

STEP 1



Go to www.icmarc.org, click on the “**Log In / Enroll**” button, then click on the “**Enroll in Your Plan**” link.

STEP 2



Enter your Social Security Number, confirm your Social Security Number, & then enter the City’s plan number, which is **306880** for our 457 Plan. You’ll also need to enroll in the 401 employer match plan, which is **106456**. Skip the Plan State & Plan Name fields.

STEP 3



Choose either the **Express** or **Comprehensive** enrollment type & the **percentage** you wish to contribute each pay period.

Express: Your contributions will be automatically invested in the City’s default fund, which is a Milestone fund.

Comprehensive: Decide which fund(s) you want your contributions to be deposited into, enter your beneficiary information, & create a User ID & password for online account access.

If you’re not sure how to invest your contributions in order to achieve your retirement goals, contact ICMA-RC’s Retirement Plans Specialist, Alvin Floyd, for investment advice: 866.792.3256 | afloyd@icmarc.org

STEP 4



Verify that all of your information is correct and click “**Submit**.” Print your enrollment confirmation and, if prompted, print the Contribution Form, which you will submit to Personnel to begin having your contributions deducted from your bi-weekly pay.

NOTE: If you enroll before 4 p.m. ET, Monday through Friday, your account will be active the following business day. Once your account is active, you may log in at www.icmarc.org.