COBRA Enrollment Application

User Guide

Introduction 3

COBRA Enrollment Application Steps 3

Step 1: Getting Started 6

Step 2: Personal Information 7

Step 3: Plan Selection 8

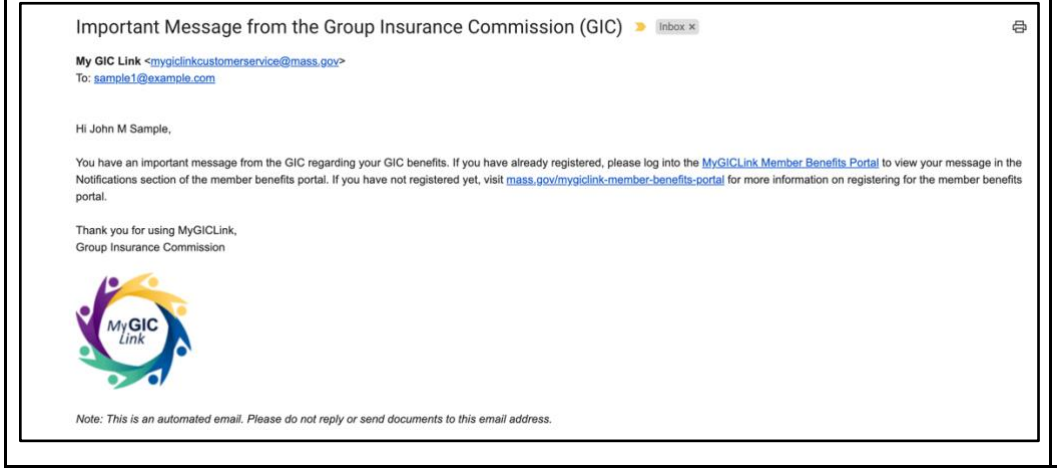
Step 4: Documents 12

Step 5: Review and Submit 13

Introduction

This GIC COBRA Enrollment Application user guide is intended to assist terminated employees (applicants) with step-by-step instructions for starting a COBRA Enrollment Application.

COBRA Enrollment Application Steps



Important Message from the Group Insurance Commission (GIC) Inbox ×

My GIC Link <mygiclinkcustomerservice@mass.gov>
To: sample1@example.com

Hi John M Sample,

You have an important message from the GIC regarding your GIC benefits. If you have already registered, please log into the MyGICLink Member Benefits Portal to view your message in the Notifications section of the member benefits portal. If you have not registered yet, visit mass.gov/mygiclink-member-benefits-portal for more information on registering for the member benefits portal.

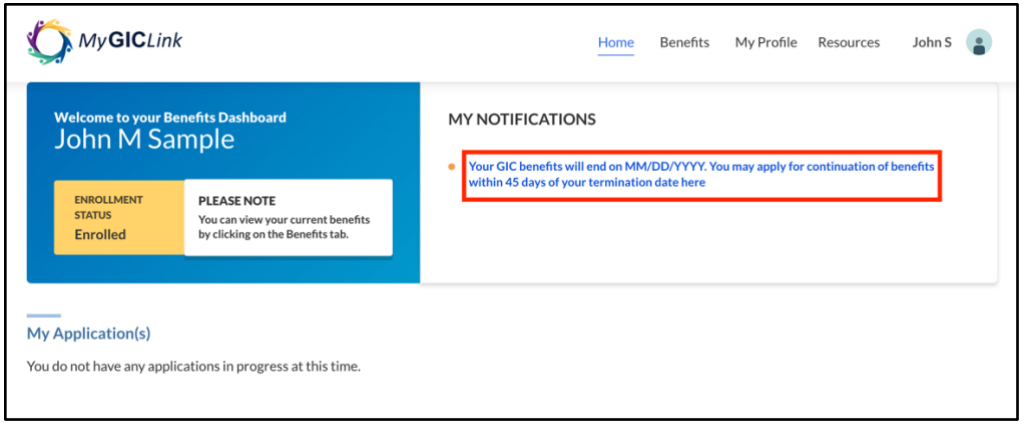
Thank you for using MyGICLink,
Group Insurance Commission

Note: This is an automated email. Please do not reply or send documents to this email address.

Terminated employees whose Health and/or Dental/Vision coverages are terminated will receive an email indicating they have an important message in the MyGICLink.

Applicants must:

- Log into MyGICLink.

