



## Employee Email Updates in MAGIC (HR/CMS Agencies)





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1. Go to the MAGIC **Search** page.
2. Use one of the three categories to search by:
  - **Insured GIC ID** - Reference ID or Social Security Number (SSN)
  - **Insured Name Search** - First and Last name of Insured
  - **Family Name Search** - First and Last name of Dependent
3. Click **Search**.

The screenshot shows the MAGIC Group Insurance Commission search interface. At the top left is the MAGIC logo (1). Below it is a dark blue navigation bar with a home icon and a 'Search' button (1). The main search area has three categories: 'Insured GIC ID' with a search box containing the placeholder 'Search By Insured GIC ID / Employee ID/ Reference ID'; 'Insured Name Search' with two boxes for 'Last Name' and 'First Name'; and 'Family Name Search' with two boxes for 'Family Last Name' and 'Family First Name'. A 'Search' button is located below these categories (3). A yellow circle with the number 2 is positioned to the right of the search boxes, with arrows pointing to each of the four input fields. The Massachusetts State Seal is visible in the top right corner.



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1. Click **Edit Phone/Email**

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**MAGIC**  
Group Insurance Commission

Home Search **Insured** Online Forms

[Edit Phone/Email](#)

GIC-ID:	XXX - XX - 1234	NAME:	EMPLOYEE, TEST M	SEX:	
SSN:	XXX - XX - 1234	ADDRESS:	1 TEST STREET BOSTON, MA 02176		
EMPLOYEE ID:					
STATUS:	ACT	AGENCY / DIVISION:		DOB:	
HIRE DATE:		SALARY (\$):		SALARY EFF DATE:	
FULL TIME HOURS:	37.50	STANDARD HOURS:	37.50		
REFERENCE NO:		TERM DATE:		TERM REASON:	



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1. Enter the member's **Preferred Email** address.

\*Registration emails for the portal are sent to preferred email first, home second and work third.

2. Click **Submit**

**MAGIC**  
Group Insurance Commission

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**Contact Information**

**Important!** The GIC receives employee contact information, including email, from the HRCMS payroll system. If you have changed this employee's email, please be sure to also make the change in the HRCMS payroll system to be sure that we always have the most up-to-date information.

Home/Cell Phone	<input type="text"/>	Home Email	<input type="text"/>
Preferred Phone	<input type="text"/>	Preferred Email	<input type="text"/>
Work Phone	<input type="text"/>	Work Email	<input type="text"/>

2

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