



User Guide to Download Deferral Feedback Files for Employers with Access to Multiple Locations

The Deferral Feedback Report contains all contribution stops, starts, and changes your employees have initiated for their Minnesota Deferred Compensation 457(b)Plan (MNDCP) account. Only your employees will display on a Deferral Feedback Report.

If you have access to multiple employer locations, this User Guide provides instructions on how to access the MNDCP Deferral Feedback Report for each location.

Log On to Voya SponsorWeb

- Visit www.employers.mnretire.gov
- Select Payroll Login in the red box in the upper right-hand corner
- Sign in with the Username and password you created

Access each location

Select the location you wish to retrieve the Deferral Feedback File for

VOYA[®]
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Welcome to Sponsor Web

Select a Plan:

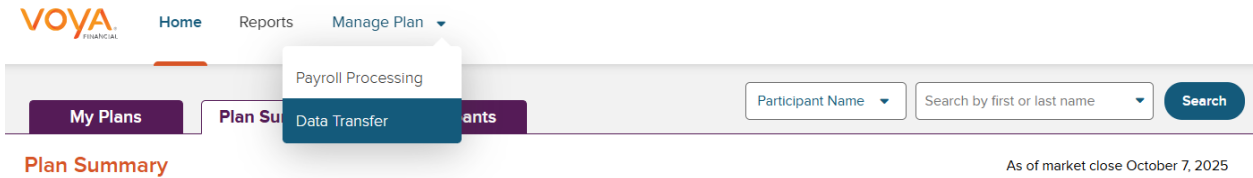
☐ Minnesota [REDACTED]

☐ Minnesota [REDACTED]

Select

Access the MNDCP Deferral Feedback Report

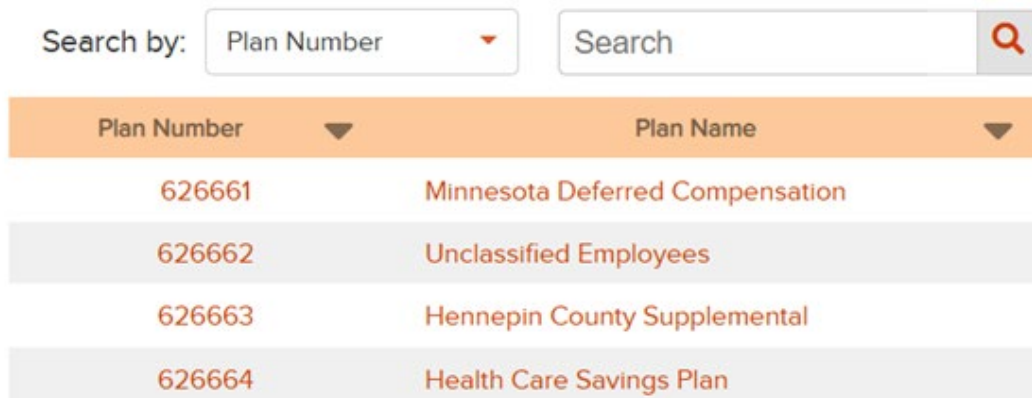
Select **Data Transfer** under the **Manage Plan** tab



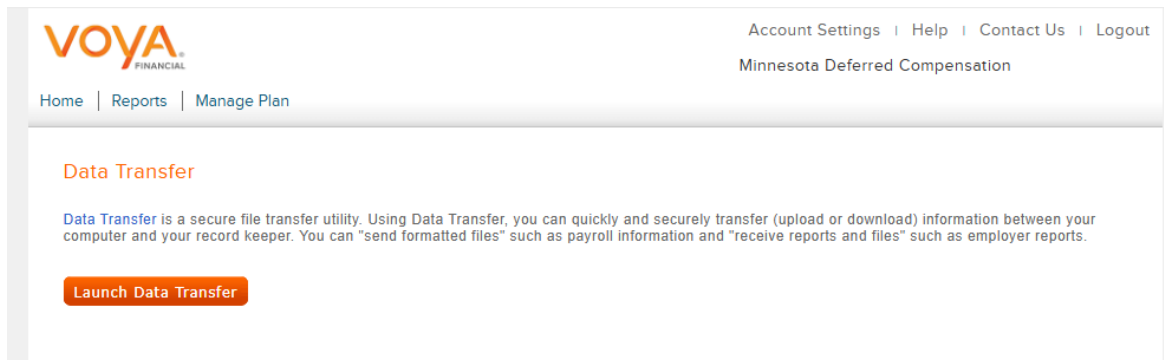
Select **Plan 626661 Minnesota Deferred Compensation**

This screen will appear if you are an employer who uses multiple MSRS administered plans.

Select **Minnesota Deferred Compensation** from the list before selecting **Data Transfer** from the dropdown. The other plans do not have feedback files.



Select **Launch Data Transfer**



Select **Receive Reports & Files**



The screenshot shows the VOYA SPONSOR CONNECT interface. On the left, there is a sidebar with the VOYA FINANCIAL logo and two menu items: "Send Formatted Files" and "Receive Reports & Files", with the latter highlighted in yellow. 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."

