



New Hire Enrollment Application User Guide

(For Municipal Employees)





Table of Contents

Introduction.....3

New Hire Enrollment Application Steps.....3

 Step 1: Getting Started.....8

 Step 2: Personal Information.....9

 Step 3: Plan Selection.....10

 3.1: Health..... 10

 Step 4: Documents..... 14

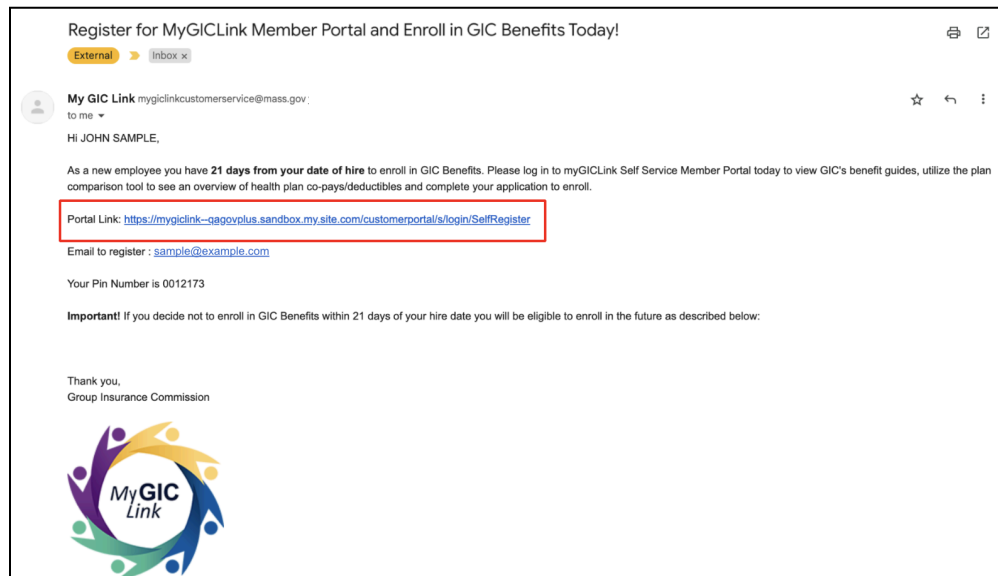
 Step 5: Review and Submit.....18



Introduction

This GIC New Hire Enrollment Application for Municipal Employees user guide is intended to assist newly hired employees with step-by-step instructions for starting a New Hire Enrollment application.

New Hire Enrollment Application Steps



Newly hired employees will receive a registration email for the MyGICLink member benefits portal.

Employees must:

- Click the **Portal Link** in the email to complete the registration process.

Note: For instructions on completing registration, refer to the [Registration and Login Video](#) or the [Registration and Login User Guide](#).



The screenshot displays the MyGICLink Benefits Dashboard for a user named JOHN SAMPLE. The top navigation bar includes links for Home, Benefits, My Profile, Resources, and the user's name JOHN S. The main content area is divided into two sections. On the left, a blue banner welcomes the user and shows their enrollment status as 'Not Enrolled' with an 'ENROLL TODAY' button. On the right, the 'MY NOTIFICATIONS' section contains a red-bordered box with a notification: 'You have until MM/DD/YYYY to submit your New Hire Enrollment for GIC benefits.' Below these sections, there is a 'My Application(s)' section stating 'You do not have any applications in progress at this time.' At the bottom, a 'Benefits Quicklinks' section provides four links: 'New Hire Information', 'Qualifying Events', 'Health Plan/Carrier Directory', and 'GIC Benefit Guides'.

Notes:

- Newly hired employees have **21 days** from their hire date to select their GIC benefits and submit their application.
- If the applicant does not receive the registration email within **10 days** of their hire date, they must notify their GIC Coordinator at their workplace so that enrollment forms can be provided to the applicant via GIC Print Forms at mass.gov/info-details/gic-print-forms.
- The due date for submitting their application will be reflected in the **MY NOTIFICATIONS** section.



