ASSET CONTROL – AppMagic Instructions

AppMagic is a feature that assists our clients who have off-site applicants. Using AppMagic, you can set-up a new background check and send an email to your applicant to fill out an online release form. The applicant will get a pin # to login to our site securely, complete the release form, and submit it directly to Asset Control. Follow these simple steps, or contact us if you have any questions!

Step 1:	R	ASSET	CONTROL nd Screening FAST	uri:		
After logging in to your	Home	New Requests	Reports •	Tools 🔹	Logout	
Client Home, move your		AppMagic				
Mouse over the "New		Web Order			Λ	Client Portal
Requests" tab, and		File Upload (new)	IPANY ClientID 12)		∇	
click on the <mark>AppMagic</mark> tab.		Adverse Action Your <u>Client 90-</u>	et Control's Real Time Screen day Average Turnaround Time:	ning system 50.43 hours		
		Search statis	tics:			
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			Archived: Unsent Orders:		17 5	

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		Send your applicant an e	email request to c	omplete an elec	ctronic paperle	ss release form.
		First Name		Last Nam	ie	
		Melia		Malone		
		Email Address		Phone No	umber XXX XXX X	XXX
hail		melia@assetcontrol.net		940	891 1919	
ian						
		Applicant Details				
nt		First Name		Last Nam	ie	
		ApplicantFirstName		Applica	ntLastName	
		Email Address		Phone Nu	umber XXX XXX X	XXX

Step 2:

On the AppMagic screen, enter **YOUR** name, email address, and phone number in the **Client Details** boxes.

Then, enter the **APPLICANT's** name, email address, and phone number in the **Applicant Details** boxes.

Step 3:

In the **Client Instructions to Applicant** box, include any comments that you need to include to the applicant. *It is okay to leave this box blank!*

In the Client Comments to Asset

Control box, include any comments that you need to send to Asset Control. This is where, for example, you can tell us which package you need processed for this applicant, extra searches you need processed, additional names/aka's that the applicant has used, etc. If you have a standard package you always run, *it is okay to leave this box blank*!

ch, etc)

Submit Applicant

Retain Instructions to Applicant for Additional Applicants?

If you have multiple applicants to submit with the same instructions/comments, you can click the bottom boxes to retain those comments for additional AppMagic requests within the same login session.

Review your information and when ready, click on Submit Applicant

YOU are done! A confirmation page will appear showing that your applicant has been submitted. The applicant's name will appear in your **Unsent Orders** folder until the applicant fills out their part of the release form.

You will also get an email confirming the request and a copy of the email that the applicant will receive.

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Home	New Requests 🕞	Reports v	Tools 👻	Logout	
/	SAMPLE COMPAN (UserID 20960 - Client	C IY ID 12)		Á	Client Portal
Appmagic You have subn	Request Submitted. Th	nank you! oplicantFirstName Appli	cantLastName		
Your applicant	will appear under Unsent Order	s until the applicant fills	out the appropriate	e forms.	
Once the appli under Pending	cant fills out and submits the ap Searches.	plicant release form, the	e applicant will appe	ear	
If you'd like to	UPLOAD DOCUMENTS related	d to this request, please	CLICK HERE		
Thank you,					
Asset Control					

If you are requesting Employment and/or Education verifications, you can UPLOAD DOCUMENTS by clicking the link on this screen. Or you can go to the FILE UPLOAD link from the New Request tab. (We need a copy of their application and/or resume to know which employers / schools need to be contacted for all verifications.)

Sample email:

Dear Melia Malone:
We have received an application request for the following:
ApplicantFirstName ApplicantLastName
We have sent an email to the applicant at the following address: applicant@emailaddress.net.
Thank you, Asset Control
The email, as sent to the applicant, follows:
Dear ApplicantFirstName ApplicantLastName,
Melia Malone from Sample Company has initiated a background check through Asset Control via the AppMagic portal. At the bottom of this email you'll find a web address (to copy and paste in your browser) that will take you to the Asset Control AppMagic Applicant Portal.
Please login with your email address (applicant@emailaddress.net) and PIN (123456).
Once you have successfully logged in, please follow the directions on the AppMagic Applicant Home page, which are as
 Click FCRA Summary on the left-hand menu and read your rights under the Fair Credit Reporting Act (FCRA). Click on Applicant Release, fill out the form, and submit your information. Click on Submit Documents if you need to include any supporting documents.
Once you have completed these steps, you will have authorized us to begin your background check. Please contact Asset Control at 877-277-3812 or Melia Malone at 940-891-1919 if you have any questions.
AppMagic Applicant Portal: https://www.assetcontrol.net/applicants_cf/index.cfm
Your email: applicant@emailaddress.net
Your PIN: 123456
Thank you,
Asset Control

APPLICANT INSTRUCTIONS:

After you have submitted the applicant's information, they will get this email ----->>>

The email will include a link to the AppMagic Applicant Portal. They will login with their email address and the PIN # that is included in the email.

