MissionSquare
RETIREMENT

Quick access to your account statement

In just two easy steps, you can view your statements for the past seven years in Account Access.

**Step 1** Log into your account at **www.icmarc.org**.

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

To receive your quarterly statement and other documents earlier in the month, and to also receive an email notification as soon as they're available for viewing, downloading, and printing, sign up for eDelivery!

Step 1 Log into your account at **www.icmarc.org**.

Step 2 On the landing page, from the **Messages & Alerts** menu, click **Statements and Documents**.

Step 3 Check the boxes for **Quarterly Statements, Documents,** and **Prospectus and Shareholder Information** to receive all of these documents online.
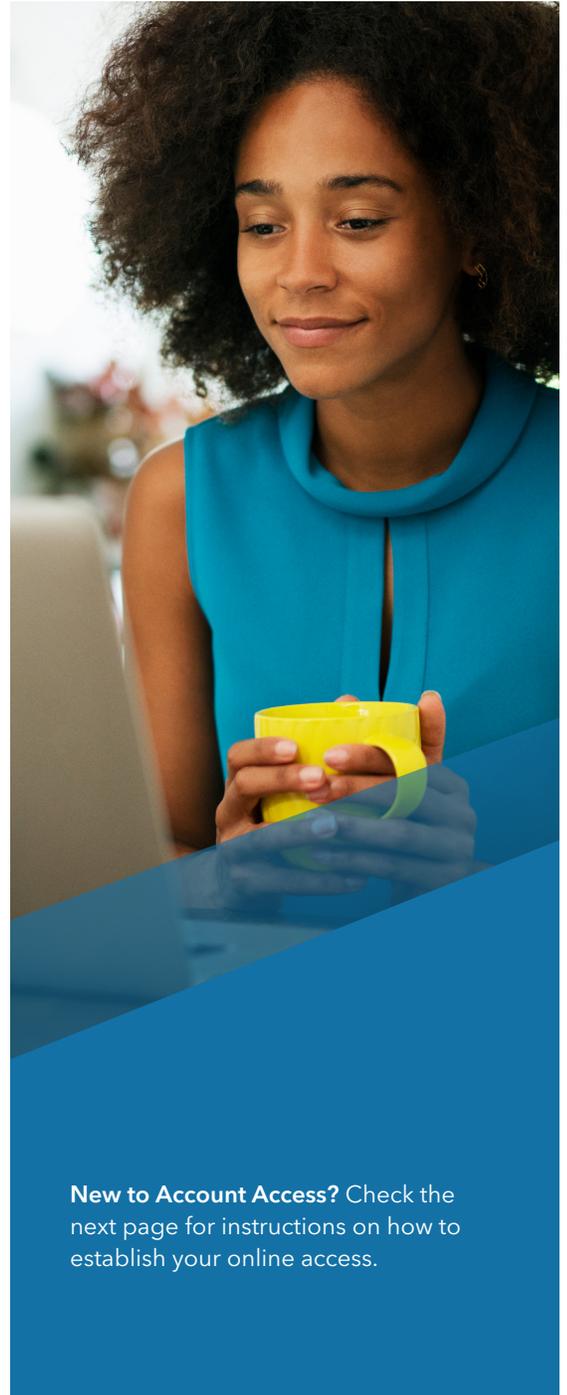
New to Account Access? Check the next page for instructions on how to establish your online access.

Account Access: 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 into Account Access to see your balance, review your investments, adjust your contributions, or update your beneficiary information.

To start, visit **www.icmarc.org**, then click **Set Up Your Online Access**. You may also download the MissionSquare Retirement 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 long 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 letter (e.g., b, c, z or B, C, Z)

3. Password: Your password must be 10 to 24 characters long 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 letter (e.g., b, c, z)

   - At least one uppercase letter (e.g., B, C, Z)

Other important reminders:

- To reset your password, select the **Forgot User ID or Password?** link in the login 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 device for the security code and remember to enter it in a timely manner since the code does expire.