AC ApplyConnect

Advantage Credit
Credit Reporting Services

Landlords and Agents Guide to ApplyConnect

800-288-4747 Opt. 7
contactus@applyconnect.com

VERSION 1

Landlords and Agents ApplyConnect Guide

Creating an Account

Go to **www.ApplyConnect.com** and click the **Get Connected** button.

In order to register, you must provide:

1. Name
2. Email Address (used to login)
3. Current residency address
4. Date of Birth and Phone Number
5. Select Renter, Landlord or Agent
6. A password to login with.
   - 8 characters minimum length, and;
   - Any 3-combination of: Uppercase, lowercase letters, numbers, and symbols.
7. Pick from the available security questions and provide a secret answer.
8. Agree to the Terms and Conditions and click the **Register & Begin Ordering** button.

Confirming your Identity:

Now that you have created your account, you will need to verify your identity. On your dashboard click the **Confirm Your Identity** button.

- In order to verify your identity, you must confirm that the information provided at the registration page is correct.

- Click **Continue to Terms** then you will be asked to provide your social security number. Landlords and Agents have the option to not provide it, however if Experian cannot located your credit profile, then a social will be required to proceed further.

  If you have a credit monitoring service or have your credit frozen, it may not allow you to pull your credit profile.

Out of Wallet Questions

Once Experian has located the credit profile, it will generate a series of 4 out of wallet questions based on the information on the profile. Once these questions have been answered correctly, you will be ready to start sending out invitations.

This is not running your credit report, it is simply generating questions to authenticate your identity.

Only 1 Step to Go!

Verify Your Information ② Agree To Terms ③ Confirm Your Identity ✓

Your personal information, including your current home address, is required in order for us to verify your identity against your personal information. This verification will not negatively impact your credit report. All of the information you provide will be transferred through a private and secure connection.

3. Please answer the following questions about your credit profile.

Question #1

* You may have opened an auto loan or auto lease in or around August 2013. Please select the dollar amount range in which your monthly auto loan or lease payment falls. If you have not had an auto loan or lease with any of these amount ranges now or in the past, please select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- ○ $265 - $364
- ○ $365 - $464
- ○ $465 - $564
- ○ $565 - $664
- ○ NONE OF THE ABOVE/DOES NOT APPLY

Question #2

* I was born within a year or on the year of the date below.

- ○ 1953
- ○ 1956
- ○ 1959
- ○ 1962
- ○ NONE OF THE ABOVE/DOES NOT APPLY

Sending Invitation

Now that your identity is confirmed, you can invite the applicant.

Click the **New Applicant** button on your Landlord/Agent Dashboard.

- Enter the Applicants name, email address, any possible co-applicants, and the property they might be interested in.
- Agree to the terms and then click "Send Invitation.

Your invitation is now on its way!

Home | New Applicant | Pending Invitations | My AC Links | Help & Resources

Send Your Applicant An Invitation!

To receive a tenant screening report that includes **Experian Credit, a Vantage Score, a Nationwide Criminal Scan, and a Nationwide Eviction Search** please fill out your applicant's information. Once submitted, your applicant will be contacted by email to purchase and share their complete tenant screening report for your rental.

AC ApplyConnect

Applicant's Name
Applicant's Email
+ Add Co-Applicant
Property Address
Message
I would like to view your credit report using ApplyConnect. Please follow the instructions provided to begin applying for your new home!

☐ I certify that my access to the above-named person's tenant screening report will be used solely for the purpose of RENTING/LEASING A PROPERTY initiated by the consumer under the Fair Credit Reporting Act.

Send Invitation

Receiving Invitation

Your applicant will receive an invitation in their email. In that invitation will be a unique link that directs them to create an account. They will be required to enter their name, address and social security number so that they can receive out of wallet questions to authenticate their identity. Once they have answered these questions, they will then have multiple ways to pay for this report such as Paypal, Visa or Master Card. Once payment has been made, a report will be generated. Once the applicant views the report, they are able to click "Share Report" and it will now be viewable on your Landlord/Agent dashboard.

How to Read Report

If you need help reading a report that has been sent to you, please use this link.

https://www.applyconnect.com/resources/ApplyConnect-Sample-Report.pdf

Creating ApplyConnect Links

Is sending an invitation to one applicant at a time too time consuming? ApplyConnect lets you create links so that you can send email blasts to multiple

prospective applicants, or maybe you would like to post a link on your website, social media, etc. Simply click the **My AC Links** on your Landlord or Agent dashboard. Click the **Create an ApplyConnect Link** button and enter the property address and click the agreement check box. Then proceed to click **Create Link**

Managing ApplyConnect Links

Now that you have created the ApplyConnect link, you are able to manage all of the links you might have created. Simply copy and paste the generated URL and plug it in to your choosing. It is that easy!