

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.

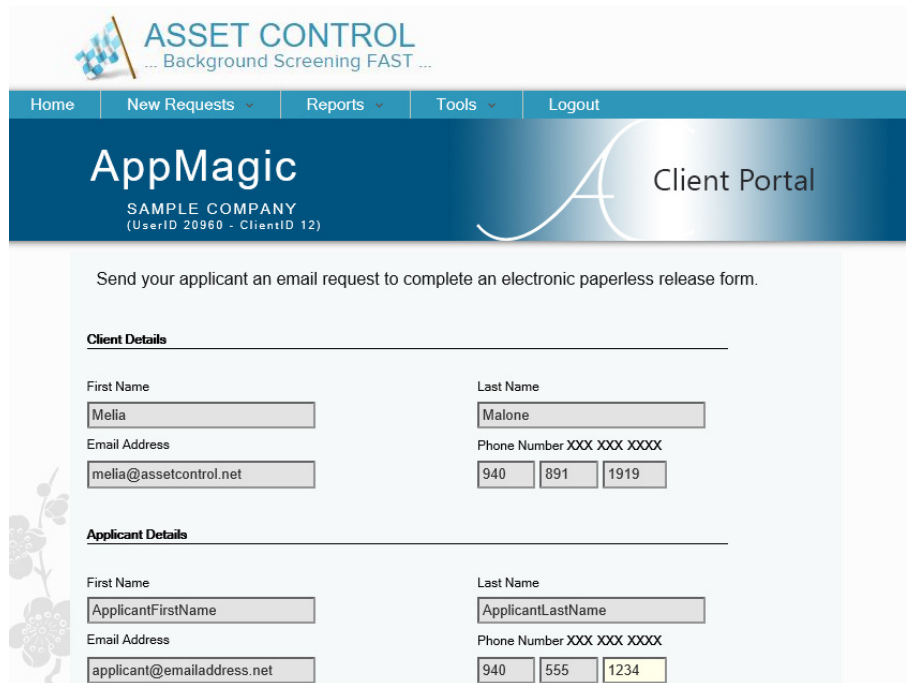


The screenshot shows the Asset Control Client Portal interface. At the top, there is a navigation bar with tabs for Home, New Requests, Reports, Tools, and Logout. The 'New Requests' dropdown menu is open, showing options: AppMagic, Web Order, File Upload (new), File Upload (old), and Adverse Action. The 'AppMagic' option is highlighted. Below the navigation bar, the page displays 'Client Portal' and 'SAMPLE COMPANY (UserID 20960 - ClientID 12)'. A message states: 'Asset Control's Real Time Screening system. Your Client 90-day Average Turnaround Time: 50.43 hours'. A 'Search statistics' section shows: 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' title is prominently displayed, along with 'SAMPLE COMPANY (UserID 20960 - ClientID 12)'. 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 fields for First Name, Last Name, Email Address, and Phone Number (split into three boxes). The 'Client Details' fields are filled with: First Name: Melia, Last Name: Malone, Email Address: melia@assetcontrol.net, Phone Number: 940 891 1919. The 'Applicant Details' fields are filled with: First Name: ApplicantFirstName, Last Name: ApplicantLastName, Email Address: applicant@emailaddress.net, Phone Number: 940 555 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 with two main sections. The first section is titled 'Client Instructions to Applicant' and contains a text area for 'Instructions to be emailed to applicant:'. The second section is titled 'Client Comments to Asset Control' and contains a text area for 'Comments (specify packages you want us to run, other married/maiden names, and/or AKA's to search, etc):'. Below the comment box is a yellow highlighted area 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 this 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?'.

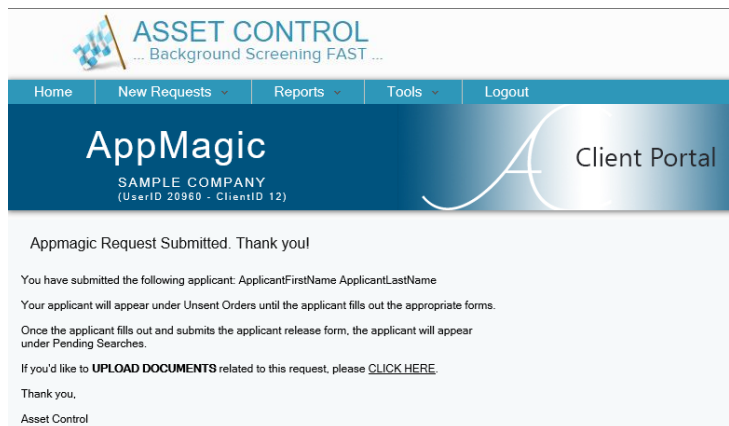
If you have multiple applicants to submit with the same instructions/comments, you can click the bottom boxes to retain those comments for additional AppMagic requests within the same login session.

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.

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.)

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



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 800-277-3812 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).

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

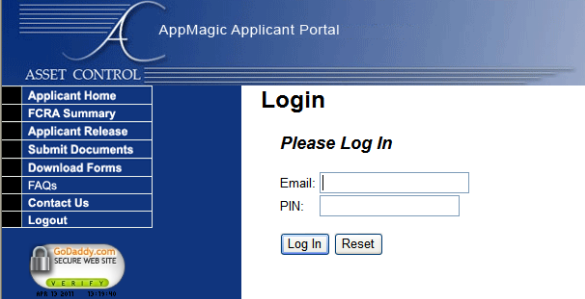
Your email:
applicant@emailaddress.net

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.

