Virginia Retirement System
Defined Contribution Plan
Sponsor Web User Guide

December 2024
V4

Contents

Initial Registration Process

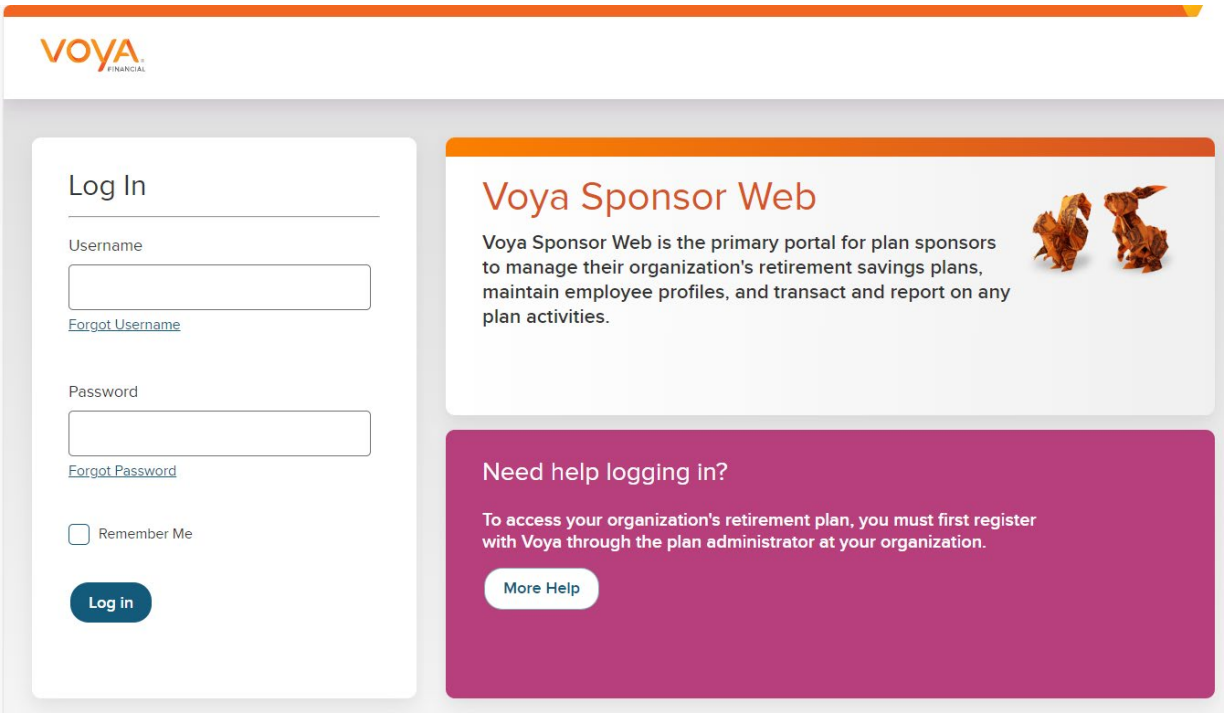
The following steps detail how to proceed through the initial registration process and establish a profile for Sponsor Web.

1. Work with the Security Administrator at your Employer. The Security Administrator will fax or mail the completed form to Voya at:
   Voya Financial
   Attn: VRS Defined Contribution Plans
   P.O. Box 389
   Hartford, CT 06141
   OR
   Fax Number - 844-833-4545
   NOTE: Voya will establish access within 5-7 business days of receipt of the form in good order.
2. Watch for a registration email from Voya Sponsor Web. Click on the link included in the email.
3. From that screen you create your new user ID and password for the site.
   a. IDs must be at least 6 characters long.
   b. Passwords must be at least 8 characters long and contain an upper-case letter, a lower-case letter, and a number.
   c. Note that passwords are case-sensitive.
4. Set up your security code delivery options. Your initial code will be delivered via email, but you may also set up delivery via SMS/text message or mobile app. You will need to enter a security code if you access the site with a new computer, a new browser, or if you need to reset your ID or password.
5. Register your computer (optional). If you are working from a Shared Computer, we would suggest not registering your computer. Registering your computer or device allows you to bypass security code entry when accessing the site; only the User ID and password will be needed for access. Otherwise, you will be prompted to request and input a security code each time you log in.

PLEASE NOTE - The same Sponsor Web Access form will also be used to deactivate a User ID. Since Voya Sponsor Web allows access to sensitive data, it is important for Security Administrators to complete this form as soon as possible if a User has terminated employment and must be deactivated.

