



Registration & Login

User Guide





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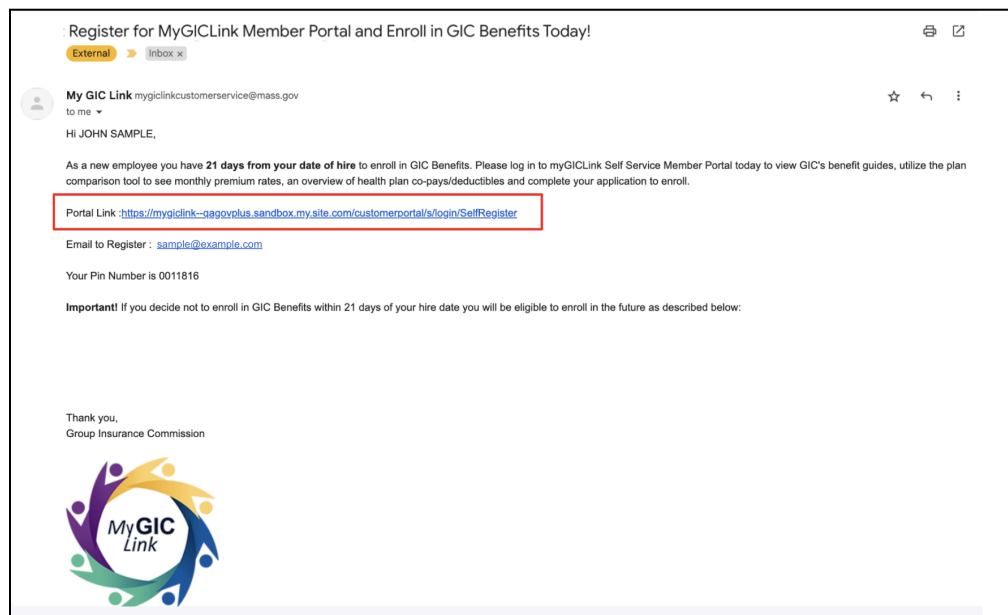
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First-Time Registration

This Registration & Login user guide is intended to assist newly hired employees with step-by-step instructions to complete the MyGICLink registration process and log into MyGICLink.



During the onboarding process, newly hired employees must provide the GIC coordinator with their email address, which will be provided to the GIC.

Employees with an email address on GIC records will receive a registration email for the MyGICLink member benefits portal.

Employees must:

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



Login

Register

Register to view important benefits details, view resources, pay your bill, add or update your existing GIC Benefits.

* First Name
John

* Last Name
Sample

* Email
sample@example.com

* Date of Birth
1/1/1990

* Social Security Number(Enter last 4 digits)
1234

* PIN Number
PIN Number

* Create Password
[Resend PIN?](#)

* Confirm Password

Register

Employees must:

- Enter their **First Name, Last Name, Email, Date of Birth**, and the last four digits of their **Social Security Number**.

Note: The information employees enter must match the information the GIC has on record.

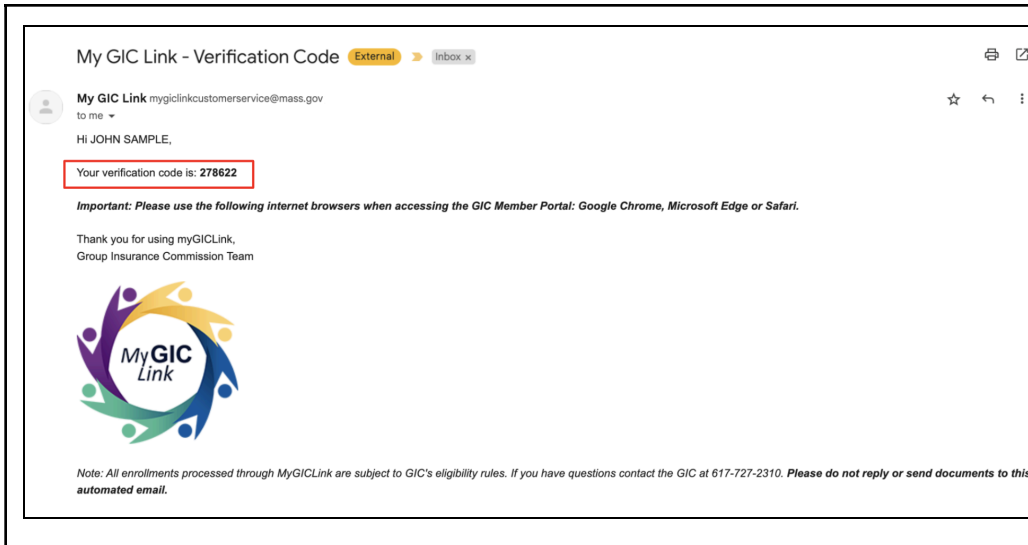
A screenshot of the MyGICLink registration page. The page has a light blue header with the MyGICLink logo on the left and a "Login" button on the right. The main content area is titled "Register" and includes a sub-header: "Register to view important benefits details, view resources, pay your bill, add or update your existing GIC Benefits." Below this, there are several input fields: "First Name" (containing "John"), "Last Name" (containing "Sample"), "Email" (containing "sample@example.com"), "Date of Birth" (containing "1/1/1990" with a calendar icon), and "Social Security Number(Enter last 4 digits)" (containing "1234"). A red box highlights the "PIN Number" field (containing "0011816"), the "Create Password" and "Confirm Password" fields (both containing "*****"), and the "Register" button at the bottom. A "Resend PIN?" link is located to the right of the PIN field.

