

INSTRUCTIONS FOR ELECTRONICALLY SUBMITTING HEALTH ENROLLMENT FORMS TO THE GIC

If GIC has your email address, you may use **myGICLink** to access and complete enrollment forms and submit electronically to the GIC.

- Go to <https://mygiclink.force.com/GenerateDocuSignPage>
- Enter your email address and DOB
- Choose your GIC form(s)
- Select *Request*
- Check your email for the requested form(s)
- Follow instructions for completion (including uploading any required documentation)
- Select *Submit*
- Watch your email for confirmation of receipt

If the GIC does not have your email address, you can still submit your enrollment forms electronically by emailing the Benefits Coordinator to request the forms be emailed to you through myGICLink.

Please contact Diane Fee, Benefits Coordinator, at feed@hingham-ma.gov or 781-804-2476 with any questions or for assistance.