<table>
<tr>
<td> 
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- Click on the link under **MY NOTIFICATIONS.**

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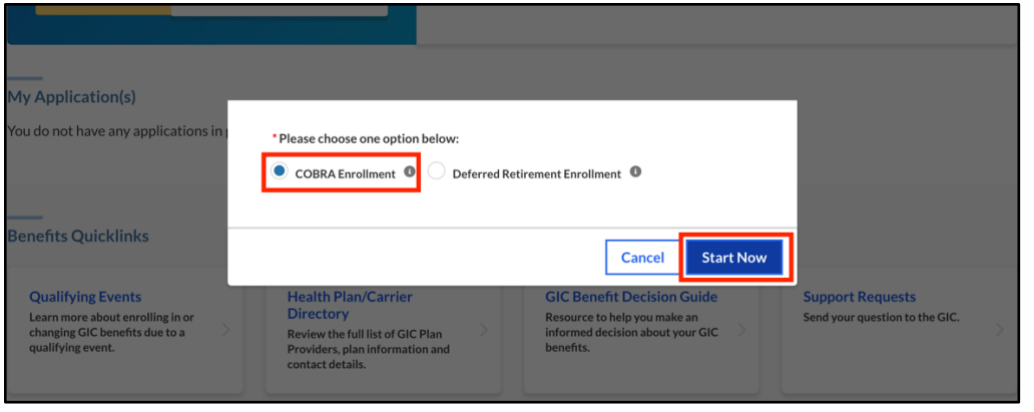
<td> 
</td>
<td>Applicants must:

- Select **COBRA Enrollment**.
- Click **Start Now** to proceed.

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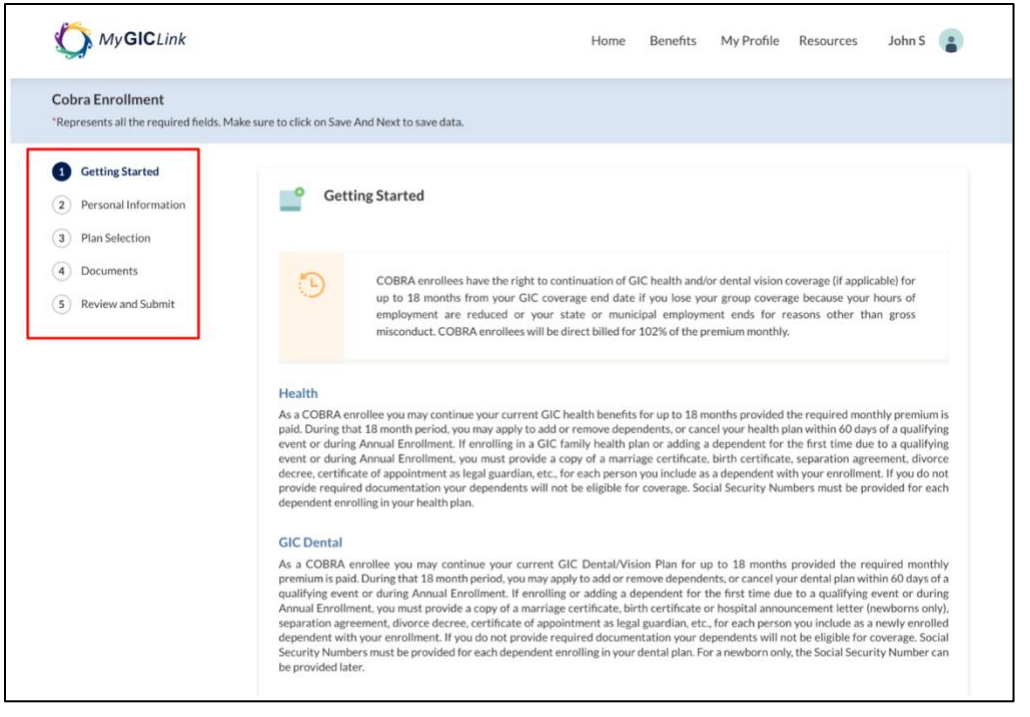
</table>