Now, employees must:

- Enter the Registration **PIN** as it appears on their MyGICLink registration email.

Employees must:

- Create a **Password** and confirm it.
- Click **Register**.





Employees will receive an email with a **Verification Code.**



<div data-bbox="237 230 403 280"> MyGICLink</div> <div data-bbox="1155 239 1223 274">Login</div> <div data-bbox="532 389 794 425"><h2>Verification Code</h2></div> <div data-bbox="532 439 864 496"><p>A verification code has been sent via email to sample@example.com. When you receive the code, enter it below.</p></div> <div data-bbox="524 506 925 574"><div>* Verification Code</div><div>278622</div></div> <div data-bbox="532 606 689 625"><p>Didn't receive the code?</p></div> <div data-bbox="532 641 929 681"><p>Sometimes automated messages get categorized as spam, please check your spam folder. Or Resend Code?</p></div> <div data-bbox="538 718 925 774"><div>Confirm</div></div>	<p>Employees must:</p> <ul style="list-style-type: none">• Navigate back to the Verification Code page.• Enter the Verification Code and click Confirm to complete the registration process.
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[Home](#) [Benefits](#) [My Profile](#) [Resources](#) [JOHN S](#) 

Welcome to your Benefits Dashboard

JOHN SAMPLE

ENROLLMENT STATUS

 Not Enrolled

ENROLL TODAY

View your benefit options and enroll today

Go

MY NOTIFICATIONS

- Stay informed! Receive GIC communications by text message. [Click here to opt-in.](#)
- You have until MM/DD/YYYY to submit your New Hire Enrollment for GIC benefits.

My Application(s)

You do not have any applications in progress at this time.

Benefits Quicklinks

New Hire Information

GIC benefit, effective date and enrollment deadline information for newly hired employees

>

Qualifying Events

Learn more about enrolling in or changing GIC benefits due to a qualifying event.

>

Health Plan/Carrier Directory

Review the full list of GIC Plan Providers, plan information and contact details.

>

GIC Benefit Guides

Resource to help you make an informed decision about your GIC benefits.

>

Support Requests

Send your question to the GIC.

>

View and Pay Bill

View and pay your GIC premium invoice.

>

Plan Comparison Tool


GIC health plan benefits at a glance.

>

Flexible Spending Accounts

How to enroll in FSA

>

 Chat

Once the employees have registered, they can log into MyGICLink and access the MyGICLink member benefits portal.