Select **Reports** under the File Type drop-down menu

Select the **reporting timeframe to display** feedback files for under the Activity Period drop-down menu. Choose Current Month or the specific month you are looking for.

Select **Search** and the system will display the available reports in the Files to Download field

Select **the report you want to download** and select **Download** to access the file

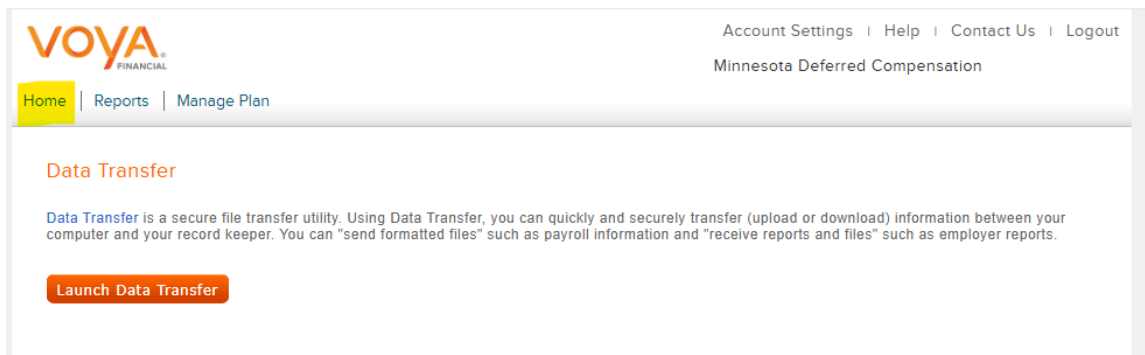


The screenshot shows the VOYA SPONSOR CONNECT interface with the "Receive Reports & Files" section active. The sidebar on the left has "Receive Reports & Files" highlighted. The main content area is titled "Receive Reports & Files" and contains a "Reports & Files Search" section. This section includes instructions: "Items marked with a * are required." and "File Name: Enter the beginning of the file name or the entire file name (e.g. enter loan for your loanrpymt or pyrll for your pyrll_dollar_confm reports)". There are two required fields: "* File Type:" with a dropdown menu set to "Reports", and "* Activity Period:" with a dropdown menu set to "September 2025". Below these fields is a "Search" button. The "Reports & Files Results" section shows a list of files to download, with the first five files displayed in a scrollable box: "FEEDBACK_RPT6266610522_20250906_005930.CSV", "FEEDBACK_RPT6266610522_20250913_014739.CSV", "FEEDBACK_RPT6266610522_20250919_234001.CSV", "FEEDBACK_RPT6266610522_20250926_094646.CSV", and "FEEDBACK_RPT6266610522_20250926_235842.CSV". Below the list is a "Download" button. At the bottom of the page, there is a copyright notice: "© 2014 Voya Institutional Plan Services, LLC. — All Rights Reserved."

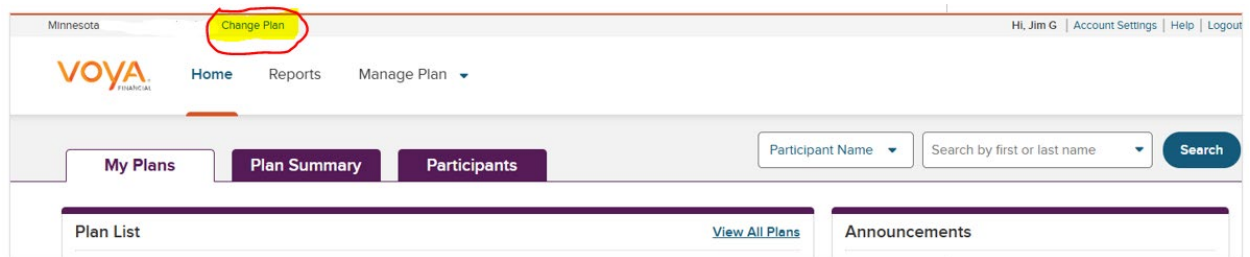
To Access the MNDCP Deferral Feedback Report from a different location

Close the current browser Window to be taken back to this page

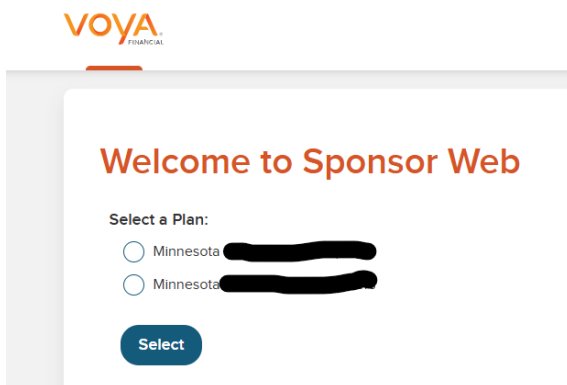
Select **Home**



On the next page, select **Change Plan**



You will be taken to this page where you can select another location. Then follow the above steps to get the feedback file for the new selected location.



Support Team Contact Information

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