



# Loan Center help to 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



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)