

Instructions for Benefit Form Submission Process

Instructions Regarding Submission of Benefit Forms:

- For Benefits Open Enrollment, access the GIC forms listed in this Benefit Form section if you are mailing in your GIC forms. See the GIC Form Submission Process for Mail to the right.
- For Benefits Open Enrollment, access the GIC forms at the [myGICLink](#) website if you are submitting your GIC forms online. See the GIC Form Submission Process for Online to the right.
- For non-GIC forms (i.e. Dental, Vision), you may choose and access the applicable form(s) on this benefit form section webpage and submit online via the instructions in the form.

GIC Form Submission Process for Mail

- Mail:** You may mail your GIC forms to make Annual Enrollment Changes.
- Choose and access your GIC form(s) by clicking the applicable GIC form(s) links
 - Follow instructions for completion of the form(s)
 - Save a completed copy on your computer
 - Print out a completed copy of the form(s) and sign the hard copy(s) (requires an ink signature)
 - Mail and return completed form(s) and documentation to Commonwealth of Massachusetts-Group Insurance Commission, PO Box 556, Randolph, MA 02368

GIC Form Submission Process for Online

- Online:** You may use the new [myGICLink](#) to access enrollment forms to make Annual Enrollment changes.
- Go to bit.ly/mygiclink
 - Enter your email address and DOB (if [myGICLink](#) indicates they don't have your email address, please call the GIC at 617-727-2310, (TDD/TTY 711) to have the GIC update the email address)
 - Choose your GIC form(s)
 - Select Request
 - Check your email for the requested form(s)
 - Follow instructions for completion of the form(s)
 - Select Submit and watch your email for confirmation of receipt