



Employee Email Updates in MAGIC (Municipal 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 labeled 'Search By Insured GIC ID / Employee ID/ Reference ID' (2); 'Insured Name Search' with 'Last Name' and 'First Name' input fields (2); and 'Family Name Search' with 'Family Last Name' and 'Family First Name' input fields (2). A 'Search' button is located below the input fields (3). In the top right corner is the Seal of the Commonwealth of Massachusetts.



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1. Click **Edit Personal Info**.

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MAGIC
Group Insurance Commission

Home Search **Insured** Online Forms

[Edit Personal Info](#) | [Terminate All](#)

GIC-ID:		NAME:	EMPLOYEE, SAMPLE	SEX:	MALE
SSN:		ADDRESS:	1 TEST LANE BOSTON, MA 02108		
EMPLOYEE ID:					
STATUS:	ACT	AGENCY / DIVISION:		DOB:	
HIRE DATE:		SALARY (\$):		SALARY EFF DATE:	
FULL TIME HOURS:	40.00	STANDARD HOURS:	40.00		
REFERENCE NO:		TERM DATE:		TERM REASON:	



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1. Enter the employees **Preferred Email** address.

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

Contact Information			
Home/Cell Phone	<input type="text"/>	Home Email	<input type="text"/>
Preferred Phone	<input type="text"/>	Preferred Email	<input type="text" value="sampleemployee1@mail.com"/>
Work Phone	<input type="text"/>	Work Email	<input type="text"/>

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Employee Email Updates in MAGIC (Municipal Agencies)

1. Review the **Attestation**.
2. Click the **check box**.
3. Click **Submit**.

The screenshot shows a web form titled "Attestation" with a blue border. At the top left, a yellow circle with the number "2" has an arrow pointing to a checkbox. At the top right, a yellow circle with the number "1" has an arrow pointing to the text of the certification statement. At the bottom left, a yellow circle with the number "3" has an arrow pointing to the "Submit" button. The form contains the following text and fields:

Attestation

I certify that the information entered is accurate and authorize the employee to enroll in GIC benefits. I also certify that the employee is eligible for GIC benefits in accordance with GIC's Rules and Regulations, works at least 18.75 hours in a 37.5 hour workweek or 20 hours in a 40 hour workweek and contributes to a public sector retirement system. For GIC purposes, OBRA is not an eligible retirement system.

Coordinator Name Coordinator
MAGIC User ID Date