A screenshot of the MyGICLink Benefits Dashboard for a user named John Sample. The dashboard has a purple header with the MyGICLink logo and navigation links: Home, Benefits, My Profile, Resources, and JOHN S. The main content area is divided into two columns. The left column has a blue header "Welcome to your Benefits Dashboard JOHN SAMPLE" and a yellow box labeled "ENROLLMENT STATUS Not Enrolled". Next to it is a white box labeled "ENROLL TODAY" with a "Go" button highlighted by a red rectangle. The right column is titled "MY NOTIFICATIONS" and contains a single notification: "You have until MMDD/YYYY to submit your New Hire Enrollment for GIC benefits." Below these sections is a "My Application(s)" section stating "You do not have any applications in progress at this time." At the bottom is a "Benefits Quicklinks" section with four tiles: "New Hire Information" (highlighted with a red rectangle), "Qualifying Events", "Health Plan/Carrier Directory", and "GIC Benefit Guides". A small icon of a hand pointing to a screen is visible on the right side of the quicklinks section.

To begin the application, applicants must:

- Click **Go** on the Home page. (or)
- Click the **New Hire Information** tile from the Benefits Quicklinks section.



A screenshot of the MyGICLink website. A central pop-up window titled "New Hire Information" is displayed. The background shows the website's navigation bar with links for Home, Benefits, My Profile, and Resources, along with a user profile for "JOHN S". The main content area includes a banner for the "Annual Enrollment Period", a "Welcome to your Benefits Dashboard" for "JOHN SAMPLE" with an "ENROLLMENT STATUS" of "Not Enrolled", and sections for "My Application(s)" and "Benefits Quicklinks". The pop-up window contains the following text: "New Hire Information", "As a new employee you have 21 days from your date of hire to enroll in GIC Benefits. You are eligible to enroll in the following benefits:", "Health Insurance", "Your effective date for the GIC benefits that you elect to enroll in as a new employee will be the first of the month following your date of hire. If you were hired on the first day of the month, the benefits that you elect to enroll in will begin that day.", "Important! Your GIC benefits effective date as a new hire cannot be changed. You will be responsible for premiums for the benefits you elect to enroll in from your effective date of coverage. Contact your municipality's benefits office for more information.", "Applications and supporting document(s) received after the enrollment deadline will be denied.", "If you decide not to enroll in GIC Benefits within 21 days of your hire date you will be eligible to enroll in the future as described below:", and "Health Insurance - You may apply during the GIC's Annual Enrollment which occurs". At the bottom of the pop-up are two buttons: "CANCEL" and "START NOW", with the "START NOW" button highlighted by a red rectangle. A "Chat" button is visible in the bottom left corner of the website background.

Applicants must:

- Review the information on the **New Hire Information** pop-up window and click **START NOW**.



MyGICLink

Home

Benefits

My Profile

Resources

JOHN S

New Hire Enrollment

*Represents all the required fields. Make sure to click on Save And Next to save data.

1 Getting Started

2 Personal Information

3 Plan Selection

4 Documents

5 Review and Submit

Getting Started

Benefit eligible employees must work at least 18.75 hours in a 37.5-hour workweek or 20 hours in a 40-hour workweek and must contribute to your Employer's public sector retirement system. For GIC purposes, OBRA is not such a retirement system. Enrollment must be submitted within 21 days of your hire date. For an overview of your GIC benefit options, see your [GIC Benefit Decision Guide](#).

Health

You can enroll one of the health plans offered by the GIC. To enroll eligible dependents in GIC health insurance, you must provide a copy of a marriage certificate, birth certificate or hospital announcement letter (newborns only), separation agreement, divorce decree, certificate of appointment as legal guardian, etc., for each person you include as a dependent with your enrollment. If you do not provide required documentation your dependents will not be eligible for coverage. Social Security Numbers must be provided for each dependent enrolling in your health plan. For a newborn only, the Social Security Number can be provided later.

*Would you like to enroll in GIC Benefits?

Selecting No and submitting the application will decline GIC benefits.

☐ Yes

☐ No

Chat

Next

Applicants will be directed to the **New Hire Enrollment** application.

Applicants must complete all the 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

Page 7 of 23



Step 1: Getting Started

Applicants must:

- Review the information in the **Getting Started** section.
- Select **Yes** to the question, **Would you like to enroll in GIC Benefits?**
- Click **Next** to proceed.