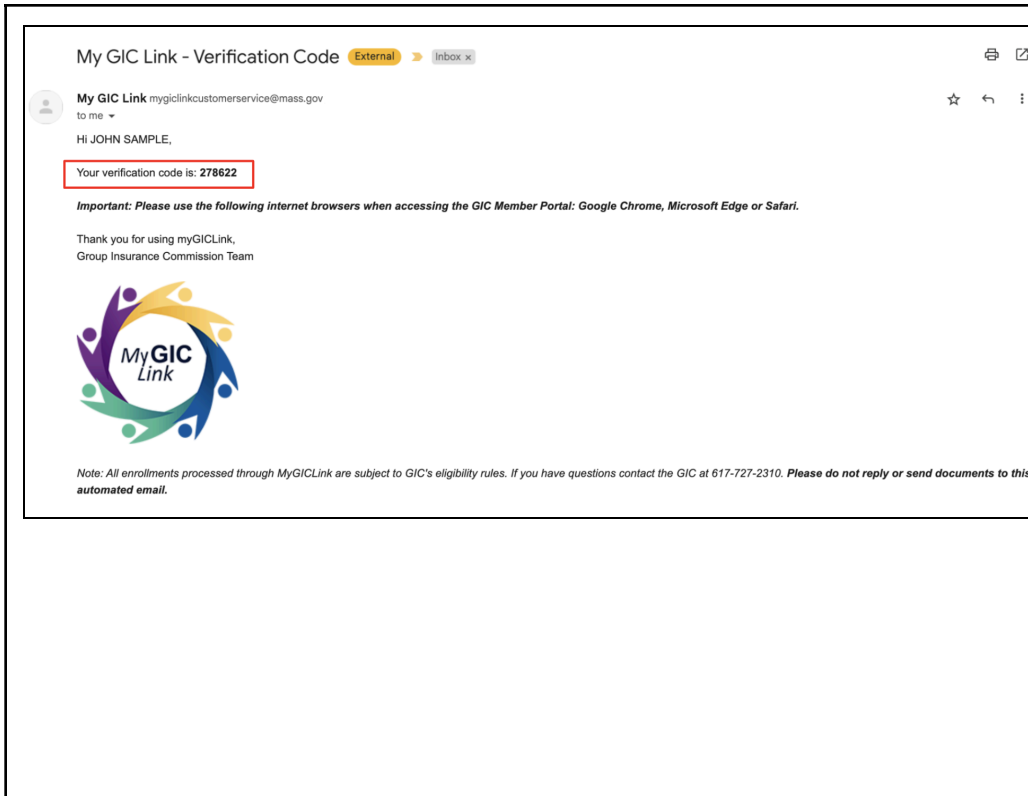
Portal Login

For future login attempts, employees must:

- Open the **MyGICLink** member benefits portal. (or)
- Open the Registration email and click the Portal link.

Employees must:

- Enter their **Email** and **Password**, then click **Login**.



Employees will receive an email with a
Verification Code.



MyGICLink

Login

Verification Code

A verification code has been sent via email to **sample@example.com**. When you receive the code, enter it below.

* Verification Code

278622

Didn't receive the code?

Sometimes automated messages get categorized as spam, please check your spam folder. Or [Resend Code?](#)

Confirm

Employees must:

- Navigate back to the Verification Code page.
- Enter the **Verification Code** and click **Confirm**.



The screenshot shows the MyGICLink Benefits Dashboard for a user named John Sample. The dashboard includes a navigation bar with links for Home, Benefits, My Profile, Resources, and the user's name (JOHN S) next to a profile icon. The main content area is divided into several sections: a welcome message, an enrollment status card showing "Not Enrolled" with an "ENROLL TODAY" button, a "MY NOTIFICATIONS" section with two items, a "My Application(s)" section stating no applications are in progress, and a "Benefits Quicklinks" section with eight tiles for various resources like New Hire Information, Qualifying Events, Health Plan/Carrier Directory, GIC Benefit Guides, Support Requests, View and Pay Bill, Plan Comparison Tool, and Flexible Spending Accounts. A chat button is located in the bottom left corner of the dashboard area.

Once the employees have completed their login process, they can log into MyGICLink and access the MyGICLink member benefits portal.



