

# Report Individual Loan Modifications

Last Revised Date: 10/16/2024

### 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.

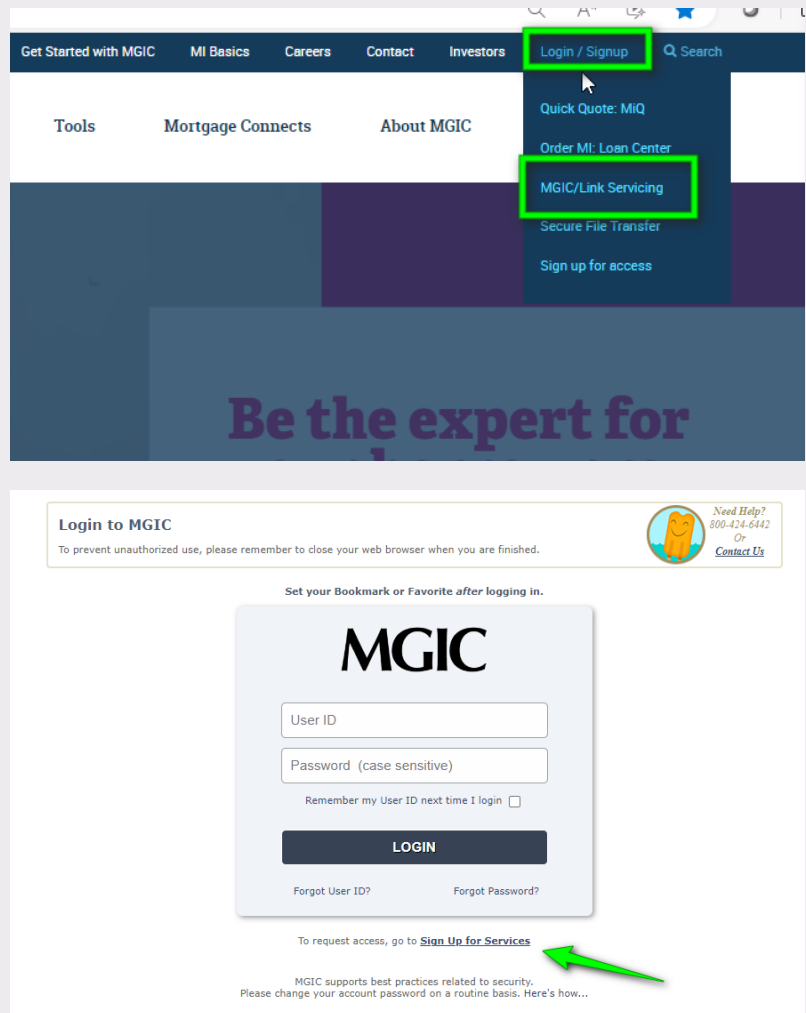
Log in with your **User ID** and **Password**.

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

- a. Complete the form on the webpage
- b. 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.



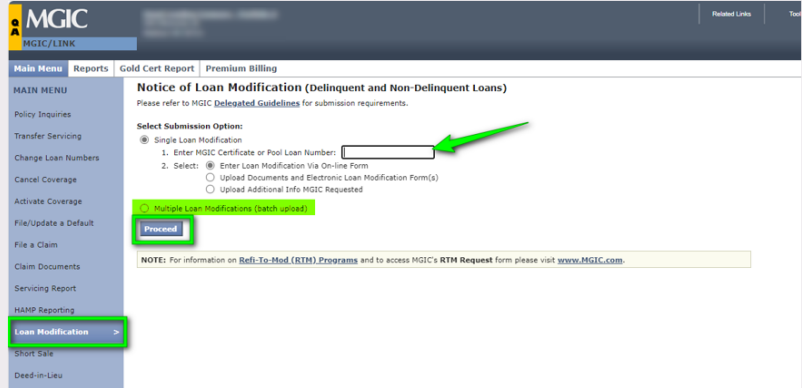
## 2. Go to Loan Modification

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

For a single loan modification, enter the **MGIC Certificate or Pool Loan Number** in the box provided.