Note: Click the **GIC Benefit Decision Guide** hyperlink to view additional content and learn more about it.



Step 2: Personal Information

MyGICLink

HomeBenefitsMy ProfileResourcesJOHN S

New Hire Enrollment

*Represents all the required fields. Make sure to click on Save And Next to save data.

Cancel ApplicationSave and Exit

✓ Getting Started

2 Personal Information

3 Plan Selection

4 Documents

5 Review and Submit

Personal Information

Please review the following information for accuracy.

Enrollee Information

FULL NAME

JOHN SAMPLE

DATE OF BIRTH

1/1/1990

GENDER

Male

SOCIAL SECURITY NUMBER

XXX-XX-1234

REFERENCE ID

1A2B3C4D

Contact Information

HOME ADDRESS

2 PORTAL WAY BOSTON MA 02115 USA

MAILING ADDRESS

2 PORTAL WAY BOSTON MA 02115 USA

MOBILE PHONE

123-456-7890

EMAIL

sample@example.com

Employer Information

AGENCY NAME

Municipal Agency

AGENCY ADDRESS

1 GIC Street Boston, MA 02115 USA

* Is the information listed above accurate?

☒ Yes☐ No

PreviousSave and Next

Chat

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

- Review and confirm their personal information.

If the information is accurate, applicants must:

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



Step 3: Plan Selection

3.1: Health

MyGICLink Home Benefits My Profile Resources JOHN S

New Hire Enrollment
*Represents all the required fields. Make sure to click on Save And Next to save data.

Cancel Application Save and Exit

Getting Started
Personal Information
3 Plan Selection
3.1 Health
4 Documents
5 Review and Submit

Available Health Plans
Where you live determines which health insurance plans you may enroll in.
Note: Please contact your Municipality for your monthly premiums.

SELECT	CARRIER NAME
<input checked="" type="radio"/>	Harvard Pilgrim Explorer VIEW DETAIL
<input type="radio"/>	Harvard Pilgrim Quality VIEW DETAIL
<input type="radio"/>	MGB Health Plan Complete VIEW DETAIL
<input type="radio"/>	Wellpoint Community Choice VIEW DETAIL
<input type="radio"/>	Wellpoint Plus VIEW DETAIL
<input type="radio"/>	Wellpoint Total Choice VIEW DETAIL
<input type="radio"/>	Opt out of Health Insurance

Chat Previous Save and Next

Applicants will be directed to the **Health** section under the **Plan Selection**.

Applicants will be prompted to review and select a health insurance plan.

Applicants must:

- Click **View Detail** to review the plan details.
- To enroll, check the box next to a health plan.



MyGICLink Home Benefits My Profile Resources JOHN S

New Hire Enrollment

*Represents all the required fields. Make sure to click on Save And Next to save data.

Cancel Application Save and Exit

- Getting Started
- Personal Information
- Plan Selection**
- Documents
- Review and Submit

3.1 Health

☐ Wellpoint Plus [VIEW DETAIL](#)

☐ Wellpoint Total Choice [VIEW DETAIL](#)

☐ Opt out of Health Insurance

Effective Date
MM/DD/YYYY

* What kind of plan would you like to enroll in?
☐ Individual ☒ Family

Health Plan Dependents [Click here for required documents information](#)
Please add all of the dependents that you would like to be enrolled in your family plan.

NAME	DATE OF BIRTH	GENDER	RELATIONSHIP	ACTION
+ Add a Dependent				

Previous Save and Next

Note: The Effective Date for the health insurance plan will be auto-calculated and filled in based on the applicant's hire date.

After selecting a health insurance plan, applicants will be prompted to select a plan type.

Applicants must:

- Select the kind of plan they would like to enroll in: Individual or Family.

Applicants who select Family must scroll down to the **Health Plan Dependents** section and:

- Click **Add a Dependent**.

