

# Updating Member Email in MAGIC (HR/CMS Agencies)



Home Search

Insured GIC ID  

Insured Name Search

Family Name Search

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



Home Search **Insured** Medical EOI myGICLINK

[Edit Phone/Email](#) 

GIC-ID:	XXX - XX - 0179	NAME:	EMPLOYEE, TEST	SEX:	MALE
SSN:	XXX - XX - 0179	ADDRESS:	1 TEST ST. BOSTONMA 02176		
EMPLOYEE ID:	000001				
STATUS:	ACT	AGENCY / DIVISION:	GIC / 1000	DOB:	01/01/1935
HIRE DATE:	03/01/2005	SALARY (\$):	50,000.00	SALARY EFF DATE:	
FULL TIME HOURS:	40.00	STANDARD HOURS:	40.00		
REFERENCE NO:	HPM99007C	TERM DATE:		TERM REASON:	

- Step 2: Click **Edit Phone/Email** from the member's record.



Home Search Insured Medical EOI myGICLINK

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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  Home Email

Preferred Phone  Preferred Email  

Work Phone  Work Email



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