

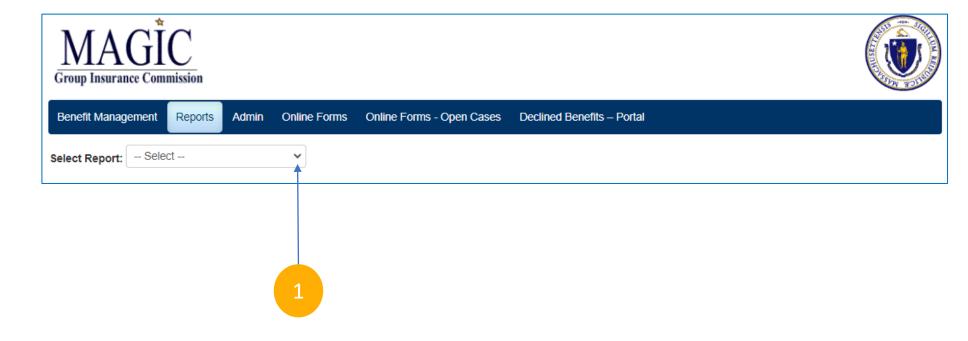


- Go to the MAGIC Home page.
- 2. Click Reports.



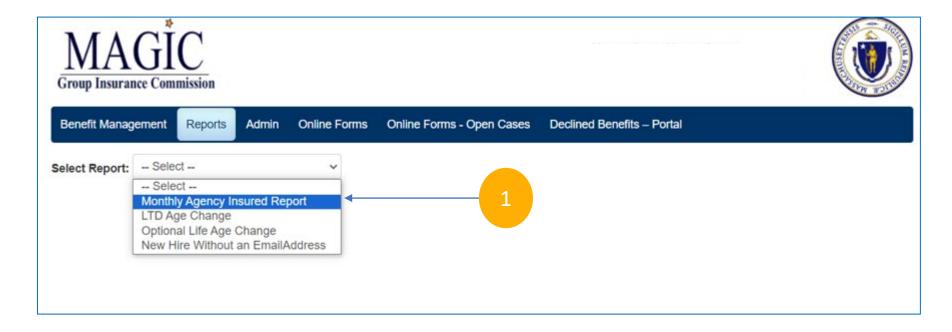


1. Click the **Dropdown** arrow.





 Click the Monthly Agency Insured Report.





- Select the As of Date.
- 2. See detailed deductions for employees.
- 3. Amount Owed by employee is listed in black.Refund Due to employee is listed in red.
- 4. Select a format and click Export to save a copy.

