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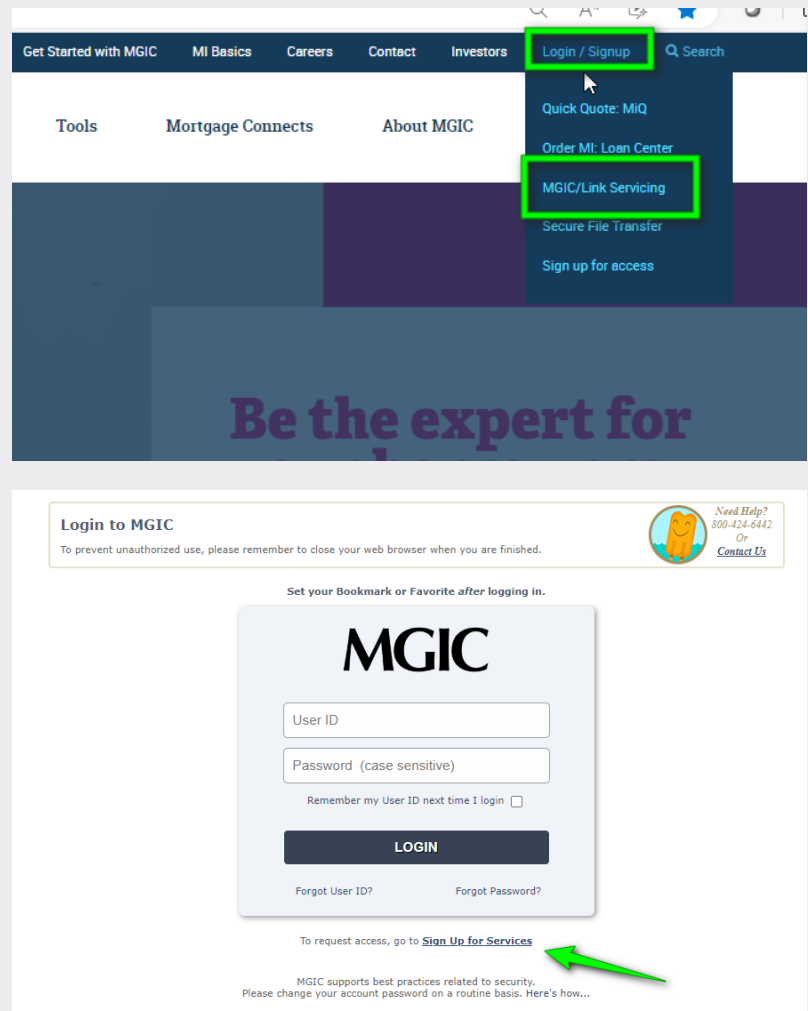
Choose **MGIC/Link Servicing** from the drop-down menu.

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.

3. Enter MGIC Certificate Number

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

a. 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.

Contact: MGIC Customer Service   1-800-424-6442   customer_service@mgic.com

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.**

5. View Transaction Status

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

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**.

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

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