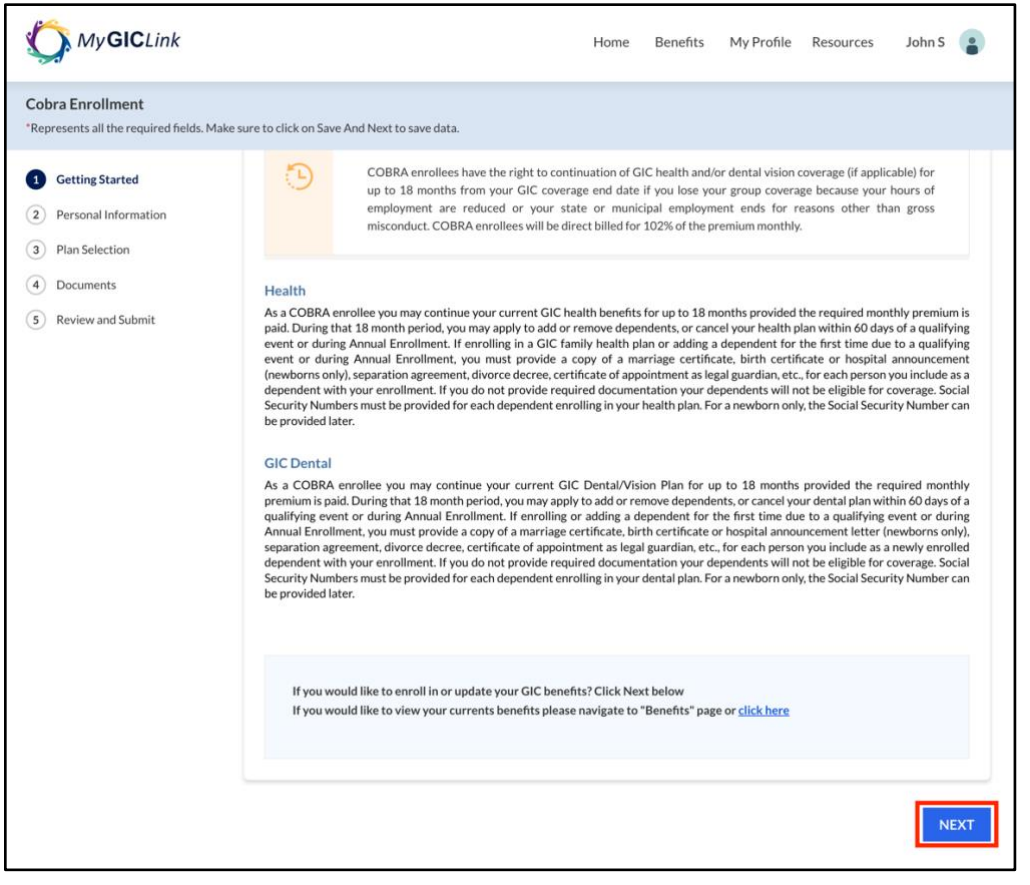


Applicants will be directed to the **COBRA Enrollment** Application.

Applicants must complete all required prompts and actions for the steps listed on the navigation menu.

1. Getting Started
2. Personal Information
3. Plan Selection
4. Documents
5. Review and Submit

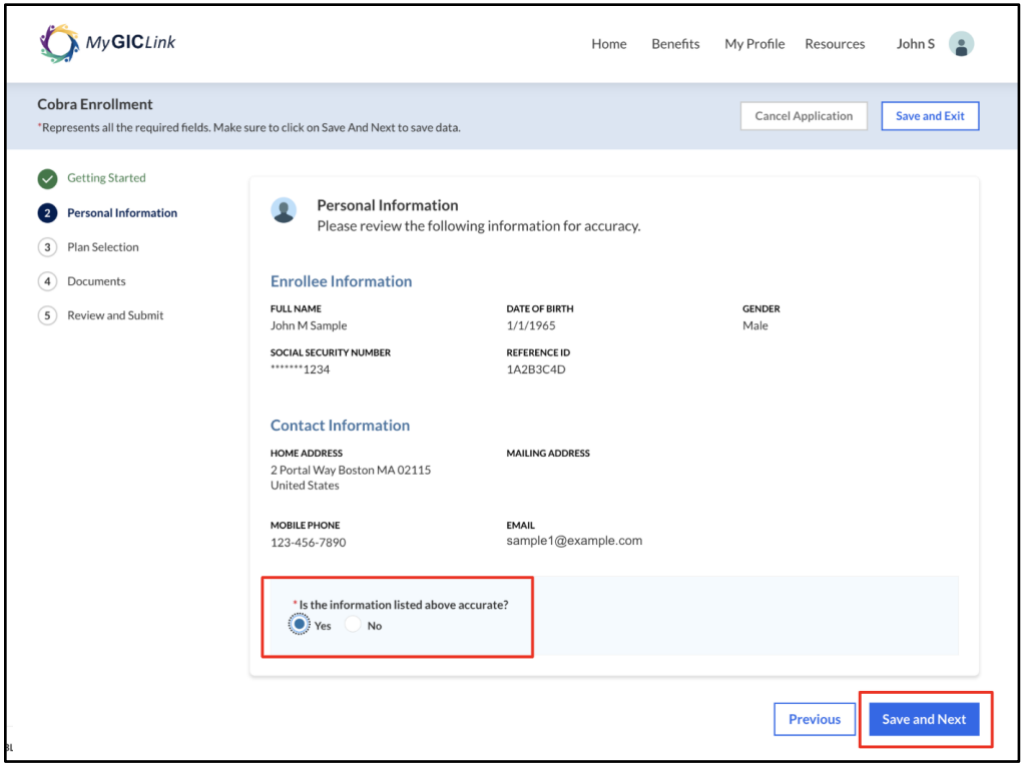
Step 1: Getting Started



To begin the application, applicants can:

- Review the information on the **Getting Started** page.
- Scroll down and click **NEXT** to proceed.

