

myGIC Link



The **Group Insurance Commission**, the City of Somerville's health insurance administrator, has established an electronic process to complete and submit health insurance forms. The system is called **myGIC Link**. If you are interested in enrolling in health insurance with the City, please email the following information to benefits@somervillema.gov or complete the information below and submit this form to the Personnel Benefits Office.

Name: _____

Date of Birth: _____

Social Security: _____

Email Address: _____

Home Address: _____

Today's Date: _____

Did you have GIC Medical Coverage through former employer: Circle Y or No

Phone Number: _____

Once this form is received, you will receive an electronic enrollment form via email from the **myGIC Link** portal. Please note, if you are enrolling dependents to your coverage, you are required to provide a marriage certificate for your spouse and birth certificates for your dependent children (you must attach supporting documentation with your enrollment).

Please complete, sign and submit the form electronically. Your enrollment form and supporting documentation will then automatically be sent to the Personnel Benefits Office for enrollment processing.

If you are not interested in health insurance with the City, please complete and return the attached Health Insurance Responsibility Disclosure form (HIRD). Please note that completion of the HIRD is an annual requirement.

Should you have any issues, please email benefits@somervillema.gov or call the Benefits line at 617-625-6600 Ext 3324.