Logging On to Sponsor Web

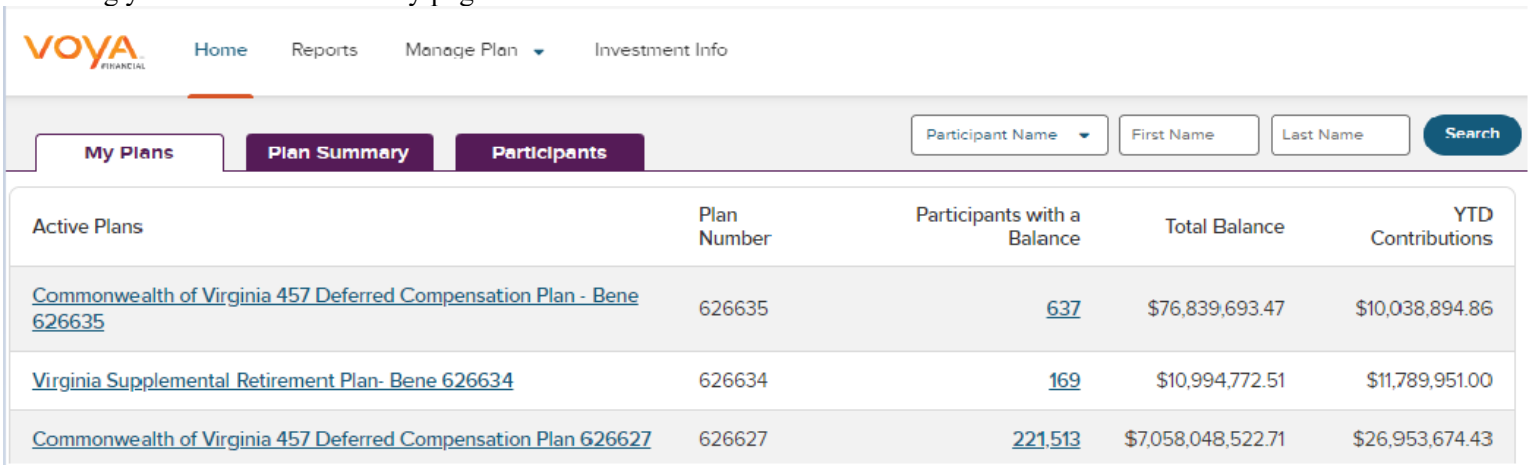
URL: https://sponsor.voya.com



Enter your user ID and password in the appropriate fields and click Log In

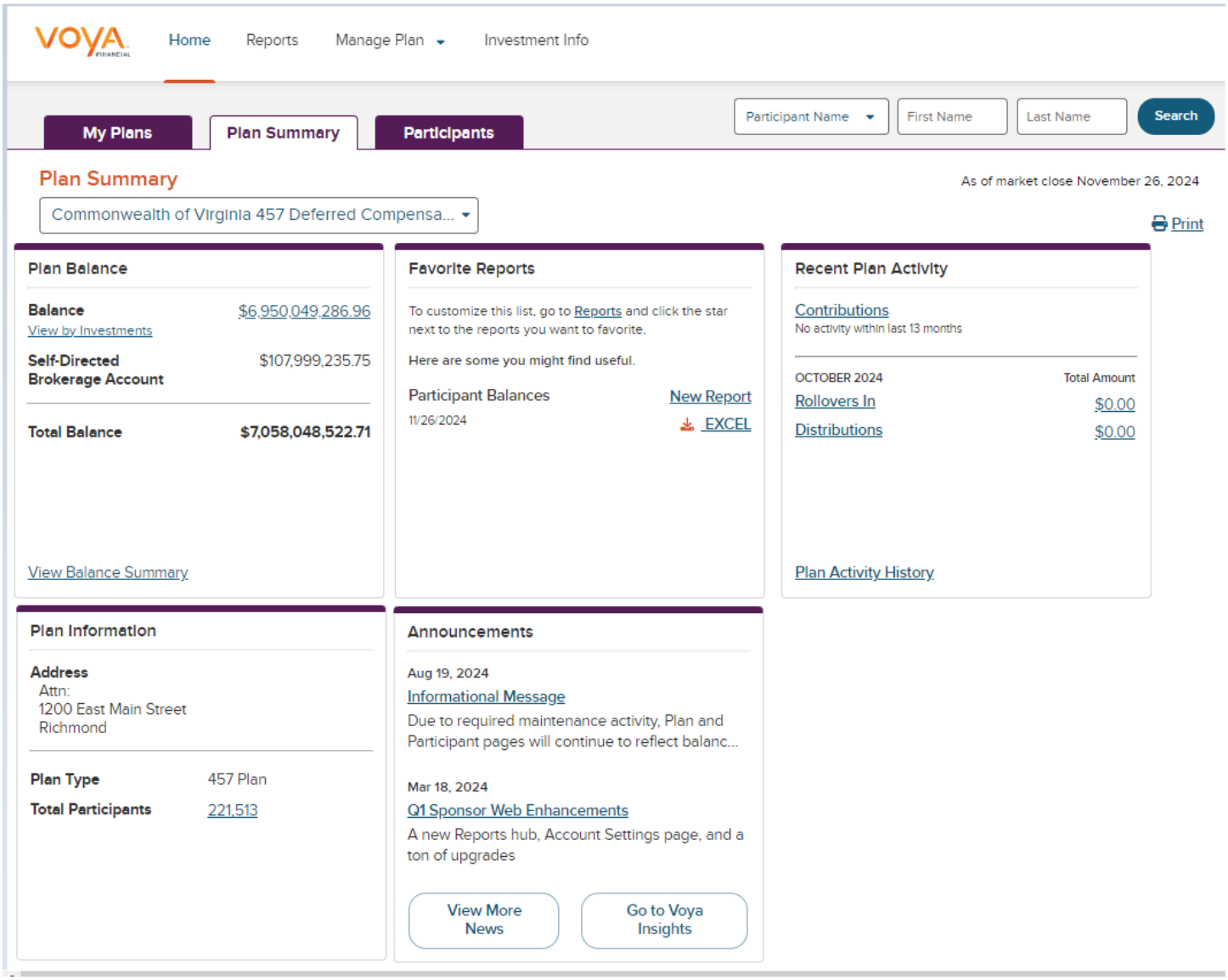
Landing Page

Once logged in, you will be brought to the landing page where you can view the list of Plans. The plan names are links that will bring you to the Plan Summary page when selected.

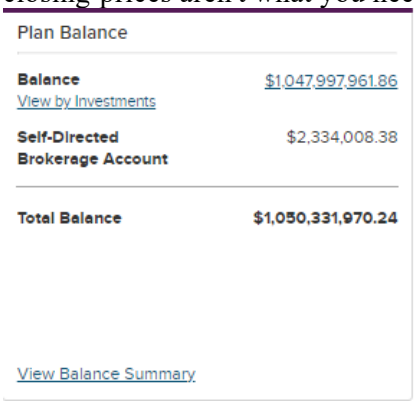


Plan Summary

Once in the Plan Summary Section, you can click on the underlined links to view plan-level details. The information displayed and available will be limited to the VRS employer code(s) you have access to and your permission level.



Examples - Clicking on the Plan Balance tile will bring you to the below screen where you can view the plan by Source or by Investment. On these screens you can also select the Valuation Date that you are looking for if previous day closing prices aren't what you need.



< Back to Plan Summary

Plan Balance

As of market close November 26, 2024

Commonwealth of Virginia 457 Deferred Compensation Plan 626627 (626627)

