



ERISA Services Dashboard User Guide for ADP TotalSource Adopting Employers

November 1, 2025

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Contents

Chapter 1: Getting Started	5
Introduction.....	5
Recommended Web Browsers.....	5
Accessing the ERISA Services Dashboard	5
Page Layout	7
The Year-End Testing Information.....	7
Printing your Compliance Package	8
Chapter 2: Compliance Package	9
Compliance Questionnaire.....	9
Getting In.....	9
Using the Page	10
What's Next?.....	11
Highly Compensated and Key Determination.....	12
Getting In.....	12
Non-Discrimination Testing Guidelines.....	12
Using the Page	13
Edit/Update/Cancel	14
To Remove a Row	15
To Add a Person to the Table.....	15
Save and Certify Data	16
What's Next?.....	16
Matching Contribution Resolution	17
Getting In.....	17
Using the Page	17
What's Next?.....	19
Profit Sharing Contribution Resolution	20
Getting In.....	20
Using the Page	20
What's Next?.....	22
Submitting the Compliance Package	22
Chapter 3: Retrieving Test Results	25
Year-End Testing Results	25
Retrieve the Year- End Testing Results	26
Chapter 4: Employer Funding Request	27
Review the Employer Funding Request.....	27
Getting In.....	28
Using the Page	28
Employer Funding History.....	36
Chapter 5: Form 5330 Information	38
Review the Form 5330 Information.....	38
Getting In.....	38
Using the Page	39

Appendix A: Smart Edits	40
Compliance Questionnaire	40
Highly Compensated, Key, and Self-Employed Determination	41
Matching Contribution Resolution	42
Profit Sharing Contribution Resolution	43
Pop-up Warning Messages.....	43

Chapter 1: Getting Started

Introduction

Non-discrimination testing involves a series of required annual compliance tests that ensure your 401(k) retirement plan does not discriminate in favor of business owners and/or 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 non-discrimination testing and any funding obligations.

Authorized users for an Adopting Employer will receive email notifications from:

ADPTotalSource@voya.com throughout the testing process, advising when the below actions are required:

- Complete and submit the Compliance Package
- Retrieve and review the Compliance Test Results
- Authorize and schedule payment for Employer Funding
- Retrieve information on Form 5330 filings



Note: Voya recommends adding the email address ADPTotalSource@voya.com to your email's safe sender/whitelist to ensure you receive these communications.

Recommended Web Browsers

For an optimal experience, Voya recommends using one of the supported browsers listed below:



Chrome 135



Firefox 375



Safari 18.3



MS Edge Chromium 134

Accessing the ERISA Services Dashboard

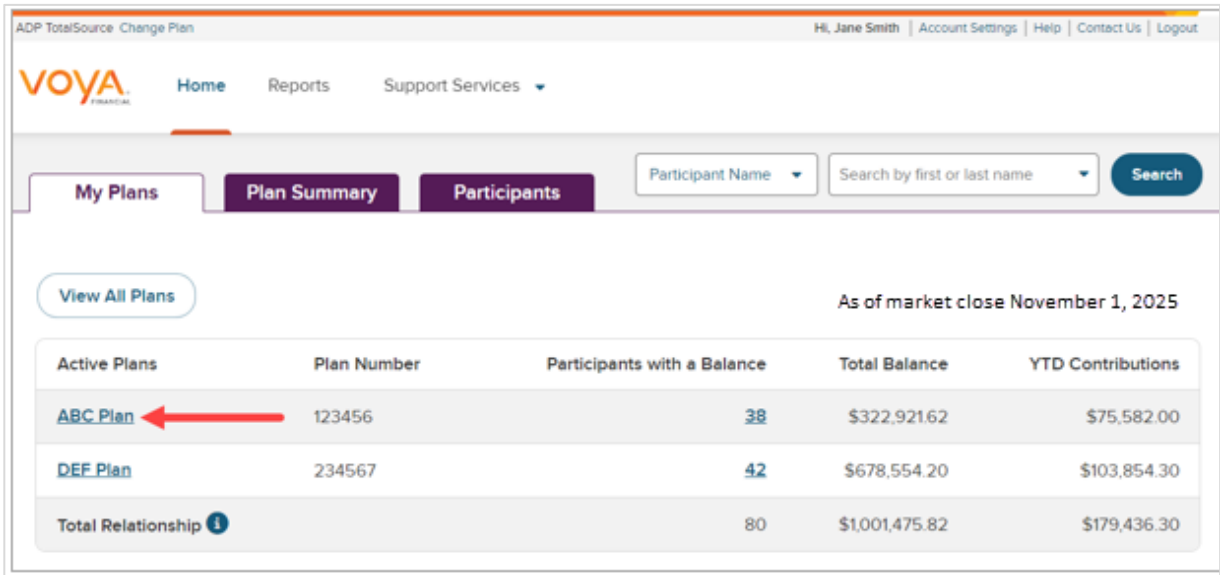
1. First, access Sponsor Web at <https://sponsor.voya.com> or by clicking the Sponsor Web link in any of the email notifications from ADPTotalSource@voya.com.
2. Enter your Username and Password, then select the button labeled Log in.



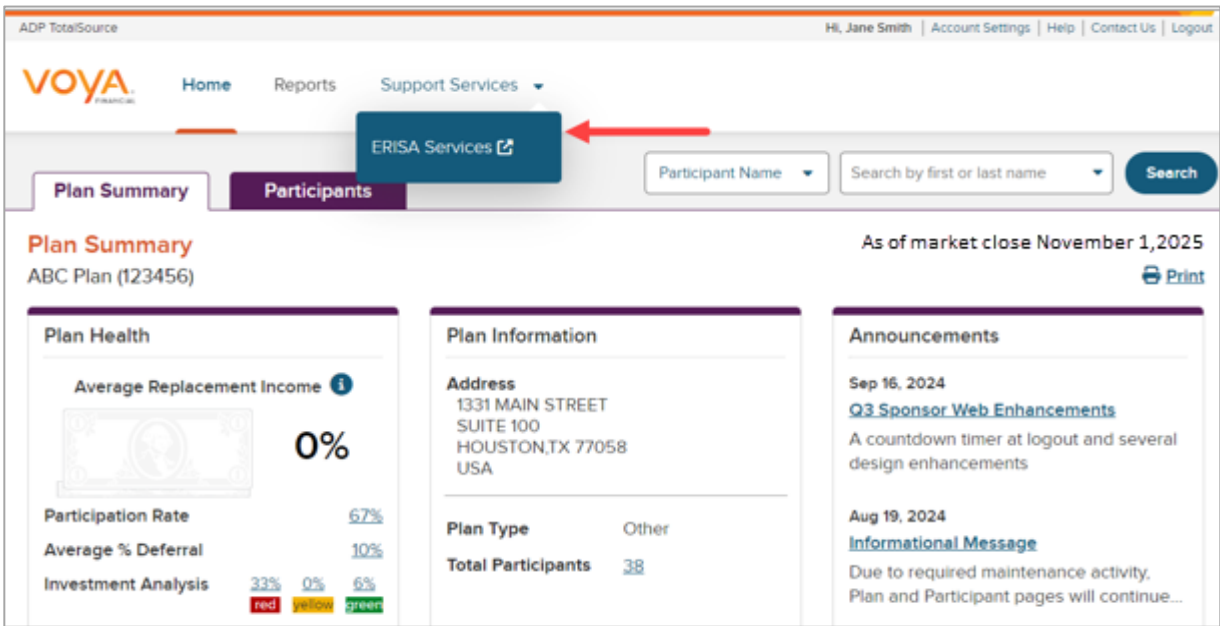
Note: Users may retrieve a forgotten Username or Password by using the [Forgot Username](#) or the [Forgot Password](#) functions on the login page. Please be patient, during busy periods the process can take up to 45 minutes. **For additional help with password resets, please call the Voya Technical Support Team at (877) 214-1516 from 8:30am to 6:30pm ET Monday through Friday.**

New or unregistered Sponsor Web users with no assigned Username should contact their assigned 401(k) Specialist at (844) 448-0325 to have Sponsor Web access setup.


- Voya has a multifactor authentication process to protect data security. Follow any on-screen prompts to complete your registration process.
- Once on the **Sponsor Web’s homepage**, if you have access to more than one Adopting Employer you will land the **My Plans** tab. Scroll down the page and select your desired plan name. Otherwise, proceed directly to the next step.



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



- This selection routes users to the ERISA Services’ homepage, the **ERISA Services Dashboard**.



ADPTS Recordkeeping Name: ABC Plan
 ADPTS Recordkeeping #: 123456

ADP TotalSource

ERISA Services Dashboard

Use this dashboard to submit and retrieve the necessary compliance materials to satisfy your plan's nondiscrimination testing and funding requirements.


Viewing year

2025 ▾

How to Video

Step-by-step Instructions

- Complete your compliance package
- Download documents
- Fund an employer contribution



Compliance Package Print

Use the links below to provide Voya with information to complete your annual nondiscrimination testing.

- [Step 1 - Compliance Questionnaire](#)
- [Step 2 - Highly Compensated and Key Determination](#)
- [Step 3 - Matching Contribution Resolution](#)
- [Step 4 - Profit Sharing Contribution Resolution](#)

Submit

Compliance Testing

Retrieve your plan's testing information package and available nondiscrimination test results.

- Year-End Testing Information**
 - Information Package
- Year-End Testing**
 - Results Summary
 - Testing Results
- Interim Testing**
 - Results Summary
 - Testing Results

Employer Funding Funding History

Authorize and schedule your plan's contribution funding.

No funding is due at this time.

Form 5330

Retrieve a copy of your plan's Form 5330.

No Form 5330 is due at this time.

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

Page Layout

The ERISA Services Dashboard is comprised of four main quadrants:

- Compliance Package:** allows users to provide required information to complete testing
- Compliance Testing:** allows users to retrieve and review the Information Package and test results
- Employer Funding:** allows users to authorize and schedule payments for employer funding
- Form 5330:** allows users to retrieve information on Form 5330 filings

The Year-End Testing Information

Users should retrieve and review the Information Package before completing their Compliance Package. This document is located in the Compliance Testing quadrant of the Dashboard. To retrieve it, select the orange **Information Package** link/icon. The document contains explanations of the non-discrimination tests and the actions required.

Note: The Self-Employed Individual (SEI) Deferral Election Form and the Matching/Profit Sharing Contribution Board Resolution Forms can be found within the Compliance Package.

VOYA FINANCIAL ADPTS Recordkeeping Name: ABC Plan ADPTS Recordkeeping #: 123456 ADP TotalSource

ERISA Services Dashboard

Use this dashboard to submit and retrieve the necessary compliance materials to satisfy your plan's nondiscrimination testing and funding requirements.

Viewing year: 2025

Compliance Package Print

Use the links below to provide Voya with information to complete your annual nondiscrimination testing.

- Step 1 - Compliance Questionnaire
- Step 2 - Highly Compensated and Key Determination
- Step 3 - Matching Contribution Resolution
- Step 4 - Profit Sharing Contribution Resolution

Submit

Compliance Testing

Retrieve your plan's testing information package and available nondiscrimination test results.

- Year-End Testing Information**
 - Information Package ←
- Year-End Testing**
 - Results Summary
 - Testing Results
- Interim Testing**
 - Results Summary
 - Testing Results

Alert: If the **Information Package** link/icon appears unresponsive, the user may need to temporarily adjust their internet security settings to download the file.

Printing your Compliance Package

Before beginning, users may print a blank copy of the Compliance Package for offline use. A print friendly version is available by selecting the **Print** icon in the top, right corner of the **Compliance Package** section.

Note: Users should also print a final, completed version of the Compliance Package after submission for company records.

VOYA FINANCIAL ADPTS Recordkeeping Name: ABC Plan ADPTS Recordkeeping #: 123456 ADP TotalSource

ERISA Services Dashboard

Use this dashboard to submit and retrieve the necessary compliance materials to satisfy your plan's nondiscrimination testing and funding requirements.

Viewing year: 2025

Compliance Package Print

Use the links below to provide Voya with information to complete your annual nondiscrimination testing.

- Step 1 - Compliance Questionnaire
- Step 2 - Highly Compensated and Key Determination
- Step 3 - Matching Contribution Resolution
- Step 4 - Profit Sharing Contribution Resolution

Submit

Compliance Testing

Retrieve your plan's testing information package and available nondiscrimination test results.