Step 2: Personal Information



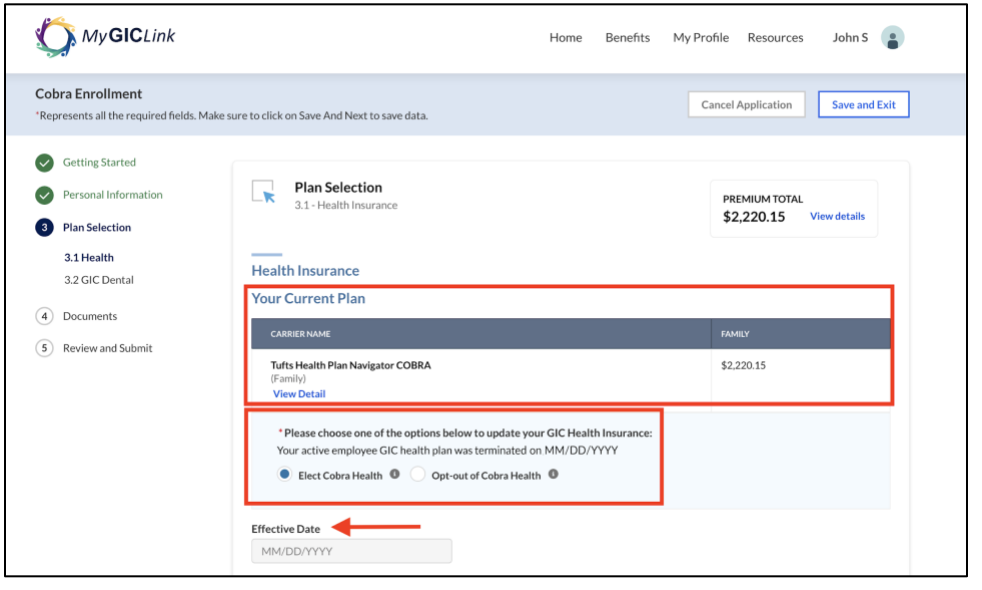
Applicants will be directed to the **Personal Information** section and can:

- Review and confirm their personal information.

If the information is accurate, applicants must:

- Select **Yes** to the **Is the information listed above accurate?** question.
- Click **Save and Next** to proceed.

Step 3: Plan Selection



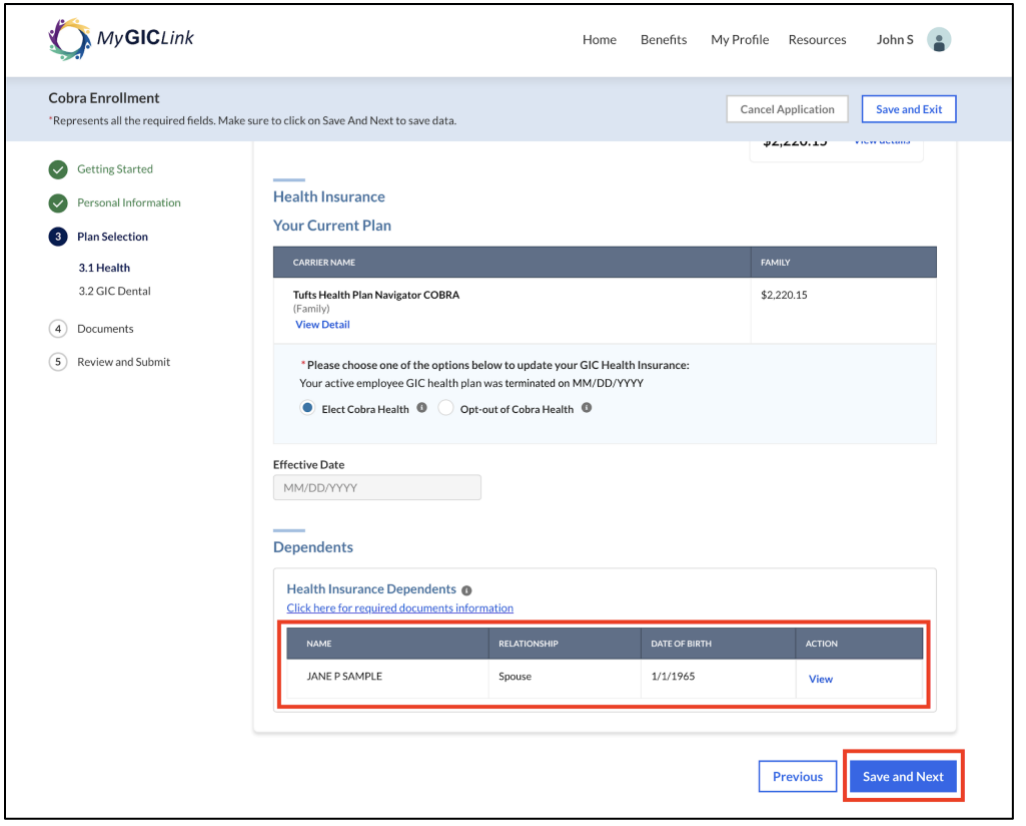
Applicants will be directed to the **Health** section under the **Plan Selection**. This page displays **Your Current Plan** with your monthly premiums.

