

TenantReports.com

Comprehensive Tenant Screening Services 24/7 Online



TM

How To Order With QuickApp

- Send an electronic authorization form directly to your applicant via email!
- Eliminate the need to carry an authorization form to get signed by your applicant.
- Applicants can be charged for the report at the time of the request, paying with their own credit card.



- 1. Go to www.TenantReports.com
- 2. Enter your Username (Account Number) and Password. Click Login

NOTE: Users signing in for the first time will be required to establish 3 security questions to enable the FORGOT PASSWORD feature. As of March 2017, Regulations require users to establish Multi-Factor Authentication. MFA is a security protocol that requires two or more methods of independent authentication to verify end user's identity upon logging in

How To Use QuickApp





3. Once signed into your account, click "**Order**" at the top of the page. A list of established screening products will be available for selection. Simply click "Order" next to the screening product of your choice.

Select Product for Order



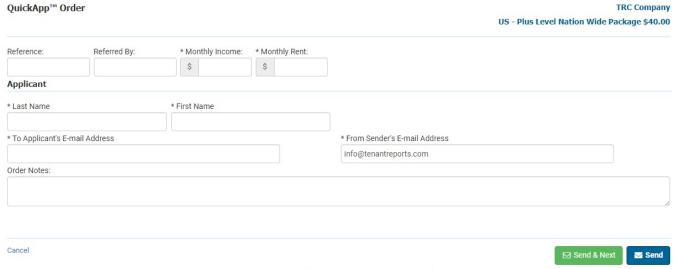


How To Use QuickApp

4. The following screen will show you all of the selected individual reports that are included. Selections with a check next to the product indicate that report will be ordered. After the product(s) of choice have been selected, click the lower right button in green stating "QuickApp."



5. From here, simply fill out the required applicant information on the prospective tenant. Required fields are indicated by an *asterisk.* Reference, Referred By are **NOT** required fields. Please use whole numbers when entering monthly income and rent and NO decimal points or commas. In the event you do not have these values simply, place a "0" in that field and one of our team members can correct this for you after the report has been processed. Once completed, simply hit SEND.

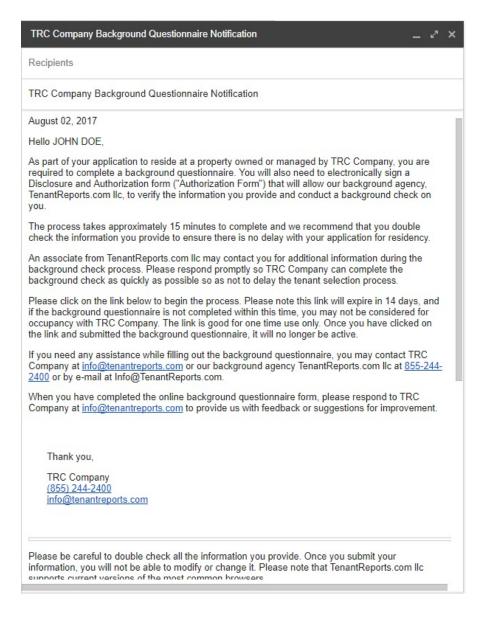




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6.

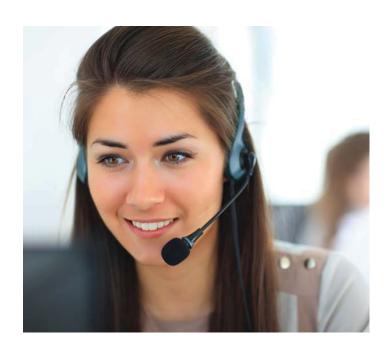
Your applicant(s) will receive an email much like the one to the right asking them to proceed with the background application questionnaire. This will request them to fill out their personal information such as Name, Date of Birth, SSN, as well as a current or previous United States Address.



7. Once your applicant(s) enters all of the necessary requested information, completes the electronicauthorization, and submits payment for the screening you will receive an email notification stating their information has been submitted and can be found under your "Reports" tab.



When it comes to offering the best in Account Support we answer the call-



Live Toll Free Customer Support:

Monday - Friday 9am to 8pm Saturday 11am to 5pm

Toll Free Phone 855.244.2400
Toll Free Fax 855.244.2401
Email Info@TenantReports.com

Tenant**Reports**.com

It starts with Service...

TenantReports.com operates with a single goal in mind: *To provide our clients with the most up-to-date resources backed by the industry's best customer service.*

For over twenty years we have been providing cost effective screening solutions and expert client support serving over 85,000 client subscribers and processing in excess of 10 million reports.

This commitment to top customer service has allowed us to be an industry leader among tenant screening and mortgage credit screening providers.

Put our experience to work for you and take advantage of our resources to help protect your investment property for the short and long term.

Get the most accurate credit reports, criminal background checks and other screening reports available and get free help from our staff in reviewing the information and to answer any questions you may have.

Every call to TenantReports.com is answered by a live friendly service professional who will begin processing your request immediately.