

Paperless IRA application overview



Follow these steps when applying for an IRA:

1. If you have an existing account with us, you can log in and select the **IRAs** link within the **Quick Access To** section at the bottom of the **Overview** page. Otherwise, you can apply by navigating to: <https://accountaccess.icmarc.org/ira/enroll/choice.html>.
2. To begin the application process, select the type of IRA you wish to open. If you're opening an IRA sponsored by your employer, click the **Payroll Deduction IRA** option and enter your plan number: .
Note: You can also search by state and enter your employer's plan name instead of the plan number.
3. Complete your IRA application by entering your personal information and your beneficiaries. Next, select your investments and create your online credentials (if applying for the IRA outside of your online account).
Note: Changes to your beneficiaries and investment selections can always be updated.
4. At the end of the process, verify that all of your information is correct and then click **Next**. Once submitted, you'll receive a confirmation number along with an email confirming that your IRA account has been established.
Note: If you apply before 4 p.m. ET, Monday through Friday, your account will be active the next business day. Once active, you can log into your account at www.icmarc.org.