Applicants can:

- Click **Elect COBRA Health**.

Note: If applicants select **Opt out**, they will not be enrolled in COBRA Health Insurance.

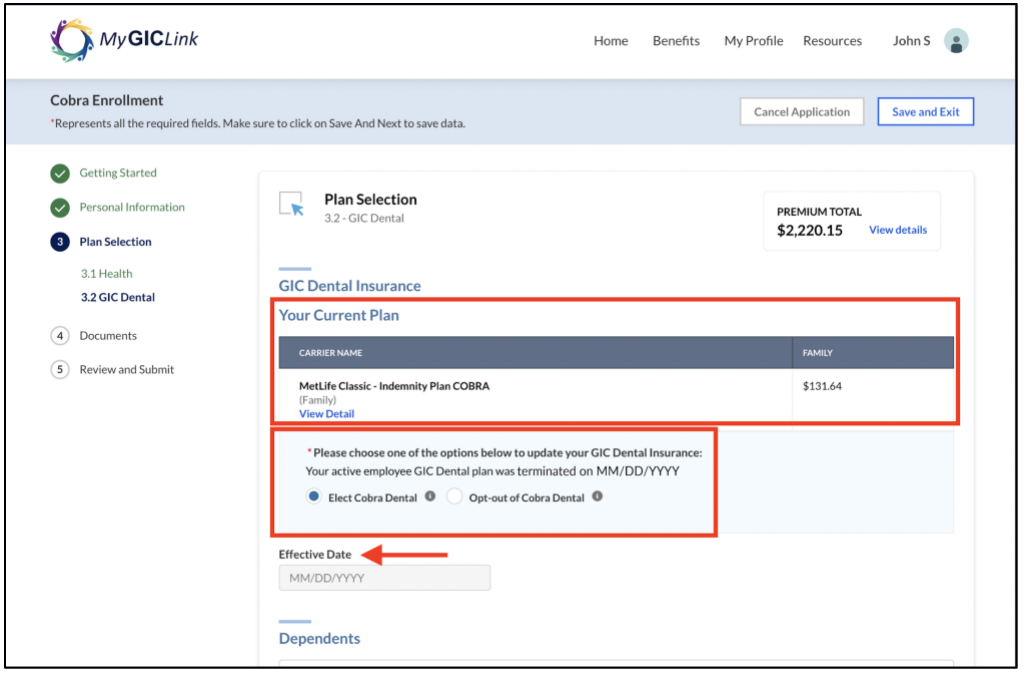
Note: The effective date will auto-populate with the 1st of the month after the applicants' termination date.



Applicants can view enrolled dependents.

Note: Applicants cannot edit, add or remove a dependent. They can only view dependents.

- Click **Save and Next** to proceed.



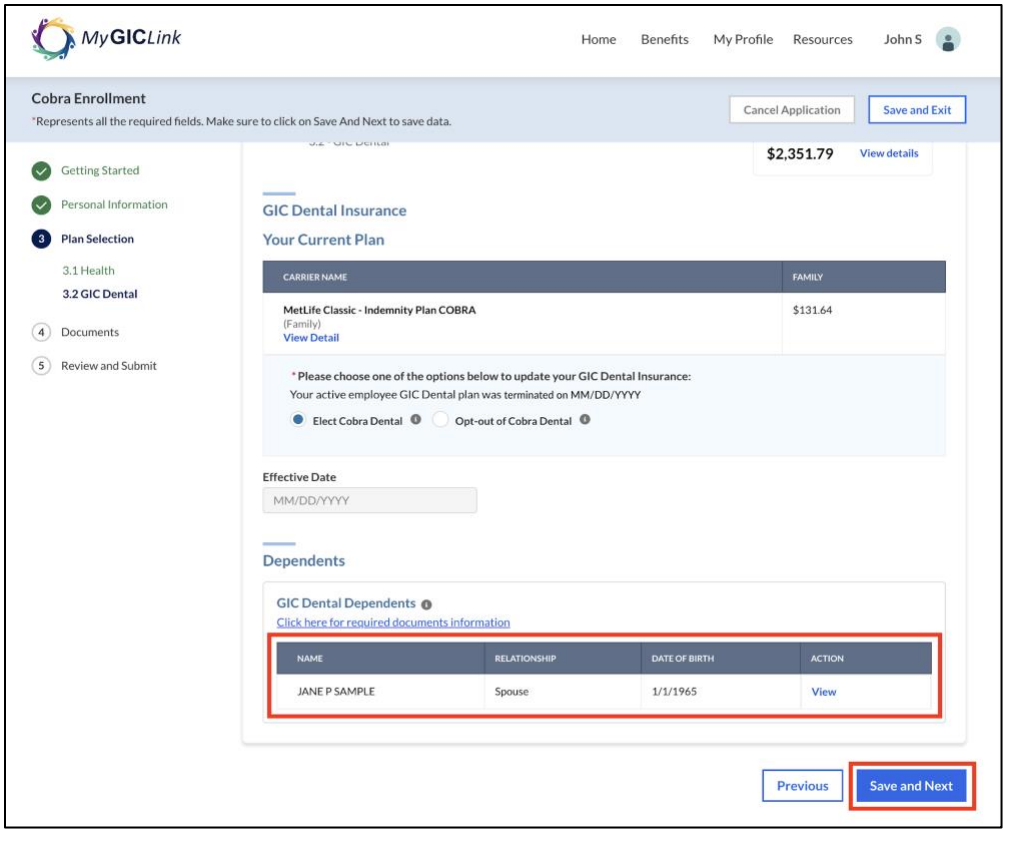
Applicants will be directed to the **GIC Dental** section under the **Plan Selection**. This page displays **Your Current Plan** with your monthly premiums.

