

ASSET CONTROL – Website instructions

Ordering a new search

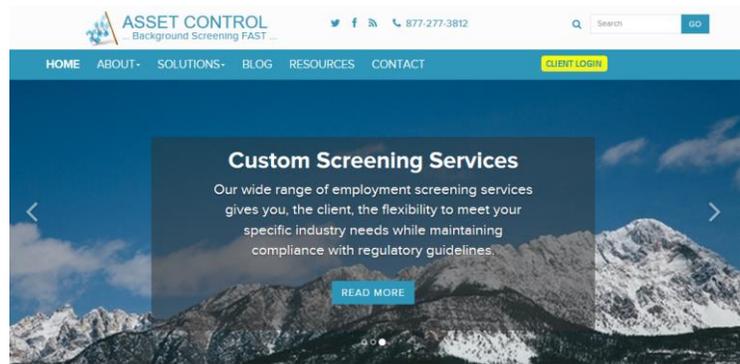
There are four different options for requesting a new background report.

- **OPTION 1 - FAX the request** to **940-891-1910** or **877-277-3829**
Note that if you need us to verify employment and/or education, we will need a copy of their **resume/application** to gather information from, in addition to the **signed release!**
 - **OPTION 2 - UPLOAD to our website** – see instructions below
 - **OPTION 3 - Order ONLINE** – see instructions below
 - **OPTION 4 - Order using AppMagic** – see separate instructions for AppMagic
-

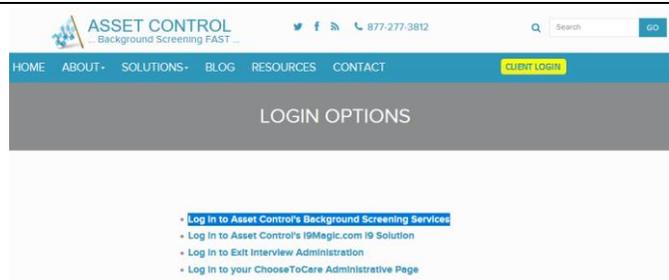
To log in to your account:

Go to www.assetcontrol.net

On the right side of the screen,
Click on **“Client Login”**



Click on **“Log in to Asset Control’s Background Screening Services”**



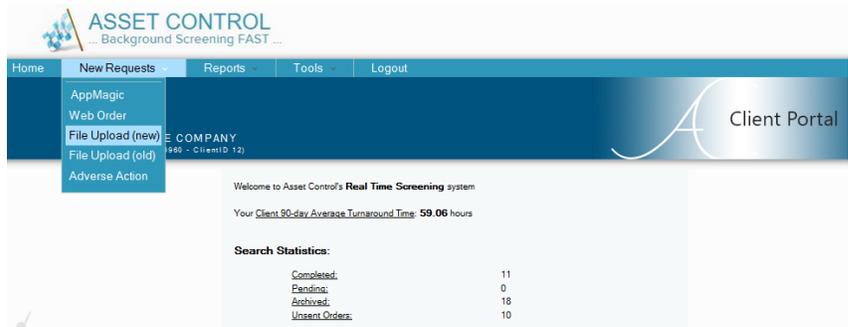
Enter your Username (which is always a number) and your Password. If you do not know the username and password for your account, contact Asset Control at 940-891-1919 or info@assetcontrol.net



OPTION 2 - UPLOAD Documents

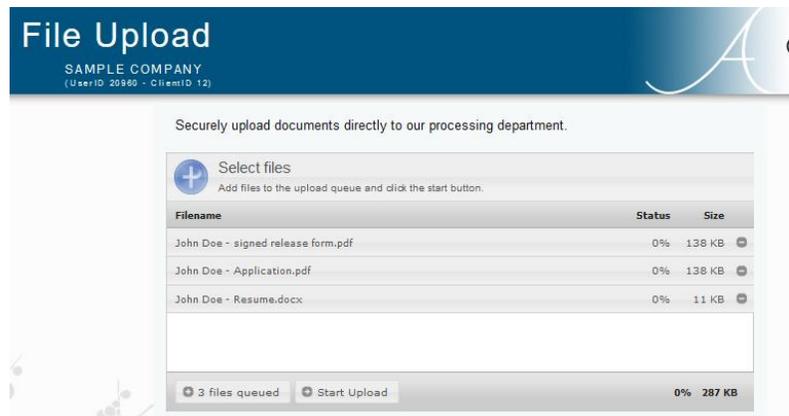
After logging in, under the “New Requests” tab, click on the “**File Upload**” link.