User Account Assistance: Resetting Passwords and Resending PIN

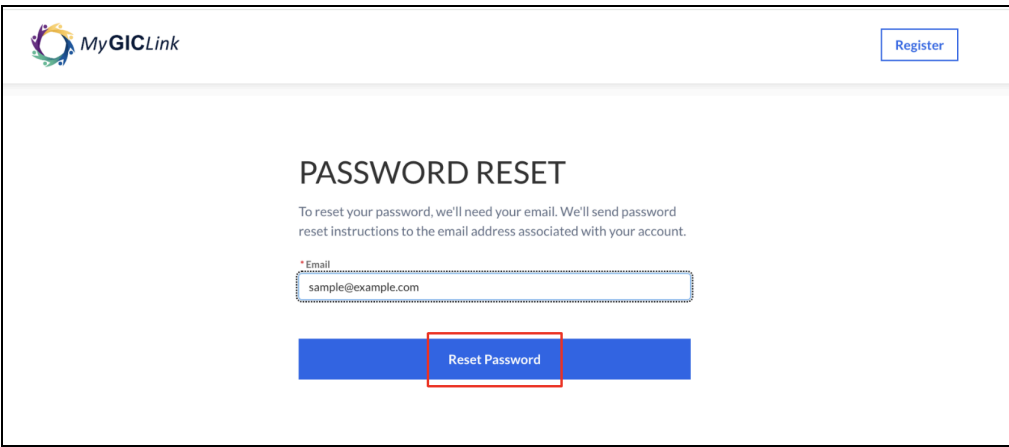
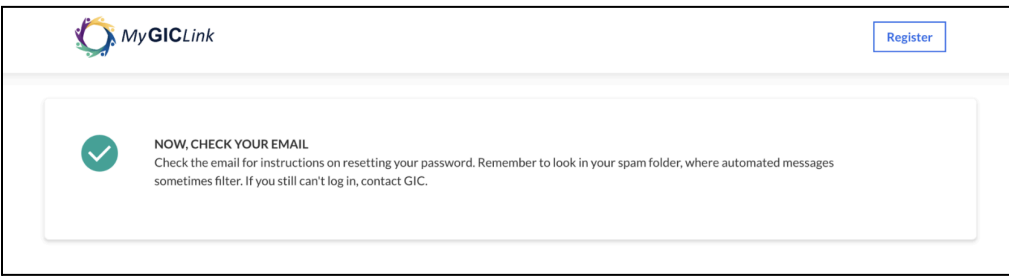
Forgot Password

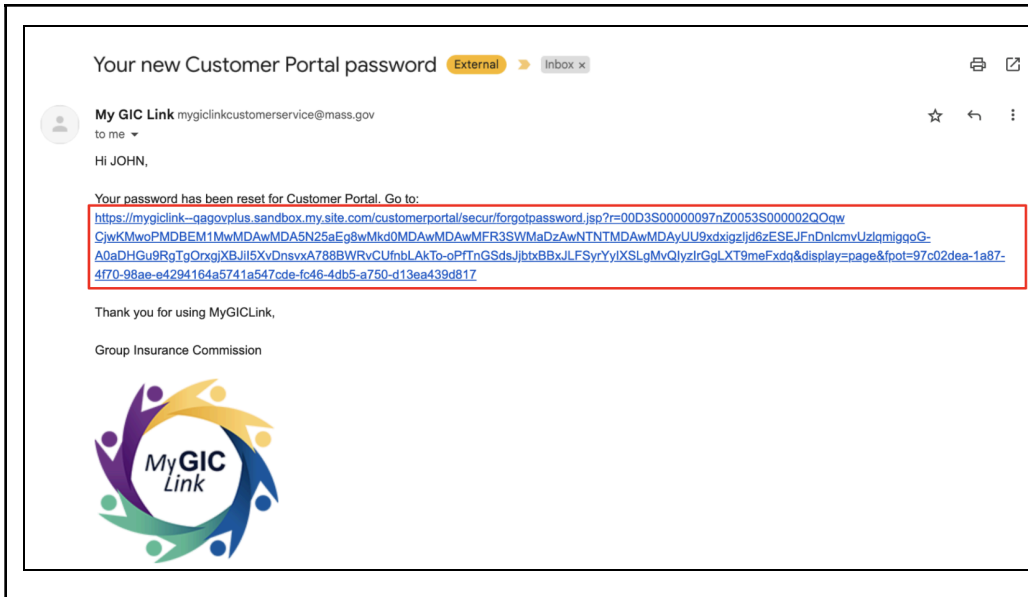
A screenshot of the MyGICLink login page. The page has a light blue header with the MyGICLink logo on the left and a "Register" button on the right. The main content area is a light blue box with the title "Login". Below the title is a sub-header: "Login to view important benefits details, view resources, pay your bill, or update your existing GIC Benefit." There are two input fields: one for email, labeled "* Email", with the placeholder text "sample@example.com", and one for password, labeled "* Password". Below the password field is the text "Complete this field." and a red-bordered button labeled "Forgot password?". To the right of the email field is a blue link labeled "Forgot email?". At the bottom of the login box is a large blue button labeled "Login".

Employees must:

- Click **Forgot Password**.