- Year-End Testing Information**
 - Information Package
- Year-End Testing**
 - Results Summary
 - Testing Results
- Interim Testing**
 - Results Summary
 - Testing Results

Chapter 2: Compliance Package


Authorized users will access the Compliance Package quadrant to complete and submit the information necessary for Voya to process the required annual compliance testing.

The Compliance Package consists of a series of links; these links are customized based on the Adopting Employer’s plan features. The applicable links will be visible once the Compliance Package becomes available in mid-November. At that time, authorized users will receive an email from ADPTotalSource@voya.com directing them to login and complete the package.

Compliance Questionnaire

The first step of the Compliance Package is the Compliance Questionnaire. This page’s purpose is to:

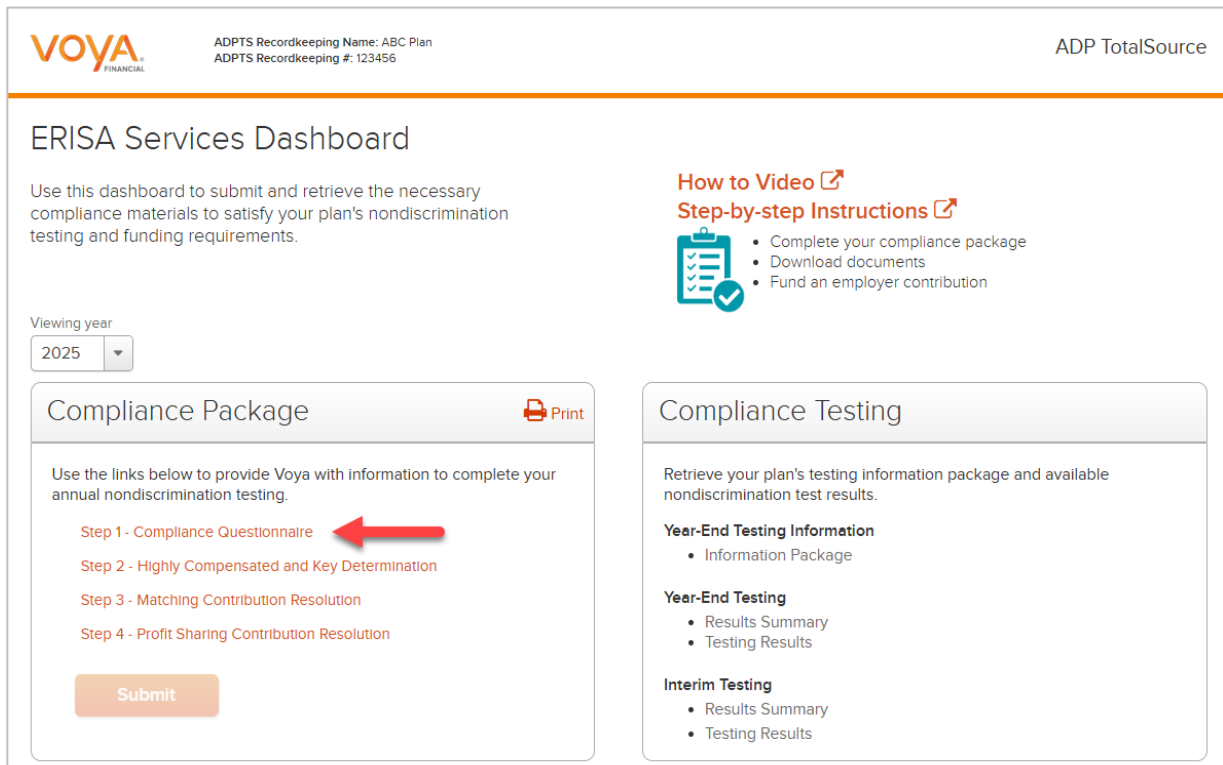
- Verify plan contact and company information
- Submit required census question responses
- Review Important Information

 **Alert:** If the plan contact or company information needs to be updated the user **must** contact their assigned 401(k) Specialist.

Getting In

On the **ERISA Services Dashboard**, locate the **Compliance Package** quadrant. Select the link labeled **Step 1 - Compliance Questionnaire**.

This selection will navigate users to the Compliance Questionnaire.



The screenshot shows the ERISA Services Dashboard with the following elements:

- Header:** VOYA FINANCIAL logo, ADPTS Recordkeeping Name: ABC Plan, ADPTS Recordkeeping #: 123456, and ADP TotalSource.
- Main Title:** ERISA Services Dashboard
- Description:** Use this dashboard to submit and retrieve the necessary compliance materials to satisfy your plan's nondiscrimination testing and funding requirements.
- Viewing year:** A dropdown menu set to 2025.
- Compliance Package Section:**
 - Includes a "Print" icon.
 - Text: "Use the links below to provide Voya with information to complete your annual nondiscrimination testing."
 - Four steps listed:
 - Step 1 - Compliance Questionnaire (highlighted with a red arrow)
 - Step 2 - Highly Compensated and Key Determination
 - Step 3 - Matching Contribution Resolution
 - Step 4 - Profit Sharing Contribution Resolution
 - A "Submit" button at the bottom.
- Compliance Testing Section:**
 - Text: "Retrieve your plan's testing information package and available nondiscrimination test results."
 - Year-End Testing Information:**
 - Information Package
 - Year-End Testing:**
 - Results Summary
 - Testing Results
 - Interim Testing:**
 - Results Summary
 - Testing Results
- How to Video Step-by-step Instructions:**
 - Complete your compliance package
 - Download documents
 - Fund an employer contribution

VOYA
ADPFS Recordkeeping Name: ABC Plan
ADPFS Recordkeeping #: 123456

ADP TotalSource

Compliance Package: **Compliance Questionnaire**

Plan Contact and Company Information
The person listed below is the primary contact for all 401(k) plan matters and is authorized to send/receive any confidential compensation or plan-related information. In the event that any of these fields are incorrect, please contact your assigned 401(k) Specialist to request a change.

IMPORTANT: This individual will be authorized to access Sponsor Web and the ERISA Services Dashboard.

Contact Name: JANE SMITH
E-mail Address: JANESMITH@ABCPLAN.COM
Company Name: ABC Plan INC

Census Questions

Is the company's business structure an S Corporation or an LLC taxed as an S Corporation? Yes No

Did the company have any union employees during the 2025 plan year? If yes, enter the union company code(s): Yes No


Select the approximate date you expect to file your corporate taxes for the 2025 plan year.


Important Information

- If 20% or more of your eligible employees were severed from employment in the 2025 plan year, employer-initiated only, please contact your 401(k) Specialist to ensure proper vesting has been applied for the affected employees.
- Voya assumes your plan is not required to be aggregated with any other plan(s) for testing purposes. If your company is part of a controlled group, additional aggregate testing may be required. It is the responsibility of the employer to perform or hire an outside firm to complete that testing.
- Be advised Voya requests funding upon receipt of any calculation, you should consult with your tax advisor to ensure funding is completed by your company's required funding deadline.

[Home](#)
[Reset](#) [Save](#)
[Next](#)

Using the Page

1. In the **Plan Contact and Company Information** section, users need to review the information on file. The individual listed here should be the primary plan contact and they must be authorized to send/receive confidential information, including salary and other plan related details. This individual must also be authorized to access Sponsor Web and the ERISA Services Dashboard.
 -  **Alert:** If a change is required, users will need to contact their assigned 401(k) Specialist.

2. Under the **Census Questions** section, users must answer the questions by selecting a **Yes/No** response or select a date from the calendar provided. All questions on the page must be answered.
 - ***Is the company's business structure an S Corporation or an LLC taxed as an S Corporation?***
Business structure refers to how a business is legally organized. Reporting the correct business structure is important as some exclude Self-Employed Individual earnings from compliance testing. This question confirms if your plan's business structure requires Self-Employed Individual (SEI) data to be included in testing, if applicable. If you are not familiar with your business structure, you should confer with your CPA or legal counsel.
 -  **Note:** The following census question will only display if users answer No to the business structure question.

 - ***Did any individual have earned income from the Adopting Employer that was reportable on a Form K-1 or Form 1040 Schedule C? If yes, you must provide the Self-Employed Individual (SEI) data on the next screen including their compensation and deferral elections before submitting your package. Each SEI should complete a: SEI Deferral Election Form***

This question confirms if your plan had Self-Employed Individuals (SEI) (owners) with compensation that was not already reported on their W2 forms. Remember, Voya already has all ADP payroll data on file so only additional earned income not already on record is necessary. Also, an S Corporation or an LLC taxed as an S Corporations should not report SEI income.

- ***Did the company have any union employees during the 2025 plan year? If yes, enter the union company code(s):***

This question confirms if your company had union employees during the plan year. If collective bargaining exists in your plan, it is important to disclose this information, as these individuals are not subject to the same compliance testing requirements and must be tested separately. If the answer is Yes, you will be asked to provide the company code(s) that include union employees. Please contact your assigned 401(k) Specialist if you are unsure of the union company code(s).

- ***Select the approximate date you expect to file your corporate taxes for the 2025 Plan Year.***

This question requests the approximate date you plan to file your corporate taxes. Please note this is simply an approximate date and is being collected for administrative purposes only.

3. Users should review the **Important Information** section before moving on.

- If 20% or more of your eligible employees were severed from employment in the 2025 plan year, employer-initiated only, please contact your 401(k) Specialist to ensure proper vesting has been applied for the affected employees.

This statement indicates that if your plan had a partial plan termination you must contact your assigned 401(k) Specialist. The Internal Revenue Service defines a partial plan termination as a situation in which more than 20% of the total Plan participants are involuntarily terminated in a particular year.

- Voya assumes your plan is not required to be aggregated with any other plan(s) for testing purposes. If your company is part of a controlled group, additional aggregate testing may be required. It is the responsibility of the employer to perform or hire an outside firm to complete that testing.

- Be advised Voya requests funding upon receipt of any calculation, you should consult with your tax advisor to ensure funding is completed by your company's required funding deadline.

4. Once a user has completed the Compliance Questionnaire, they must select the **Save** button at the bottom of the screen to save their responses. If the data was saved properly, green text will appear in the upper-left corner of the page indicating 'Data has been saved successfully'.




Note: If a section of the Compliance Questionnaire was not completed correctly, a Smart Edit will appear in red providing the user instructions.

What's Next?

The buttons at the bottom of the screen can be used to navigate through the remainder of the Compliance Package. These buttons and their associated actions are listed below:

Click:	To:
NEXT	Takes users to the Highly Compensated and Key Determination page
SAVE	Saves all current responses on the page
RESET	Restores data to the page's last saved responses
HOME	Returns users to the ERISA Services Dashboard

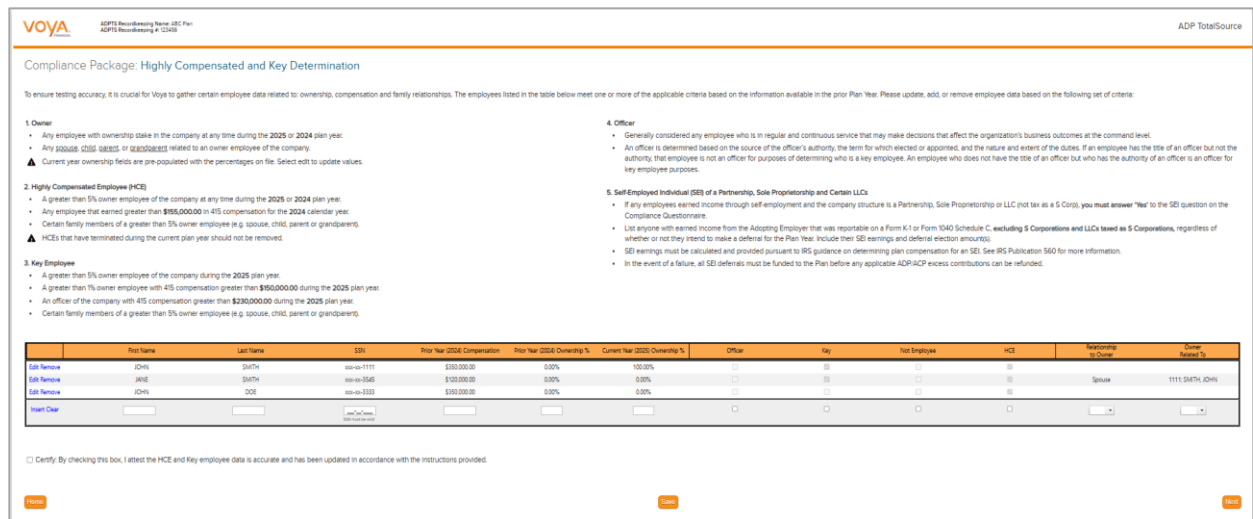
 **Note:** If a user completes the Compliance Questionnaire and returns to the ERISA Services Dashboard, a green checkmark will display in front of the Step 1 link. This indicates that the page has been completed and saved.