Applicants can:

- Click **Elect COBRA Dental**.

Note: If applicants select **Opt out**, they will not be enrolled in COBRA Dental Insurance.

Note: The effective date will auto-populate with the 1st of the month after the applicants' termination date.

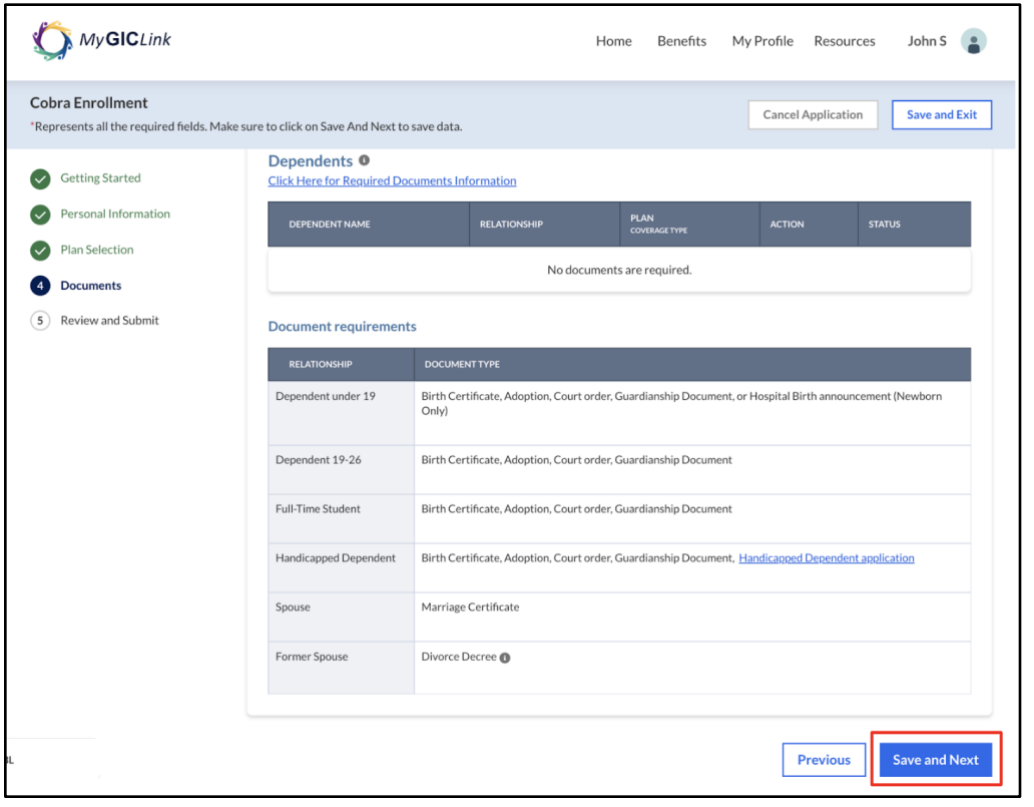


Applicants can view enrolled dependents.

Note: Applicants cannot edit or add a dependent. They can only view dependents.

- Click **Save and Next** to proceed.