View by: **Source** | Investments

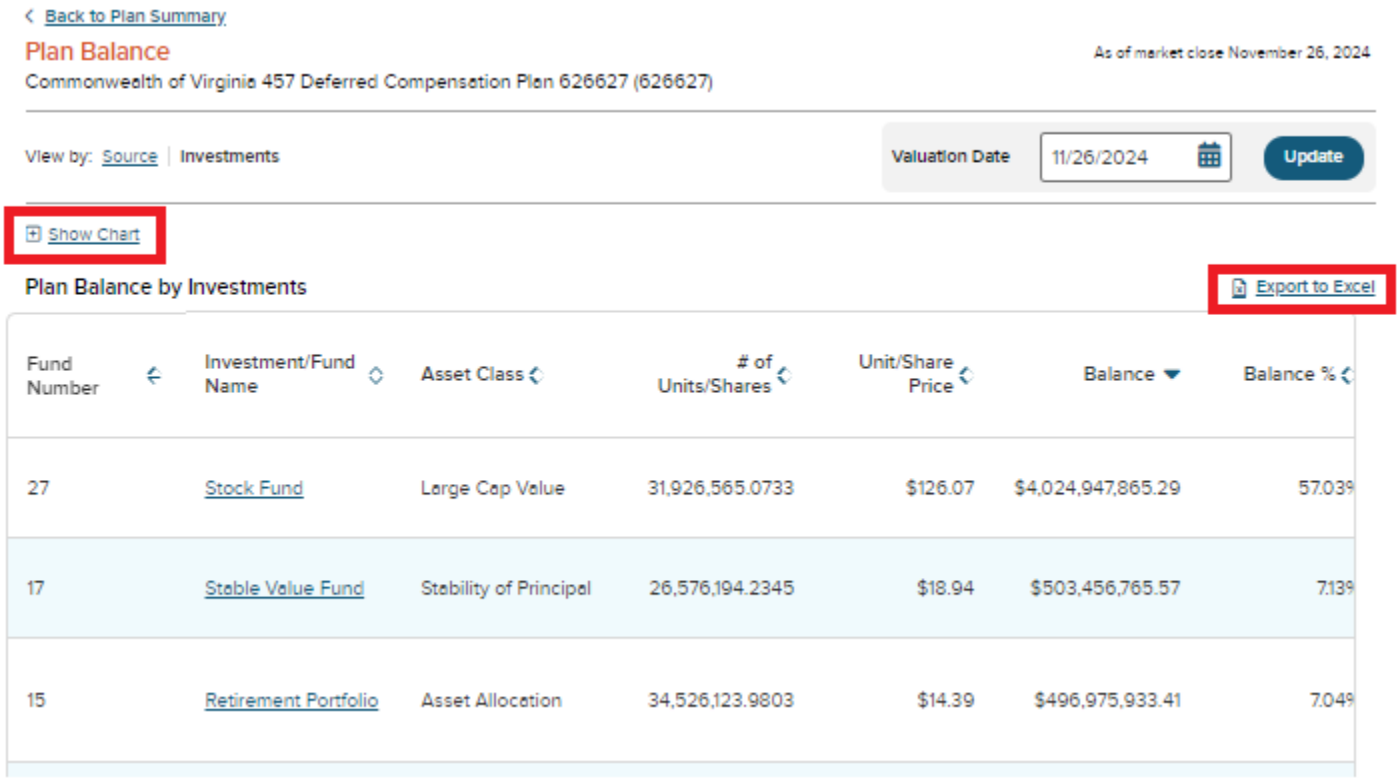
Valuation Date 11/26/2024 Update

Show Chart

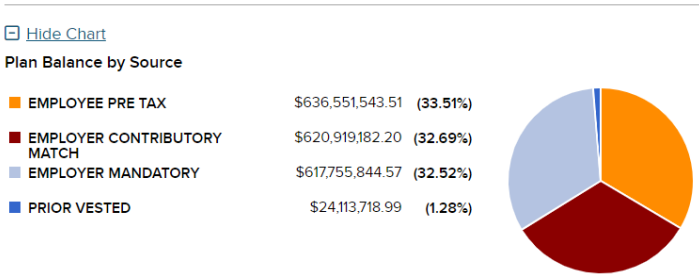
Plan Balance by Source

Export to Excel

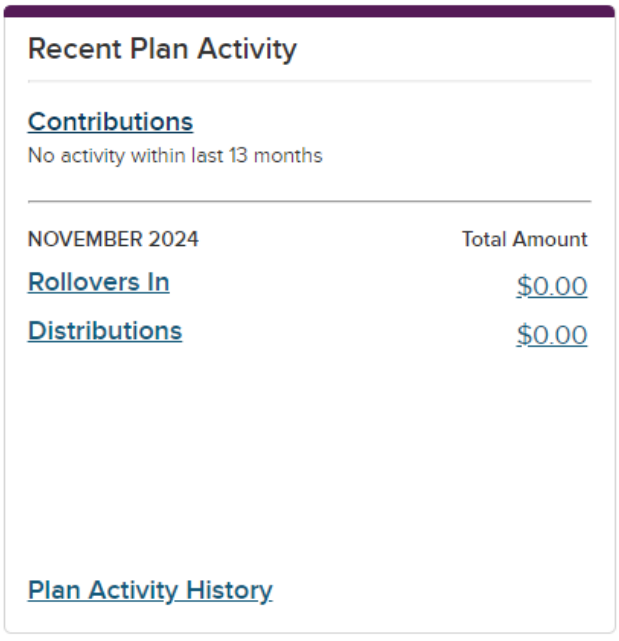
Money Source	Vested	Vested %	Balance	Balance %
EMPLOYEE PRE-TAX (A)	$6,529,766,949.29	100.00%	$6,529,767,722.11	92.52%
EMPLOYEE ROTH (G)	$249,830,210.85	100.00%	$249,830,345.97	3.54%
ROLLOVER PRE-TAX (9)	$197,477,763.64	100.00%	$197,477,790.95	2.80%
457 ROLLOVER PRE-TAX (R)	$67,941,795.91	100.00%	$67,941,811.01	0.96%
ROLLOVER ROTH (3)	$3,569,116.31	100.00%	$3,569,124.87	0.05%
457 COMINGLED PRE-TAX (E)	$2,296,416.09	100.00%	$2,296,423.38	0.03%
457 ROTH ROLLOVER (M)	$1,940,241.05	100.00%	$1,940,249.08	0.03%
ROTH ROLL EMPLOYEE PRE-TAX (B)	$1,817,139.54	100.00%	$1,817,146.70	0.03%
ROTH ROLL ROLLOVER PRE TAX (2)	$1,715,536.35	100.00%	$1,715,542.66	0.02%
ROTH ROLL 457 ROLLOVER PRE-TAX (N)	$1,692,359.42	100.00%	$1,692,365.98	0.02%
Total	$7,058,047,528.45		$7,058,048,522.71	100%



By clicking on the Show Chart option on the By Source or By Investment option, you an see a chart like below for the breakdown.



In the Recent Plan Activity tile, you can access details on Contributions and Distributions from the Plan for a specific period of time. Both of these screens allow Export to Excel.



Contribution Activity

ABC Company Savings Plan 1

Pay Period End Date mm/dd/yyyy Submit

Export to Excel

Contribution Information

Total Amount:	$100,000.00
EMPLOYER MATCHING:	$20,000.00
ROTH ROLLOVER:	$20,000.00
EMPLOYEE PRE TAX:	$20,000.00
ROTH:	$20,000.00
EMPLOYEE AFTER TAX:	$20,000.00

Number of Participants: 4

4 of 4 results found.

Advanced Search

Name	SSN	Employee ID	Location	Total	EMPLOYER MATCHING	ROTH ROLLOVER
SMITH, JOHN	XXX-XX-1234	1234		$30,000.00	$6,000.00	$6,000.00
PARTICIPANT 1	XXX-XX-2345	2345		$30,000.00	$6,000.00	$6,000.00
PARTICIPANT 2	XXX-XX-3456	3456		$20,000.00	$4,000.00	$4,000.00
PARTICIPANT 3	XXX-XX-3456	3456		$20,000.00	$4,000.00	$4,000.00

Distributions Activity

ABC Company Savings Plan 1

Trade Date Range between mm/dd/yyyy and mm/dd/yyyy Submit

Export to Excel

Distribution Information

	Number of Participants	Total Amount
All Distribution Types	2	$20,000.00

2 of 2 results found.