Highly Compensated and Key Determination

On this page, authorized users are provided with important definitions for critical elements of compliance testing. Users should review this information closely and use it to determine if any changes are required to the data provided in the grid.

Getting In

To access the Highly Compensated and Key Determination page from the ERISA Services Dashboard, users should click on the **Step - 2 Highly Compensated and Key Determination** link. Or, users can access the page from the Compliance Questionnaire by selecting the **Next** button.



Compliance Package: Highly Compensated and Key Determination

To ensure testing accuracy, it is crucial for Voya to gather certain employee data related to ownership, compensation and family relationships. The employees listed in the table below meet one or more of the applicable criteria based on the information available in the prior Plan Year. Please update, add, or remove employee data based on the following set of criteria:

- Owner**
 - Any employee with ownership stake in the company at any time during the 2025 or 2024 plan year.
 - Any spouse, child, parent, or grandparent related to an owner employee of the company.
- Highly Compensated Employee (HCE)**
 - A greater than 5% owner employee of the company at any time during the 2025 or 2024 plan year.
 - Any employee that earned greater than \$150,000.00 in 415 compensation for the 2024 calendar year.
 - Certain family members of a greater than 5% owner employee (e.g. spouse, child, parent or grandparent).
- Key Employee**
 - A greater than 5% owner employee of the company during the 2025 plan year.
 - A greater than 1% owner employee with 415 compensation greater than \$500,000.00 during the 2025 plan year.
 - An officer of the company with 415 compensation greater than \$200,000.00 during the 2025 plan year.
 - Certain family members of a greater than 5% owner employee (e.g. spouse, child, parent or grandparent).
- Officer**
 - Generally considered any employee who is in regular and continuous service that may make decisions that affect the organization's business outcomes at the command level.
 - An officer is determined based on the source of the officer's authority, the term for which elected or appointed, and the nature and extent of the duties. If an employee has the title of an officer but not the authority that employee is not an officer for purposes of determining who is a key employee. An employee who does not have the title of an officer but who has the authority of an officer is an officer for key employee purposes.
- Self-Employed Individual (SEI) of a Partnership, Sole Proprietorship and Certain LLCs**
 - If any employees earned income through self-employment and the company structure is a Partnership, Sole Proprietorship or LLC (not tax as a S Corp), you must answer 'Yes' to the SEI question on the Compliance Questionnaire.
 - List anyone with earned income from the Adopting Employer that was reportable on a Form K1 or Form 1040 Schedule C, excluding S Corporations and LLCs taxed as S Corporations, regardless of whether or not they intend to make a deferral for the Plan Year, include their SEI earnings and deferral election amount(s).
 - SEI earnings must be calculated and provided pursuant to IRS guidance on determining plan compensation for an SEI. See IRS Publication 560 for more information.
 - In the event of a failure, all SEI deferrals must be funded to the Plan before any applicable ADP/ACP excess contributions can be refunded.


	First Name	Last Name	SSN	Prior Year 2024 Compensation	Prior Year 2024 Ownership %	Current Year 2025 Ownership %	Officer	Key	Self-Employed	HCE	Relationship to Owner	Owner Related To
Bill Nelson	JOHN	SMITH	1111-1111	\$200,000.00	0.00%	100.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bill Nelson	JANE	SMITH	1111-1111	\$200,000.00	0.00%	0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spouse	1111-SMITH, JOHN
Bill Nelson	JOHN	DOE	1111-1111	\$500,000.00	0.00%	0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Insert New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Certify: By checking this box, I attest the HCE and Key employee data is accurate and has been updated in accordance with the instructions provided.

Non-Discrimination Testing Guidelines


To ensure testing accuracy, it is crucial for Voya to gather certain employee data related to: ownership, compensation and family relationships. The employees listed in the table below meet one or more of the applicable criteria based on the information available in the prior Plan Year. Please update, add, or remove employee data based on the following set of criteria:

- Owner**
 - Any employee with ownership stake in the company at any time during the **2025 or 2024** plan year.
 - Any spouse, child, parent, or grandparent related to an owner employee of the company.

-  Current year ownership fields are pre-populated with the percentages on file. Select edit to update values.

2. Highly Compensated Employee (HCE)

- A greater than 5% owner employee of the company at any time during the **2025 or 2024** plan year.
- Any employee that earned greater than **\$155,000** in 415 compensation for the **2024** calendar year.
- Certain family members of a greater than 5% owner employee (e.g., spouse, child, parent or grandparent).

-  HCEs that have terminated during the current plan year should not be removed.

3. Key Employee

- A greater than 5% owner employee of the company during the **2025** plan year.
- A greater than 1% owner employee with 415 compensation greater than **\$150,000.00** during the **2025** plan year.
- An officer of the company with 415 compensation greater than **\$230,000.00** during the **2025** plan year.
- Certain family members of a greater than 5% owner employee (e.g., spouse, child, parent or grandparent).

4. Officer


- Generally considered any employee who is in regular and continuous service that may make decisions that affect the organization's business outcomes at the command level.
- An officer is determined based on the source of the officer's authority, the term for which elected or appointed, and the nature and extent of the duties. If an employee has the title of an officer but not the authority, that employee is not an officer for purposes of determining who is a key employee. An employee who does not have the title of an officer but who has the authority of an officer is an officer for key employee purposes.


5. Self-Employed Individual (SEI) of a Partnership, Sole Proprietorship and Certain LLCs

- If any employees earned income through self-employment and the company structure is a Partnership, Sole Proprietorship or LLC (not tax as a S Corp), **you must answer 'Yes'** to the SEI question on the Compliance Questionnaire.
- List anyone with earned income from the Adopting Employer that was reportable on a Form K-1 or Form 1040 Schedule C, **excluding S Corporations and LLCs taxed as S Corporations**, regardless of whether or not they intend to make a deferral for the Plan Year. Include their SEI earnings and deferral election amount(s).
- SEI earnings must be calculated and provided pursuant to IRS guidance on determining plan compensation for an SEI. See IRS Publication 560 for more information.
- In the event of a failure, all SEI deferrals must be funded to the Plan before any applicable ADP/ACP excess contributions can be refunded.

Using the Page


1. Review the pre-populated data in the table provided. Be sure to check each row carefully.
2. Determine any necessary updates. For assistance with this analysis, please reference the Non-Discrimination Testing Guidelines provided above.

-  **Alert:** HCEs that have terminated during the current plan year should not be removed.

 **Note:** The Current Year Ownership % is pre-populated with the prior year ownership on file. If a percentage has changed from the prior year, edit the row and update the field accordingly.

3. If the plan includes Self-Employed Individuals, the following fields on the table will be present:

- SEI (Self-Employed Individual)
- SEI Earnings
- SEI Earnings Over 'Annual Compensation Limit'
- SEI Pre-tax Deferral
- SEI Roth Deferral


 **Note:** Users are required to list all Self-Employed Individuals, and their SEI compensation regardless of whether they intend to make a contribution.

4. Use the following functions within the table to make any necessary updates. See below for instructions on how to use each option.

- Edit/Update/Cancel
- Remove (to remove an employee from the table)
- Insert (to add an employee to the table)
- Clear (to cancel the addition of an employee)


Edit/Update/Cancel

1. Select the blue **Edit** link on the left of the table to modify a pre-populated line of data. This action opens the specific line so it may be edited, but the fields: First Name, Last Name and SSN cannot be changed. If any of those fields require an update the line will need to be deleted and re-added.


 **Note:** Evoking the **Certify** box at the bottom of the page locks the grid's fields. If a user has not yet submitted the package, they may update the page by unchecking the **Certify** box.

	First Name	Last Name	SSN	Prior Year (2024) Compensation	Prior Year (2024) Ownership %	Current Year (2025) Ownership %	Officer	Key	Not Employee	HCE	Relationship to Owner	Owner Related To
Edit Remove	JOHN	SMITH	xxx-xx-1111	\$350,000.00	0.00%	100.00%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Edit Remove	JANE	SMITH	xxx-xx-3546	\$120,000.00	0.00%	0.00%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spouse	1111; SMITH, JOHN
Edit Remove	JOHN	DOE	xxx-xx-3333	\$1,500,001.00	0.00%	0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Insert Clear	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>SSN must be valid</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

2. Select the **Update** link after the required changes have been made on the grid. This action saves the revised data.

 **Note:** If certain conditions are not satisfied upon selecting **Update**, Smart Edits will display above the table and a red dot will appear to the left of the individual's first name.

Below is an example of a Smart Edit being triggered. In this case, the **Key** and **HCE** boxes were not checked, but the individual met the criteria to be a Key and HCE.


Participant Data Errors:
 SMITH, JOHN, xxx-xx-1111: 
 • Key box should be checked.
 • HCE box should be checked.


	First Name	Last Name	SSN	Prior Year Compensation	Prior Year Ownership %	Current Year Ownership %	Officer	Key	Not Employee	HCE	Relationship to Owner	Owner Related To
Update Cancel	JOHN	SMITH	xxx-xx-1111	350,000.00	0.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Edit Remove	JANE	SMITH	xxx-xx-3546	\$120,000.00	0.00%	0.00%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spouse	1111; SMITH, JOHN
Edit Remove	JOHN	DOE	xxx-xx-3333	\$1,500,001.00	0.00%	0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Insert Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

3. Users may select the **Cancel** link to revert to the last saved or pre-populated entry.

To Remove a Row

To completely remove an individual from the table, select the blue **Remove** link next to their name. This selection will delete the entire row from the table. Proceed with caution as this action is permanent.

 **Note:** HCEs that have terminated during the current plan year should not be removed.

 **Alert:** This action will permanently remove this row of data. Would you like to continue? Click **OK** to remove the row or **Cancel** to retain it.


	First Name	Last Name	SSN	Prior Com	Warning:	Key	Not Employee	HCE	Relationship to Owner	Owner Related To
Edit Remove	JOHN	SMITH	xxx-xx-1111	\$35	This action will permanently remove this row of data. Would you like to continue? <input type="button" value="OK"/> <input type="button" value="Cancel"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Edit Remove	JANE	SMITH	xxx-xx-3333	\$12		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spouse	1111; SMITH, JOHN
Edit Remove	JOHN	DOE	xxx-xx-3456	\$15		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Insert Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

To Add a Person to the Table

To add an employee to the table, enter their data in the bottom row and select the blue **Insert** link. This action would be required if a user needs to add someone who was not already listed on the grid but meets the page criteria.

If incomplete or invalid data is entered into a row, Smart Edits will be displayed.

	First Name	Last Name	SSN	Prior Year (2024) Compensation	Prior Year (2024) Ownership %	Current Year (2025) Ownership %	Officer	Key	Not Employee	HCE	Relationship to Owner	Owner Related To
Edit Remove	JOHN	SMITH	xxx-xx-1111	\$350,000.00	0.00%	100.00%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Edit Remove	JANE	SMITH	xxx-xx-3546	\$120,000.00	0.00%	0.00%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spouse	1111; SMITH, JOHN
Edit Remove	JOHN	DOE	xxx-xx-3333	\$1,500,001.00	0.00%	0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Insert Clear	SUSAN	JOHNSON	123-45-5555	157000	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

 **Alert:** When adding an employee, it is critical that a **valid Social Security number** is used. A partial, dummy, or invalid SSN will result in data reconciliation issues and a potential delay in the delivery of the test results.

Clear

When adding an employee to the table, users may select the blue **Clear** link to remove the data entered. This option is only available prior to inserting the row to the table.

	First Name	Last Name	SSN	Prior Year (2024) Compensation	Prior Year (2024) Ownership %	Current Year (2025) Ownership %	Officer	Key	Not Employee	HCE	Relationship to Owner	Owner Related To
Edit Remove	JOHN	SMITH	xxx-xx-1111	\$350,000.00	0.00%	100.00%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Edit Remove	JANE	SMITH	xxx-xx-3546	\$120,000.00	0.00%	0.00%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spouse	1111; SMITH, JOHN
Edit Remove	JOHN	DOE	xxx-xx-3333	\$1,500,001.00	0.00%	0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Insert Clear	<input type="text" value="SUSAN"/>	<input type="text" value="JOHNSON"/>	<input type="text" value="123-45-5555"/> <small>SSN must be valid</small>	<input type="text" value="157000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save and Certify Data

- Users may save the data in the table at any time by selecting the **Save** button, which is located at the bottom of the screen. Upon saving the page, users may exit the **Highly Compensated and Key Determination** page and return at a later date.
- Once a user is satisfied with all the table entries, they are required to certify that the information is complete and accurate. To do so, check the **Certify** box below the table and then select the **Save** button.


