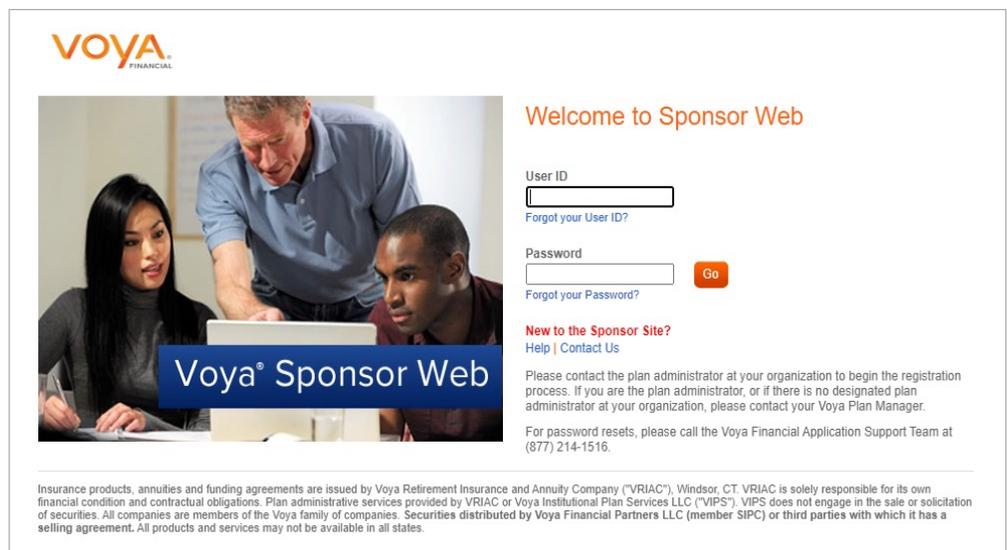


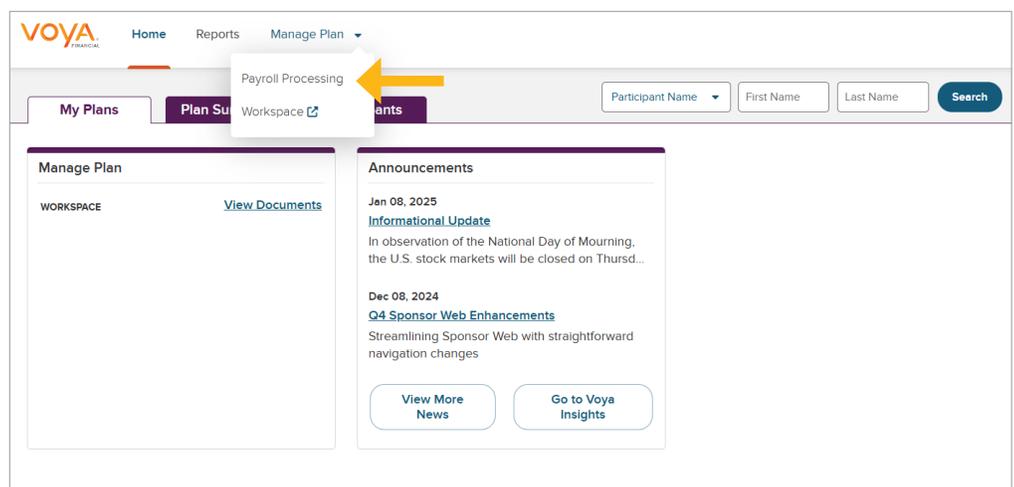
# Retrieving a New Enrollment Report from Sponsor Web through Voya PayCloud

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](mailto:CalPERS_Plan_Admin@voya.com).

- 1) Visit [sponsor.voya.com](https://sponsor.voya.com) to log into Sponsor Web.



- 2) Go to **Manage Plan > Payroll Processing**.

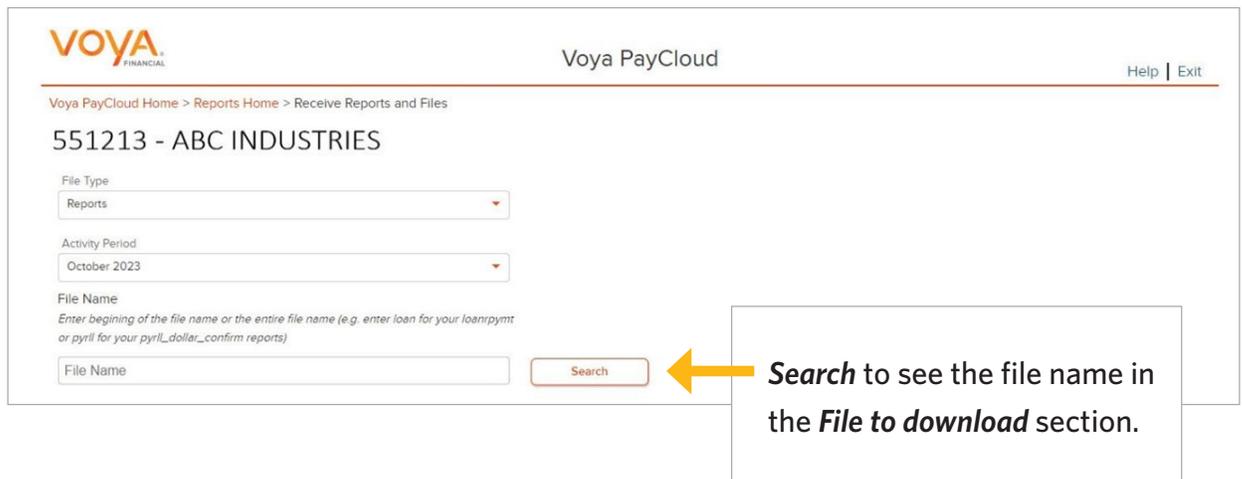


3) Search for your agency by Plan Number or Plan Name, then click **Reports**.



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**



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.*



6) We encourage you to prioritize maintaining accurate and timely payroll reporting. Coordinate internally to ensure that the pre-tax and/or Roth deferral amount noted on the New Enrollment Report is deducted from the employee's paycheck on the following earned period after they enrolled.