

QUICK ACCESS TO YOUR ACCOUNT STATEMENT

There are 2 easy steps to access your current statement and copies of the past 7 years worth of statements through Account Access:

Step 1 Log in to your account at icmarc.org/login.

Step 2 From the landing page, select the **Statements and Confirms** option from the drop-down box next to the plan of your choice.

Want to receive your quarterly statements and other documents eligible for electronic delivery sooner?

Not only will you receive your quarterly statement and other documents earlier in the month, but you will also receive an email notification as soon they are available for viewing, downloading, and printing.

Step 1 Log in to your account at icmarc.org/login.

Step 2 From the landing page, scroll over to the **Messages & Alerts** menu and click **Statements and Documents**.

Step 3 Check the boxes for **Quarterly Statements, Documents, and Prospectus and Shareholder Information** in order to receive all of these documents online.



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New to Account Access? Check the next page for instructions on how to establish your online access.

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.