



STEP 1

Visit www.icmarc.org and click **LOG IN/ENROLL** in the top right hand corner of the page.



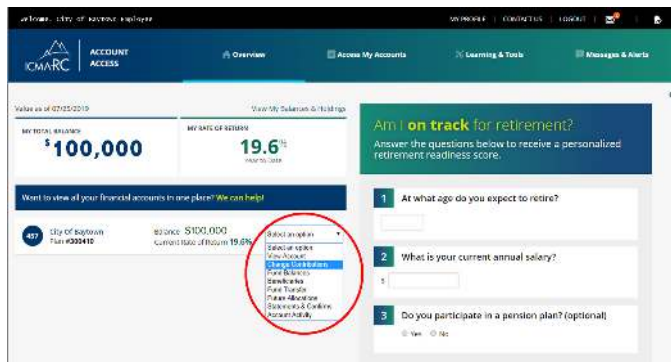
STEP 2

Enter your User ID and Password and click **Login**. If you do not have an account you can click on **Set Up Your Online Access** to create a online profile.



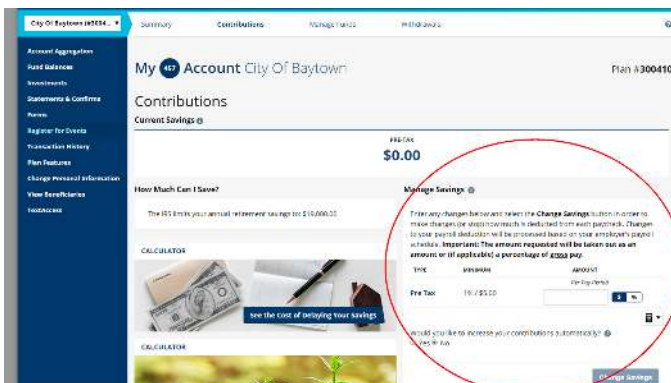
STEP 3

Upon logging in, you will be at your account dashboard page. There will be a section that shows 457, which is the account summary for your 457 Deferred Comp Plan. In the account summary section, under the drop down menu that reads **Select an option**, click and then select **Change Contributions**.



STEP 4

The contribution change page will load. Under Manage Savings, you can enter a dollar (\$) or percentage (%) amount. Please note the amount you enter is per pay pay check and will override any existing contribution setup you have. Once you are done click **Change Savings**.





STEP 5

A confirmation window will display for you to review the amount you have elected is accurate. Click the **Submit** button when you are ready to confirm.

Change Savings ✕

CONTRIBUTION TYPE	FROM	TO
Pre Tax	0	\$15.00

TYPE	FROM	TO	FROM MONTH	TO MONTH	NEXT AUTOMATIC INCREASE
PRE TAX	0	0	N/A	N/A	N/A

Cancel
Submit



STEP 6

A confirmation notice will now appear. It contains notice the update was submitted and received in the system. Payroll will download changes every pay period and update on the check that aligns with the pay period they are processing. You should always verify the current changes are reflected on your pay check. **That's It!**

Change Savings ✕

✓

Confirmation

- Your request has been submitted.
- Your confirmation number is **20006111**.
- Your request will be processed on **07/26/2019**.

Return to Contributions



Did You Know?

ICMA-RC now has a mobile app where you can view your balance, change your contributions, and update your investments on the go. The app is available on the App Store and Google Play.