Advanced Search

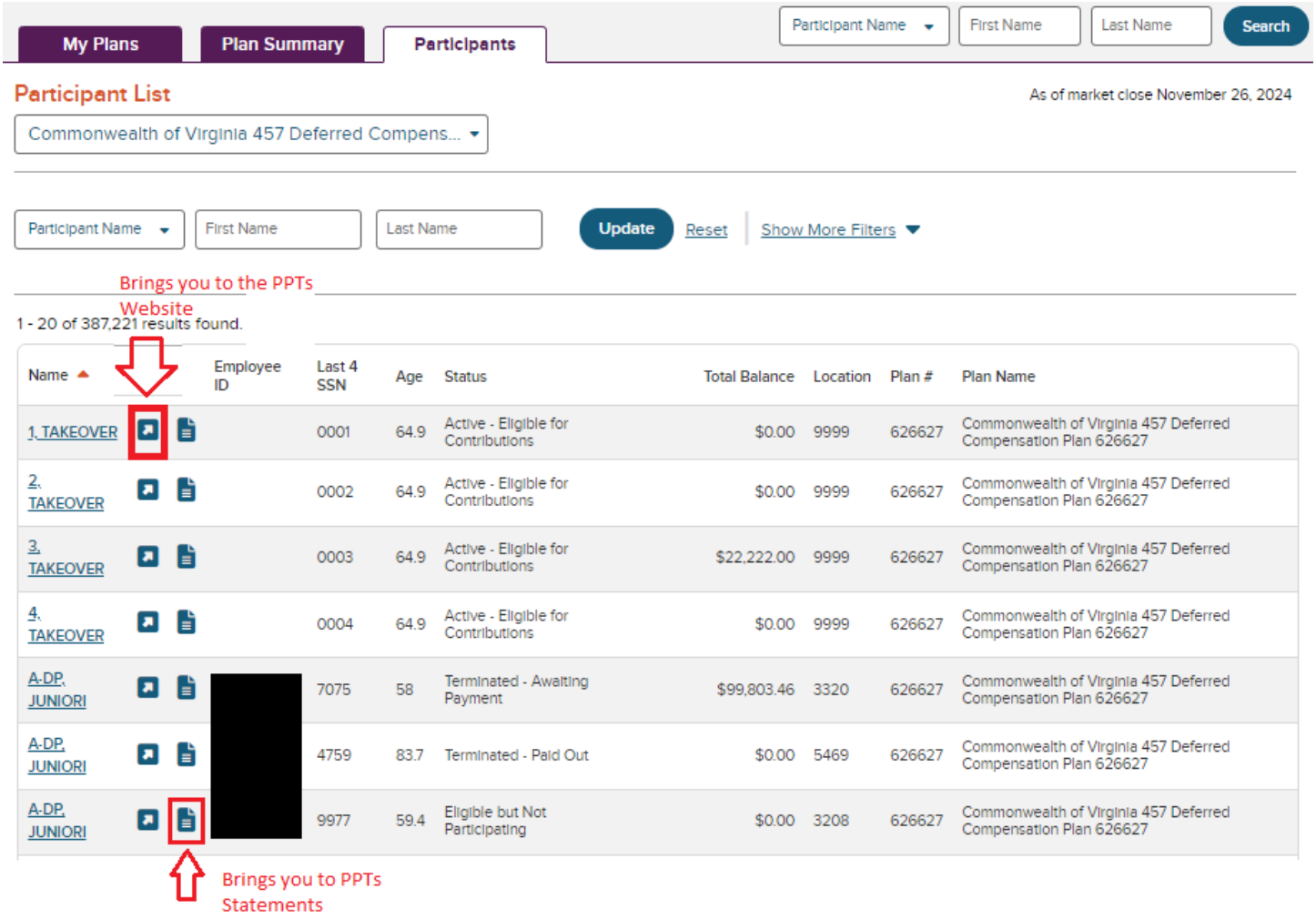
Name	SSN	Employee ID	Location	Distribution Type	Gross Distribution Amount	Loan Default	Trade Date
SMITH, JOHN	XXX-XX-1234	1234		Withdrawal	$15,000.00	No	01/01/20
PARTICIPANT 1	XXX-XX-2345	2345		Withdrawal	$5,000.00	No	01/01/20

* This transaction is either a correction, a reversal of a prior transaction, or a backdated transaction

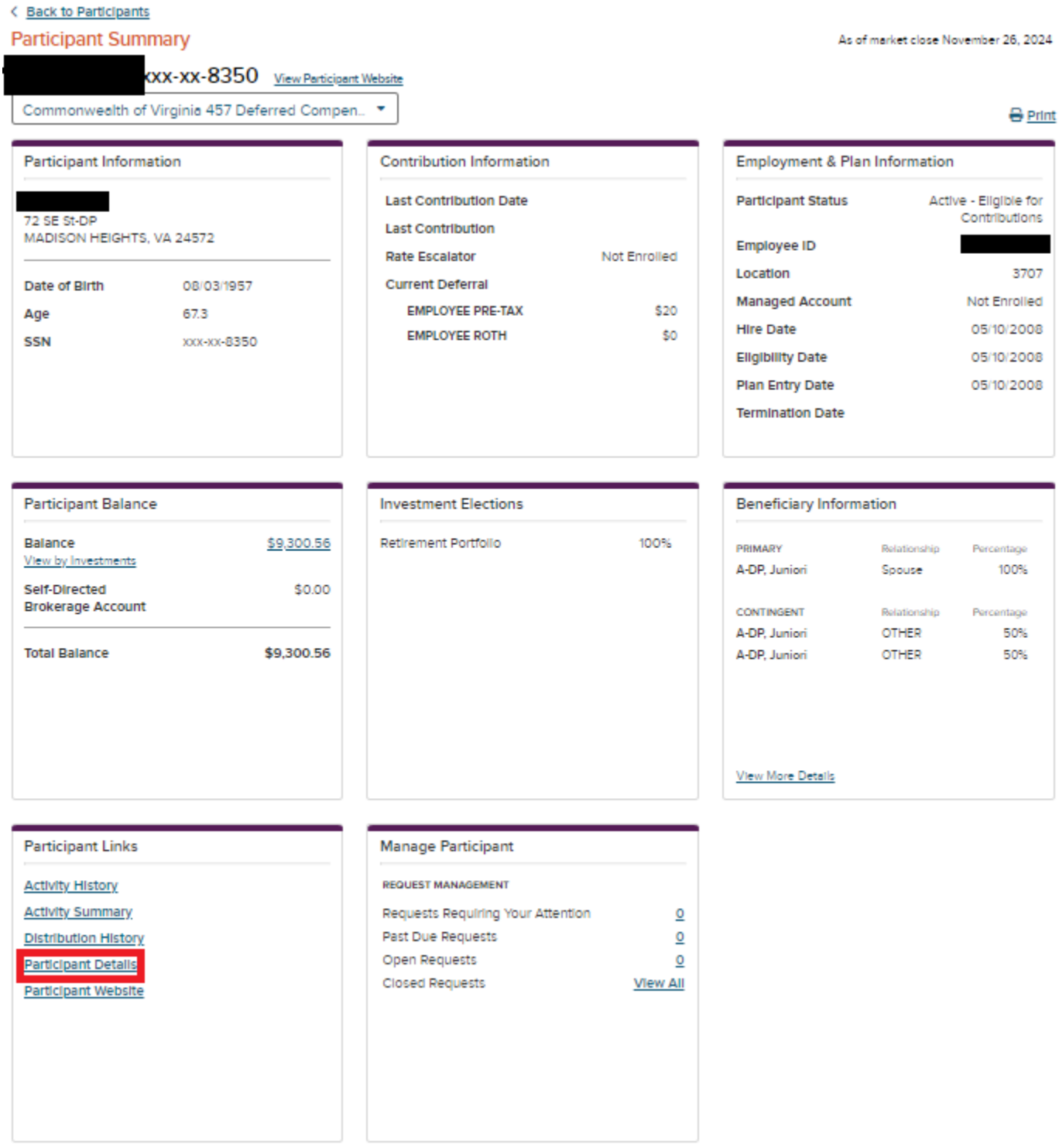
Participant Tab

To access participant-level information, select a participant's name or the Participant tab.

