

ACCOUNT ACCESS: INSTRUCTIONS ON HOW TO ESTABLISH YOUR ONLINE ACCESS

Account Access is a great resource that allows you to view and manage your retirement account 24 hours a day, seven days a week. Simply log in to Account Access to see your balance, review your investments, adjust your contributions, or update your beneficiary.

To start, visit www.icmarc.org/login, then click **Set Up Your Online Access**. Or download the ICMA-RC Mobile App and click **Set Up Your Online Access**.



How to Create a New User ID and Password:

1. Follow the prompts to enter your information and click the box **I am not a robot** — this sets up online access to your account.
2. User ID: Your user ID must be 6 to 32 characters in length and is not case-sensitive. It must meet two of the following three options:
 - ▶ At least one number (e.g., 1, 2, 6)
 - ▶ At least one special character from the following five characters: @, _, -, *, or .
 - ▶ At least one alphabetical character (e.g., b, c, z or B, C, Z)
3. Password: Your password must be 10 to 24 characters in length and is case-sensitive. It must contain **all** of the following:
 - ▶ At least one number (e.g., 1, 2, 6)
 - ▶ At least one special character from the following five characters: @, _, -, *, or .
 - ▶ At least one lowercase alphabetical character (e.g., b, c, z)
 - ▶ At least one uppercase alphabetical character (e.g., B, C, Z)



Other Important Reminders:

- ▶ To reset your password, select the **Forgot User ID or Password?** link in the log-in box. Once you provide some of your personal information to verify your identity, you can create your new password immediately.
- ▶ Please review the Terms & Conditions for more about accessing the website and online documents, internet privacy and other information to optimize your online experience.
- ▶ To protect your account, you may be asked during the login process to enter a security code. When prompted, check your email inbox or mobile number for the security code and remember to enter it in a timely manner since the code does expire.