



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 based on which account you are enrolling in.

Roth-IRA Plan Number: **705207**  
Select: **Payroll Deduction IRA** and re-enter Plan Number: **705207**



## STEP 3

Complete the **Address and Personal Information** section and the **Beneficiaries** section that follows.

Once you reached the **Allocation Information**, you will be able to choose Funds (determine your own investment accounts) or Managed Accounts (authorizes ICMA-RC to manage your investments).

NOTE: Under the **Additional Information** section there will be a question that asks for an ICMA-RC Representative. Select: **Tiffani Keeling**  
How would you like to fund your IRA? Select: **Payroll Deduction**, Frequency: **Bi-Weekly**, Amount: **Enter a whole dollar amount.**



## STEP 4

Complete the **Customer Verification** section.

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](http://www.icmarc.org).