

# ERISA Services Dashboard Navigation

Nondiscrimination testing involves a series of required annual compliance tests to ensure that your 401(k) retirement plan does not discriminate in favor of business owners and employees with higher incomes. These tests are mandated by the Employee Retirement Income Security Act (ERISA) and are regulated by the government's Internal Revenue Service (IRS). The ERISA Services Dashboard, a webpage accessed from Voya's Sponsor Web, allows adopting employers to submit and retrieve the necessary compliance materials to satisfy their nondiscrimination testing and any plan funding obligations.

## Accessing the Dashboard

- 1 Access Sponsor Web at <https://sponsor.voya.com> or by clicking the Sponsor Web link in any of the email notifications from [ADPTotalSource@voyacom](mailto:ADPTotalSource@voyacom).
- 2 Enter your **Username** and **Password**, then select the blue **Log in** button.

**VOYA**  
FINANCIAL

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**

**Note:** Users may retrieve a forgotten Username or Password by using the **Forgot Username** or the **Forgot Password** functions on the Sponsor Web page. Please be patient, during busy periods the process can take up to 30 minutes. **For additional help with password resets, please call the Voya Technical Support Team at (877) 214-1516.**

New or unregistered Sponsor Web users with no assigned User ID should contact ADPTS Client Services at (844) 448-0325 to have Sponsor Web access setup.





**3** If you have access to more than one Adopting Employer, you will land on the **My Plans** tab. Scroll down the page and select your desired plan name. Otherwise, proceed directly to the next step.

**4** From the **Plan Summary** page, hover over **Support Services** on the top navigation menu and select **ERISA Services**.

**5** Selecting the **ERISA Services** link will direct you to the **ERISA Service Dashboard** page.

**5a:** The page defaults to the current plan year, but prior year data is archived. Users can review a previous year by changing the **Viewing year** dropdown.

**5b:** If you owe any funding, the amount due will appear once calculated by Voya. To fund, click the **Fund a Contribution** button and follow the steps provided. If no funding is due, a message will appear to let you know.

**5c:** To view year-end compliance testing results, choose the year from the Viewing year dropdown (5a), then click **Testing Results** to download.

**6** Still need more help? Access the **Step-by-step Instructions** in the upper right side of the **ERISA Service Dashboard** page.