Certify: By checking this box, I attest the HCE and Key employee data is accurate and has been updated in accordance with the instructions provided.

- If the election was not completed properly, a Smart Edit will appear in red providing the user instructions. If the data was saved properly, green text will appear in the upper-left corner of the page indicating 'Data has been saved successfully.'

What's Next?

The buttons at the bottom of the screen can be used to navigate through the remainder of the Compliance Package. These buttons and their associated actions are listed below:


Click:	To:
NEXT	Takes users to the Matching Contribution Resolution page (if applicable)
SAVE	Saves all current participant data on the page
HOME	Returns users to the ERISA Services Dashboard

 **Note:** If a user completes the Highly Compensated and Key Determination page and returns to the ERISA Services Dashboard, a green checkmark will display in front of the Step 2 link. This indicates that the page has been completed and saved.

Matching Contribution Resolution


If applicable, authorized users will use this page to enter the annual discretionary matching contribution amount and certify the resolution authorizing the contribution. This contribution will be in addition to any other per pay period or annual contributions.

If you elect an annual discretionary matching contribution, these amounts must be funded before any excess contributions may be distributed. Also, be advised that contribution funding is due upon receipt of the calculation, and an executed board resolution will be deemed invalid if its funding is not received by August 15, 2026 (revision fees apply).

 **Note:** This option will appear only if the plan has an annual matching feature.

Getting In

To access the Compliance Package: Matching Contribution Resolution page from the ERISA Services Dashboard, users should click on the **Step 3 - Matching Contribution Resolution** link. Or, to access the Compliance Package: Matching Contribution Resolution page from the Highly Compensated, and Key Determination page, users can click the **Next** button.


 **Note:** The Discretionary Matching Contribution Board Resolution Form is available on the Matching Contribution Resolution screen. Select the orange Discretionary Matching Contribution Board Resolution Form link to download the file.

Using the Page

1. Use the checkbox to select one of the four available match options:

Option 1: XX% of employee elective deferrals up to a XX% of eligible compensation.

This match formula is calculated on an individual employee basis. In a formula of '50% of employee elective deferrals up to 6% of eligible compensation' an employee would receive 50¢ for every dollar they deferred into the plan up to 6% of their eligible compensation. Mathematically stated: Individual's eligible compensation x Individual's deferral % (capped at 6%) x 50% = Individual's match amount. In this case, the most the plan will match an individual is 3% of their eligible compensation.

 **Note:** Eligible compensation is limited by the indexed annual IRS limit.

Option 2: XX% of employee elective deferrals up to a \$XXX or a XX% of eligible compensation (whichever comes first).

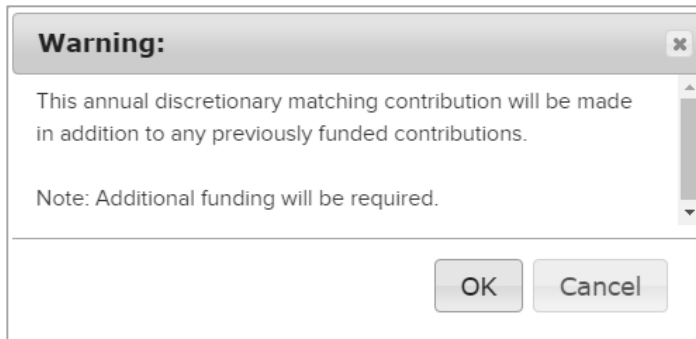
This match formula is calculated on an individual employee basis. In a formula of '50% of employee elective deferrals up to \$3,000 or 6% of eligible compensation' an employee would receive 50¢ for every dollar they deferred into the plan up to \$3,000 or 6% of their eligible compensation (whichever comes first). A formula of '50% of employee elective deferrals up to \$3,000 or 100% of eligible compensation' would disregard compensation and rely solely on the dollar amount provided to determine an individual's maximum match. In both of these cases, the most the plan will match an individual is the lesser of 3% of their eligible compensation or \$3,000.

Option 3: A tiered matching contribution in the amount of XX% of employee elective deferrals up to XX% of eligible compensation plus XX% of the portion of employee deferrals which exceeds XX% but not to exceed XX% of eligible compensation.

This match formula is calculated on an individual employee basis. In a formula of 'A tiered matching contribution in the amount of 100% of employee elective deferrals up to 3% of eligible compensation plus 50% of the portion, if any, of employee deferrals which exceeds 3% but not to exceed 5% of eligible compensation' an employee would receive a dollar for every dollar they deferred into the plan up to 3% of their eligible compensation and 50¢ on the next 2% of their eligible compensation.

Option 4: No annual matching contribution will be made this year.

2. Users are required to confirm that they are electing an annual discretionary matching contribution in addition to any per pay period contributions that may have already been funded during the plan year.



3. Enter the required data in the fields provided for the option you have selected.
4. Users are required to certify their election by checking the **Certify** box.
5. Click the **Save** button (located on the bottom of the page) to save the election.

VOYA ADPFS Recordkeeping Name: ABC Plan ADPFS Recordkeeping #: 123456 ADP TotalSource

Compliance Package: Matching Contribution Resolution

Select one of the options below to elect your annual matching contribution for the 2025 Plan Year and certify your election. Be advised that contribution funding is due upon receipt of the calculation, and an executed board resolution will be deemed invalid if it's funding is not received by August 15, 2025 (revision fees apply).

Discretionary Matching Contribution Board Resolution Form

Option 1: 50 % of employee elective deferrals up to 6 % of eligible compensation.

Option 2: % of employee elective deferrals up to \$ or % of eligible compensation (whichever comes first).

Option 3: A tiered matching contribution in the amount of % of employee elective deferrals up to % of eligible compensation plus % of the portion of employee elective deferrals which exceeds % but not to exceed % of eligible compensation.

Option 4: No annual matching contribution will be made this year.


Example Option 1 Formula:
 100% match of employee elective deferrals not to exceed 6% of compensation deferred.
 Assume there are 3 participants eligible to receive a matching contribution.

- Participant #1 contributes 2% of compensation. Participant #1 will be matched 2% of compensation.
- Participant #2 contributes 6% of compensation. Participant #2 will be matched 6% of compensation.
- Participant #3 contributes 10% of compensation. Participant #3 will be matched 6% of compensation.

Certify: By checking this box, I certify a formal Resolution has been adopted and executed, prior to the 2025 Plan Year ending, approving the annual matching contribution election selected above. Upon request, a copy of the executed Resolution and meeting notes will be provided.

I understand this annual matching contribution is in addition to any per pay period matching and/or profit sharing (per pay period or annual) contributions that may have been made for the Plan Year. I acknowledge that this election, once made, is binding, non-revocable and will be funded timely to the Plan.


Home Reset Save ← Next

 **Note:** If the election was not completed properly, a Smart Edit will appear in red providing the user instructions. If the data was saved properly, green text will appear in the upper-left corner of the page indicating 'Data has been saved successfully.'

What's Next?

The buttons at the bottom of the screen can be used to navigate through the remainder of the Compliance Package. These buttons and their associated actions are listed below:


Click:	To:
NEXT	Takes users to the Profit Sharing Contribution Resolution page (if applicable)
SAVE	Saves all current elections on the page
RESET	Restores data to the page's last saved responses
HOME	Returns users to the ERISA Services Dashboard

 **Note:** If a user completes the Compliance Package: Matching Contribution Resolution page and returns to the ERISA Services Dashboard, a green checkmark will display in front of the Step 3 link. This indicates that the page has been completed and saved.

Profit Sharing Contribution Resolution


If applicable, authorized users will use this page to enter the annual discretionary profit sharing contribution amount and certify the resolution authorizing the contribution. This contribution amount will be in addition to any other per pay period or annual contributions.

If you elect annual discretionary profit sharing contribution, these amounts must be funded before excess contributions may be distributed. Also, be advised that contribution funding is due upon receipt of the calculation, and an executed board resolution will be deemed invalid if its funding is not received by August 15, 2026 (revision fees apply).

 **Note:** This option will appear only if the plan has an annual profit sharing feature.

Getting In

To access the Compliance Package: Profit Sharing Contribution Resolution page from the ERISA Services Dashboard, users should click on the **Step 4 - Profit Sharing Contribution Resolution** link. Or, to access the Compliance Package: Profit Sharing Contribution Resolution page from the Highly Compensated and Key Determination page or the Compliance Package: Matching Contribution Resolution page, users can click the **Next** button.

 **Note:** The Discretionary Profit Sharing Contribution Board Resolution Form is available on the Profit Sharing Contribution Resolution screen. Select the orange Discretionary Profit Sharing Contribution Board Resolution Form link to download the file.

Using the Page

1. Select one of the three available options and enter the required data in the fields provided:


Option 1: A profit sharing contribution based on a percentage of eligible compensation of XX% will be made.

This profit sharing formula is calculated on an individual employee basis. In a formula, 'A profit sharing contribution based on a percentage of eligible compensation of 5% will be made.' an employee would receive 5% of their eligible compensation. Mathematically stated: Individual's eligible compensation x 5% = the individual's profit sharing contribution amount.

 **Note:** Eligible compensation is limited by the indexed annual IRS limit.

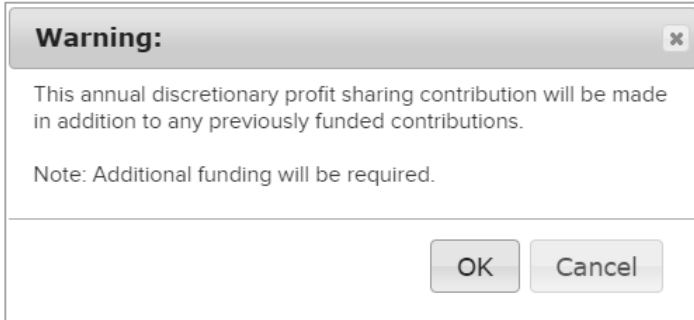
Option 2: A total profit sharing contribution for the entire plan will be made in the amount of \$XXX.

This profit sharing formula is calculated on an Adopting Employer level. The total compensation of all eligible participants is used to assign each participant an Adopting Employer level compensation percentage. That percentage is then multiplied by the elected dollar amount. If an individual's compensation is 10% of the total Adopting Employer's employee compensation then they will receive 10% of the elected profit sharing dollar amount. Mathematically stated: Individual's compensation percentage x elected profit sharing dollar amount = the individual's profit sharing contribution amount.

 **Note:** All profit sharing examples represent a salary proportional method and do not represent a Social Security Integrated formula.

Option 3: No annual profit sharing contribution will be made this year.

- Users are required to confirm that they are electing an annual discretionary profit sharing contribution in addition to any per pay period contributions that may have already been funded during the plan year.



- Enter the required data in the fields provided for the option you have selected.
- Users are required to certify their election by checking the **Certify** box.
- Click the **Save** button (located on the bottom of the page) to save the election.

Note: If the election was not completed properly, a Smart Edit will appear in red providing the user instructions. If the data was saved properly, green text will appear in the upper-left corner of the page indicating 'Data has been saved successfully.'

ADPFS Recordkeeping Name: ABC Plan
ADPFS Recordkeeping #: 123456

ADP TotalSource

Compliance Package: Profit Sharing Contribution Resolution

Select one of the options below to elect your annual profit sharing contribution for the 2025 Plan Year and certify your election. Be advised that contribution funding is due upon receipt of the calculation, and an executed board resolution will be deemed invalid if it's funding is not received by August 15, 2026 (revision fees apply).

Discretionary Profit Sharing Contribution Board Resolution Form

Option 1: A profit sharing contribution based on a percentage of eligible compensation of % will be made.

Option 2: A total profit sharing contribution for the entire plan will be made in the amount of \$.

Option 3: No annual profit sharing contribution will be made this year.

Example Option 1 Formula

A profit sharing contribution based on a percentage of eligible compensation of 5% will be made. Assume there are 4 participants eligible to receive a profit sharing contribution.

