

# Loan Center help: Submit additional documentation

## Submit additional documentation

Upload documentation that was updated, previously missing or requested by MGIC.

Click *Manage Existing Loans* in the main menu and then search for your loan.

Under Quick Actions, select *Upload Documents*.

MGIC Smart Lending Company - Portfolio A  
 THE LOAN CENTER Site 500  
 444 Wisconsin Street  
 Madison WI 53711

Related Links Tools Shelley Callaghan

Home Order MI Request HARP RTM Order Contract UW **Manage Existing Loans** Gold Cert Report Resources

ALUCARD, JAMES Insurance: Upload Documents  
 123 FIRST MAIN ST 60271314 Coverage Active Delegated 11/03/2016 Documents  
 MABLETON, GA 30126 ZOMP Monthly Program View Documents

The MGIC Loan Number and Borrower Name fields will prefill.

### IMPORTANT: Get your loan in the correct processing queue.

Remember to:

- Select the type of review you are requesting
- Select the type of documents you are submitting

Click *Browse* to upload loan documents.

Select a Notification Option.

Enter any File Handling Notes.

Click *Send Files*.

- An MGIC Underwriter will review the loan

**Submit Documents** Underwriting File Documentation Checklist

Need Help? 800-424-6442 Or Contact Us

**Loan Documentation**

MGIC Loan Number: 60269217 Borrower Name: JOHN TESTER 424 Lender Loan Number: 86123

**Upload Document(s)**

**What type of review are you requesting?** (Check all that apply)

- MI Underwriting
- Gold Cert (Recission Relief)
- Contract Underwriting

(MGIC Mortgage Services, LLC NMLS #391375)

**What type of documents are you uploading?** (Check all that apply)

- Appraisal
- Underwriting/Origination
- Closing

**Select Document(s)** Having trouble uploading? Try the [Basic Uploader](#)

**Drag & Drop Files Here, or**  
 Select Files:  No files selected.

**Notification Option**

Email:

Fax:

No notification needed; I will retrieve my loan decision documents in the Loan Center.

**File Handling Notes (Optional):**

Character Count: 0 / 2000

NOTE: Changes to phone/fax number above will be only for this request. If you wish to change permanently, click [here](#) to access your Profile.

When applying for MGIC MI, MGIC will rely on the insurance Application data submitted for its MI decision. Verification Information is not reviewed or considered by MGIC in its insurance underwriting decision, but may be reviewed by MGIC after a loan is insured to verify the insurance Application information.



For more information about using the Loan Center, contact [customer\\_service@mgic.com](mailto:customer_service@mgic.com) or 1-800-424-6442.  
 If you have underwriting questions, contact your Underwriting Service Center, [mgic.com/contact](http://mgic.com/contact).

Login at [loancenter.mgic.com](http://loancenter.mgic.com)