



Missing Email Address Report
in MAGIC (HR/CMS & UMass Agencies)





Missing Email Address Report in MAGIC (HR/CMS & UMass Agencies)

1. Go to the MAGIC Home page.
2. Click **Reports**.

The screenshot shows the MAGIC Group Insurance Commission website. At the top left is the MAGIC logo with a star above the 'I'. To the right is the state seal of Massachusetts. Below the logo is a dark blue navigation bar with the following links: Benefit Management, Reports, Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits – Portal. A yellow circle with the number '2' and an arrow points to the 'Reports' link. Below the navigation bar, the page content is divided into three columns. The first column has the word 'Home' at the top, followed by 'News & Alerts'. A yellow circle with the number '1' and an upward-pointing arrow is positioned below 'News & Alerts'. The second column is titled 'Group Insurance Commission' and contains a paragraph of text describing the GIC's mission. The third column is titled 'Links' and contains three underlined links: 'Coordinator Resource Materials', 'Employee Assistance Program (EAP) Mass4You', and 'Mass4You Financial Tools Available to Help GIC Members'.



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1. Click the **Dropdown** arrow.

MAGIC
Group Insurance Commission

Benefit Management Reports Admin Online Forms Online Forms - Open Cases Declined Benefits – Portal

Select Report: -- Select --

1



Missing Email Address Report in MAGIC (HR/CMS & UMass Agencies)

1. Click the **New Hire Without Email Address Report**.

The screenshot shows the MAGIC Group Insurance Commission website interface. At the top left is the MAGIC logo with a star above the 'I'. To the right is the UMass seal. Below the logo is a navigation bar with tabs: Benefit Management, Reports, Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits - Portal. The 'Reports' tab is active. Below the navigation bar is a 'Select Report:' dropdown menu. The dropdown is open, showing a list of report options: -- Select --, -- Select --, Monthly Agency Insured Report, LTD Age Change, Optional Life Age Change, and New Hire Without an EmailAddress. The 'New Hire Without an EmailAddress' option is highlighted in blue. A blue arrow points from a yellow circle containing the number '1' to the highlighted option.



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1. Select your **Agency**.
2. See detailed report below.
3. **Select a format** and click **Export** to save a copy.

MAGIC
Group Insurance Commission

Benefit Management **Reports** Discrepancy Report Online Forms Online Forms - Open Cases Declined Benefits – Portal

Select Report: New Hire Without an EmailAddress

Agency View Report

1 of 2 Select a format Export

MAGIC
Group Insurance Commission

New Hire Without an Email Address

MASS WATER RESOURCES AUTHORITY

Employee Id	Insured Name	RefID	Hire Date
XXX-XX-1234	Sample Employee	ABC12345A	07/02/2024