

Updating Member Email in MAGIC (Municipal Agencies)



The screenshot shows the MAGIC Group Insurance Commission search page. A red arrow points to the search input field labeled "Search By Insured GIC ID / Employee ID / Reference ID".

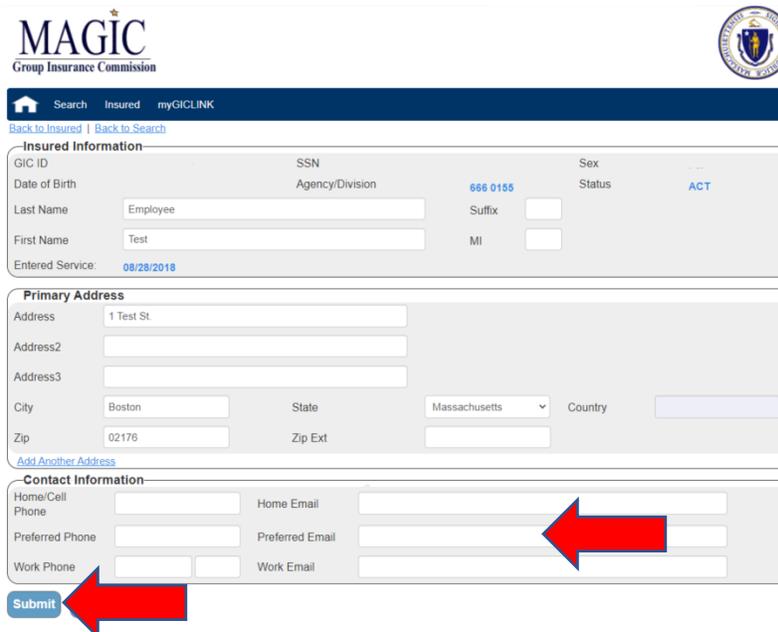
- Step 1: From the MAGIC **Search** page enter the member's information.



The screenshot shows the "Edit Personal Info" page for an insured member. A red arrow points to the "Edit Personal Info" link in the navigation bar.

GIC-ID:	XX - XX - 0179	NAME:	EMPLOYEE, TEST	SEX:	MALE
SSN:	XXX - XX - 0179	ADDRESS:	1 TEST ST. BOSTONMA 02176		
EMPLOYEE ID:					
STATUS:	ACT	AGENCY / DIVISION:	666 / 0155	DOB:	01/01/1935
HIRE DATE:	03/01/2005	SALARY (\$):		SALARY EFF DATE:	
FULL TIME HOURS:	40.00	STANDARD HOURS:	40.00		
REFERENCE NO:		TERM DATE:		TERM REASON:	

- Step 2: Click **Edit Personal Info** from the member's record.



The screenshot shows the "Insured Information" page for a member. A red arrow points to the "Preferred Email" field in the "Contact Information" section, and another red arrow points to the "Submit" button.

Insured Information

GIC ID: [blank] SSN: [blank] Sex: [blank]

Date of Birth: [blank] Agency/Division: 666 0155 Status: ACT

Last Name: Employee Suffix: [blank] MI: [blank]

First Name: Test

Entered Service: 08/28/2018

Primary Address

Address: 1 Test St.

Address2: [blank]

Address3: [blank]

City: Boston State: Massachusetts Country: [blank]

Zip: 02176 Zip Ext: [blank]

Contact Information

Home/Cell Phone: [blank] Home Email: [blank]

Preferred Phone: [blank] Preferred Email: [blank]

Work Phone: [blank] Work Email: [blank]

Submit

- Step 3: Enter the member's **Preferred Email** address.
- Step 4: Click **Submit**.