Dear ApplicantFirstName ApplicantLastName, Melia Malone from Sample Company has initiated a background check through Asset Control via the AppMagic portal. At the bottom of this email you'll find a web address (to copy and paste in your browser) that will take you to the Asset Control AppMagic Applicant Portal. Please login with your email address (applicant@emailaddress.net) and PIN (123456). Once you have successfully logged in, please follow the directions on the AppMagic Applicant Home page, which are as follows: · Click FCRA Summary on the left-hand menu and read your rights under the Fair Credit Reporting Act (FCRA). Click on Applicant Release, fill out the form, and submit your information. · Click on Submit Documents if you need to include any supporting documents Once you have completed these steps, you will have authorized us to begin your background check. Please contact Asset Control at 877-277-3812 or Melia Malone at 940-891-1919 if you have any questions. AppMagic Applicant Portal: control.net/applicants cf/index.cfm Your email: applicant@emailaddress.net Your PIN: 123456 Thank you, Asset Control

Applicant Step 1:

Once they receive their email, they simply click on the link for the AppMagic Applicant Portal or copy and paste the link into their browser. They will use their email address and PIN # to login.

ASSET CONTROL	AppMagic Applicant Portal	
Applicant Home	Login	
FCRA Summary	9	
Applicant Release	Diseas Law in	
Submit Documents	Please Log In	
Download Forms		
FAQs	Email:	
Contact Us	PIN:	
Logout		
GoDaddy.com SECURE WEB SITE	Log In Reset	

Applicant Step 2:

Once logged in to the AppMagic site, they will need to:

Click on the **FCRA Summary** and read the summary of their rights.



Applicant Step 3:

Click on the Applicant Release .

Fill in all of the personal information at the top of the page.

Read the release portion of the document.

Applicant Step 4:

At the bottom of the page, type first and last name. Then DRAW your signature with either your mouse, finger, or a stylus, depending on what kind of device you are using.

Applicant Step 5:

Click on I accept the terms of this agreement.

