

# Transfer Servicing

Last Revised Date: 11/04/2024

## 1. Log in to MGIC/Link Servicing

Visit [mgic.com](https://mgic.com).

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

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

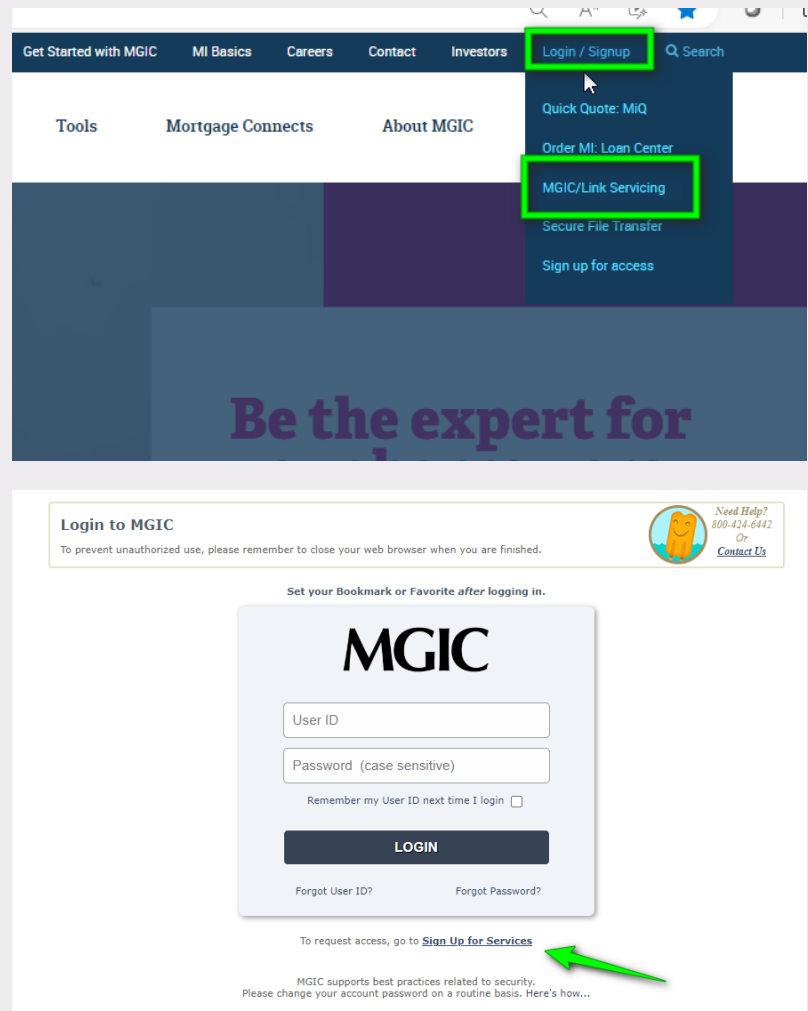
Log in with your **User ID** and **Password**.

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

- Complete the form on the webpage
- Click **Submit**

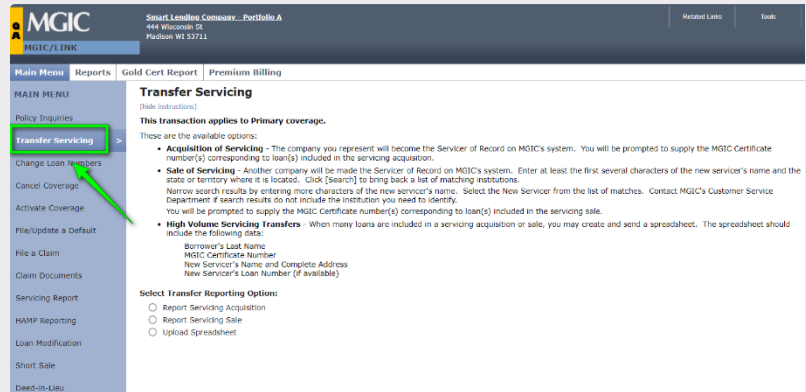
Once processed, you'll receive 2 emails from [customer\\_service@mgic.com](mailto:customer_service@mgic.com), the first with a **User ID** and the second with a temporary **Password**.

