

## SAMPLE: myGICLink New Hire Registration Email

From: **My GIC Link** <mygiclinkcustomerservice@mass.gov>  
Date: Wed, May 19, 2021 at 11:41 PM  
Subject: Welcome to MyGICLink, Exceptional member benefits at your fingertips  
To: johnsample@test.com

Hi John Sample,

As a new employee you have 21 days from your date of hire to enroll in GIC Benefits. Please log in to myGICLink Self Service Portal today to enroll.

Portal Link: <https://self.gicmass.ca33.force.com/customerportal/login/SelfRegister>  
Email to register: [john.sample@test.com](mailto:john.sample@test.com)

Your Pin Number is **000000**

Basic Life and Health - You may apply during the GIC's Annual Enrollment which occurs every Spring for coverage effective July 1.

Optional Life or Long Term Disability - You may apply without an interview subject to providing satisfactory Medical Evidence of Insurability.

Dental/Vision - If you are eligible for Coverage, you may apply during the GIC's Annual Enrollment which occurs every Spring for coverage effective July 1.

**Important: Please use the following instructions when accessing the GIC Member Portal: Google Chrome, Microsoft Edge or Safari.**

Thank you for joining MyGICLink.

Group Insurance Commission



**Note: All enrollments processed through MyGICLink are subject to GIC's eligibility rules. If you have questions contact the GIC at 617-727-2310. Please do not reply or send documents to this automated email.**