From the Participants Tab, you will see a list of the participants in the plan. Next to the participant's name are two boxes. The first box brings you to a read-only version of the Participant Website. The second box brings you to the participant's statements on their account.



When you click on the participant's name, this will bring you to a detailed view of this participant's information.



As an example – when you click on the Participant Details option, you see more details on the specific participant selected like below.

<< Back to Participant Summary

Participant Details

[redacted]xxx-xx-8350

Details

Termination Date	
Location Code	3707
Home Phone Number	
Work Phone Number	
Mobile Phone Number	
Email	
Eligibility Date	05/10/2008
Hardship Suspension Date	
Years of Service	0
Marital Status	Married
HCE	N
16B Flag	N
QDRO	N
Payment Frequency	Weekly Plus
Address Update Allowed:	NO
Agency Code:	30707

Contribution Rate

Sources	Current	Prior
EMPLOYEE PRE-TAX	$20.00	$0.00
EMPLOYEE ROTH	$0.00	N/A

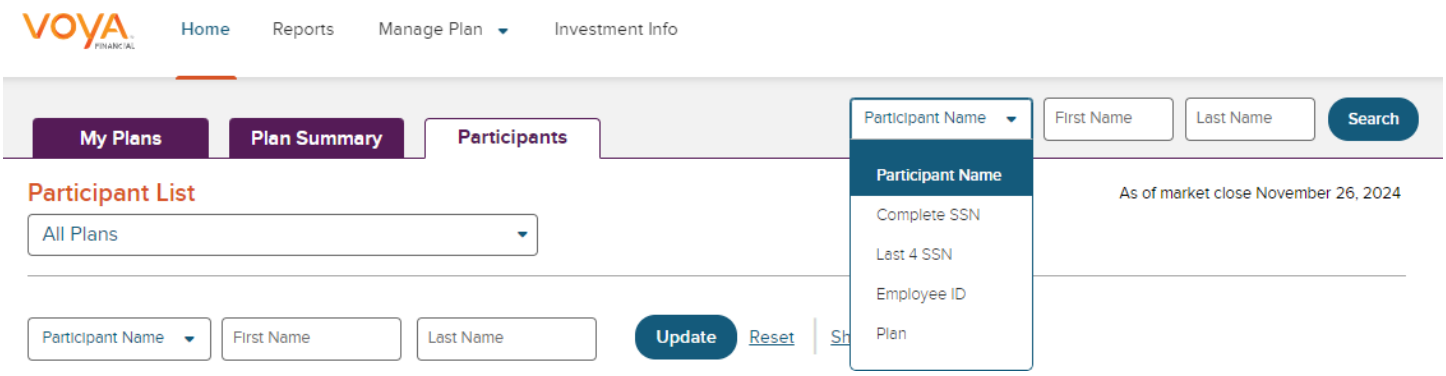
Investment Elections

Investment	Percent
Retirement Portfolio	100%

Beneficiary Information

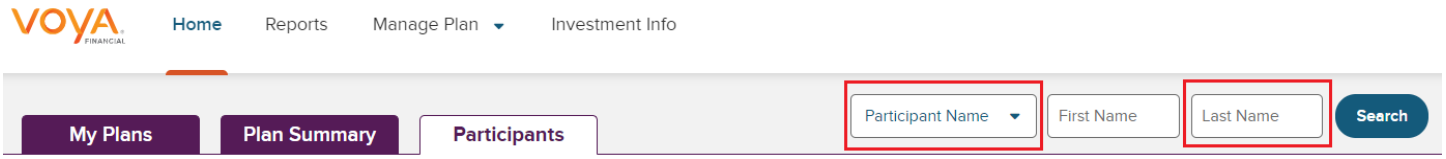
Beneficiary Type	Name	SSN	Date of Birth	Relationship	Percent

All the screens also have the option to search by Participant Name, SSN, Last 4 of SSN, Employee ID (VNAV ID) or by Plan.

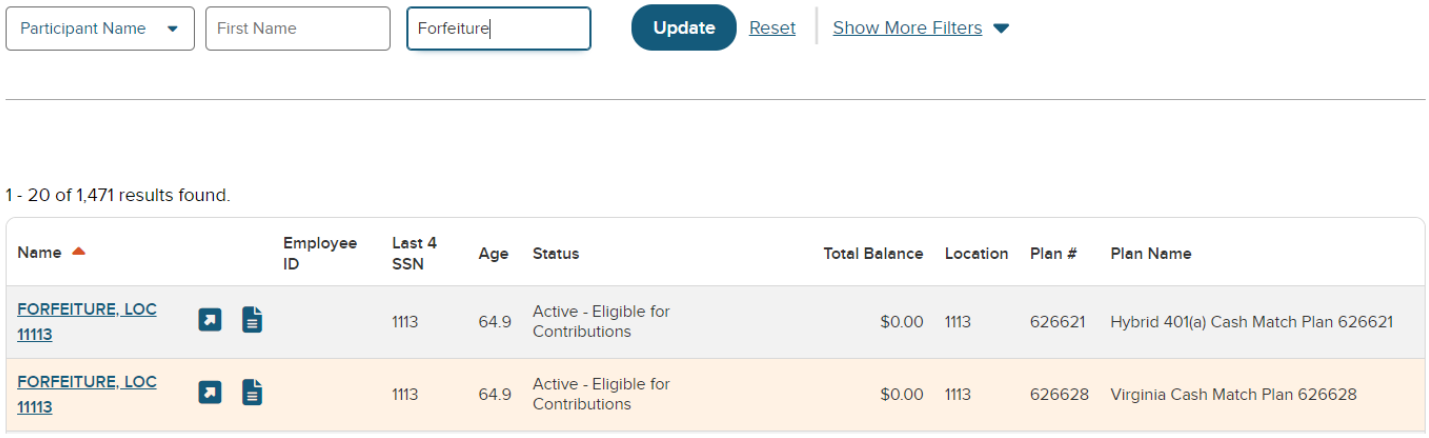


Forfeiture Balances

Once a month, employers can use money from their forfeiture account for funding employer source contributions.



