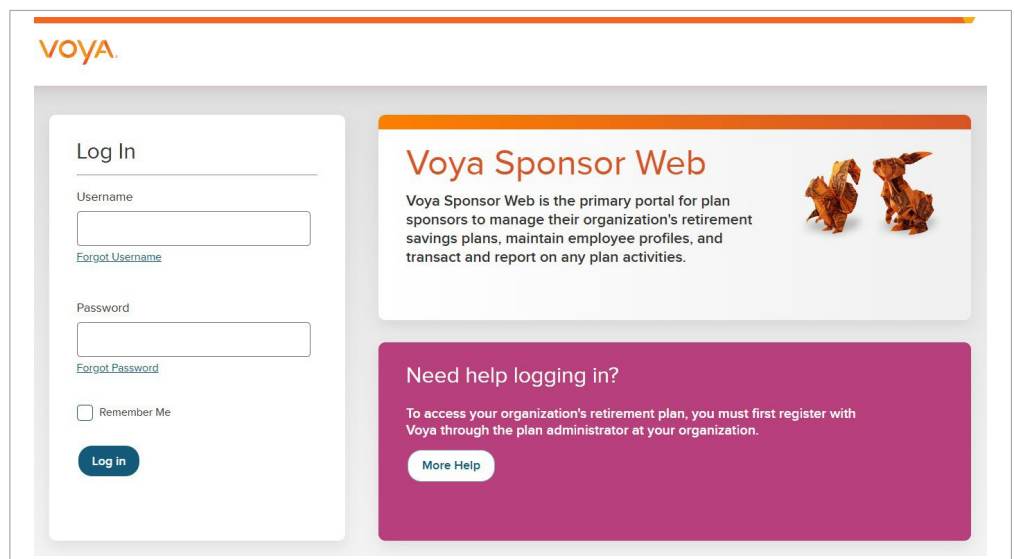


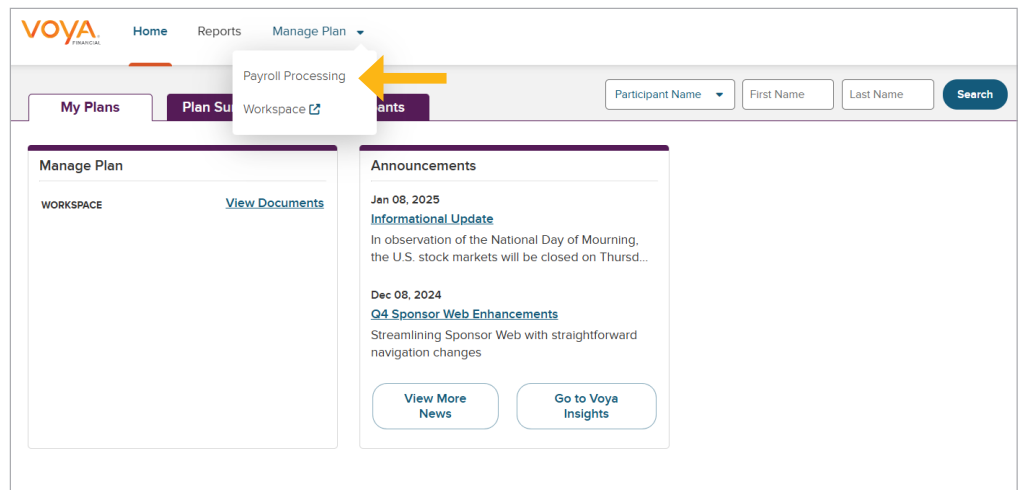
Retrieving an Online Contribution Rate Change File from Sponsor Web through Voya PayCloud

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.

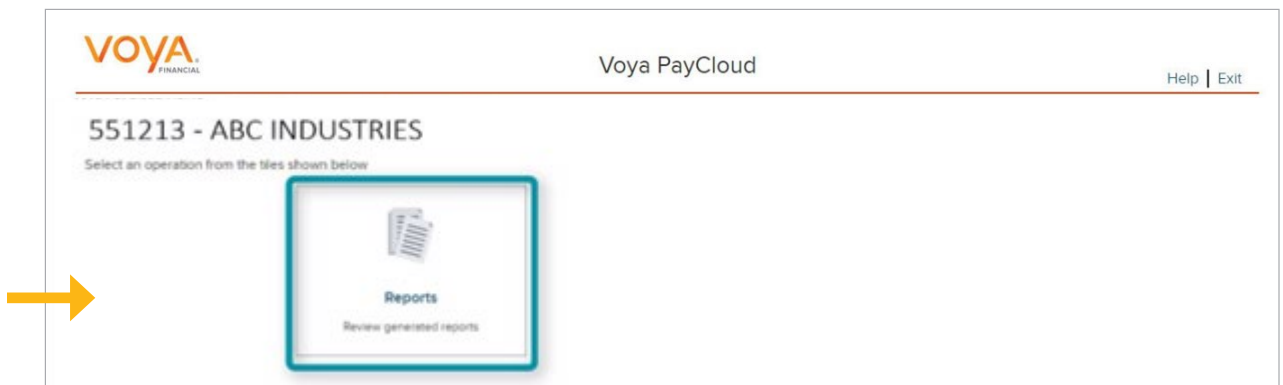
- 1) Visit sponsor.voya.com to log into Sponsor Web.



- 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 **FEEDDEFR**

The screenshot shows the 'Receive Reports and Files' screen in the Voya PayCloud interface. The breadcrumb trail at the top reads 'Voya PayCloud Home > Reports Home > Receive Reports and Files'. Below this, the text '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 the right towards the 'Search' button. To the right of the arrow is a text box that says: 'Search to see the file name in the **File to download** section.'

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

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

