



## Important Reminders:

1. Manage your account online. Log in at [www.icmarc.org/lapsp](http://www.icmarc.org/lapsp).
2. Regularly update your account information including email address, mailing address, beneficiaries, and marital status.

## Important — Action Required Within 10 Calendar Days of Employment

### Required

Create Online Account Access at ICMA-RC at [www.icmarc.org/lapsp](http://www.icmarc.org/lapsp). Logon instructions are as follows:

**STEP 1** Click “New User – Register Now.”

**STEP 2** Enter your Personal Information including

1. Mailing Address
2. Beneficiary Designation
3. Date of Birth
4. Email Address

read and accept the “Account Disclosures,” then click “Submit.”

**STEP 3** Create your User ID and password, select a security image and answer 3 security questions, then click “Submit.”

**NOTE:** Your ICMA-RC Plan number is 307490

### Optional

**Mobile App.** Access your retirement account with convenience and flexibility using ICMA-RC’s mobile app. Manage your account right from the palm of your hand with our mobile app for iPhones or Android smartphones, or tablets. With our mobile app, you can:

- ▶ View your account balance, year-to-date account activity and fund performance.
- ▶ Update your personal information.
- ▶ Review messages within your retirement savings account to stay current on updates to our retirement plan services and features.

For more information, visit [www.icmarc.org/mobile-app.html](http://www.icmarc.org/mobile-app.html)

**Mobile Text Updates.** Sign up for Mobile Text Feature. Once enrolled, you can easily access your account with simple text commands to get balance information, last contribution and rate of return.

Find out more information at [www.icmarc.org/textaccess.html](http://www.icmarc.org/textaccess.html). Please note, you must complete online Account Access (Item 1) first in order to use the Mobile Text Feature.

## Serving the Public Sector Since 1972

Founded in 1972, ICMA-RC is a non-profit independent financial services corporation focused on providing retirement plans and related services for close to a million public sector participant accounts and approximately 9,000 retirement plans. ICMA-RC’s mission is to help build retirement security for local and state government employees. The organization’s mission is delivered through our RealizeRetirement® approach in which ICMA-RC representatives actively engage participants in their retirement programs, help them build their asset base toward a stated objective, and help them realize their retirement goals through a comprehensive retirement planning strategy. All of ICMA-RC’s retirement programs, administrative services, and educational tools have been developed specifically for public sector retirement plan administrators and participants. For more information, visit [www.icmarc.org](http://www.icmarc.org).

To learn more visit [www.icmarc.org/lapsp](http://www.icmarc.org/lapsp).