A screenshot of the MyGICLink web application showing the "Add a Dependent" form. The form is a modal window with a close button (X) in the top right corner. The background shows the "New Hire Enrollment" page with a sidebar menu and a top navigation bar. The form contains the following fields: "FIRST NAME" (JANE), "MIDDLE INITIAL" (empty), "LAST NAME" (SAMPLE), "Gender" (Female), "Date of birth" (1/1/1991), "Relationship" (Spouse), and "Social Security Number" (empty). The "Add" button is highlighted with a red border. The "Cancel" button is also visible. The background page has a sidebar with steps: Getting Started, Personal Information, Plan Selection (selected), 3.1 Health, Documents, and Review and Submit. The top navigation bar includes Home, Benefits, My Profile, Resources, and JOHN S. The bottom of the background page has a "Chat" button and "Previous" and "Save and Next" buttons.

Applicants must:

- Enter their dependent's information and click **Add**.



MyGICLink

HomeBenefitsMy ProfileResourcesJOHN S

New Hire Enrollment

*Represents all the required fields. Make sure to click on Save And Next to save data.

Cancel Application

Save and Exit

Getting Started

Personal Information

Plan Selection

3.1 Health

Documents

Review and Submit

Wellpoint Plus

[VIEW DETAIL](#)

Wellpoint Total Choice

[VIEW DETAIL](#)

Opt out of Health Insurance

Effective Date

MM/DD/YYYY

*What kind of plan would you like to enroll in?

Individual

Family

Health Plan Dependents

[Click here for required documents information](#)

Please add all of the dependents that you would like to be enrolled in your family plan.

NAME	DATE OF BIRTH	GENDER	RELATIONSHIP	ACTION
JANE SAMPLE	1/1/1991	Female	Spouse	View Edit Remove

+

 Add a Dependent

Previous

Save and Next

Applicants will return to the Health section.



Applicants must:

- Review their dependent's details.
- Click **Save and Next** to proceed.

Page 13 of 23



Step 4: Documents

Home Benefits My Profile Resources JOHN S 

New Hire Enrollment
*Represents all the required fields. Make sure to click on Save And Next to save data.

Cancel ApplicationSave and Exit


✓ Getting Started

✓ Personal Information

✓ Plan Selection

4 Documents

5 Review and Submit

**Documents**
See the table below for documents you must provide along with your enrollment to add a spouse or dependent.

Dependents ⓘ
[Click here for Required Documents Information](#)

DEPENDENT NAME	RELATIONSHIP	PLAN COVERAGE TYPE	ACTION	STATUS
JANE SAMPLE	Spouse	Harvard Pilgrim Explorer Health	View/Upload	

Document requirements

RELATIONSHIP	DOCUMENT TYPE
Dependent under 19	Birth Certificate, Adoption, Court order, Guardianship Document, or Hospital Birth announcement (Newborn Only)
Dependent 19-26	Birth Certificate, Adoption, Court order, Guardianship Document
Full-Time Student	Birth Certificate, Adoption, Court order, Guardianship Document
Handicapped Dependent	Birth Certificate, Adoption, Court Order, or Guardianship Document must be uploaded. Disabled Dependent application is required and a completed application may be mailed separately to the GIC.
Spouse	Marriage Certificate

PreviousSave and Next

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

Applicants must:

- Click **View/Upload** to upload the required documents to enroll dependents.



MyGICLink Home Benefits My Profile Resources JOHNS

New Hire Enrollment
*Represents all the required fields. Make sure to click on Save And Next to save data.

Getting Started
Personal Information
Plan Selection
4 Documents
5 Review and Submit

Documents View/Upload

Upload Documents
You can upload one or multiple documents

[Upload Files](#) Or drop files

All Documents
Available documents for the dependent JANE

DOCUMENT NAME	TYPE	DOCUMENT	ACTION
No documents found for the dependent.			

Cancel

Full-Time Student Birth Certificate, Adoption, Court order, Guardianship Document

Handicapped Dependent Birth Certificate, Adoption, Court Order, or Guardianship Document must be uploaded. [Disabled Dependent application](#) is required and a completed application may be mailed separately to the GIC

Previous Save and Next

Applicants must:

- Click **Upload Files** to upload the required document(s).

