

MOBILE ENROLLMENT OVERVIEW FOR EMPLOYEES



STEP 1

Download the ICMA-RC mobile app from the App StoreSM or Google PlayTM.



STEP 2

Once the app is open, go to "MyAccount" then select the "Enroll Now" tab and enter your Social Security number to begin the process.

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



STEP 3

Enter your personal information and, if applicable, your contribution information. Your account will become active the next business day, if enrollment is submitted before 4 p.m. ET, Monday through Friday.

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

If you were not prompted to enter contribution information in Step 3, complete and submit the contribution form to your employer to initiate your contribution.

NOTE: You can obtain the contribution form from your employer or your ICMA-RC representative.

ONLINE ENROLLMENT OVERVIEW FOR EMPLOYEES



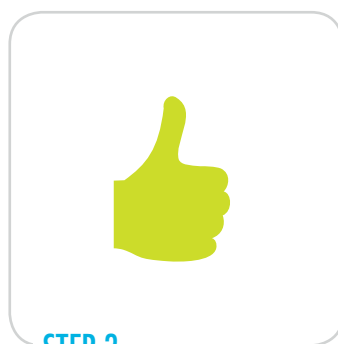
From your computer, go to www.icmarc.org and in the login box, select the “Enroll Now” link. To begin the process, enter your Social Security number and plan number.

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

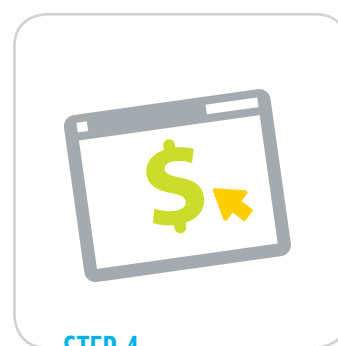


Choose either the “Express” or the “Comprehensive” enrollment type. Follow the prompts to enter your personal information, designate your beneficiaries, select your investments, and, if applicable, enter your contribution information.

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.



On the enrollment verification page, ensure that your information is correct. If you enroll before 4 p.m. ET, your account will be active the next business day.



If you were not prompted to enter contribution information in Step 2, complete and submit the contribution form to your employer to initiate your contribution.

NOTE: You can obtain the contribution form from your employer or your ICMA-RC representative.