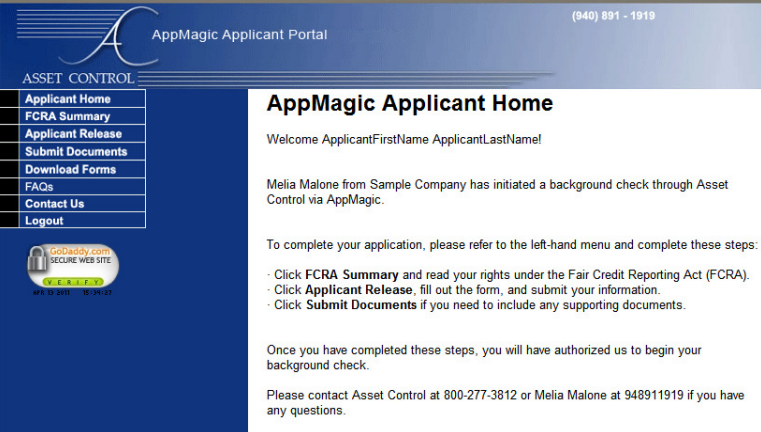


The screenshot shows the AppMagic Applicant Portal login page. On the left is a navigation menu with links: Applicant Home, FCRA Summary, Applicant Release, Submit Documents, Download Forms, FAQs, Contact Us, and Logout. The main content area is titled 'Login' and contains the text 'Please Log In'. Below this are input fields for 'Email:' and 'PIN:', each with a text box. At the bottom of the login section are two buttons: 'Log In' and 'Reset'. The page header includes the 'ASSET CONTROL' logo and the text 'AppMagic Applicant Portal'. A GoDaddy.com secure web site logo is visible at the bottom left.

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.



The screenshot shows the AppMagic Applicant Home page. The navigation menu on the left is the same as in the login page. The main content area is titled 'AppMagic Applicant Home' and contains a welcome message: 'Welcome ApplicantFirstName ApplicantLastName!'. Below this is a paragraph: 'Melia Malone from Sample Company has initiated a background check through Asset Control via AppMagic.' This is followed by instructions: 'To complete your application, please refer to the left-hand menu and complete these steps:' and a list of steps: 'Click FCRA Summary and read your rights under the Fair Credit Reporting Act (FCRA).', 'Click Applicant Release, fill out the form, and submit your information.', and 'Click Submit Documents if you need to include any supporting documents.' Below the steps is another paragraph: 'Once you have completed these steps, you will have authorized us to begin your background check.' At the bottom, it says: 'Please contact Asset Control at 800-277-3812 or Melia Malone at 948911919 if you have any questions.' The page header includes the 'ASSET CONTROL' logo, 'AppMagic Applicant Portal', and the phone number '(840) 891 - 1919'. A GoDaddy.com secure web site logo is visible at the bottom left.

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. Enter the last 4 digits of the SSN, then enter the PIN #.

Click on **Submit Release Form**.

ASSET CONTROL

AppMagic Applicant Portal (940) 891 - 1919

Applicant Home
FCRA Summary
Applicant Release
Submit Documents
Download Forms
FAQs
Contact Us
Logout

AppMagic Applicant Release Form

Hello, APPLICANTFIRSTNAME APPLICANTLASTNAME

In order to proceed with your job application, Sample Company has requested you complete this release form.

Please fill out the following information and then read and digitally sign the consent statement below.

Subject Details

First Name: APPLICANTFIRSTNAME
Last Name: APPLICANTLASTNAME

Middle Name:
Maiden or Other Name:

SSN (xxx-xx-xxxx):
DoB (mm/dd/yyyy):

Driver's License Number:
State:

Current Address

Years at this address:
Address:
City: State: Zip:

PLEASE READ CAREFULLY

AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

Company Name: Sample Company

I hereby authorize Asset Control, Inc., (ACI, Inc) and any of its agents/contractors/designated Company Personnel to disclose orally and in writing the results of this verification process and/or interview to the designated authorized representative of this Company.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, personal references, and other organizations and Agencies to provide ACI, Inc and any of its agents/contractors with all information that may be requested, and to conduct a verification, as deemed necessary by this Company to fulfill the job requirements, with regards to my motor vehicle records, credit history, Workers Compensation Insurance Claims as allowed by EEOC and FCRA, and to receive any criminal history record information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency in the United States. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. All results will be proprietary and will be kept CONFIDENTIAL and disclosed orally and in writing only to the designated authorized representatives of this Company and its Clients.

I do hereby agree to forever release, discharge and indemnify ACI, Inc, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from the retrieving and reporting of information.

By electronically submitting this release form, I am acknowledging that I have not misrepresented any education, employment or personal information, and that I have provided to the best of my knowledge and ability accurate and correct information. Furthermore, I acknowledge that typing and submitting my full name, the last 4 digits of my social security number, and my unique 6 digit PIN below acts as my signature in accordance with the ESign Act: <http://www.ftc.gov/ocs/2001/08/esign7.htm>.

*You can find your 4-digit PIN in the email you received from Asset Control.

Digital Signature

First Name:
Last Name:
SSN (last 4 digits):
PIN (six digits):

Submit Release Form

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.

ASSET CONTROL

AppMagic Applicant Portal (940) 891 - 1919

Applicant Home
FCRA Summary
Applicant Release
Submit Documents
Download Forms
FAQs
Contact Us
Logout

AppMagic Applicant Release Process

Applicant Release Form Submitted

Thank you, ApplicantFirstName ApplicantLastName.
You have successfully submitted your Applicant Release Form.