



## Instructions for Updating Your SAAS Vendor Contact Information for MAGIC Communications

1. Click the “Update Your SAAS Vendor Contact Information” link off the MAGIC Vendor Webpage.
2. Click on the “Lookup SAAS Vendor Information\*” button.

**Lookup SAAS Vendor Information \***

3. Enter your SAAS Vendor Number in the blank field.

Enter all 11 digits of the Vendor Number. Only an exact match will be returned for this field.

4. Click “Submit Query”.
5. Click on the 11 digit Vendor Number.

**Vendor Number** V00000XXXXX

6. Update information in the following required fields, as needed: Email\*, Contact Name\*, and Contact Phone Number\*.
7. Click “Save”.
8. You will receive the message “Do you want to save this record?” Click “OK”.
9. You will be redirected to the MAGIC Vendor web page.