Employee Email Updates in MAGIC
(Offline Agencies)

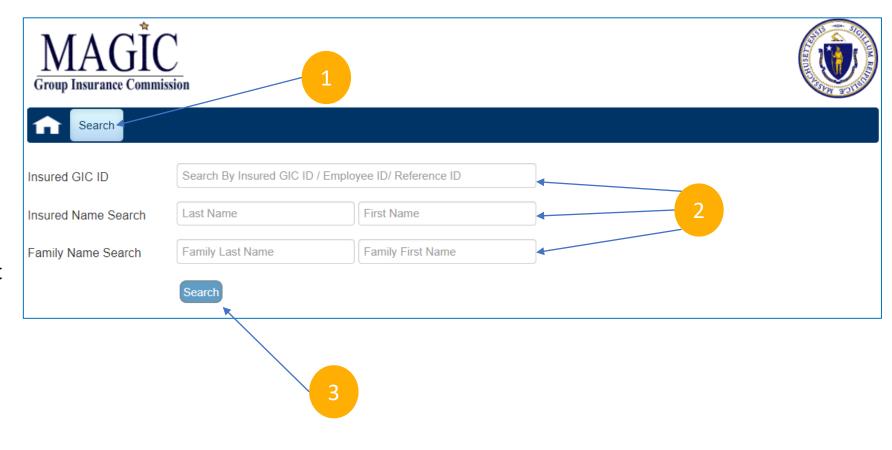# Employee Email Updates in MAGIC
(Offline Agencies)

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**.

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1. Click **Edit Personal Info**.

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		Home Email	
Preferred Phone		Preferred Email	sampleemployee1@mail.com
Work Phone		Work Email	

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1. Review the **Attestation.**

2. Click the **check box.**

3. Click **Submit.**