- Participant #1 earns compensation of \$42,000. Participant #1 will receive a total profit sharing contribution of \$2,100.
- Participant #2 earns compensation of \$45,000. Participant #2 will receive a total profit sharing contribution of \$2,250.
- Participant #3 earns compensation of \$48,000. Participant #3 will receive a total profit sharing contribution of \$2,400.
- Participant #4 earns compensation of \$350,000. Participant #4 will receive a total profit sharing contribution of \$13,250. (Compensation limit \$345,000.00 * 5% = \$17,250.00)

Note: All profit sharing examples represent a salary proportional method and do not represent a Social Security Integrated formula.

Certify: By checking this box, I certify a formal Resolution has been adopted and executed, prior to the 2025 Plan Year ending, approving the annual profit sharing contribution election selected above. Upon request, a copy of the executed Resolution and meeting notes will be provided.

I understand this annual profit sharing contribution is in addition to any per pay period profit sharing and/or matching (per pay period or annual) contributions that may have been made for the Plan Year. I acknowledge that this election, once made, is binding, non-revocable and will be funded timely to the Plan.


[Home](#)

Back Save

What's Next?

The buttons at the bottom of the screen can be used to navigate through the remainder of the Compliance Package. These buttons and their associated actions are listed below:


Click:	To:
SAVE	Save all the current selections on the page
RESET	Restores data to the page's last saved responses
HOME	Returns users to the ERISA Services Dashboard

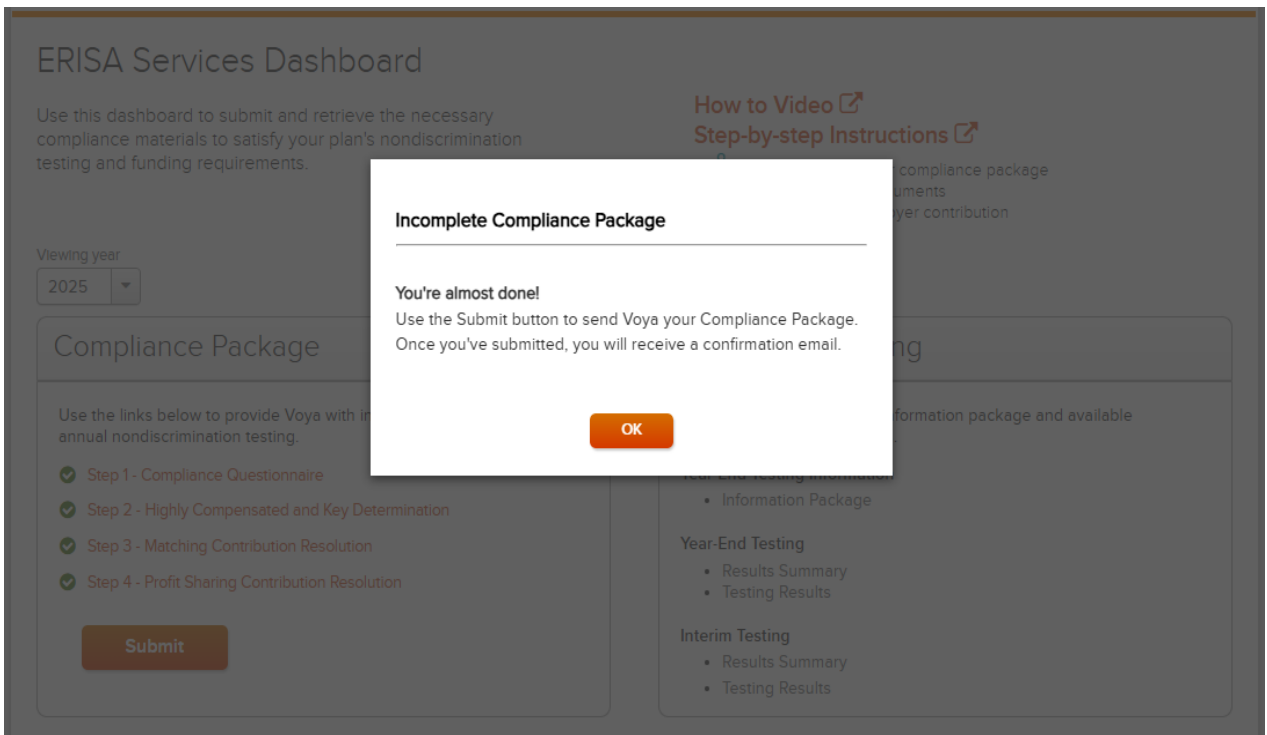
 **Note:** If a user completes the Compliance Package: Profit Sharing Contribution Resolution page and returns to the ERISA Services Dashboard, a green checkmark will display in front of the Step 4 link. This indicates that the page has been completed and saved.

Submitting the Compliance Package

Once complete, the Compliance Package must be submitted. This event starts the compliance testing process at Voya. To submit the package, follow the steps below:

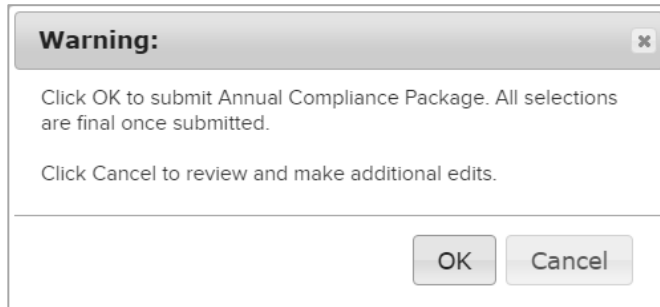
1. Confirm that each hyperlink in the Compliance Package section has a green checkmark in front of it.

 **Note:** If all pages have been successfully completed, upon returning to the dashboard the user will receive a pop-up message instructing them to submit the package. Select OK.

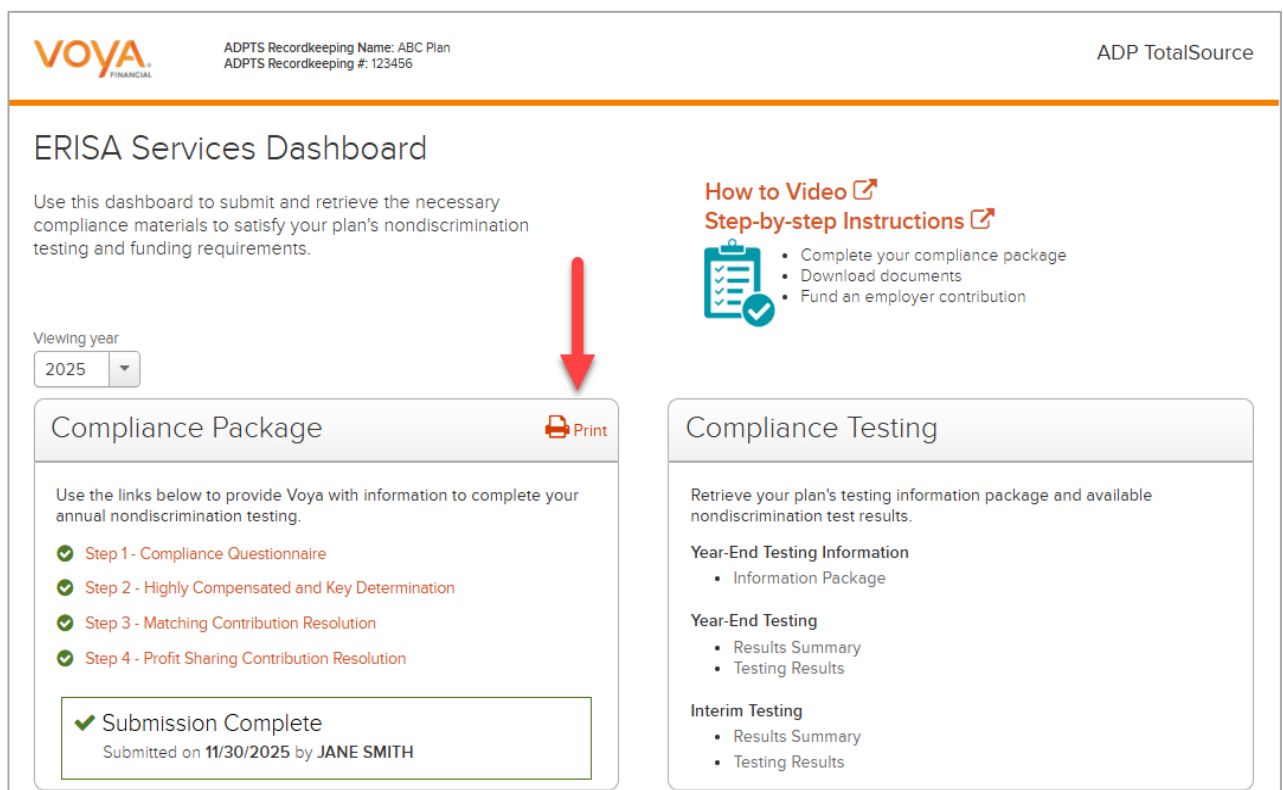


The screenshot shows the ERISA Services Dashboard with a pop-up message. The dashboard header reads "ERISA Services Dashboard" and includes a "Viewing year" dropdown set to "2025". A "Compliance Package" section lists four steps, all with green checkmarks: "Step 1 - Compliance Questionnaire", "Step 2 - Highly Compensated and Key Determination", "Step 3 - Matching Contribution Resolution", and "Step 4 - Profit Sharing Contribution Resolution". A "Submit" button is visible at the bottom of this section. The pop-up message is titled "Incomplete Compliance Package" and contains the text: "You're almost done! Use the Submit button to send Voya your Compliance Package. Once you've submitted, you will receive a confirmation email." An orange "OK" button is centered at the bottom of the pop-up.

2. Select the **Submit** button in the Compliance Package quadrant. A final warning message will display reminding the user that the submission is irrevocable and cannot be changed once submitted.
 - A user should select **OK** to submit the package or select **Cancel** if they need to review and/or change their elections.



- If a user selects OK, a confirmation message will appear on the ERISA Services Dashboard indicating the date the submission was successfully transmitted.
3. Select the **Print** button on the Dashboard to print a copy of your completed Compliance Package to keep for company records.



4. Shortly after successfully submitting your completed compliance package, authorized users will receive an email confirming the submission.



Dear Adopting Employer,

Your Compliance Package was successfully submitted to Voya on 01/07/2026. You can view and print your submission from the ERISA Services Dashboard on Voya's [Sponsor Web](#) at any time. Please be sure to keep a copy on file for your company records.

Next Steps

Nondiscrimination testing begins once your final payroll for the year has processed and your Plan data has been audited. If clarification is required, you will be contacted by your 401(k) Specialist. Otherwise, Voya will email you in the coming months when your testing is complete and your results are available on the ERISA Services Dashboard.

Questions?

Please feel free to contact your assigned 401(k) Specialist.

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Chapter 3: Retrieving Test Results

After compliance testing has been completed, authorized users will receive an email, similar to the example below, summarizing the results and directing them to access the **ERISA Services Dashboard** to retrieve the Year-End Testing Results. These documents are stored in the **Compliance Testing** quadrant of the dashboard.



Dear Adopting Employer,

Your Year-End Compliance Testing has been completed! You can now find your test results on Voya's **Sponsor Web**, located in the Compliance Testing section of the ERISA Services Dashboard. Voya performed testing based on data that was provided by both the Adopting Employer and ADP TotalSource. Please review the results carefully to ensure accuracy.

Year-End Results Summary

Compliance Test	Result
Actual Deferral Percentage (ADP) Test	Safe Harbor
Actual Contribution Percentage (ACP) Test	Safe Harbor
410(b) Coverage Test	PASS
402(g) Deferral Limit Test	PASS
415 Annual Additions Test	PASS
2025 Top Heavy Test	Safe Harbor



Step-by-step Instructions

Failed results may require refunds or corrective contributions. Please contact your assigned 401(k) Specialist if you have questions or find any discrepancies in the testing data.

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Year-End Testing Results

The **Year-End Testing** section contains the following:


- Results Summary
- Testing Results

Retrieve the Year- End Testing Results

1. Select the orange **Results Summary** and **Testing Results** links/icons under **Year-End Testing** in the Compliance Testing section.