 <p>The screenshot shows the MyGICLink Password Reset page. At the top left is the MyGICLink logo, and at the top right is a "Register" button. The main heading is "PASSWORD RESET". Below it, a message states: "To reset your password, we'll need your email. We'll send password reset instructions to the email address associated with your account." There is an email input field containing "sample@example.com" with a red asterisk and the label "Email" above it. Below the input field is a blue "Reset Password" button, which is highlighted with a red rectangular box.</p>	<p>Employees will then be directed to the Password Reset page.</p> <p>Employees must:</p> <ul style="list-style-type: none">• Enter their Email address, then click Reset Password.
 <p>The screenshot shows the MyGICLink success message page. At the top left is the MyGICLink logo, and at the top right is a "Register" button. A green checkmark icon is displayed next to the heading "NOW, CHECK YOUR EMAIL". The message text reads: "Check the email for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact GIC."</p>	<p>A success message will be displayed on the portal.</p>



Employees will receive an email with a link to reset their password.

Employees must:

- Click the password reset link.

A screenshot of the MyGICLink "Change Your Password" form. The form is titled "Change Your Password" and includes the MyGICLink logo. It prompts the user to "Enter a new password for sample@example.com. Make sure to Include at least:" followed by a list of requirements: "12 characters", "1 uppercase letter", "1 lowercase letter", "1 number", and "1 special character". Below these requirements, there are two input fields: "* New Password" and "* Confirm New Password". The "New Password" field shows a strength indicator of "Good", and the "Confirm New Password" field shows a "Match" indicator. A red rectangular box highlights both input fields and the "Change Password" button located below them. The button is blue with the text "Change Password" in white.

Employees must:

- Create a **New password** satisfying the given criteria and confirm it.
- Click **Change Password**.

The employee's password will be updated.

Now, employees can log in to the MyGICLink member benefits portal using their email and newly created password.



Resend PIN

A screenshot of the MyGICLink registration form. The form is titled "Register" and includes instructions: "Register to view important benefits details, view resources, pay your bill, add or update your existing GIC Benefits." The form fields are: First Name (John), Last Name (Sample), Email (sample@example.com), Date of Birth (1/1/1990), Social Security Number (1234), PIN Number (PIN Number), Create Password, and Confirm Password. A blue "Register" button is at the bottom. A red arrow points to a blue link labeled "Resend PIN?" located next to the PIN Number field. A "Login" button is in the top right corner.

MyGICLink

Login

Register

Register to view important benefits details, view resources, pay your bill, add or update your existing GIC Benefits.

* First Name
John

* Last Name
Sample

* Email
sample@example.com

* Date of Birth
1/1/1990

* Social Security Number(Enter last 4 digits)
1234

* PIN Number
PIN Number

[Resend PIN?](#)

* Create Password

* Confirm Password

Register

Employees must fill out the registration form when they register for the first time.

If they need their PIN to be resent while filling out the form, they must:

- Click **Resend PIN**.



The image shows a screenshot of the MyGICLink "Register" page. A "Resend PIN" pop-up window is displayed in the center. The pop-up has a title "Resend PIN" and a subtitle "Please enter below details. PIN Number will be sent to your e-mail address." Below this, a note states "Required fields are indicated with *". The form contains four input fields: "Last Name" (with "Sample" entered), "Email" (with "sample@example.com" entered), "Date of Birth" (with "Jan 1, 2000" and a calendar icon), and "Social Security Number(Enter last 4 digits)" (with "2233" entered). At the bottom of the pop-up are two buttons: "Resend Pin" (highlighted with a red border) and "Cancel". In the background, the "Register" page is visible, showing a "Login" button in the top right, a "First Name" input field, and a "PIN Number" input field. Below the "PIN Number" field is a link that says "Resend PIN?". Further down are "Create Password" and "Confirm Password" input fields, and a "Register" button at the bottom.

A Resend pop-up window displays on the page with information pre-populated.

Employees must:

- Click **Resend PIN**.



Login

Register

Register to view important benefits details, view resources, pay your bill, add or update your existing GIC Benefits.

* First Name

John

* Last Name

Sample

* Email

sample@example.com

* Date of Birth

1/1/1990



* Social Security Number(Enter last 4 digits)

1234

* PIN Number

0011816

[Resend PIN?](#)

* Create Password

* Confirm Password

Register

Employees will receive a registration email with the PIN Number.

Employees must:

- Copy and paste the PIN in the **PIN Number** field, and continue with the registration process.