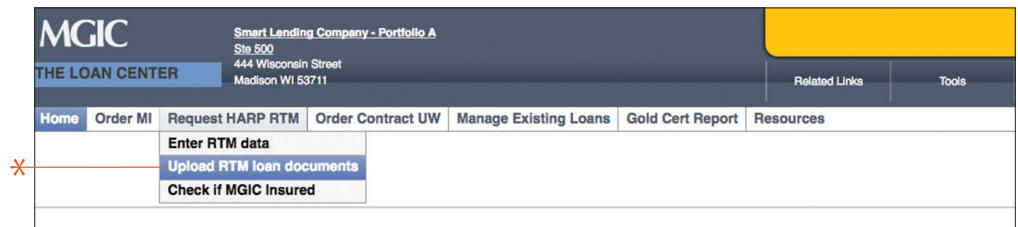


Loan Center help: HARP & non-HARP modifications – Submit documents for manual processing

In the Loan Center main menu, place your cursor on *Request HARP Refi-to-Mod (RTM)* and select *Upload RTM loan documents*.



Complete the appropriate, editable Refi-to-Mod Request form:

- HARP
- Non-HARP Same Insured/Service
- Non-HARP New Insured/Service

Save the PDF to your files.

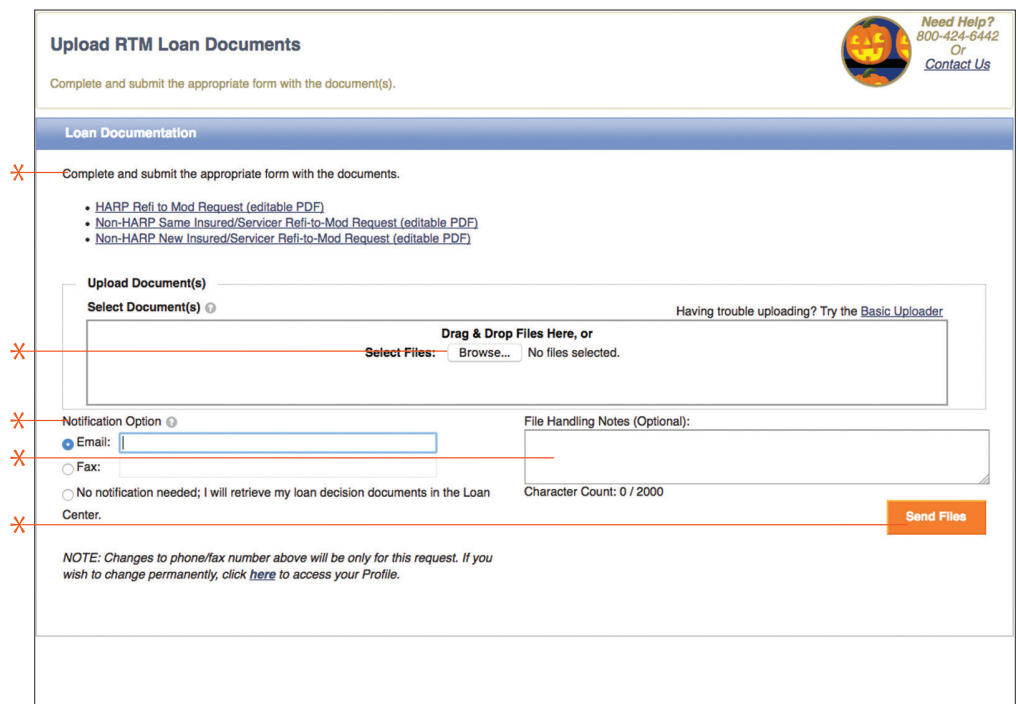
Click *Browse* to upload the 1003, 1008 and completed RTM Request form.

Select a Notification Option.

Enter any File Handling Notes.

Click *Send Files*.

You will receive a “Document Received” status message.




For more information about using the Loan Center, contact customer_service@mgic.com or 1-800-424-6442. If you have underwriting questions, contact your Underwriting Service Center, mgic.com/contact.

Login at loancenter.mgic.com