Step 4: Documents

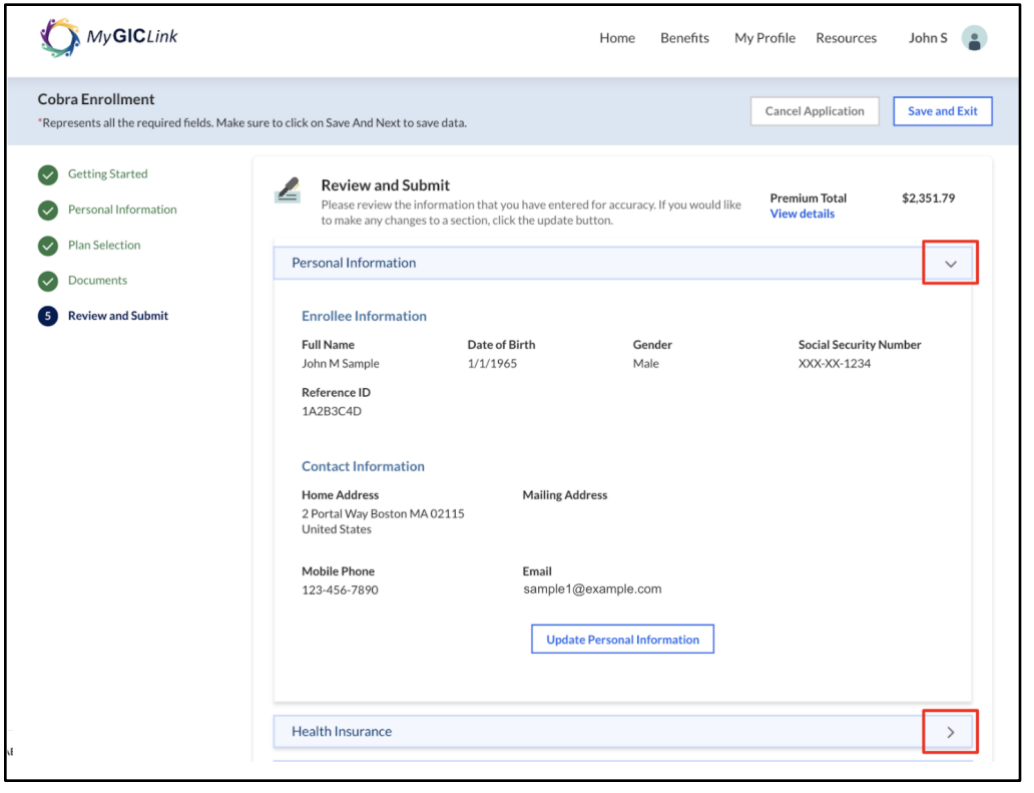


Applicants will be directed to the **Documents** section.

- Click **Save and Next** to proceed.

Note: Documents are not required for this application since applicants can't add or edit dependents.

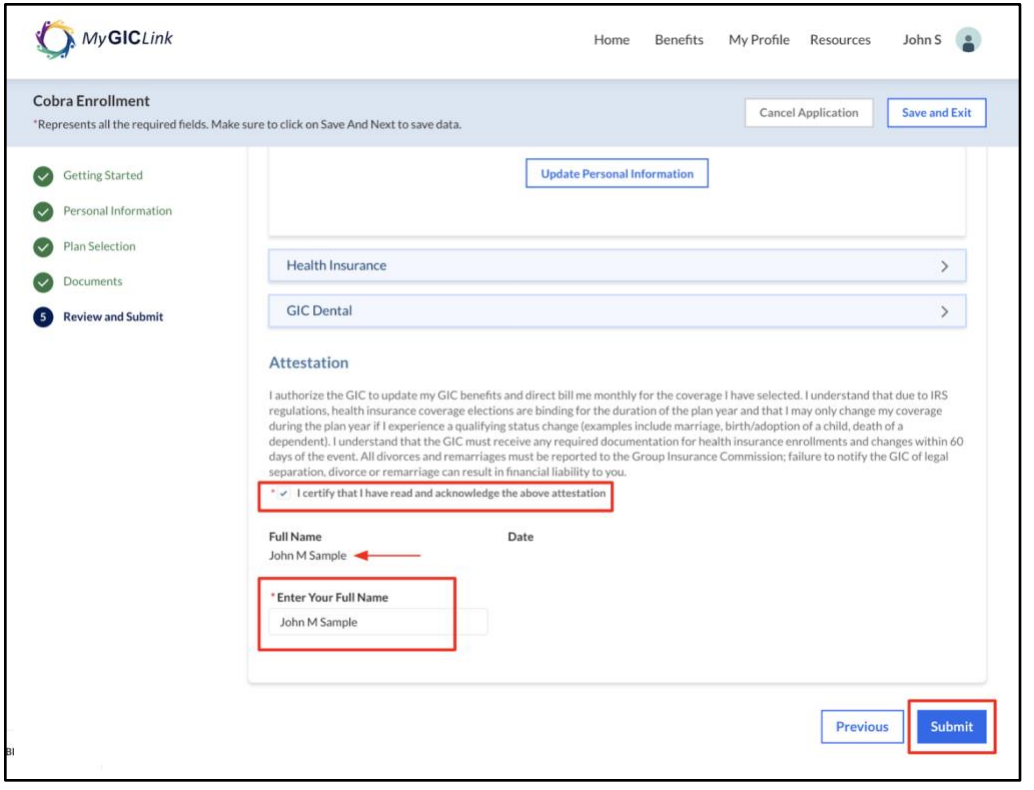
Step 5: Review and Submit



Applicants will be directed to the **Review and Submit** section and must:

