



Check out our video at 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, 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 based on which account you are enrolling in.

457 Plan Number: **300410**



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. **It is recommended you complete a Comprehensive enrollment.**



STEP 4

Verify that all of your information is correct and click Submit. The City of Baytown payroll department will start your contributions within 1-2 pay checks following your submission. Timing will depend on payroll deadlines and processing dates.

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.