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) File Upload (old) | IPANY ClientID 12) | | ∇ | |
| click on the <mark>AppMagic</mark> tab. | | Adverse Action | et Control's Real Time Screen day Average Turnaround Time: | | | |
| | | Search statis | tics: | | | |
| | | | <u>Completed:</u> Pending: | | 11 0 | |
| | | | Archived: Unsent Orders: | | 17 5 | |

| | | ASSET C | ONTROL | | | | |
|----------|------|--|--------------------|-----------------|-----------------|------------------|--|
| | 1 | Background S | creening FAST | | | | |
| | Home | New Requests 👻 | Reports ~ | Tools 👻 | Logout | | |
| | | | | | | | |
| | | AppMagio |) | | Λ | Client Portal | |
| screen, | | SAMPLE COMPAN (UserID 20960 - Clienti | | | | | |
| , email | _ | | | | | | |
| e | | Send your applicant an e | mail request to co | omplete an elec | ctronic paperle | ss release form. | |
| - | | | | | | | |
| nt | | Client Details | | | | | |
| | | First Name | | Last Nam | ne | | |
| | | Melia | | Malone | ! | | |
| | | Email Address | _ | | umber XXX XXX X | | |
| e, email | | melia@assetcontrol.net | | 940 | 891 1919 | | |
| e | | Applicant Details | | | | | |
| olicant | | | | | | | |
| meant | | First Name ApplicantFirstName | _ | Last Nam | ntLastName | | |
| | | Email Address | | | | xxx | |
| | | applicant@emailaddress.net | | 940 | 555 1234 | | |
| | | | | | | | |

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*!

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| earch, 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 🗸 | Tools 👻 | Logout | |
| / | SAMPLE COMPAN (UserID 20960 - Client | IY | | Á | Client Portal |
| | Request Submitted. Th | , | cantLastName | | |
| Your applicant | will appear under Unsent Order | s until the applicant fills | out the appropriate | forms. | |
| Once the applic under Pending | cant fills out and submits the ap Searches. | plicant release form, the | e applicant will appe | ar | |
| If you'd like to I | UPLOAD DOCUMENTS related | I 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 |
| 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. 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 App | olicant Portal |
|--------------------------------|--------------|----------------|
| Applicant Home | | Login |
| FCRA Summary | | 9 |
| Applicant Release | | Diagon I an 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 I | Release Form |
| Applicant Release Submit Documents Download Forms | Hello, APPLICANTFIRSTNAM | E APPLICANTLASTNAME |
| FAQs Contact Us Logout | In order to proceed with your job application form. | , Sample Company has requested you complete this release |
| God acdy.com Secure wes site itrol.net | | then read and digitally sign the consent statement below. |
| ME 12 2411 8-45-41 | Subject Details | last Name |
| | APPLICANTFIR STNAME | Last Name APPLICANTLASTNAME |
| | Middle Name | Maiden or Other Name |
| | SSN (memory) | |
| | | |
| | Driver's License Number | State |
| | Current Address | |
| | Years at this address | |
| | Address | |
| | | |
| | City | State Zip |
| | | |
| | | |
| | PLEASE READ C AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Com | |
| | AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Com | CAREFULLY EASE OF INFORMATION ipany inc) and any of its agents/contractors/designated Company results of this verification process and/or interview to the |
| | AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Com I hereby authorize Asset Control, Inc., (ACI, Personnel to disobse carily and in writing the designated authorized representative of this (I have read and understand this release and o authorize persons, schools, current and form and Agencies to provide ACI, Inc. and any of requestied, and to conduct a verification, as of claims as allowed by EEOC and FCRA, and to me which may be in the files of any Fde States. I herey release all of the persons an claims and damages connected with their rele | CAREFULLY EASE OF INFORMATION ipany inc) and any of its agents/contractors/designated Company results of this verification process and/or interview to the |
| | AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Com I hereby authorize Asset Control, Inc., (ACI, Personnel to disclose careily and in writing the designated authorized representative of this C I have read and understand this release and of authorize persons, schold, curvel and form and Agencies to provide ACI, Inc and any of requested, and to conduct a vertication, as a requirements, with regards to my motor velis Claims as allowed by EECC and FCRA, and to me which may be in the files of any Fede States. I hereby release all of the persons an claims and damages connected with thir rele this document is as valid as the original. All disclosed orally and in writing only to the desi Clients. | CAREFULLS EASE OF INFORMATION pany noise of this verification process and/or interview to the company. Nonsent, and I authorize the background verification. I re employees, personal references, and other organizations is agenticioncations with all information that may be teremed necessary by this Company to fulfit the job is merooding, each introview of the linear the pro- tection of the second second to the second second in State or Local circlina justice agency in the United di Agencies providing such information from any and all ase of any requested information. I agree that any copy of suits will be propriety or CONFIDENTIAL and |
| | AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Com I hereby authorize Asset Control, Inc., (ACI, Personnel to disclose corally and in writing the designated authorized perseenative of this (I have read and understand this release and i authorize persons, schools, current and form and Agencies to provide ACI, Inc. and any of requested, and to conduct a verification, as o claims and damages connected with their rele states. I hereby release all of the persons an claims and anages connected with their rele bis document is as valid as the original. All in declosed eraby and in writing only to the desi Cleims. I do hereby agene to forever release, dischan extent permitted by law from any claims, and charge or compaint filed with any agency aris by electronically submitting this release form, education, employment or personal information. Furth | CAREFULLS EASE OF INFORMATION pany Inc) and any of its agents/contractors/designated Company results of this verification process and/or interview to the company. Doman |
| | AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Com I hereby authorize Asset Control, Inc., (ACI, Personnel to disclose coral) and in writing the designated authorized representative of this (I have read and understand this release and in authorize persons, schools, current and form specification and the product of the file of the Claims as allowed by EECC and FCRA, and to me which may be in the files of any Fede States. I hereby release all of the persons an claims and damages connected with their tel disclosed orally and in writing only to the desi Claims. I do hereby agree to forever release, dischan extert permitted by law from any claims, Jar charge or companient file with any agency and education, employment or personal information ability accurate and convect information ability accurate and convect information ability accurate and convect information ability accurate and convect information. | CAREFULLS EASE OF INFORMATION pany Inc) and any of its agents/contractors/designated Company results of this verification process and/or interview to the company. Doman |
| | AUTHORIZATION AND CONSENT FOR REL Company Name: Sample Com I hereby authorize Asset Control, Inc., (ACI, Personnel to disclose corally and in writing the designated authorized representative of this (I have read and understand this release and o authorize persons, schools, current and form and Agencies to provide ACI, man darry of requisited, and to conduct a via my motion, while Claims as allowed by EEOC and ECRA, and to me which may be in the files of any Fede States. I herey release al of the persons an claims and damages connected with their rele states. I herey release al of the persons and claims, and the files of any Fede States. I herey releases al of the persons and claims. I do hereby agrees to forever release, dischar extent permitted by law from any claims, dar- charge or company file flow than y agency and <i>By electronically submitting this release form</i> , education, employment to personal information the last 4 dig of any social execution premoter. | CAREFULLS EASE OF INFORMATION pany Inc) and any of its agents/contractors/designated Company results of this verification process and/or interview to the company. Doman |

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)