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



## 2. Go to Transfer Servicing

Within MGIC/Link Servicing, select **Transfer Servicing**, found under the Main Menu tab.



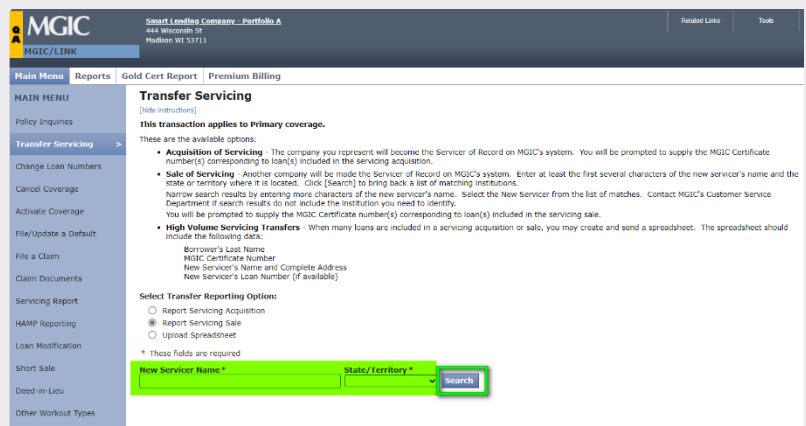
## 3. Select Transfer Reporting Option Type

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.

The screenshot shows the MGIC 'Transfer Servicing' page. A search for 'Smart Lending' in Wisconsin has returned 9 results. A green arrow points to the 'Transfer' icon in the first row of the results table.

Transfer	Servicer	Address	City	MGIC Customer Id
	Smart Lending - MQ	250 E Kilbourn Ave	Milwaukee	4846043673
	Smart Lending - MGIC Integration Services Test	250 E Kilbourn Ave.	Milwaukee	4846043351
	Smart Lending Company - Portfolio A	444 Wisconsin St	Madison	4846040534
	Smart Lending Company	250 E Kilbourn Ave	Milwaukee	4846043639
	Smart Lending Co - MGIC Info Security TEST ID	250 E Kilbourn Ave	Milwaukee	4846043394
	Smart Lending - B2B Ajaych	270 E Kilbourn Ave	Milwaukee	4846043548

#### 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.

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

Click **Submit**.

The screenshot shows the 'Transfer Servicing' page with the 'Transfer Effective Date' field set to 06/07/2024. A green arrow points to this field. Below, the 'Loan and Coverage Information' table shows details for the selected servicer.

MGIC Certificate No.	Loan and Coverage Information	Transaction Status
1   13144949	MGIC records indicate that Smart Lending Company - Portfolio A is the current servicer for this loan. PLAST BN BOCA RDON, FL 33487 Coverage: Primary, ACTIVE New Servicer Loan No.: 0185272812 Transfer Effective Date: 06/07/2024	
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## 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**.

The screenshot shows the MGIC Transfer Servicing interface. The 'Transfer Effective Date' is 08/07/2024. The 'Transfer Status' is 'Success'. The 'Transaction Status' is 'Completed'. The table below shows the details of the transfer.

MGIC Certificate No.	Loan and Coverage Information	Transaction Status
33144049	PLAST RM BOCA RATON, FL 33487 Coverage: Primary, ACTIVE Servicer Loan No.: 0155272812 Transfer Effective Date: 08/07/2024	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 screenshot shows the MGIC/Link Servicing Policy Inquiries page. The 'Policy Inquiries' section is active. The 'Enter Certificate/Pool or Servicer Loan Number' field contains '33144049'. The 'Select Inquiry Type' dropdown is set to 'Policy Detail - coverage and premium payment details'. The 'Perform Inquiry' button is highlighted.

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

The screenshot shows the 'MGIC Records Indicate That' section. The 'Current Servicer / Insured' is 'SMART LENDING - MGIC INTEGRATION SERVICES TEST, 250 E. KILBOURN AVE, MILWAUKEE, WI 53202'. The 'Certificate #' is '33144049'. The 'Policy Status' is 'ACTIVE INSURANCE'. The 'Borrower' is 'PLAST RM'. The 'Property' is 'BOCA RATON, FL 33487'. The 'Transfer Loans to Self' button is highlighted.