch Data Transfer

4) On the next **Data Transfer** screen, click **Receive Reports & Files**.



Send Formatted Files

Receive Reports & Files

Data Transfer

Click on "Send Formatted Files" to transfer files from your PC.

Click on "Receive Reports & Files" to transfer files to your PC.

5) On the **Receive Reports & Files** screen:

- **File Type** — select **Reports**
- **Activity Period** — defaults to **Current Month** or choose the month for your report
- **File Name** — not required; leave box empty
- **Plan Number** — not required; leave box empty

Click **Search**. You will then receive a message that states "Please wait while your search is executed. Due to the volume of returns, this may take up to 30 seconds." Click **OK** to continue.



Send Formatted Files

Receive Reports & Files

Receive Reports & Files

Reports & Files Search

Items marked with a * are required.

* **File Type:**
Reports

* **Activity Period:**
Current Month

File Name:
Enter the beginning of the file name or the entire file name (e.g. enter loan for your loanpymt or pyrll for your pyrll_dollar_confirm reports)

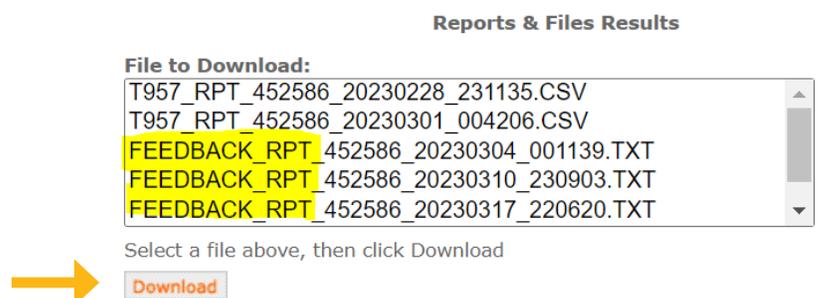
Plan Number:
Enter the entire Plan Number (6 characters)

Select and/or enter your information above, then click Search

Search

6) From the **Reports & Files Results** list, click the txt files titled **FEEDBACK_RPT_** and then click **Download**. A file download box will display "Do you want to open or save this file?" Click **Open**.

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



Reports & Files Results

File to Download:

T957_RPT_452586_20230228_231135.CSV
T957_RPT_452586_20230301_004206.CSV
FEEDBACK_RPT_452586_20230304_001139.TXT
FEEDBACK_RPT_452586_20230310_230903.TXT
FEEDBACK_RPT_452586_20230317_220620.TXT

Select a file above, then click Download

Download