A screenshot of the MyGICLink web application. The main page is titled "New Hire Enrollment" and includes a progress bar with steps: Getting Started, Personal Information, Plan Selection, Documents (current), and Review and Submit. A "Documents View/Upload" pop-up window is open in the center. Inside this pop-up, there is an "Upload Files" section showing a file named "marriage certificate.png" (618 KB) with a progress bar and a green checkmark. A red arrow points to the "Done" button, which is highlighted with a red box. Below the upload section, it says "1 of 1 file uploaded" and "No documents found for the dependent." The background page shows a table with requirements for different dependent types: Full-Time Student (Birth Certificate, Adoption, Court order, Guardianship Document) and Handicapped Dependent (Birth Certificate, Adoption, Court Order, or Guardianship Document must be uploaded; a link for "Disabled Dependent" is provided). Navigation buttons like "Previous" and "Save and Next" are visible at the bottom.

After the file is uploaded successfully, the Upload Files pop-up window will display a green checkmark.

Applicants must:

- Click **Done** and close the pop-up window to return to the Documents section.



MyGICLink

HomeBenefitsMy ProfileResourcesJOHN S

New Hire Enrollment

*Represents all the required fields. Make sure to click on Save And Next to save data.

Cancel Application

Save and Exit

Getting Started

Personal Information

Plan Selection

Documents

Review and Submit

Documents

See the table below for documents you must provide along with your enrollment to add a spouse or dependent.

Dependents

[Click here for Required Documents Information](#)

DEPENDENT NAME	RELATIONSHIP	PLAN COVERAGE TYPE	ACTION	STATUS
JANE SAMPLE	Spouse	Harvard Pilgrim Explorer Health	View/Upload	<div><div></div></div>

Document requirements

RELATIONSHIP	DOCUMENT TYPE
Dependent under 19	Birth Certificate, Adoption, Court order, Guardianship Document, or Hospital Birth announcement (Newborn Only)
Dependent 19-26	Birth Certificate, Adoption, Court order, Guardianship Document
Full-Time Student	Birth Certificate, Adoption, Court order, Guardianship Document
Handicapped Dependent	Birth Certificate, Adoption, Court Order, or Guardianship Document must be uploaded. Disabled Dependent

Previous

Save and Next

Upon a successful upload, the Status will display a green checkmark.

Applicants must:

- Click **Save and Next** to proceed to the final section.

Page 17 of 23



Step 5: Review and Submit

MyGICLink

HomeBenefitsMy ProfileResourcesJOHN S

New Hire Enrollment

*Represents all the required fields. Make sure to click on Save And Next to save data.

Cancel ApplicationSave and Exit

Getting Started

Personal Information

Plan Selection

Documents

5 Review and Submit

Personal Information

Enrollee Information

Contact Information

Employer Information

Full Name	Date of Birth	Gender
JOHN SAMPLE	1/1/1990	Male
Social Security Number	Reference ID	
XXX-XX-1234	1A2B3C4D	
Home Address	Mailing Address	
2 PORTAL WAY BOSTON MA 02115 USA	2 PORTAL WAY BOSTON MA 02115 USA	
Mobile Phone	Email	
123-456-7890	sample@example.com	
Agency Name	Agency Address	
MUNICIPAL AGENCY	1 GIC STREET BOSTON MA 02115	

Update Personal Information

ChatPreviousSubmit

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

- Review all their selections.

Note: Applicants must click the **Update Personal Information** button to edit the information in this section.



MyGICLink

HomeBenefitsMy ProfileResourcesJOHN S

New Hire Enrollment

*Represents all the required fields. Make sure to click on Save And Next to save data.

Cancel ApplicationSave and Exit

Getting Started

Personal Information

Plan Selection

Documents

5 Review and Submit

Health Insurance

Health Insurance Plan

Note: Please contact your Municipality for your monthly premiums.

PLAN NAME	EFFECTIVE DATE
Harvard Pilgrim Explorer (Family) View Detail	MM/DD/YYYY

Health Insurance Dependents

NAME	RELATIONSHIP	DATE OF BIRTH	SSN
JANE SAMPLE	Spouse	1/1/1991	-

Update Health Insurance

PreviousSubmit

Applicants must:

- Click the arrow available on the accordion to expand and review their plan selections in each section of the application.