A	AppMagic Applicant Portal	(940) 891 - 1919
ASSET CONTROL Applicant Home FCRA Summary	AppMagic Applicant	Release Form
Applicant Release Submit Documents Download Forms	Hello, APPLICANTFIRSTNAM	IE APPLICANTLASTNAME
FAQs Contact Us	In order to proceed with your job application form.	n, Sample Company has requested you complete this release
GoD acidy, com SECURE WEB SITE	Please fill out the following information and	I then read and digitally sign the consent statement below.
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	APPLICANTFIRSTNAME	
	Middle Name	Maiden or Other Name
	SGN amount	Doll remains
	Driverie Lineare Number	Dob (mindaryy)
	Current Address	
	Years at this address	
	Address	
	City	State Zip
	PLEASE READ (CAREFULLY
	PLEASE READ C	
	PLEASE READ (AUTHORIZATION AND CONSENT FOR REI Company Name: Sample Com	
	PLEASE READ (AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Con I hereby authorize Asset Control. Inc. (ACI, Personnel to disclose orably and in writing the designated authorized referensitive of this	CAREFULLY EASE OF INFORMATION hpany Inc) and any of its agents/contractors/designated Company results of this verification process and/or interview to the Company.
	PLEASE READ (AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Con Hereby authorize Assat Costrol, Inc., (AC). Personnel to disclose orally and in writing th designated authorized representative of this I have read and understand this release and authorize persons, schood, current and form and Agencies to provide ACI. Inc and any o requested, and to conduct a veneria and form and Agencies to provide ACI. Inc and any o requested, and to conduct a veneria and form and Agencies to provide ACI. Inc and any o requested, and to conduct a veneria and form and Agencies to provide ACI. Inc and any o requested, and to conduct a veneria and form and agencies to provide ACI. Inc and any o requested, and be conduct a veneria and to me which may be in the files of any Fede States. I hereby release al of the persons a claims and damages connected with their rel this document is as valid as the original. All disclosed orally and in writing only to the der Clients.	CAREFULLS EASE OF INFORMATION TABLE
	PLEASE READ (AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Con Hereby authorize Asset Costrol. Inc., (ACI, Personnel to diclose orally and in writing th designate authorized representative of this authorize persons, schoola, current and form and Agencies to provide ACI. Inc and any o requested, and to conduct a veneral and form and Agencies to provide ACI. Inc and any o requested, and to conduct a veneral and form and Agencies to provide ACI. Inc and any o requested, and to conduct a veneral and form and Agencies to provide ACI. Inc and any o requested, and to conduct a veneral and form and Agencies to provide ACI. Inc and any o requested, and be conduct a veneral and form and be conduct a veneral and the oral and the Claims as a lowed by tEBCC and the persons a claims and damages connected with their rel disdosed orally and in writing only to the de Claims. I do hereby agree to forever release, discha actange or conquisit, fifed with any agency at	CAREFULLY EASE OF INFORMATION Tapany Inc) and any of its agents/contractors/designated Company results of this verification process and/or interview to the Company. Inc) and any of its agents/contractors/designated Company results of this verification process and/or interview to the Company. Inc) and any of its agents/contractors/designated Company. Inc) and any of its agents/contractors with all information that may be deemed necessary by this Company to fulfill the job of necords, roeff history. Workers Compensation Insurance to receive any oriminal history record information pertaining in State, or Local oriminal justice approves the full one and indemnify ACI, Inc, and their associates to the full mages, leases, liabilities, costs and expenses, or any other ing from the retrivent and any other of the company and its
	PLEASE READ (AUTHORIZATION AND CONSENT FOR REI Company Name: Sample Con I hereby authorize Asset Control, Inc., (ACI, Personnel to disobse orally and in writing th designated authorized representative of this authorize persons, schoolic, current and form authorize persons, achoolic, current and form authorize persons and the persons a claims and durages connected with their rel tis discosed orally and in writing only to the des Clents. I do hereby agree to fore-ver release, discha statent permitted by law from any claims, d claims and cardial schedit persons and complaint filed with any segnery are schedis and correct information. Furth the 14 digits of my scoolal scourity numbers.	CAREFULLY EASE OF INFORMATION TABLE
	PLEASE READ (AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Con Presonel to disclose orally and in writing the designated authorized representative of this In have read and understand this release and authorize persons, school, curvent and form and Agencies to provide ACI. Inc and any o requisetied, and conduct a vent and FORA and to me which may be in the files of any Fede States. I hereby release all of the persons a colarms and damages connected with their rel bits document is as valid as the organized and to me which may be in the files of any Fede States. I hereby release all of the persons a colarms and damages connected with their rel bits document is as valid as the organized and to me which may be in the files of any Fede States. I hereby release all of the persons a colarms and damages connected with their rel bits document by laws from any damar, da charge or complaint filed with any agency are By electronically submitting this release form ability accurate and cornect information ability accurate and cornect information ability accurate and cornect information ability accurate and cornect information ability accurate and cornect information. Further accordance with the Esign Act: http://www.d	CAREFULLY ACCOMPANY ACCOMP
	PLEASE READ (AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Con Thereby authoria Asset Control, Inc., (ACI, Personnel to disclose orally and in writing th designated authorized representative of this In have read and understand this release and authorize provide ACI, Inc. and any o requested, and to conduct a versus and form and Agencies to provide ACI, Inc. and any o requested, and to conduct a versus and form and Agencies to provide ACI, Inc. and any o requested, and to conduct a versus and form and Agencies to provide ACI, Inc. and any o requirements, with regards to my motor while Inam as a lowed by EECC and the persons a coloring and the persons a coloring and a uniting only to the des Cleants. In do hereby agree to forever release, dischade or complaint field with any seency ar By electronically submitting this release form actuate and correct infomation. Further accurate and correct infomation alformation ability accurate and correct infomation. Further accurate and	CARCEFULLY LASE OF INFORMATION LASE OF INFORM

Congratulations! As soon as the applicant has submitted their form, Asset Control receives the request and will begin processing.

Both the client who submitted the request and the applicant will receive email confirmations.



(Click Here) I accept the terms of this agreement. (Click Here)