Employers can view their forfeiture account balance in Sponsor Web by looking up the participant (last name = Forfeiture). If an employer has access to multiple divisions, a list of the available forfeiture accounts will appear, and the user will need to select the applicable account to view the balance.



Please note – you will only be able to see Employers that you have access to.

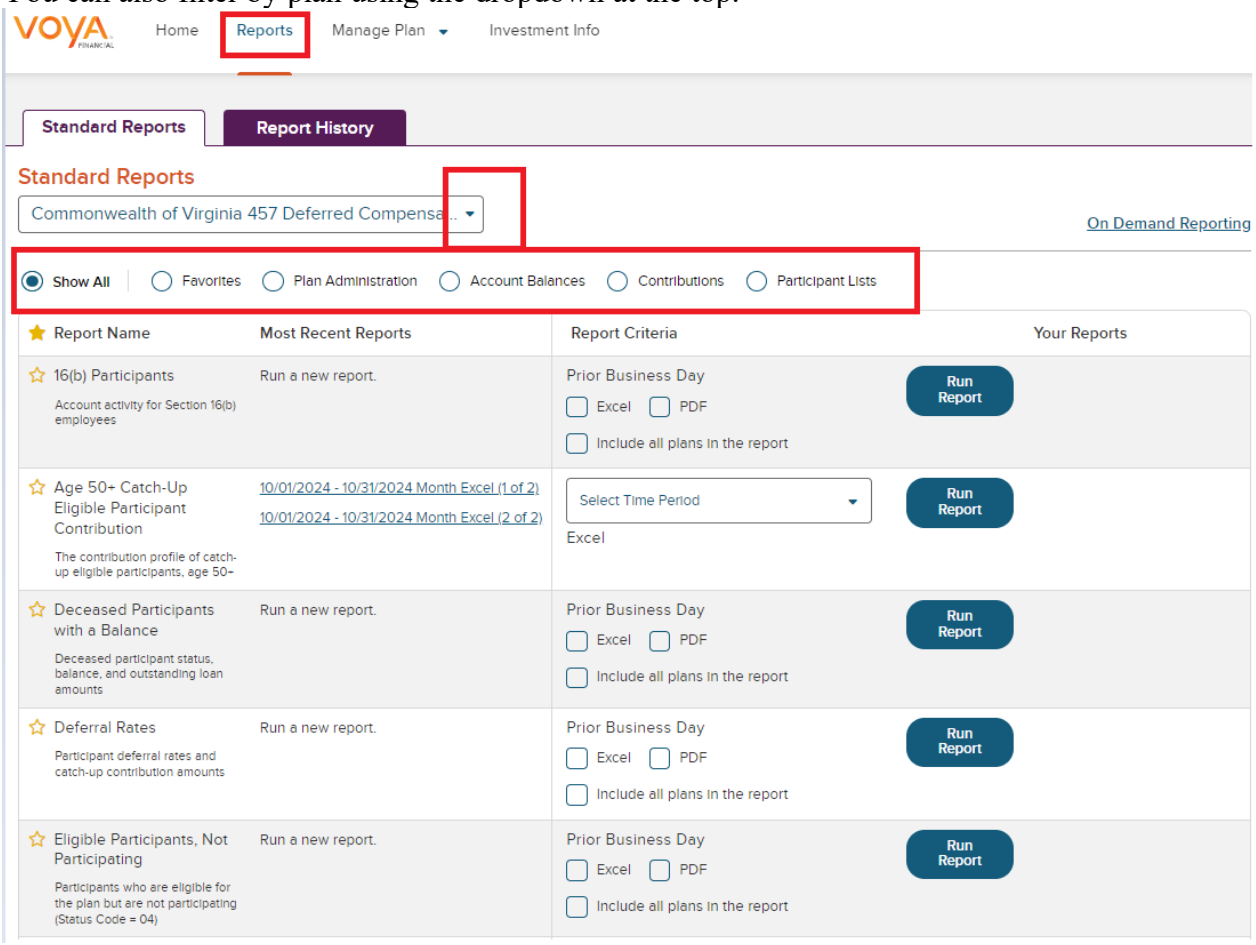
Reports

Standard Reports

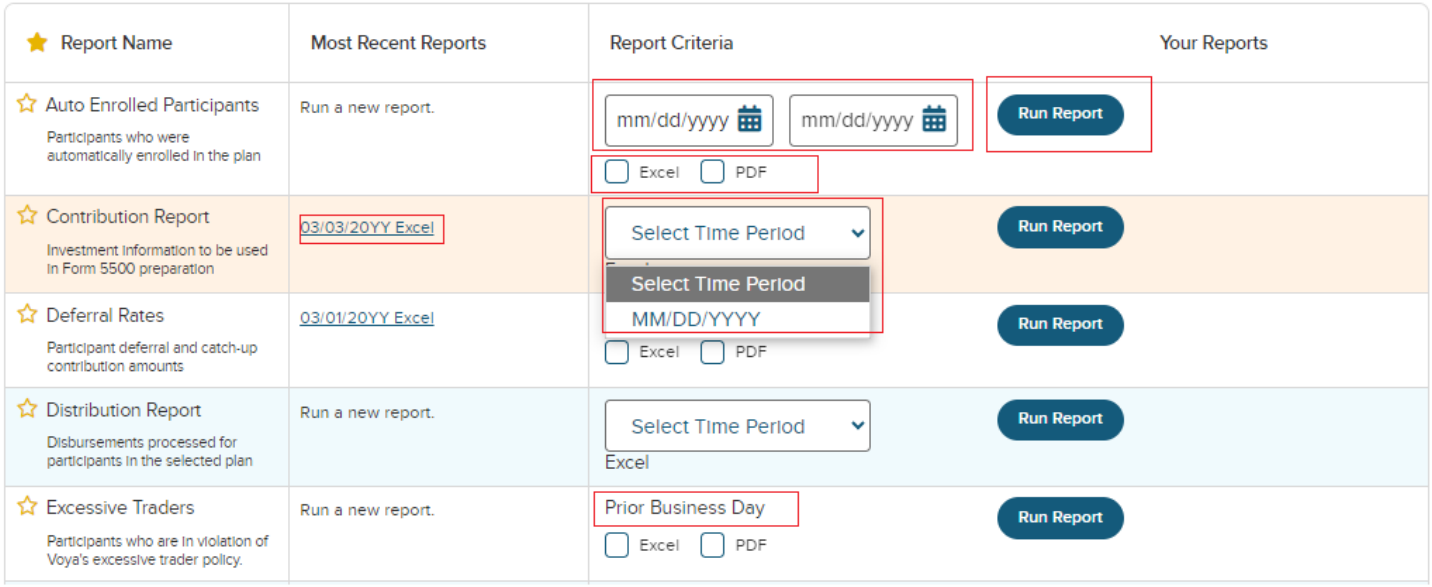
At the top of any screen there is the option for Reports. When you click on this option, it will bring you to the below screen. From here, there are a number of standard Reports you can choose from.