Note: Each section will have an update button for editing information within that specific section.



MyGICLink Home Benefits My Profile Resources JOHN S

New Hire Enrollment
*Represents all the required fields. Make sure to click on Save And Next to save data.

Getting Started
Personal Information
Plan Selection
Documents
5 Review and Submit

Attestation

I certify that I checked my health plan's online provider directory and my doctors, hospitals and other medical providers are within the network for the health plan I have selected. I understand that doctors and hospitals within the network may change during the year and if my provider is no longer available, my health insurance carrier will help me find a new one. I understand that my doctor or hospital leaving a network is not a qualifying event to change health plans.

☒ I certify that I have read and acknowledge the above attestation

I authorize the GIC to update my GIC benefits and authorize my employer, or direct my pension authority, to deduct from my payroll or pension check the amount required for the coverage I have selected. I understand that due to IRS regulations, health insurance coverage elections are binding for the duration of the plan year and that I may only enroll in health insurance or change my coverage during the plan year if I experience a qualifying status change (examples include marriage, birth/adoption of a child, death of a dependent, and involuntary loss of coverage). I understand that the GIC must receive any required documentation for health insurance enrollments and changes within 60 days of the event. All divorces and remarriages must be reported to the Group Insurance Commission; failure to notify the GIC of legal separation, divorce or remarriage can result in financial liability to you.

☒ I certify that I have read and acknowledge the above attestation

Full Name
JOHN SAMPLE

Date

*Enter Your Full Name
JOHN SAMPLE

Previous Submit

Applicants must:

- Review attestations and check the **attestation check boxes**.
- Enter their full name exactly as it appears on the screen.
- Click **Submit**.

Note: Applicants must affirm two attestations when enrolling in a health plan.

A screenshot of the MyGICLink "New Hire Enrollment" page. The page has a top navigation bar with links for Home, Benefits, My Profile, Resources, and a user profile for "JOHN S". A progress bar on the left shows five steps: Getting Started, Personal Information, Plan Selection, Documents, and Review and Submit (the current step). The main content area is titled "Attestation" and contains a paragraph of text. A "Confirm Submission" pop-up window is centered on the screen, asking "Are you sure you want to submit the application? You will not be able to update your application once it has been submitted." The pop-up has "No" and "Yes" buttons, with the "Yes" button highlighted by a red rectangle. At the bottom of the page, there are "Previous" and "Submit" buttons. A small "hat" label is visible in the bottom left corner of the page frame.

A confirmation pop-up window will appear on the page.

Applicants must:

- Click **Yes**.



MyGICLink

Home

Benefits

My Profile

Resources

JOHN S

New Hire Enrollment

*Represents all the required fields. Make sure to click on Save And Next to save data.

✓

Getting Started

✓

Personal Information

✓

Plan Selection

✓

Documents

5

Review and Submit

Review and Submit

✓

Success!

Your New Hire Enrollment Application has been successfully submitted.
Please keep the case number for your reference - 00130493

Print

Personal Information

Enrollee Information

Full Name

JOHN SAMPLE

Date of Birth

1/1/1990

Gender

Male

Social Security Number

XXX-XX-1234

Reference ID

1A2B3C4D

Contact Information

Home Address

2 PORTAL WAY BOSTON MA 02115
USA

Mailing Address

2 PORTAL WAY BOSTON MA 02115
USA

Mobile Phone

Email

Previous

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

Note: Applicants are advised to keep this case number for their reference.



MyGICLink

[Home](#) [Benefits](#) [My Profile](#) [Resources](#) JOHN S

Welcome to your Benefits Dashboard
JOHN SAMPLE

ENROLLMENT STATUS
Not Enrolled

MY NOTIFICATIONS

- Stay informed! Receive GIC communications by text message. [Click here to opt-in.](#)
- Your New Hire Enrollment Application has been successfully submitted

My Application(s)

NEW HIRE ENROLLMENT STATUS

Dependent(s) Under Review

Print This Application

Note: Applicants can check the status of their application from the Home page at any time.

Disclaimer: Plan selections are subject to change each plan year.