

## Entering New Hire Information in Magic (Municipal Coordinators Only)



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Insured GIC ID

Insured Name Search

Family Name Search

- Step 1: From the Magic **Search** page enter the new employee's social security number in the **Insured GIC ID** field

The screenshot shows the MAGIC search page with a message dialog box overlaid. The message dialog box contains the text: "Message", "GICID/ReferenceID/EmployeeID does not exist.", and a blue hyperlink "Click here" followed by "to add a new Insured." and a "Cancel" button.

- Step 2: Click the blue hyperlink **Click Here** to add the new employee's personal data to Magic.