You can view all reports on one screen or use the radio buttons to select which type of reports you want to see.

You can also filter by plan using the dropdown at the top.



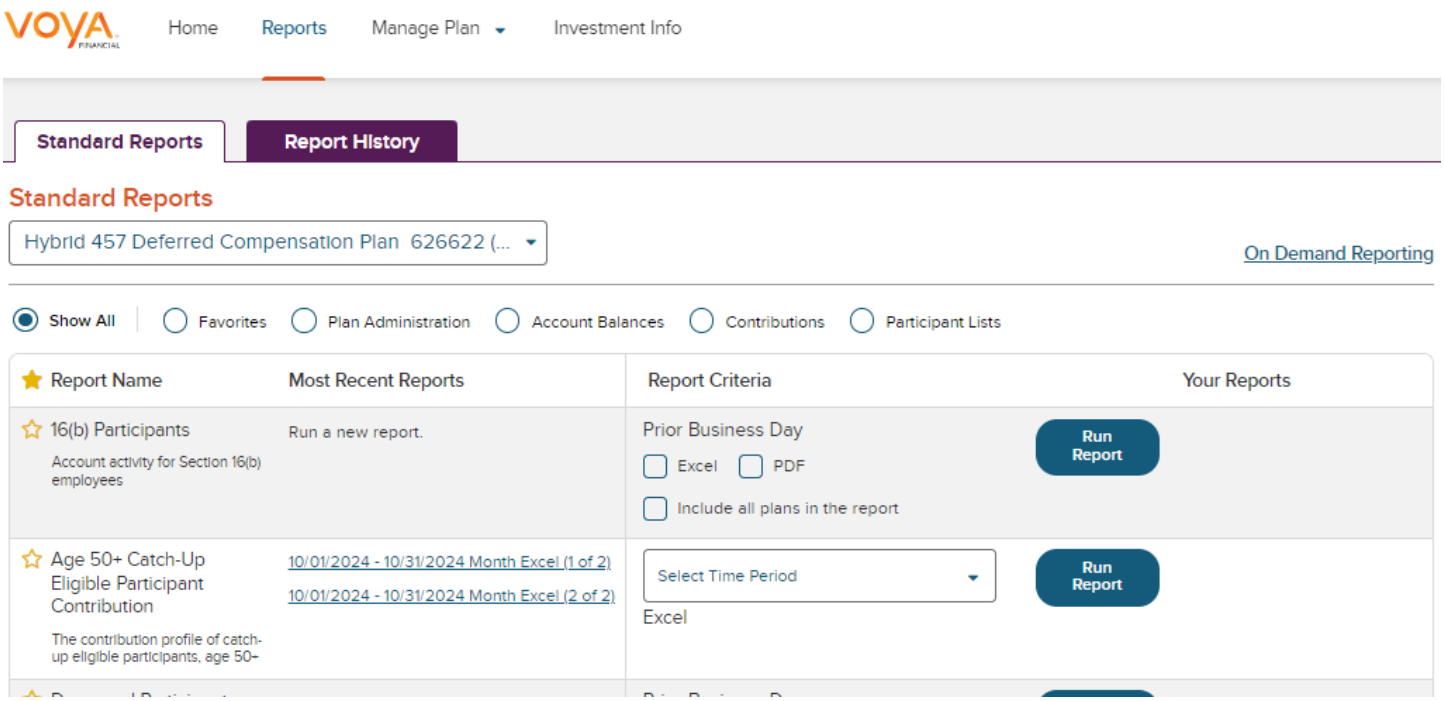
Some reports will be available for a specific timeframe, such as, prior business day, prior month-end or prior quarter-end, while others are free-form where you can select the time period.



The reports also have the option to download into either Excel or PDF. Once you have selected your report and the period of time, click on Run Report.

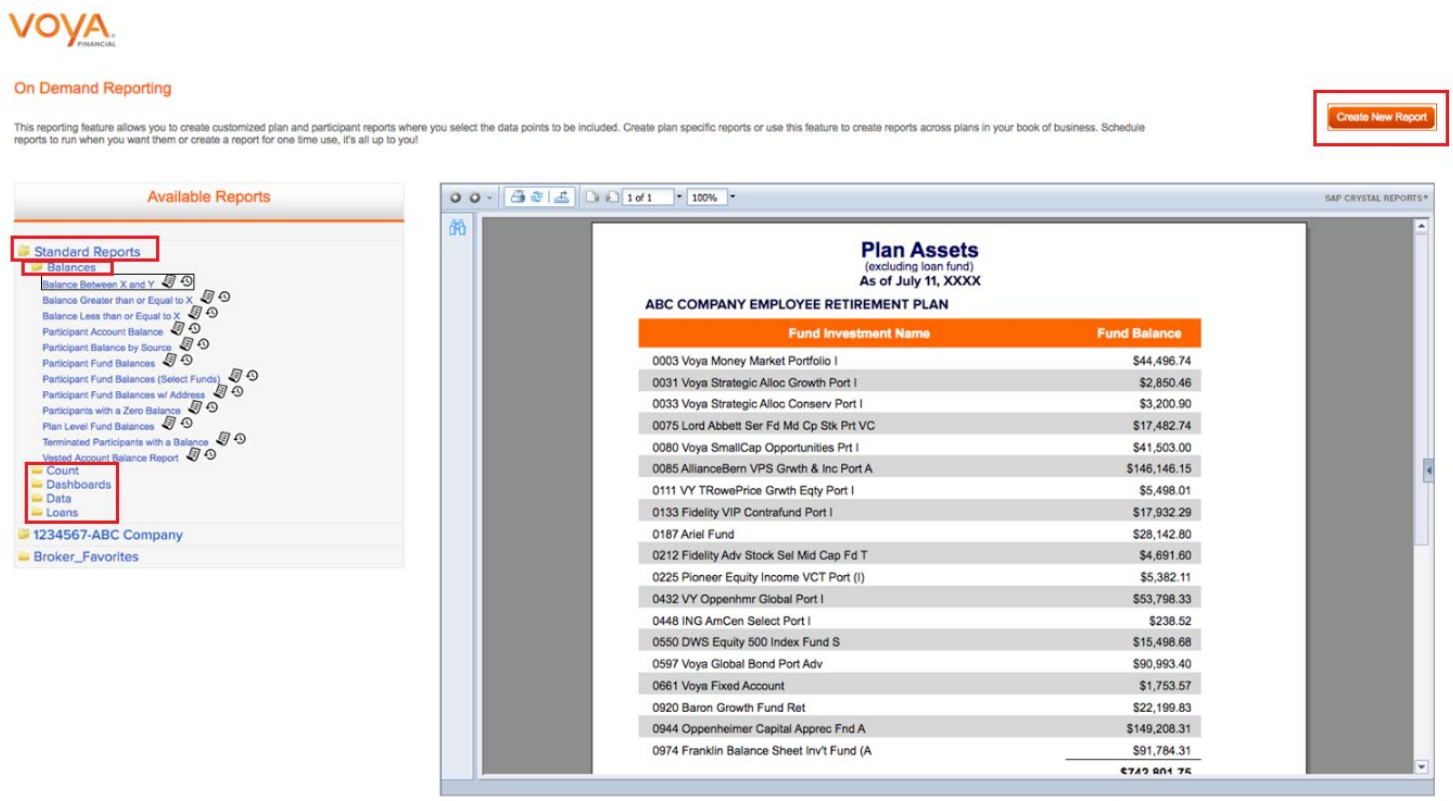
On Demand Reporting

Along with the Standard Reports offered above, there is also an option for additional On Demand Reports. By clicking on the link "On Demand Reporting" it will bring you to another set of reports.