Note: there are two File Upload options, you can choose whichever is easiest for you.



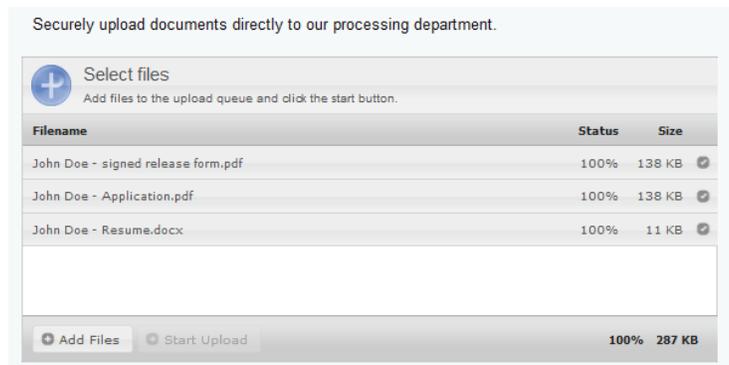
Click on “**Add Files**”. Search your computer for the file(s) you wish to send us, select them, and click “**Start Upload**”.

You can send up to 20 files at a time. If you need to send more, simply click on “**Add Files**” and repeat the process.



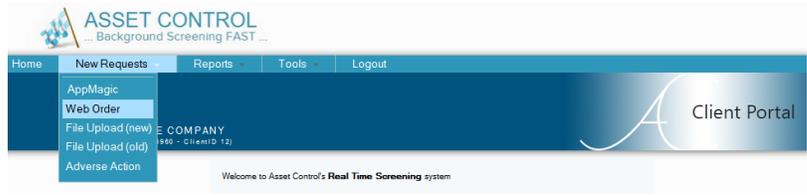
You will know that your uploads were successful when the column under status reads 100%.

Once received, Asset Control will begin working on your requests, and as soon as they are processed you will see them listed under “Pending Searches”.