The screenshot displays the ERISA Services Dashboard. At the top left is the VOYA FINANCIAL logo. To its right, it shows 'ADPTS Recordkeeping Name: ABC Plan' and 'ADPTS Recordkeeping #: 123456'. On the top right, it says 'ADP TotalSource'. The main heading is 'ERISA Services Dashboard'. Below this, there is a paragraph: 'Use this dashboard to submit and retrieve the necessary compliance materials to satisfy your plan's nondiscrimination testing and funding requirements.' To the right of this paragraph is a 'Step-by-step Instructions' icon (a clipboard with a checkmark) and a list: 'Complete your compliance package', 'Download documents', and 'Fund an employer contribution'. Below the instructions is a 'Viewing year' dropdown menu set to '2025'. The dashboard is divided into two main sections: 'Compliance Package' and 'Compliance Testing'. The 'Compliance Package' section has a 'Print' icon and lists four steps: 'Step 1 - Compliance Questionnaire', 'Step 2 - Highly Compensated and Key Determination', 'Step 3 - Matching Contribution Resolution', and 'Step 4 - Profit Sharing Contribution Resolution'. Below these steps is a green box stating 'Submission Complete' and 'Submitted on 11/23/2025 by JANE SMITH'. The 'Compliance Testing' section contains the text 'Retrieve your plan's testing information package and available nondiscrimination test results.' It is divided into three sub-sections: 'Year-End Testing Information' with a link for 'Information Package', 'Year-End Testing' with links for 'Results Summary' and 'Testing Results' (the latter is highlighted with a red arrow), and 'Interim Testing' with links for 'Results Summary' and 'Testing Results'.

2. Users should select the **Open** button in the File Download message box if they would like to review the document. Users should select the **Save** button if they would like to save the document to a file directory.

 **Alert:** If nothing appears to happen when a user clicks the **Results Summary** and **Testing Results** links, they may need to temporarily adjust their Internet security so the file may download.

Chapter 4: Employer Funding Request

In the event there are funding obligations owed to the Plan, authorized users will receive an email, similar to the example below, directing them to authorize and schedule their contribution funding.



Dear Adopting Employer,

Voya has determined that employer funding is due to your 401(k) plan. Please visit Voya's [Sponsor Web](#) to review your employer funding request. The detailed request and its funding instructions are located in the Employer Funding section of the ERISA Services Dashboard. Voya performed the below funding calculations based on data that was provided by both the Adopting Employer and ADP TotalSource. Please review the compliance test results carefully to ensure accuracy and submit your employer funding as soon as possible.

Employer Funding Request Summary

Source Type	Funding Amount Due
Profit Sharing	\$123,154.07
Safe Harbor	\$79,747.02
SEI Contributions	\$69,000.00
Total Funding Amount Due	\$271,901.09



Step-by-step Instructions

Please contact your assigned 401(k) Specialist if you have questions or find any discrepancies in the testing data.

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Review the Employer Funding Request

When there is a funding obligation, the dollar amount due will display in the Employer Funding quadrant of the ERISA Services Dashboard.

Getting In

From the ERISA Services Dashboard, locate the Employer Funding quadrant on the page. The outstanding funding amount due will be displayed.

The screenshot shows the ERISA Services Dashboard with the following elements:

- VOYA FINANCIAL** logo in the top left.
- ADPTS Recordkeeping Name: ABC Plan and ADPTS Recordkeeping #: 123456 in the top center.
- ADP TotalSource in the top right.
- ERISA Services Dashboard** title.
- Instructional text: "Use this dashboard to submit and retrieve the necessary compliance materials to satisfy your plan's nondiscrimination testing and funding requirements."
- Viewing year dropdown set to 2025.
- Compliance Package** section with a "Print" icon and a "Submit" button. It lists four steps:
 - Step 1 - Compliance Questionnaire
 - Step 2 - Highly Compensated and Key Determination
 - Step 3 - Matching Contribution Resolution
 - Step 4 - Profit Sharing Contribution Resolution
- Employer Funding** section with a "Funding History" icon. It displays "Authorize and schedule your plan's contribution funding." and a large "\$50,000.00" amount. A red arrow points to the "Fund a Contribution" button.
- Compliance Testing** section with a "How to Video" and "Step-by-step Instructions" link. It lists:
 - Year-End Testing Information: Information Package
 - Year-End Testing: Results Summary, Testing Results
 - Interim Testing: Results Summary, Testing Results
- Form 5330** section with the text: "Retrieve a copy of your plan's Form 5330. No Form 5330 is due at this time."

Using the Page

Adopting Employers must authorize and schedule their plan's contribution funding using the Employer Funding section's Fund a Contribution button.

1. Select the **Fund a Contribution** button in the Employer Funding quadrant on the ERISA Services Dashboard.

Employer Funding Funding History

Authorize and schedule your plan's contribution funding.

\$50,000.00

Fund a Contribution

Form 5330

Retrieve a copy of your plan's Form 5330.

No Form 5330 is due at this time.

Note: Submitting the transaction authorization through the online process is required. Voya cannot apply the funding to participant accounts without this electronic approval.

2. Select the contribution type(s) you would like to fund using the checkbox to the left of the entry and click the **Continue** button.

ADPTS Recordkeeping Name: ABC Plan
ADPTS Recordkeeping #: 123456

ADP TotalSource

Fund a contribution: Select Contribution Type

Select the contribution type(s) you would like to fund using the checkbox to the left of the entry. Contributions type(s) must be funded in full, any partial contribution amounts may be returned if the balance is not received within 5 business days.

Note: Any additional contributions, funded in the future, will require a new submission.

Contribution Type(s)	Amount	Forfeiture Offset	Funding Due	Status
<input checked="" type="checkbox"/> Annual Profit Sharing	35,000.00	0.00	35,000.00	Not Started
<input type="checkbox"/> Annual Match	15,000.00	0.00	15,000.00	Not Started

Selected Funding Amount: \$ 35,000.00

Cancel
Continue

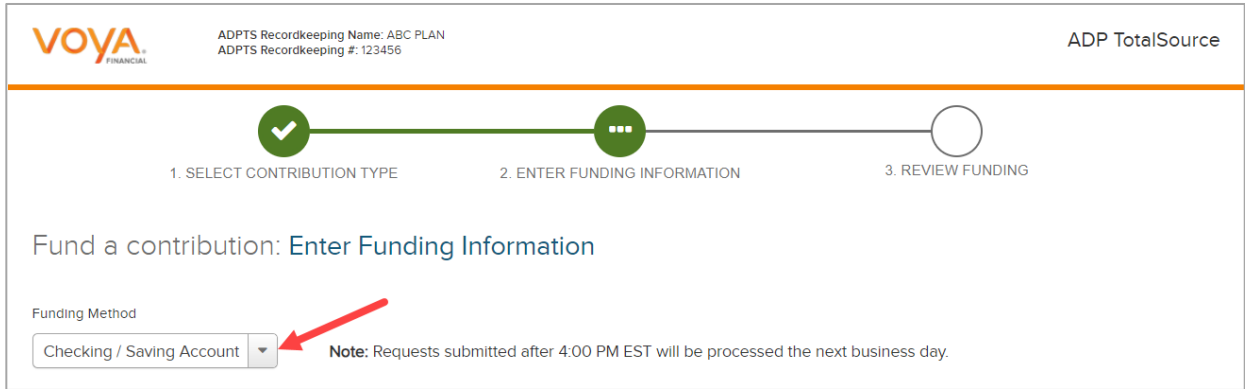
Note: Contribution type(s) must be funded in full, any partial contribution amounts may be returned if the balance is not received within 5 business days.

Note: Any additional contributions, funded in the future, will require a new submission.

Alert: If your bank uses ACH debit blocking you will need to provide them with **Voya's ACH Company ID: 0000894550**, before completing your employer funding. This will authorize Voya to post the ACH debit to your account. The payment request may be blocked by your bank if the ACH Company ID is not added as an allowable company identification number. In this event funding will need to be paid by Check or Wire.

3. Use the Funding Method dropdown to select your preferred payment method.


Note: Adopting Employers can fund by Checking/Savings Account (ACH), By Wire or By Mail (check).



VOYA FINANCIAL ADPTS Recordkeeping Name: ABC PLAN ADPTS Recordkeeping #: 123456 ADP TotalSource

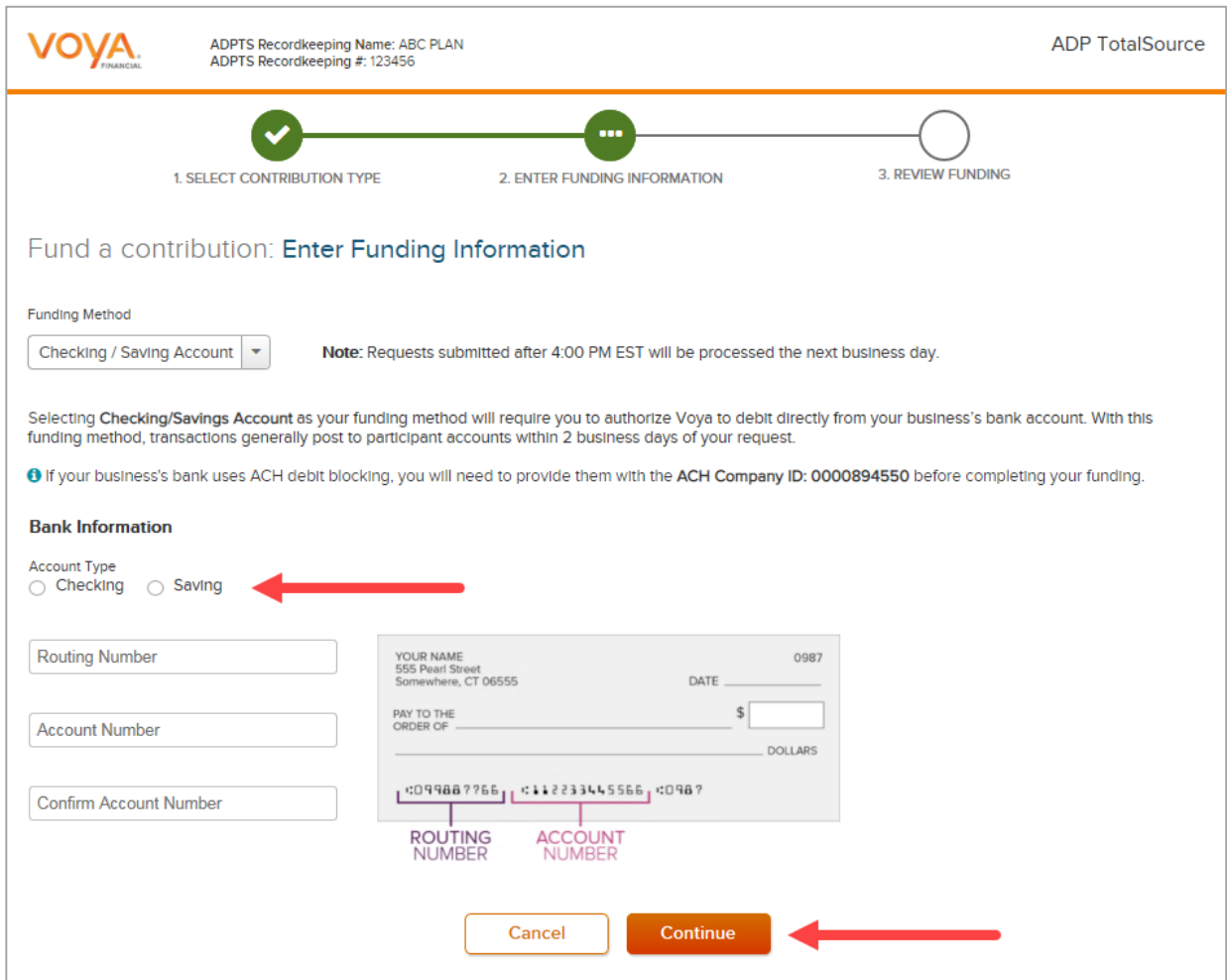
1. SELECT CONTRIBUTION TYPE 2. ENTER FUNDING INFORMATION 3. REVIEW FUNDING

Fund a contribution: [Enter Funding Information](#)

Funding Method
  **Note:** Requests submitted after 4:00 PM EST will be processed the next business day.

Checking / Savings Account

Selecting 'Checking/Savings Account' as your funding method authorizes Voya to debit directly from your business's bank account, if your bank uses ACH debit blocking provide them with **Voya's ACH Company ID: 0000894550**. With this funding method, transactions generally post to participant accounts within 2 business days of your request.