When you click on Standard Reports here it will bring you a list of folders: Balances, Count, Dashboard, etc. Depending on what you are looking for, you can open the folders to find additional reports.

If the report has an X and/or a Y, it has variable selections. When selecting that report, you will be prompted with the option to set X and/or Y.

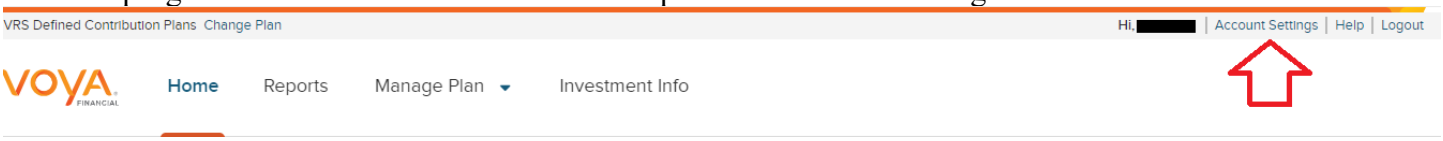


If you need additional reports that you are not able to find in either place, reach out to the Voya Employer Support Team for additional assistance.

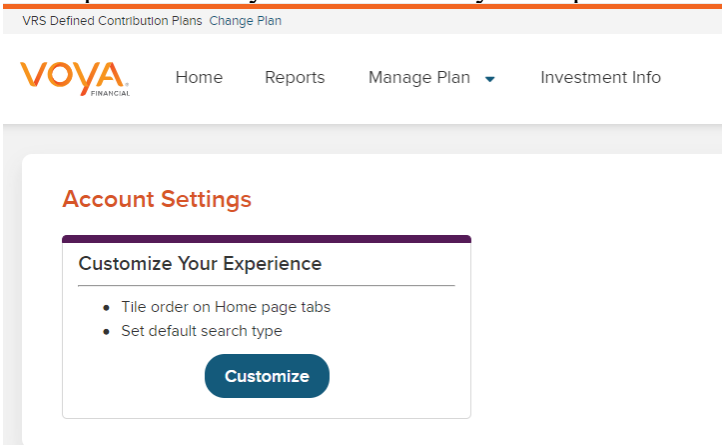
Additional Information

Customizing the tiles

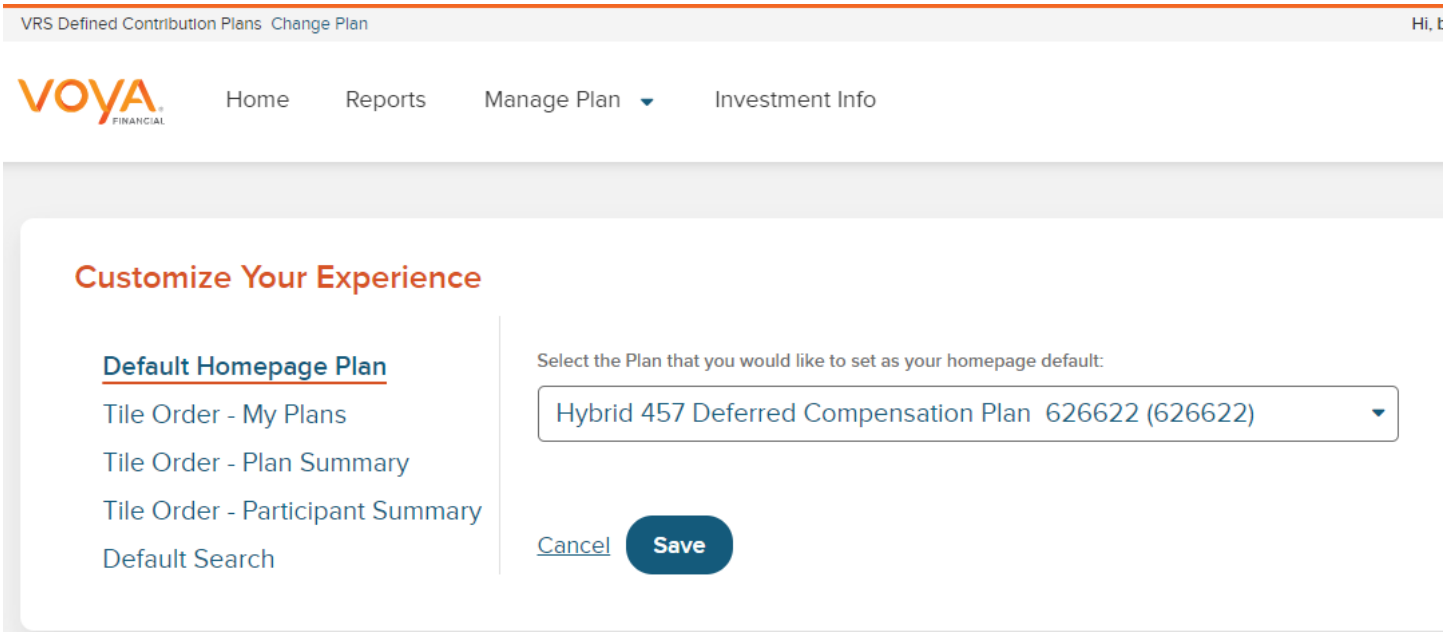
On the top right-hand corner of each screen is the option for Account Settings.



This option allows you to customize your experience and your viewing. From this screen click on Customize.



On the next screen, items on the left are the items that you can customize, such as the first plan displayed on the home page, the order of the tiles in each section and the default search (Participant Name, Last 4 of SSN, etc.).



Plan Name and Numbers

626621	Hybrid 401(a) Cash Match Plan
626622	Hybrid 457 Deferred Compensation Plan
626623	Optional Retirement Plan for Higher Education (ORPHE)
626624	Optional Retirement Plan for Political Appointees (ORPPA)
626625	Optional Retirement Plan for School Superintendents (ORPSS)
626626	Virginia Supplemental Retirement Plan (VSRP)
626627	Commonwealth of Virginia 457 Deferred Compensation Plan
626628	Virginia Cash Match Plan