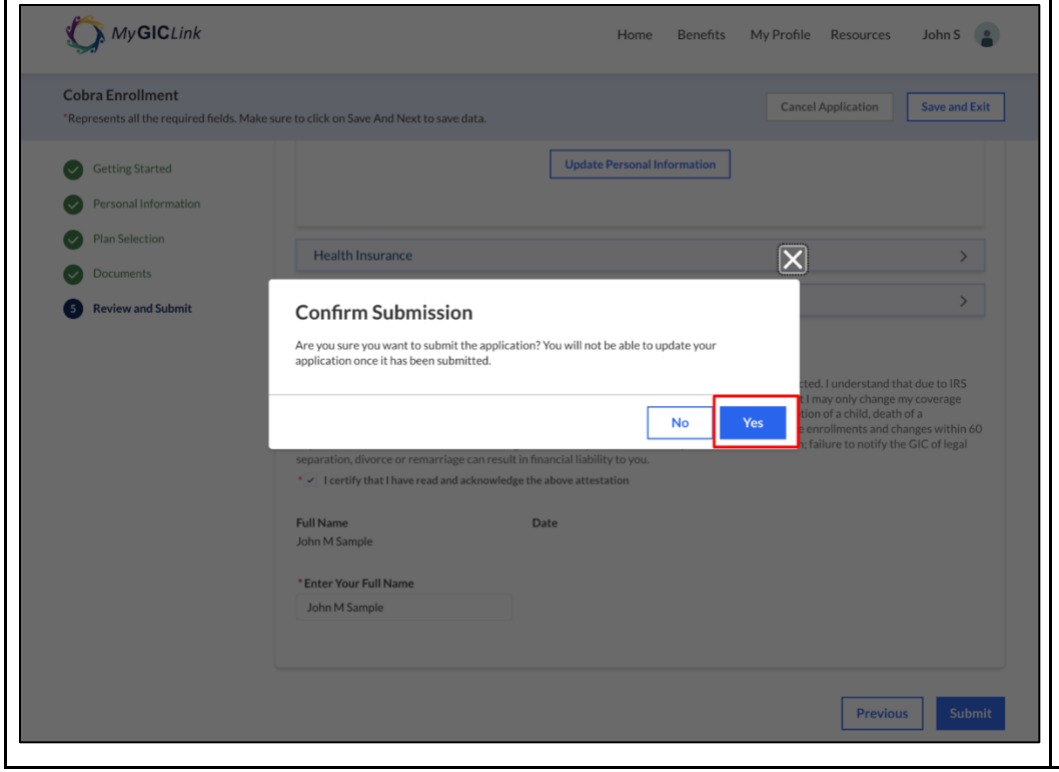
- Review all the selections.

Note: Applicants must click the arrow available on the accordion to expand and review each section of the application.



Applicants must:

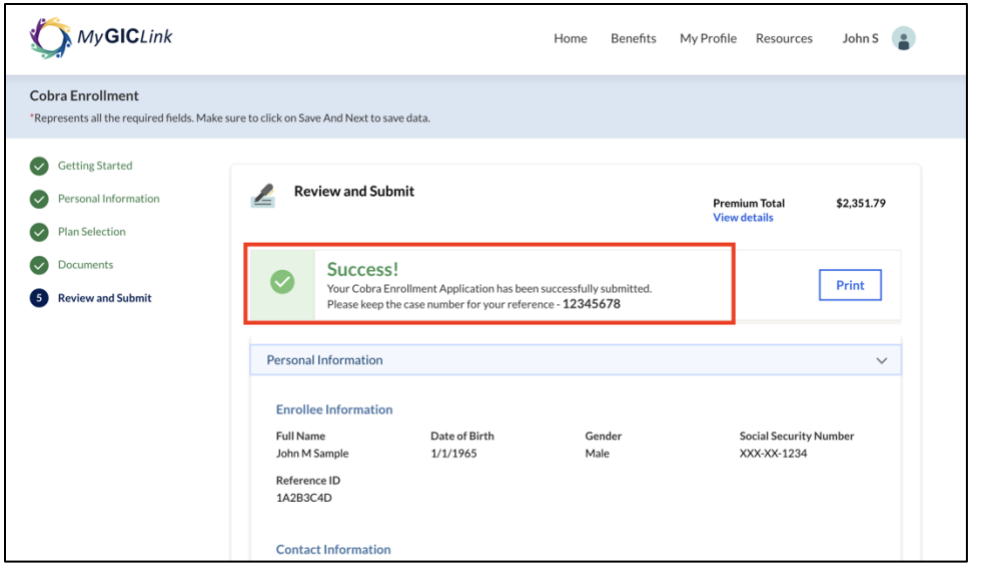
- Check the **attestation check box.**
- Enter the applicant's full name, as it appears on the screen, and
- Click **Submit.**



A confirmation pop-up will appear on the page.

Applicants must:

- Click **Yes**.



A success message will appear on the page notifying the applicant that the COBRA Enrollment Application has been successfully submitted.

Note: Applicants must keep this case number for their reference.