



Quick and Easy Access to Your Account

Get the most from your ICMA-RC account. You can make changes online or via phone 24/7.

Online via Account Access



To create an online account, go to www.icmarc.org and select **"Create an Initial User ID"**.

If you already have an online account, follow these steps to change your investments.

- Step 1** Log in at www.icmarc.org. (If you have forgotten your user ID and/or password, you may reset it online. Select the appropriate option within the Login box.)
- Step 2** Select the **"Manage My Account"** tab.
- Step 3** Select the **"Transfers"** menu option to move existing money from one fund to another and/or select the **"Future Allocations"** menu option to change how future contributions will be invested. You may also be able to update your personal information by selecting the **"Personal Information"** option.

For help, select **"Contact Us"** from any page.

Telephone via VantageLine



To create a VantageLine account, dial 1-800-669-7400 and enter your Social Security number. Your initial personal identification number (PIN) is the last four digits of your Social Security number; be prepared to set a new 4-digit PIN.

If you already have a VantageLine account, follow these steps to change your investments.

- Step 1** Dial **1-800-669-7400** and enter your Social Security number.
- Step 2** Select **"2"** to move money.
- Step 3** Select **"1"** to move existing money from one fund to another and/or select **"2"** to change future allocations.

For help, or to speak with an Investor Services representative, select **"0"** at any time.

NOTES: _____

You can be sure your transaction was successfully transmitted when you receive a confirmation number.

The confirmation number is _____.