

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:

After logging in to your Client Home, move your Mouse over the “New Requests” tab, and click on the **AppMagic** tab.



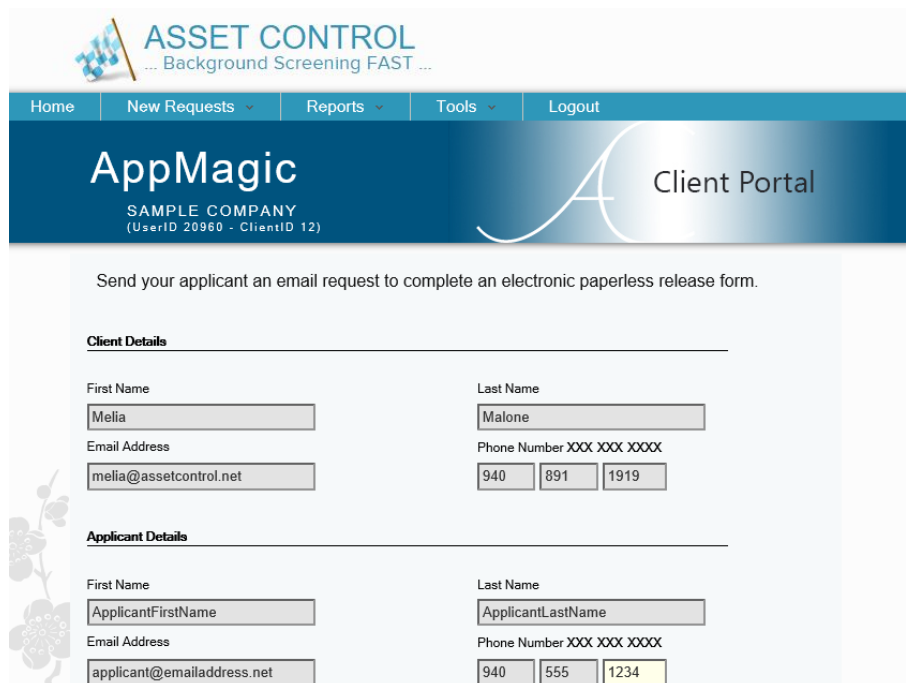
The screenshot shows the Asset Control Client Portal interface. At the top, there is a navigation bar with tabs for Home, New Requests, Reports, Tools, and Logout. The 'New Requests' dropdown menu is open, showing options: AppMagic, Web Order, File Upload (new), File Upload (old), and Adverse Action. The 'AppMagic' option is highlighted. Below the navigation bar, the page displays 'SAMPLE COMPANY (UserID 20960 - ClientID 12)' and 'Client Portal'. A message states: 'Your Client 90-day Average Turnaround Time: 50.43 hours'. Below this, there is a 'Search statistics' section with the following data:

Search statistics:	
Completed:	11
Pending:	0
Archived:	17
Unsent Orders:	5

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.



The screenshot shows the Asset Control AppMagic screen. At the top, there is a navigation bar with tabs for Home, New Requests, Reports, Tools, and Logout. The 'AppMagic' tab is selected. Below the navigation bar, the page displays 'SAMPLE COMPANY (UserID 20960 - ClientID 12)' and 'Client Portal'. A message states: 'Send your applicant an email request to complete an electronic paperless release form.' Below this, there are two sections: 'Client Details' and 'Applicant Details'. Each section has input fields for First Name, Last Name, Email Address, and Phone Number (split into three boxes).

Client Details	
First Name	Last Name
<input type="text" value="Melia"/>	<input type="text" value="Malone"/>
Email Address	Phone Number XXX XXX XXXX
<input type="text" value="melia@assetcontrol.net"/>	<input type="text" value="940"/> <input type="text" value="891"/> <input type="text" value="1919"/>

Applicant Details	
First Name	Last Name
<input type="text" value="ApplicantFirstName"/>	<input type="text" value="ApplicantLastName"/>
Email Address	Phone Number XXX XXX XXXX
<input type="text" value="applicant@emailaddress.net"/>	<input type="text" value="940"/> <input type="text" value="555"/> <input type="text" value="1234"/>

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!*

The screenshot shows a web form titled "Client Instructions to Applicant" and "Client Comments to Asset Control". The "Client Instructions to Applicant" section has a text area for instructions to be emailed to the applicant. The "Client Comments to Asset Control" section has a text area for comments, with a yellow highlighted box containing the text: "Please process our Basic Package, and also add an MVR and Education verification. He claims he graduated from The University of Texas in 1986 with a BS in Biology." Below the text areas is a "Submit Applicant" button and two checked checkboxes: "Retain Instructions to Applicant for Additional Applicants?" and "Retain Comments to Asset Control 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.

The screenshot shows the AppMagic Client Portal confirmation page. The header includes the AppMagic logo and navigation links: Home, New Requests, Reports, Tools, and Logout. The main content area displays "Appmagic Request Submitted. Thank you" and provides instructions on how to find the applicant in the Unsent Orders folder and how to upload documents. The footer includes the text "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 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:
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.

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AppMagic Applicant Portal:
https://www.assetcontrol.net/applicants_cf/index.cfm

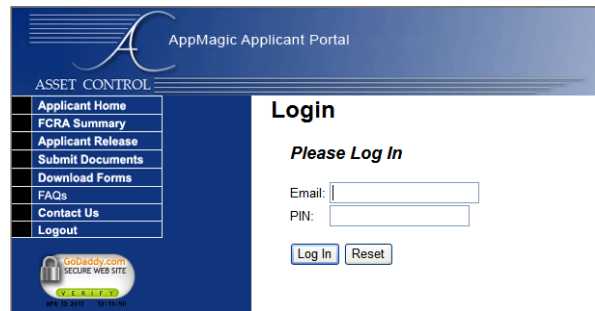
Your email:
applicant@emailaddress.net

Your PIN:
123456

Thank you,
Asset Control

Applicant Step 1:

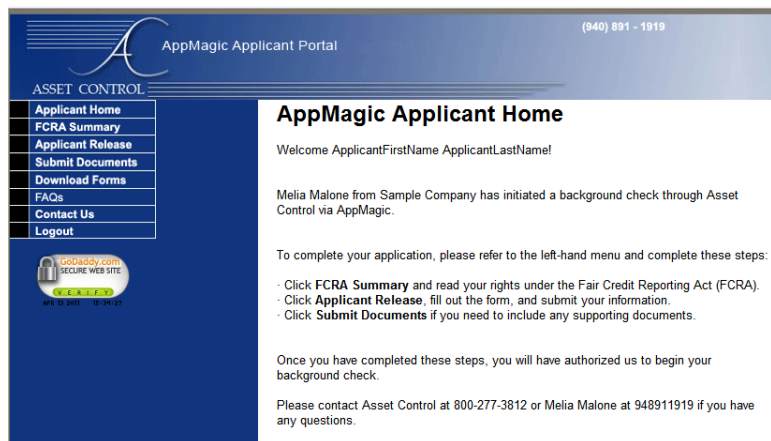
Once they receive their email, they simply click on the link for the AppMagic Applicant Portal or copy and paste the link into their browser. They will use their email address and PIN # to login.



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.**

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.