An option for Multiple Loan Modifications (batch upload) is also available.

Click **Proceed**.



## 3. Fill Out Notice of Loan Modification (Delinquent and Non-Delinquent Loans)

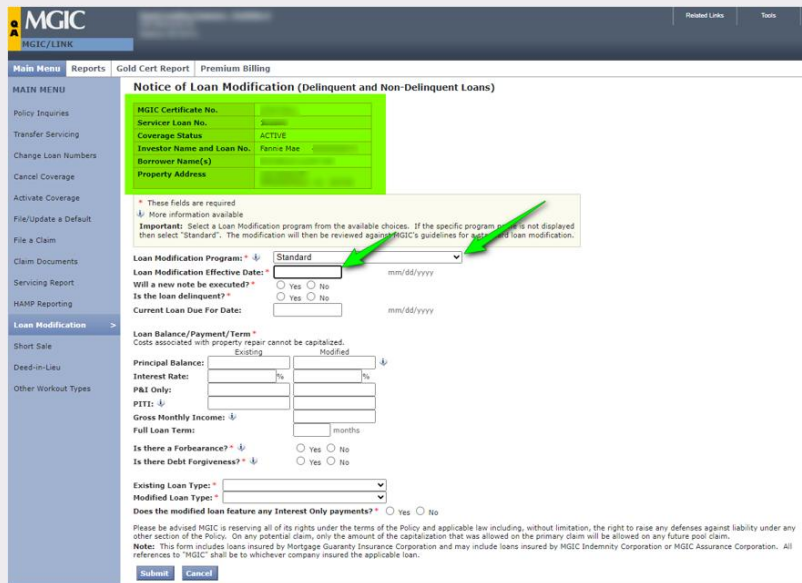
At the top, confirm the accuracy of the loan identity information displayed.

Complete the form with the requested information (a red asterisk indicates a required field):

- Loan Modification Program (required):** Select the correct program from the drop-down menu. The default is set to **Standard**

**Note** – The rules applied to the modification will change according to the choice of the program.

- Loan Modification Effective Date (required):** Enter the borrower's first modified payment due date (which generally falls on the first of the month) in MM/DD/YYYY format



**4. Fill Out Notice of Loan Modification (Delinquent and Non-Delinquent Loans) – Continued**

Complete the form with the requested information (a red asterisk indicates a required field):

- c. **Will a new note be executed? (required):**  
Select Yes or No
- d. **Is the loan delinquent? (required):**  
Select Yes or No

**Note** – Delinquency refers to just before the time of loan modification.

- e. **Current Loan Due For Date:** Fill in the due date of the loan prior to the modification

- f. Under **Loan Balance/Payment/Term**, complete both columns (required):
  - **Existing column:** Terms just prior to the modification (not always the same as the original loan)
  - **Modified column:** Modified terms
  - **PITI row:** Optional

**Note** – Be sure to add any deferred amount into the Modified Principal Balance.

- g. **Gross Monthly Income:** Enter in the box provided, if available
- h. **Full Loan Term** (for the modified loan): Enter the number of months in the box provided

**5. Fill Out Notice of Loan Modification (Delinquent and Non-Delinquent Loans) – Continued**

- i. **Is there a Forbearance? (required):**  
Select Yes or No
- j. **Is there Debt Forgiveness? (required):** Select Yes or No
- k. **Existing Loan Type (required):**  
Select from the drop-down menu
- l. **Modified Loan Type (required):**  
Select from the drop-down menu
- m. **Does the modified loan feature any Interest Only payments? (required):**  
Select Yes or No

Click **Submit**.

**Note** – Fill out any applicable pop-up boxes based on your selections. The Information icon bubbles provide more detail on what is being requested.

**6. View Notice of Loan Modification Confirmation Receipt**

A confirmation page will display our receipt of the modification.

Click **Continue** to return to the initial Loan Modification screen.