



# Loan Center help: Cancel approval • Resubmit a loan originally submitted as a data file

## Cancel approval

Cancel a Commitment/Certificate on a loan whose coverage we've approved but not activated.

Click *Manage Existing Loans* in the main menu and then search for your loan.

Under Quick Actions, you may need to click the *More...* link to see the *Cancel Approval* link. Click *Cancel Approval*.

Complete the Cancel Approval form; enter your name.

Click *Cancel Commitment*

The screenshot shows the MGIC Loan Center interface. At the top, there is a navigation menu with 'Manage Existing Loans' highlighted. Below the menu is a table of loans. One loan is selected, and the 'Quick Actions' column contains a 'Cancel Approval' link. A modal window titled 'Cancel Approval' is open, displaying borrower information (STODHY, TERA) and loan details (MGIC Loan Number: 60207836, Lender Loan Number: 60269244, Approval Expires: 12/13/2013). A form field for the user's name is present, and there are 'Cancel Commitment' and 'Return to Loan Center' buttons at the bottom.

## Resubmit a loan originally submitted as a data-only (Delegated) file

Edit and resubmit loan data after submitting a loan for underwriting.

Under Quick Actions, select *Edit/Resubmit*.

The screenshot shows the MGIC Loan Center interface with a table of loans. The 'Quick Actions' column for a selected loan contains an 'Edit/Resubmit' link.

## Update loan information.

Click *Submit*.

- If changes do not affect an approval decision, the Loan Center will create a new, updated Commitment/Certificate
- If changes affect the original underwriting decision, the loan's Insurance Status will change to "Suspended Commitment"
  - An MGIC Underwriter will review the loan

The screenshot shows the 'Enter AUS & MI Information' step of the loan process. It displays borrower information (JOHANSEN, JOHN) and loan amount (\$100,000.00). There are 'Review' and 'Submit' buttons. Below, there are sections for 'Automated Underwriting System Information' (showing Desktop Underwriter and Approve/Eligible decision) and 'MGIC Plan Information' (showing Premium Paid By, Premium Type, Coverage, Refund Option, and Renewal Option).



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)