

## 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*.



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

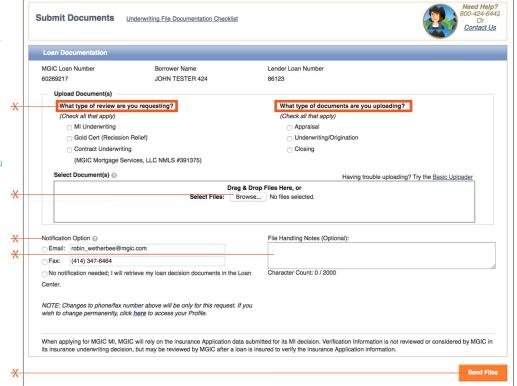
Click *Browse* to upload loan documents.

Select a Notification Option.

Enter any File Handling Notes.

Click Send Files.

An MGIC Underwriter will review the loan



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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