



## CITY OF TUCSON 457 DEFERRED COMPENSATION PLAN EMPLOYEE ENROLLMENT ON-LINE ENROLLMENT INSTRUCTIONS

- Use these instructions to enroll or make changes to your retirement account.
- Read instructions thoroughly before starting.

Your employer has notified us that you are eligible to enroll and has provided some basic information for your account. Once you complete the enrollment process, we will be ready to accept contributions on your behalf from your employer.

**To begin the enrollment process, please follow these steps  
to request an account User ID and Password:**

- STEP 1** — Log on to [www.icmarc.org](http://www.icmarc.org) and select the link on the left to "Create an initial user ID."
- STEP 2** — Enter your SSN, Date of Birth, Zip Code, Email Address and Security Code.
- STEP 3** — Read and accept the Account Disclosure. Press "Submit."
- STEP 4** — Create a new user ID and password, select "Security Image" and "Questions", select "Delivery Options", and press "Submit."

**Once you log on to Account Access, follow these steps to establish your account:**

- STEP 1** — Select the "Enroll" tab and click on "Enroll Participant." Press "Submit."
- STEP 2** — Confirm that you have read our *Privacy Policy Notice*.
- STEP 3** — Review the information on the Personal Information page. If any information is missing or incomplete, please enter and/or correct the information.
- STEP 4** — Enter your beneficiary information. (You can submit this information at a later date by completing the Beneficiary Designation.)
- STEP 5** — Enter your deferral amount (dollars only) for each pay period. (Note: You may select the "calculate" link to use the Deferral Calculator. This may help you determine the correct total contribution amount.)
- STEP 6** — Select which fund(s) you want and the percentage of each deferral that will be invested in the selected fund(s). (Note: You may obtain information on each fund, including risk rating, ticker symbol (if any), investment objective, and fund performance, by selecting the "Funds" tab and the "Fund Profiles" menu option.)
- STEP 7** — Review all of your enrollment information. If changes are needed, select the "Edit" link. Press "Submit" to complete your enrollment.

You can be sure that your enrollment information has been transmitted to ICMA-RC once your confirmation number is displayed.

**YOUR ACCOUNT IS NOW FULLY ESTABLISHED. WELCOME TO ICMA-RC!**