

MOBILE ENROLLMENT OVERVIEW FOR EMPLOYEES



STEP 1

Download the ICMA-RC mobile app from the App Store® or Google Play™.



STEP 2

Select the Account Login/Enroll button, then select the Enroll Now button and enter your Social Security number and your plan number to get started.

NOTE: You can obtain your plan number from your enrollment kit, your employer, or your ICMA-RC Representative.



STEP 3

Enter your personal information.

NOTE: Investment and beneficiary information is not entered through this process. You will receive an email with instructions on how to provide that information through Account Access.



STEP 4

In order to begin contributing to your account, you will need to elect your contribution amount. Enter your contribution amount for each pay period and click Next. Verify that all of your information is correct and click Submit.

NOTE: If your plan does not allow online contribution elections, please contact your employer. You may be instructed to use the print enrollment form feature at the end of your online enrollment process to print the form, or you may be instructed to complete the Contribution Form, and return it to your employer to designate your contributions.

NOTE: Your account will become active the next business day, if enrollment is submitted by 4 p.m. ET, Monday through Friday.

ONLINE ENROLLMENT OVERVIEW FOR EMPLOYEES



STEP 1

From your computer, go to www.icmarc.org and click on the Log In To My Account button, the button will display options, select the Enroll In Your Plan Option. To begin, enter your Social Security number and plan number.

NOTE: You can obtain your plan number from your enrollment kit, your employer, or your ICMA-RC Representative.



STEP 2

Choose either the Express or the Comprehensive enrollment type. Follow the prompts to enter your personal information, designate your beneficiaries, select your investments and create your Account User ID.

NOTE: Investment and beneficiary information is not entered through Express enrollment. You will receive an email with instructions on how to provide that information through Account Access.



STEP 3

In order to begin contributing to your account, you will need to elect your contribution amount. Enter your contribution amount for each pay period and click Next.

NOTE: If you enroll before 4 p.m. ET, your account will be active the next business day.



STEP 4

Verify that all of your information is correct and click Submit.

NOTE: If your plan does not allow online contribution elections, please contact your employer. You may be instructed to use the print enrollment form feature at the end of your online enrollment process to print the form, or you may be instructed to complete the Contribution Form, and return it to your employer to designate your contributions.