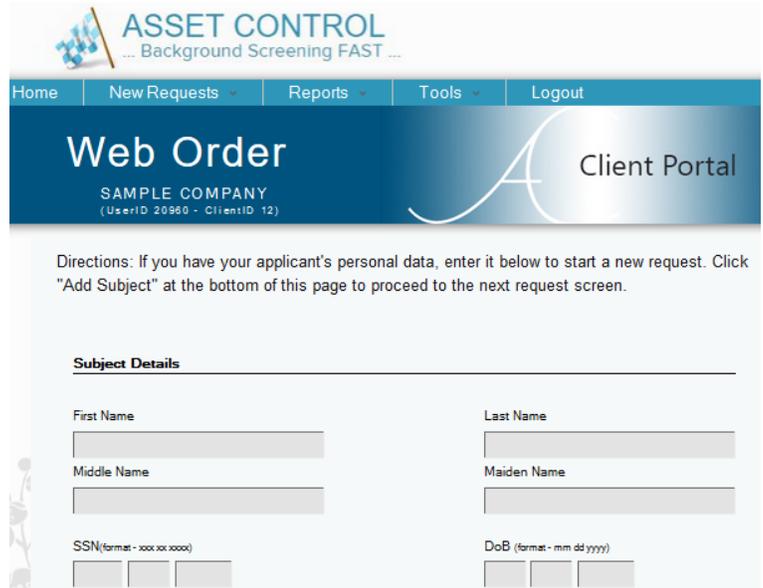


OPTION 3 - order ONLINE

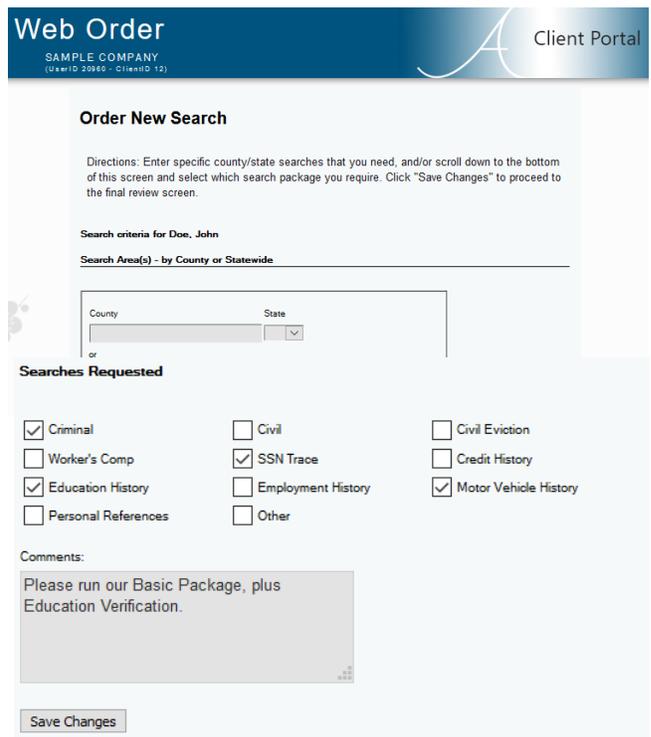
After logging in, under the “New Requests” tab, click on the **“Web Order”** link.



Fill in the blanks with your applicant's full name, SSN, DOB, etc. Enter ALL previously used last names in the **“Maiden Name”** field. Enter the applicant's current and previous Addresses. Then click **“Add Subject”**.



Scroll down to the section titled: **“Searches Requested”** and check the boxes for searches you need us to run. You can also include any special notes or instructions to Asset Control in the Comment Section.



Click on **“Save Changes”**

Review your applicant's information for accuracy, and make changes as needed, by either clicking on

[Edit Subject Info](#)

or

[Edit Search Info](#)

Once you are sure all information is correct, click on "[Submit Search](#)" at the bottom of the screen.

ASSET CONTROL
... Background Screening FAST ...

Home | New Requests | Reports | Tools | Logout

Web Order

SAMPLE COMPANY
(UserID: 20960 - ClientID: 12)

Client Portal

Search/Review

Directions: Review the information that you've entered and click "Submit Search" at the bottom of this screen to send your request directly to Asset Control's processing department.

Subject Information [Edit Subject Info](#)

First Name	John
Middle Name	Michael
Last Name	Doe
Maiden Name	
DOB	01/01/2000
SSN	123456789
DL Number, State	12345678, TX
Employer, Store #	, Finance Dept
Current Address	123 Main St
	Anytown, TX 76201
Years at this Address	5.0

Search Information [Edit Search Info](#)

Statewide Searches
No statewide searches added

County Searches
No county searches added

Searches Requested

<input checked="" type="checkbox"/> Criminal	<input type="checkbox"/> Civil	<input type="checkbox"/> Civil Eviction
<input type="checkbox"/> Worker's Comp	<input checked="" type="checkbox"/> Social Security	<input type="checkbox"/> Credit History
<input checked="" type="checkbox"/> Education History	<input type="checkbox"/> Employment History	<input checked="" type="checkbox"/> Motor Vehicle History
<input type="checkbox"/> Personal References	<input type="checkbox"/> Other	

Comments:
Please run our Basic Package, plus Education Verification.

If you are sure the above information is correct, click below to submit your search.

[Submit Search](#)

Congratulations! You've submitted your request. If your applicant's Education or Employment needs to be verified, please fax their signed release and resume/application to fax #940-891-1910, or use the "File Upload" link to send them to us securely. (Many schools and companies require a signed release from the applicant before they will provide a verification.)

ASSET CONTROL
... Background Screening FAST ...

Home | New Requests | Reports | Tools | Logout

Web Order

SAMPLE COMPANY
(UserID: 20960 - ClientID: 12)

Client Portal

Order Submitted

Your search order has been submitted. Thank you.

If a piece of documentation is required such as a release form, please fax it to (940) 891-1910 or upload it via our website: [Upload Document](#)

You will receive an email notification when the background check is complete. For any questions, feel free to contact Asset Control at 940-891-1919.