

# ONLINE ENROLLMENT OVERVIEW FOR EMPLOYEES



Check out our video at [www.icmarc.org/onlineenrollvideo](http://www.icmarc.org/onlineenrollvideo) to see how easy it can be to enroll online.



## STEP 1

For mobile enrollment, download the ICMA-RC mobile app from the App Store® or Google Play™. Next, select the Account Login/Enroll button and then select the Enroll Now button. Otherwise, to enroll from a computer or tablet, go to [www.icmarc.org](http://www.icmarc.org), click on the “Log In To My Account” button and then click on the “Enroll In Your Plan” link.



## STEP 2

To begin the enrollment process with either method, enter your Social Security Number, confirm your Social Security Number and then enter your plan number: \_\_\_\_\_.

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



## STEP 3

Choose either the Express or Comprehensive enrollment type. Select Express to enter only your personal information and contribution amount (if applicable). You will be automatically invested in your plan’s default fund. Select Comprehensive to enter investment and beneficiary information and to create your User ID and password for Account Access while you enroll online.

**NOTE:** Investment and beneficiary information is not entered through Express enrollment. You will receive an email with instructions on how to provide that information as well as how to create your User ID and password for Account Access.



## STEP 4

Verify that all of your information is correct and click Submit. If your plan does not allow for online contribution elections, please contact your employer to verify how contributions are initiated. If online contribution elections are allowed, you may be instructed to use the print enrollment form feature at the end of your online enrollment process to print the form. Otherwise, you may be instructed to complete the Contribution Form, and return to your employer to initiate your contributions.

**NOTE:** If you enroll before 4 p.m., ET, Monday through Friday, your account will be active the next business day. Once your account is active, you can log into your account at [www.icmarc.org](http://www.icmarc.org).