



Employee Email Updates in MAGIC
(Offline 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 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 a home icon and a 'Search' button. 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 input fields for 'Last Name' and 'First Name'; and 'Family Name Search' with two input fields for 'Family Last Name' and 'Family First Name'. A 'Search' button is located below the family name search fields. Three yellow callout circles with numbers 1, 2, and 3 are overlaid on the page. Callout 1 points to the 'Search' button in the navigation bar. Callout 2 points to the three search input fields. Callout 3 points to the 'Search' button at the bottom of the search area.



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1. Click **Edit Personal Info**.

1

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"/>

1



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

The screenshot shows a web form titled "Attestation". At the top, there are two yellow circles with numbers: circle "1" points to the "Attestation" title, and circle "2" points to a checkbox. Below the checkbox is a paragraph of text: "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." Below this text are three input fields: "Coordinator Name", "Coordinator MAGIC User ID", and "Date". At the bottom left of the form are two buttons: "Submit" and "Cancel". A yellow circle with the number "3" has an arrow pointing to the "Submit" button.