

# Voya PayCloud Deferral/Feedback File



Log on to Sponsor Web by going to  
URL: <https://sponsor.voya.com>

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## Log In

Username

[Forgot Username](#)

Password

[Forgot Password](#)

Remember Me

**Log in**

## Voya Sponsor Web



Voya Sponsor Web is the primary portal for plan sponsors to manage their organization's retirement savings plans, maintain employee profiles, and transact and report on any plan activities.

### Need help logging in?

To access your organization's retirement plan, you must first register with Voya through the plan administrator at your organization.

**More Help**

Once logged into Sponsor Web you will be directed to the landing page.

Here you must select the name of the plan that you are looking for the Deferral/Feedback File for (either 626622 or 626627)

VRS Defined Contribution Plans [Change Plan](#) Hi, [REDACTED] | [Account Settings](#) | [Help](#) | [Logout](#)

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[Home](#) [Reports](#) [Manage Plan](#) ▼

[My Plans](#) [Plan Summary](#) [Participants](#)

Participant Name ▼   [Search](#)

Active Plans	Plan Number	Participants with a Balance	Total Balance	YTD Contributions
<a href="#">Commonwealth of Virginia 457 Deferred Compensation Plan</a>	626627	<u>227,834</u>	\$4,973,449,224.89	\$21,703,217.98
<a href="#">Hybrid 457 Deferred Compensation Plan</a>	626622	<u>242,623</u>	\$1,137,718,188.08	\$18,702,299.92

Once in the plan you need the file for, put your mouse over the Manage Plan option at the top of the screen. A drop down menu will appear and select Data Transfer.

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**My Plans** **Plans** **Requests**

**Data Transfer**  
Payroll Processing

Participant Name ▾ First Name Last Name **Search**

### Plan Summary

As of market close February 13, 2025

Commonwealth of Virginia 457 Deferred Compensa... ▾ [Print](#)

Manage Plan	
<b>REQUEST MANAGEMENT</b>	<a href="#">Start New Request</a>
Requests Requiring Your Attention	<b>0</b>
Past Due Requests	<b>7</b>

Recent Plan Activity	
As of market close February 13, 2025	
<b>Contributions</b>	Total Amount <b>\$152,270.57</b>
Pay Period End: 02/14/2025	

Plan Balance	
<b>Balance</b>	<b>\$4,836,877,622.79</b>
<a href="#">View by Investments</a>	
<b>Self-Directed Brokerage Account</b>	<b>\$136,571,602.10</b>

A new window will come up. If you have access to more than one Employer, you will see a drop-down menu where You select the Employer and click on Launch Data Transfer.

**Note:** Here you should double check the plan name on the right to make sure you have the correct one selected.



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Commonwealth of Virginia 457 Deferred Compensation Plan

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## 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.

\* Required Field

Select a Division\*

SELECT

55XX

40XX

On the next screen, click on Receive Reports & Files

The screenshot shows the VOYA SPONSOR CONNECT interface. The VOYA FINANCIAL logo is in the top left. The main header reads 'SPONSOR CONNECT SM'. On the left, there are two menu items: 'Send Formatted Files' and 'Receive Reports & Files', with the latter highlighted by a red border. The main content area is titled 'Data Transfer' and contains two instructions: 'Click on "Send Formatted Files" to transfer files from your PC.' and 'Click on "Receive Reports & Files" to transfer files to your PC.' A 'Close' button is visible in the top right corner. At the bottom, there is a copyright notice: '© 2014 Voya Institutional Plan Services, LLC. — All Rights Reserved. Voya and the Voya logo are registered trademarks of Voya Services Company.'

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Close

# SPONSOR CONNECT<sup>SM</sup>

Send Formatted Files

**Receive Reports & Files**

## Data Transfer

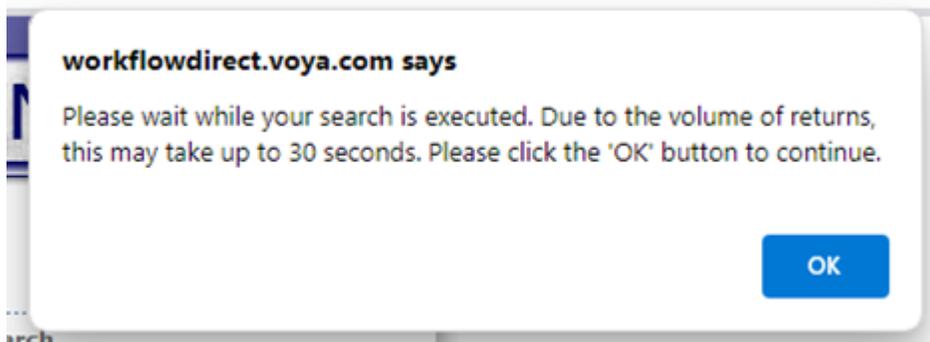
Click on "Send Formatted Files" to transfer files from your PC.

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

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Here you select

- Reports under File Type
- Current Month or the timeframe that you want from the Activity Period.
- Click Search.
- You will then get the below pop up which you need to click OK to get to the next screen



After you click Search the File will load under File to Download.

Select the name of the report and below click Download.