VOYA FINANCIAL ADPTS Recordkeeping Name: ABC PLAN ADPTS Recordkeeping #: 123456 ADP TotalSource

1. SELECT CONTRIBUTION TYPE 2. ENTER FUNDING INFORMATION 3. REVIEW FUNDING


Fund a contribution: [Enter Funding Information](#)

Funding Method
 Note: Requests submitted after 4:00 PM EST will be processed the next business day.

Selecting **Checking/Savings Account** as your funding method will require you to authorize Voya to debit directly from your business's bank account. With this funding method, transactions generally post to participant accounts within 2 business days of your request.

 If your business's bank uses ACH debit blocking, you will need to provide them with the **ACH Company ID: 0000894550** before completing your funding.


Bank Information

Account Type
 Checking Saving 

YOUR NAME 0987
 555 Pearl Street
 Somewhere, CT 06555 DATE _____

PAY TO THE ORDER OF \$ _____
 _____ DOLLARS


:09988?766 :112233445566 :098?
 ROUTING NUMBER ACCOUNT NUMBER



1. Select '**Checking/Savings Account**' as your funding method.


2. Select account type (Checking or Savings) then enter your bank's routing and account number. Select **Continue**.
3. Use the **Review and Submit** page to confirm the accuracy of your data and authorize the transaction by enabling the checkbox and selecting **Submit**.

Please note **only click Submit once** and do not refresh the page. Multiple submissions or page refreshes may result in duplicate payments



ADPTS Recordkeeping Name: ABC Plan
 ADPTS Recordkeeping #: 123456

ADP TotalSource



Fund a contribution: [Review and Submit](#)

Funding Amount	\$35,000
Contribution Type	Annual Profit Sharing
Date	01/26/2026
Funding Method	Checking - Routing Number: 011000111 Account Number: *****3456

With the Checking/Savings funding method, transactions generally post to participant accounts within 2 business days of your request.

Note: Requests submitted after 4:00 PM EST will be processed the next business day.

i If your business's bank uses ACH debit blocking, you will need to provide them with the **ACH Company ID: 0000894550** before completing your funding.

I have reviewed the annual funding requirements for my Plan as provided by Voya Financial and hereby agree that the funding amounts due are accurate. By submitting this form for processing, I certify my agreement with the foregoing sentence and, further, that payment in full for each source type specified is being provided to Voya.

Only click "Submit" once and do not refresh the page. Multiple submissions or page refreshes may result in duplicate payments.

Cancel
Submit

4. The **Submission Confirmation** page displays a summary of your submission and allows you to print a copy for company records. From this page you can navigate back to the **ERISA Services Dashboard** or to the **Employer Funding History** page.

	ADPTS Recordkeeping Name: ABC PLAN ADPTS Recordkeeping #: 123456	ADP TotalSource
✓ Submission Confirmation Print		
Funding Amount	\$500,000	
Contribution Type	Annual Profit Sharing	
Date	01/23/2026	
Funding Method	Checking - Routing Number: 011000111 Account Number: *****3456	
With the Checking/Savings funding method, transactions generally post to participant accounts within 2 business days of your request.		
Note: Requests submitted after 4:00 PM EST will be processed next business day.		
You may cancel a Checking/Savings account funding request from the Employer Funding History page same day, before 4:00 PM EST.		
If your business's bank uses ACH debit blocking, you will need to provide them with the ACH Company ID: 0000894550 before completing your funding.		
Next Steps		
Return to ERISA Services Dashboard		
View Employer Funding History		

Note: Submitting the transaction authorization through the online process is required. Voya cannot apply the funding to participant accounts without this electronic approval.

ACH Debit Block Information

Debit blocks protect your bank accounts from unauthorized electronic charges. To authorize debit payments from a bank account with a debit block, you must first communicate with your bank.

To ensure your debit payments are successful, you should:


1. Speak with your bank **before** setting up a debit payment.
2. Provide the Bank with **Voya's ACH Company ID: 0000894550**

Note: If you don't provide the ACH company ID and name, your bank may reject the payment and your funding will need to be paid by Check or Wire.

By Wire


Selecting 'By Wire' as your funding method will ask you to provide Voya with the wire confirmation/ID number supplied by your bank (if available). Transactions generally post to participant accounts within 3 business days of wire and online authorization receipt. Please consider your bank's processing time and fees. Fees can be avoided by selecting Checking/Savings Account as your funding method.

Note: RK# 123456 is used below as an example, your plan's recordkeeping number should be used




ADPTS Recordkeeping Name: ABC Plan
 ADPTS Recordkeeping #: 123456

ADP TotalSource




Fund a contribution: Enter Funding Information


Funding Method
 

Note: Requests submitted after 4:00 PM EST will be processed the next business day.

Selecting **By Wire** as your funding method will require you to provide Voya with the wire confirmation/ID number supplied by your bank. Transactions generally post to participant accounts within 3 business days of wire receipt. Please consider your bank's processing time and applicable fees.

 Fees can be avoided by selecting Checking/Savings Account as your funding method.


How to send your funding by wire




Create a wire transaction with your company bank:
 Use Voya's banking information below to complete a wire transfer for the exact funding amount due.

Banking Institution: State Street Bank and Trust 225 Franklin Street Boston, MA 02110	ABA#: 011000028 Account #: 1027-657-4 Account Name: Voya Financial as TTEE FBO ADP TotalSource
--	---


IMPORTANT: The wire memo should indicate FOB: 2025 ADPTS RK# 123456



Enter the wire confirmation/ID number (if available):
 Once the wire transaction has been submitted, if available provide the Confirmation/ID number here.




IMPORTANT: If you don't provide this information your funding will be delayed.




1. Select '**By Wire**' as your funding method.
2. Create the wire transaction with your company bank. Then enter your wire confirmation / ID number if available. Select **Continue**.
3. Use the **Review and Submit** page to confirm the accuracy of your data and authorize the transaction by enabling the checkbox and selecting **Submit**.

Please note **only click Submit once** and do not refresh the page. Multiple submissions or page refreshes may result in duplicate payments



ADPTS Recordkeeping Name: ABC Plan
 ADPTS Recordkeeping #: 123456

ADP TotalSource




Fund a contribution: Review and Submit

Funding Amount	\$35,000
Contribution Type	Annual Profit Sharing
Date	01/26/2026
Funding Method	By Wire

Selecting **By Wire** as your funding method will require you to provide Voya with the wire confirmation/ID number supplied by your bank. Transactions generally post to participant accounts within 3 business days of wire receipt. Please consider your bank's processing time and applicable fees.

• Fees can be avoided by selecting Checking/Savings Account as your funding method.


How to send your funding by wire



Create a wire transaction with your company bank:
 Use Voya's banking information below to complete a wire transfer for the exact funding amount due.

Banking Institution: State Street Bank and Trust 225 Franklin Street Boston, MA 02110	ABA#: 011000028 Account #: 1027-657-4 Account Name: Voya Financial as TTEE FBO ADP TotalSource
--	---

IMPORTANT: The wire memo should indicate FBO: 2025 ADPTS RK# 123456



Enter the wire confirmation/ID number (if available):
 Once the wire transaction has been submitted, if available provide the Confirmation/ID number here.

Wire Confirmation/ID Number :

IMPORTANT: If you don't provide this information your funding will be delayed.

Note: Requests submitted after 4:00 PM EST will be processed the next business day.

I have reviewed the annual funding requirements for my Plan as provided by Voya Financial and hereby agree that the funding amounts due are accurate. By submitting this form for processing, I certify my agreement with the foregoing sentence and, further, that payment in full for each source type specified is being provided to Voya.


↑ Only click "Submit" once and do not refresh the page. Multiple submissions or page refreshes may result in duplicate payments.

Cancel
Submit
←


- The **Submission Confirmation** page displays a summary of your submission and allows you to print a copy for company records. From this page you can navigate back to the **ERISA Services Dashboard** or to the **Employer Funding History** page.

By Mail

Selecting 'By Mail' as your funding method will require you to print the PDF funding authorization form, issue a company check made payable to: Voya Institutional Plan Services, and mail both to Voya. USPS advises that first-class mail takes an average of 2-3 business days to reach its destination. Transactions generally post to participant accounts within 5 business days of check deposit and paper authorization form receipt. Mail and check deposit times can be avoided by selecting Checking/Savings Account as your funding method.


 **Note:** RK# 123456 is used here as an example, your plan's recordkeeping number should be used





ADPTS Recordkeeping Name: ABC PLAN
 ADPTS Recordkeeping #: 123456

ADP TotalSource



Fund a contribution: Enter Funding Information

Funding Method

By Mail




➔

Note: Requests submitted after 4:00 PM EST will be processed the next business day.

Selecting **By Mail** as your funding method will require you to print the funding authorization form, issue a company check and mail both to Voya. USPS advises that first-class mail takes an average of 2-3 business days to reach its destination. Transactions generally post to participant accounts within 5 business days of check deposit and authorization form receipt.

i Mail times can be avoided by selecting Checking/Savings Account as your funding method.

How to send your funding by mail

-  Print your funding authorization form, which will be available on the next screen.
-  Endorse a company check payable to: Voya Financial for the exact funding amount due. Include FBO: 2025 ADTS RK#123456 on the check memo
-  Mail the form and check to Voya using one of the addresses below:

Mailing Address	Overnight Mailing Address
Voya Financial	Voya Financial
Attn: ADP TotalSource Plan Administration	Attn: ADP TotalSource Plan Administration
FOB: 2025 ADPTS RK# 123456	FOB: 2025 ADPTS RK#123456
PO Box 990071	One Orange Way
Hartford, CT 06199	Windsor, CT 06095

IMPORTANT: If the check or funding authorization form is missing from your submission, there will be a delay in processing.

Cancel

Continue

➔



1. Select '**By Mail**' as your funding method. Review the on screen instructions and select **Continue**.
2. Use the **Review and Submit** page to confirm the accuracy of your data, download a copy of the funding authorization form and authorize the transaction by enabling the checkbox and selecting **Continue**.

VOYA ADPTS Recordkeeping Name: ABC Plan
ADPTS Recordkeeping #: 123456 ADP TotalSource

1. SELECT CONTRIBUTION TYPE 2. ENTER FUNDING INFORMATION 3. REVIEW FUNDING


Fund a contribution: Review and Submit


Funding Amount \$500,000
Contribution Type Annual Profit Sharing
Date 01/23/2026
Funding Method By Mail


Selecting **By Mail** as your funding method will require you to print the **funding authorization form**, issue a company check and mail both to Voya. USPS advises that first-class mail takes an average of 2-3 business days to reach its destination. Transactions generally post to participant accounts within 5 business days of check deposit and authorization form receipt.

Mail times can be avoided by selecting Checking/Savings Account as your funding method.

How to send your funding by mail

 Print your **funding authorization form**.


 Endorse a company check payable to: **Voya Financial** for the exact funding amount due. Include FBO: 2025 ADPTS RK#123456 on the check memo

 Mail the form and check to Voya using one of the addresses below:

Mailing Address Voya Financial Attn: ADP TotalSource Plan Administration POB: 2025 ADPTS RK# 123456 PO Box 990071 Hartford, CT 06199	Overnight Mailing Address Voya Financial Attn: ADP TotalSource Plan Administration POB: 2025 ADPTS RK# 123456 One Orange Way Windsor, CT 06095
--	--

IMPORTANT: If the check or **funding authorization form** is missing from your submission, there will be a delay in processing.
Note: Requests submitted after 4:00 PM EST will be processed the next business day.

I have reviewed the annual funding requirements for my Plan as provided by Voya Financial and hereby agree that the funding amounts due are accurate. By submitting this form for processing, I certify my agreement with the foregoing sentence and, further, that payment in full for each source type specified is being provided to Voya.

 **Note:** Submitting the transaction authorization through the online process is required. Voya cannot apply the funding to participant accounts without this electronic approval.

- The **Submission Confirmation** page displays a summary of your submission and allows you to print a copy for company records. From this page you can navigate back to the **ERISA Services Dashboard** or to the **Employer Funding History** page.
- Print the funding authorization form, issue a company check made payable to: Voya Institutional Plan Services, and mail both to Voya using the mailing address provided.

Employer Funding History

The **Employer Funding History** page can be accessed any time from the Employer Funding quadrant of the ERISA Services Dashboard.

Employer Funding
🔄 Funding History

Authorize and schedule your plan's contribution funding.

\$50,000.00

Fund a Contribution

Form 5330

Retrieve a copy of your plan's Form 5330.

No Form 5330 is due at this time.

