Transfer Servicing

Last Revised Date: 11/04/2024

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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.

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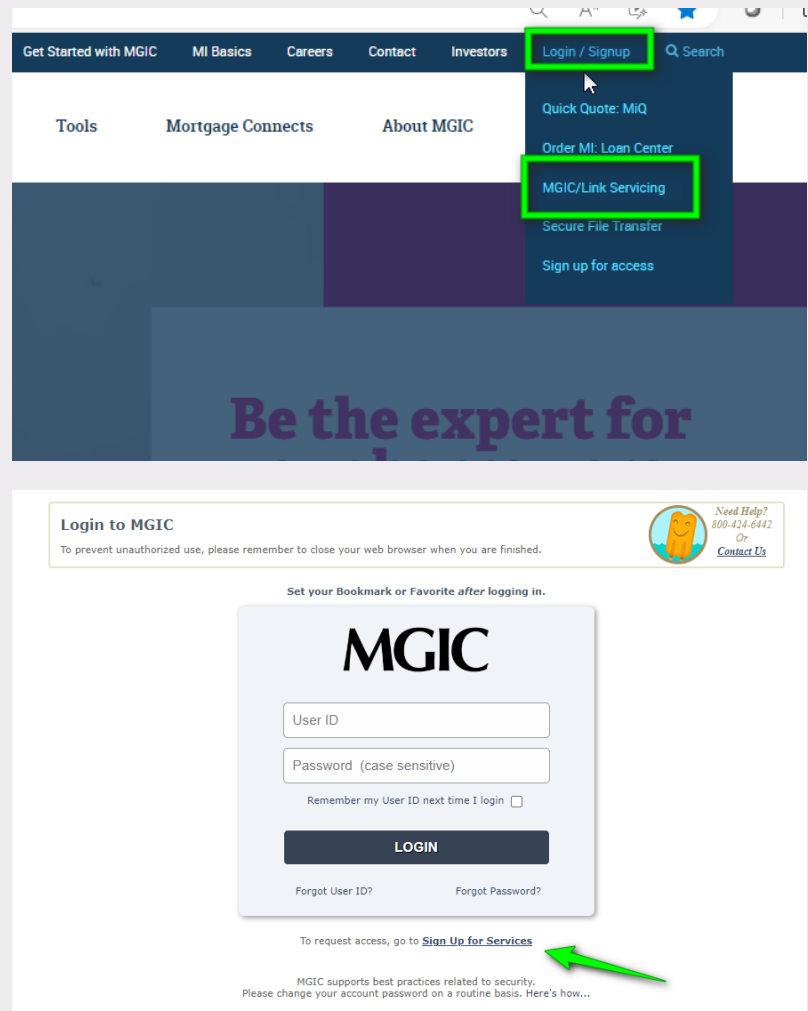
2. Go to Transfer Servicing

Within MGIC/Link Servicing, select **Transfer Servicing**, found under the Main Menu tab.
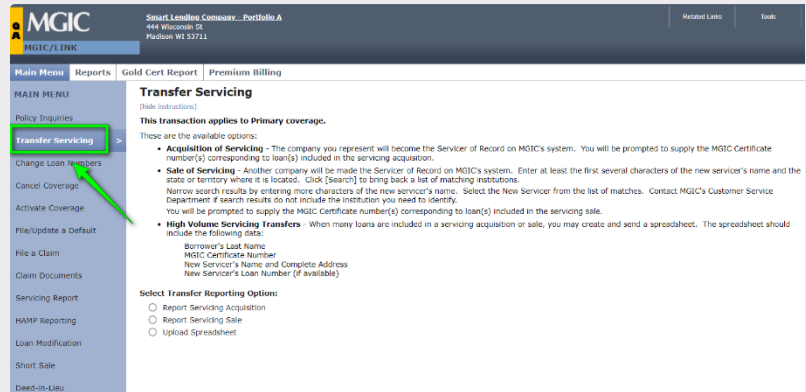
3. Select Transfer Reporting Option Type

Select your **Transfer Reporting Option**.

Type in the **New Servicer Name** and **State/Territory**.

Click **Search.**

Note – If you have multiple loans to transfer to the same servicer, you may choose to upload an Excel spreadsheet. Follow the instructions on the screen for High Volume Servicing Transfers, then select **Upload Spreadsheet** as your **Transfer Reporting Option.**
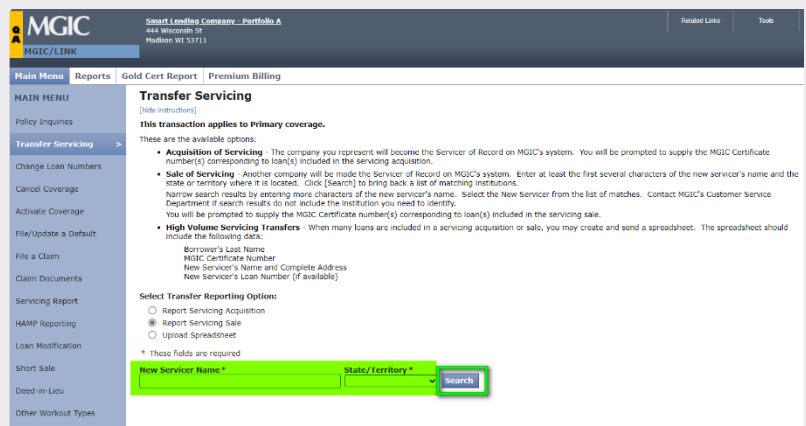
4. Choose Correct Servicer

You may see multiple records.

Click the **Transfer** icon next to the appropriate Servicer name.

5. Provide Transfer Effective Date

Enter the **Transfer Effective Date** in MM/DD/YYYY format.

Check that the listed servicer is correct, then enter the **MGIC Certificate No.** of the loan(s) you would like to transfer.
   a. Check borrower name and property city and state (written within the **Loan and Coverage Information** column) for accuracy

Click **Submit**.

6. View Transfer and Transaction Statuses

In the **Loan and Coverage Information** column, you will see the Transfer Status marked as **Success**.

In the **Transaction Status** column, the transaction in question is marked as **Completed**.

7. Check Certificate Information via Policy Inquiries

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

The **Current Servicer / Insured** appears within the **MGIC Records Indicate That** section of the Policy Inquiries screen.