

Change Servicer Loan Numbers

Last Revised Date: 11/04/2024

1. Log in to MGIC/Link Servicing

Visit mgic.com.

Click **Login / Signup** at the top right-hand side of the screen.

Choose **MGIC/Link Servicing** from the drop-down menu.

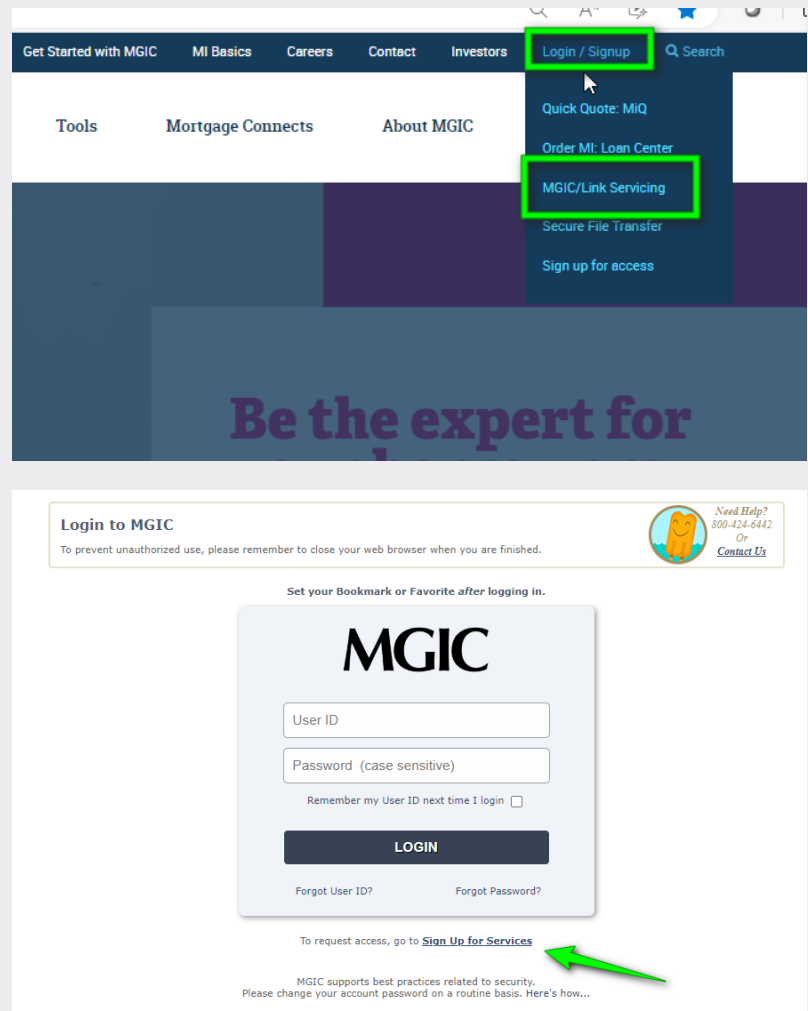
Log in with your **User ID** and **Password**.

If you are a first-time user, select **Sign Up for Services**.

- a. Complete the form on the webpage
- b. Click **Submit**

Once processed, you'll receive 2 emails from customer_service@mgic.com, the first with a **User ID** and the second with a temporary **Password**.

Revisit the login page using the steps above and use the temporary credentials to set up your individual user account.



2. Go to Change Loan Numbers screen

Within MGIC/Link Servicing, select **Change Loan Numbers**, found under the Main Menu tab.

The screenshot shows the MGIC/Link Servicing interface. The 'Main Menu' tab is selected, and the 'Change Loan Numbers' option is highlighted with a green box. A green arrow points to this option. The main content area displays the 'MGIC/Link Servicing' header and a 'Policy Inquiries' section with a form for entering a Certificate/Pool or Servicer Loan Number and selecting an inquiry type.

3. Enter MGIC Certificate Number

Enter the **MGIC Certificate No.** of the loan for which you would like to change the **Servicer Loan No.**

- Check borrower name and property city and state (written within the **Loan and Coverage Information** column) for accuracy

Note – You may change the **Servicer Loan No.** for more than one MGIC Certificate at a time. Be sure to check the borrower names and property information for accuracy.

The screenshot shows the 'Change Loan Numbers' form. The 'MGIC Certificate No.' field is highlighted with a green box. The form includes instructions and a table for entering loan information.

MGIC Certificate No.	Loan and Coverage Information
1 27752256	LAST BH O'FALLON, IL 62209 Coverage: Primary, ACTIVE
2	
3	
4	

4. Change Servicer Loan Number

Within the **Loan and Coverage Information** column of the correct Certificate row, add the **New Servicer Loan No.** in the box provided.

Click **Submit**.

The screenshot shows the MGIC 'Change Loan Numbers' form. The 'New Servicer Loan No.' field in the 'Loan and Coverage Information' table is highlighted with a green arrow. The 'Submit' button is also highlighted with a green box.

MGIC Certificate No.	Loan and Coverage Information
1 27752256	JLAST NM O'FALLON, IL 62269 Coverage: Primary, ACTIVE Servicer Loan No.: 52828550 New Servicer Loan No.: <input type="text" value="64571290"/>
2	

5. View Transaction Status

The transaction status and correct **Servicer Loan No.** will be displayed.

The screenshot shows the MGIC 'Change Loan Numbers' form after submission. The 'New Servicer Loan No.' is now 64571290, and the 'Transaction Status' is 'Completed'.

MGIC Certificate No.	Loan and Coverage Information	Transaction Status
1 27752256	JLAST NM O'FALLON, IL 62269 Coverage: Primary, ACTIVE Servicer Loan No.: 64571290	Completed
2		

6. Check Certificate information via Policy Inquiries

If you want to review that the update was a success, go to **Policy Inquiries**, enter the **Certificate/Pool Number**, and click **Perform Inquiry**.

MGIC/Link Servicing

Policy Inquiries

Enter Certificate/Pool or Servicer Loan Number Primary Pool

Certificate/Pool Number

Select Inquiry Type

Policy Detail - coverage and premium payment details

Default - loan delinquency and foreclosure details

Claim - claim status and payment information

Perform Inquiry

The updated **Servicer Loan #** appears within the Servicer Information section of the Policy Details screen.

MGIC/Link Servicing

Policy Inquiries

Enter Certificate/Pool or Servicer Loan Number Primary Pool

Next Inquiry

Policy Details

Servicer Information	
Certificate #	27752256
Servicer Loan #	645712900
Certificate Policy Status	ACTIVE INSURANCE
Coverage Start Date	09/07/2012
Coverage End Date	01/01/2019
Previous Servicer	CITIZENS COMMUNITY BANK
Transfer Effective Date	01/31/2020
Transfer Process Date	01/31/2020

Loan Information			
Borrower & Property Address	Last Rptd Mtg Bal	Appraised Value	Sales Price
PELL, NW 123 MAIN ST O'FALLON, IL 62269-0000	\$167,100.00	\$175,900.00	\$175,900.00
Occupancy Type	Loan Purpose	Loan Type	Default Status
PRIMARY HOME	PURCHASE	FIXED RATE, FIXED TERM	NO OPEN DEFAULT ON FILE