Successful submissions, based on their funding method, will have a status of **Pending** (ACH) or **Processing**.

Note: Users may cancel a pending Checking/Savings account request same day, before 4:00 PM EST

ADPTS Recordkeeping Name: ABC Plan
 ADPTS Recordkeeping #: 123456

ADP TotalSource

Employer Funding History

You may cancel a Checking/Savings account funding request same day, before 4:00 PM EST

Contribution Type(s)	Request Date	Funding Due	Funding Method	Status
Annual Profit Sharing	01/25/2026	500,000.00	Checking/Saving	Pending Cancel

Note: Status updates generally occur within 1 business day of transaction completion.

[< Return](#)

Once Voya has received funding and posted the transactions to employee's accounts, the contribution status will be updated to **Completed**.

ADPTS Recordkeeping Name: ABC Plan
 ADPTS Recordkeeping #: 123456

ADP TotalSource

Employer Funding History

You may cancel a Checking/Savings account funding request same day, before 4:00 PM EST

Contribution Type(s)	Request Date	Funding Due	Funding Method	Status
Annual Profit Sharing	01/25/2026	500,000.00	Checking/Saving	Completed Cancel

Note: Status updates generally occur within 1 business day of transaction completion.

[< Return](#)

Chapter 5: Form 5330 Information

In the event that ADP/ACP excess contributions are returned after the IRS deadline of 2 ½ months from the plan year end, a Form 5330 must be filed with the Internal Revenue Service. In addition, a 10% penalty or excise tax is also owed to the IRS.

If the plan is required to file a Form 5330, authorized users will receive an email similar to the example below, directing them how to retrieve information about the plan's Form 5330.



FORM 5330 INFORMATION
FROM VOYA FINANCIAL®
Recordkeeper for the ADP TotalSource® Retirement Savings Plan



Dear Adopting Employer,

IRS regulations dictate that in the event excess contributions, due to a testing failure, are returned after their deadline, the employer becomes subject to an excise tax on those contributions. For the 2025 plan year, the amount of excise tax due on corrective distributions is 657.00. Please visit the ERISA Services Dashboard on Voya's [Sponsor Web](#) to access your Form 5330 Information.

ADP TotalSource, as Plan Sponsor of the Retirement Savings Plan, will file the Form 5330 on your behalf and if necessary, invoice you for the amount payable. Please refer to your Form 5330 Information for additional detail on any funding obligation.

Reminder:
The IRS deadline for receipt of the Form 5330 and 10% federal excise tax is as soon as practical, though no later than March 31, 2027. If the form is filed after this deadline, the IRS may assess penalties and interest.

Questions?
Please feel free to contact your assigned 401(k) Specialist.



Step-by-step Instructions

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Copyright © 2025 Voya Services Company. All rights reserved.



Review the Form 5330 Information



Getting In


- From the ERISA Services Dashboard, locate the Form 5330 quadrant on the page. Verify the correct year is displayed in the 'Viewing year' dropdown.

 **Note:** The Form 5330 Information links will appear only if the filing is required.

Using the Page

1. Select the orange **Form 5330 Information** link located in the Employer Funding Section.
2. Users should select **Open** from the File Download message box if they would like to review the document. Users should select **Save** if they would like to save the document to a file directory.

<p>Employer Funding Funding History</p> <p>Authorize and schedule your plan's contribution funding.</p> <p>No funding is due at this time.</p>	<p>Form 5330</p> <p>Retrieve a copy of your plan's Form 5330.</p> <p>\$657.00 Form 5330 Information  </p> <p>Form 5330</p>
---	--

-  **Alert:** If nothing appears to happen when a user clicks the link in the **Form 5330 Information** link/icon, the user may need to temporarily adjust their internet security settings so the file may download.
3. Once a user has downloaded the file, they should print the document and save it for company records. No other action is required as Plan Sponsor of the Retirement Savings Plan, will file the Form 5330 on your behalf and invoice the plan for the amount payable. Please feel free to contact your assigned 401(k) Specialist with any questions.

Appendix A: Smart Edits

Compliance Questionnaire

QUESTION	MESSAGE	ACTION
Is the company's business structure an S Corporation or an LLC taxed as an S Corporation?	<i>Selection is incomplete. Please complete selection prior to saving.</i>	Neither checkbox is selected. Select one of the checkboxes provided.
Did any individual have earned income from the Adopting Employer that was reportable on a Form K-1 or Form 1040 Schedule C? If yes, you must provide the SEI data on the next screen including their compensation and deferral elections before submitting your package. Each SEI should complete a SEI Deferral Election Form.	<i>Selection is incomplete. Please complete selection prior to saving.</i>	Neither checkbox is selected. Select one of the checkboxes provided.
Did the company have any union employees during the 2025 plan year? If yes, enter the union company code(s):	<i>Selection is incomplete. Please complete selection prior to saving.</i>	Neither checkbox is selected. Select one of the checkboxes provided.
Did the company have any union employees during the 2025 plan year? If yes, enter the union company code(s):	<i>Please enter at least one Union Company Code.</i>	You have selected Yes, you must now provide the union company code(s).
Did the company have any union employees during the 2025 plan year? If yes, enter the union company code(s):	<i>Invalid company code. Company code(s) must be at least three characters.</i>	Provide at least one 3-5 character company code.
Select the approximate date you expect to file your corporate taxes for the 2025 plan year.	<i>Selection is incomplete. Please complete selection prior to saving.</i>	Fill in the date

Highly Compensated, Key, and Self-Employed Determination

SECTION	MESSAGE	ACTION
First Name	<i>First Name must be entered.</i>	First name is blank. Fill in the First Name field.
Last Name	<i>Last Name must be entered.</i>	Last name is blank. Fill in the Last Name field.
SSN	<i>SSN must be entered.</i>	SSN is blank. Enter the Social Security number.
Prior Year Ownership Percentage	<i>Please enter valid format for Prior Year Ownership Percentage. Value must be 0.00 to 100%.</i>	Invalid percentage format. Use the format indicated.
Current Ownership Percentage	<i>Please enter valid format for Current Ownership Percentage. Value must be 0 to 100%.</i>	Invalid percentage format. Use the format indicated.
Current Ownership Percentage	<i>Current Year Ownership % must contain a value. If not applicable enter zero</i>	Ownership Percentage is blank. Enter the Ownership percentage.
Highly Compensated	<i>HCE box should be checked.</i>	Checkbox is not checked. Check the HCE box.
Highly Compensated	<i>Invalid HCE condition. HCE box must be unchecked.</i>	Checkbox is checked but ownership or compensation criteria are not met.
Key	<i>Key box should be checked.</i>	Checkbox is not checked. Check the Key box.
Relationship to Owner	<i>Relationship to Owner not necessary; greater than 5% owner.</i>	The dropdown list option is selected and the Prior or Current Ownership % is greater than 5%. Deselect the Relationship field.
Relationship to Owner	<i>HCE box should be checked.</i>	HCE box is blank, dropdown is selected and Owner Related To has Prior or Current Ownership % greater than 5%. Check the HCE box.
Owner Related To	<i>Owner Related To must be input.</i>	Relationship to Owner is populated and the dropdown box is not selected. Select an option from the 'Owner Related To' dropdown list.

SECTION	MESSAGE	ACTION
SEI Earnings / SEI Earnings Over	<i>Only one of the Fields "SEI Earnings or SEI Earnings Over 350,000.00" can be populated per SSN.</i>	SEI Earnings is greater than 0 and the user checks SEI Earnings Over 'IRS Maximum Compensation'. Fill in only over 350,000 or their SEI earnings.
SEI Pre-tax Deferral	<i>Please enter valid format. Value must be 0 to \$99,999.99. SEI Pre-tax Deferral amount must contain a value. If not applicable enter zero.</i>	Invalid dollar format. Use the format indicated.
SEI Roth Deferral	<i>Please enter valid format. Value must be 0 to \$99,999.99. SEI Roth Deferral amount must contain a value. If not applicable enter zero.</i>	Invalid dollar format. Use the format indicated.
Certify checkbox	<i>Selection is incomplete. Please complete selection prior to saving.</i>	Selected without an option selected. Check the certification box.
Remove button	<i>Do you wish to permanently remove this row of data?</i>	When selected. Click Yes to delete the row, or no to retain it.
Page Data Errors	<i>You reported the company includes Self Employed Individuals (SEI) in Step 1, but no SEI information was provided. Please add the information or update your census question response.</i>	You must add Self-Employed Individual data to the HCE grid or revise your response to the SEI census question.

Matching Contribution Resolution

OPTION	MESSAGE	ACTION
Option 1:	<i>If option 1 is selected both field(s) must contain value from 1 to 999%</i>	Selected Option 1 – Blank or incorrect percentage format. Fill in the percentage field in the format indicated.

OPTION	MESSAGE	ACTION
Option 2:	<i>If option 2 is selected Percentage Field must contain value from 1 to 999% & Dollar Field must contain value 1 to \$99,999,999.99</i>	Selected Option 2 – Blank or incorrect percentage format. Fill in the percentage field in the format indicated.
Option 3:	<i>If option 3 is selected All field(s) must contain value from 1 to 999%</i>	Selected Option 3 – Blank or incorrect percentage format. Fill in the percentage fields in the format indicated.
Save button	<i>One of the four options must be selected.</i>	Selected and all options are blank. Select one of the options before saving.
Certification checkbox	<i>Selection is incomplete. Please complete selection prior to saving.</i>	Selected without an option selected. Check the certification box.

Profit Sharing Contribution Resolution

OPTION	MESSAGE	ACTION
Option 1:	<i>If option 1 is selected both fields must contain value from 1 to 999%.</i>	Selected Option 1 – Blank or incorrect percentage format. Fill in the Percentage field in the format indicated.
Option 2:	<i>If option 2 is selected Dollar Field must contain value 1 to \$99,999,999.99.</i>	Selected Option 2 – Blank or incorrect dollar format. Fill in the Percentage field in the format indicated.
Save button	<i>One of the three options must be selected.</i>	Selected and all options are blank. Select one of the options before saving.
Certification checkbox	<i>Selection is incomplete. Please complete selection prior to saving.</i>	Selected without an option selected. Check the certification box.

Pop-up Warning Messages

SECTION	MESSAGE
Compliance Package: Compliance Questionnaire	<i>Are you sure you want to leave the page without saving your changes?</i>

SECTION	MESSAGE
Compliance Package: Compliance Questionnaire	<i>All SEI data on the HCE grid will be lost based on your selection. Would you like to continue?</i>
Compliance Package: Highly Compensated and Key Determination	<i>Are you sure you want to leave the page without saving your changes?</i>
Compliance Package: Highly Compensated and Key Determination	<i>Prior Year Ownership Percentage(s) on file and no Current Ownership Percentage(s) provided. Are you sure this information is correct? Note: You must list the highest percentage held at any time during the plan year.</i>
Compliance Package: Highly Compensated and Key Determination	<i>SEI deferral elections are binding and irrevocable. Once the package is submitted, these elections cannot be changed</i>
Compliance Package: Highly Compensated and Key Determination	<i>Our records indicate your company includes Self-Employed Individuals - (SEI) and no SEI information was provided. Are you sure this information is correct?</i>
Compliance Package: Matching Contribution Resolution	<i>This annual discretionary matching contribution will be made in addition to any previously funded contributions. Note: Additional funding will be required.</i>
Compliance Package: Matching Contribution Resolution	<i>Are you sure you want to leave the page without saving your changes?</i>
Compliance Package: Matching Contribution Resolution	<i>The annual discretionary matching contribution you have elected subjects your plan to Top Heavy and ACP testing. Note: Additional funding and/or refunds may be required.</i>
Compliance Package: Profit Sharing Contribution Resolution	<i>This annual discretionary profit sharing contribution will be made in addition to any previously funded contributions. Note: Additional funding will be required.</i>
Compliance Package: Profit Sharing Contribution Resolution	<i>Are you sure you want to leave the page without saving your changes?</i>
Compliance Package: Profit Sharing Contribution Resolution	<i>The annual discretionary profit sharing contribution you have elected subjects your plan to Top Heavy testing. Note: Additional funding may be required.</i>
ERISA Services Dashboard	<i>You're almost done! Use the Submit button to send Voya your Compliance Package. Once you've submitted, you will receive a confirmation email.</i>
ERISA Services Dashboard	<i>Click OK to submit the Annual Compliance Package. All selections are final once submitted. Click Cancel to review and make additional edits.</i>