





## Quick Guide – “Using ATS’s Tenant Screening System”

### Applicant List (Screen 1)

Name	SSN	Report #	Status	Requester	Price	Requested	Completed	Score Card
<b>Recent Reports</b>								
<a href="#">New! Biggman, Jason</a>	***-**-3434	<a href="#">33076988</a>	Complete	John TestUser	<a href="#">\$21.15</a>	01/09/2009	01/09/2009	Approved
<a href="#">Testperspnm, John</a>	***-**-3434	<a href="#">33031778</a>	Complete	John TestUser	<a href="#">\$44.47</a>	01/06/2009	01/06/2009	
<a href="#">New! Consumer, John</a>	***-**-3343	<a href="#">33031728</a>	Partial	John TestUser	<a href="#">\$44.47</a>	01/06/2009		Approved
<a href="#">Tommy, Test</a>	***-**-6789	<a href="#">33011128</a>	Complete	John TestUser	<a href="#">\$26.45</a>	01/05/2009	01/05/2009	Approved
<a href="#">Test, Test</a>	***-**-3344	<a href="#">33004498</a>	Complete	John TestUser		01/02/2009	01/02/2009	
<a href="#">New! Bunny, Bugs</a>	***-**-6524	<a href="#">32997938</a>	Complete	John TestUser	<a href="#">\$44.47</a>	12/31/2008	01/02/2009	Approved
<a href="#">Bunny, Bugs</a>	***-**-8421	<a href="#">32991948</a>	Complete 	John TestUser	<a href="#">\$52.95</a>	12/30/2008	01/02/2009	Approved
<a href="#">Bove, Robert</a>	***-**-8312	<a href="#">32987668</a>	Complete	John TestUser	<a href="#">\$44.47</a>	12/30/2008	01/02/2009	Approved
<a href="#">Kalahiki, Laine</a>	***-**-1026	<a href="#">32980598</a>	Complete	John TestUser	<a href="#">\$68.79</a>	12/29/2008	01/02/2009	Approved
<a href="#">Bove, Robert</a>	***-**-1281	<a href="#">32977748</a>	Partial	John TestUser	<a href="#">\$44.47</a>	12/29/2008		Approved

- The Applicant List is the first screen you will see after accepting the terms of service on the Certification of Use screen. From the Applicant List, you will be able to access the results of every order you have run on our new system.
- Applicants can be sorted by name, SSN, report number, status of the order, the person who requested the order, price of the order, the date the order was requested and the date the order was completed. You can also search for an applicant by his or her name, SSN, the report number and also the status of the order. You can search date ranges as well.
- When you see the status of an order as new, that order has just been put into the system. If the status appears as partial, then that order is currently being processed by our team. A completed status means that the order is completed and ready for final review.
- If there is a hand symbol  to the right of the order’s status, then negative or adverse information has been found for that applicant.



## Applicant List (Screen 2) Entering a Request

EmploymentReports.Net - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.employmentreports.net/568AMT/default.html>

**ATS**  
American Tenant Screen, Inc.

[Applicant List](#) [New Request](#) | [Admin](#) | [Logout](#)

### New Request

Add Package  
Add Service  
Collapse All  
Expand All

**Applicant Profile**

First Name	MI	Last Name	Suffix	SSN	Age	Birth Date	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type Address ZIP City State Country

Current

**Submit Section**

Messages

Applicant Profile is missing required information.  
Submit Section is missing required information.

Note: \*I certify that I have a written authorization from the individual listed below and that I am in compliance with all applicable laws pertaining to a "Consumer Investigative Report" as defined in the Fair Credit Reporting Act as amended.

Requested By  Reference #

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Done Internet

Start EmploymentReports... Document3 - Microso...

11:32 AM

- Click the New Request link on the Applicant List, you will be brought to the New Request screen.
- First, you want to add the packages and/or services for the applicant by clicking on the "Add Package" or "Add Service" buttons. As you add services and packages, more fields will appear on this screen for you to enter additional information.
- Fields outlined in red are required, but we recommend entering as much information as you have.
- The Message Box will tell you if there is any information missing.
- Once all required info is entered, click on the red box which acknowledges that your compliance with all regulations.
- You can then click preview for a concise review of the information you entered. After verifying this information is correct, press Submit.
- Your order number will now appear in the top left corner of the window.



## Applicant List (Screen 3) View Report Results/Access to Prefilled Adverse Notifications

EmploymentReports.Net - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Print Preview

Address <http://www.employmentreports.net/568AMT/default.html> Go Links Contribute Edit in Contribute Post to Blog

American Tenant Screen, Inc.

[Applicant List](#) | [Request #32965248](#) | [Preview](#) [New Request](#) | [Admin](#) | [Logout](#)

**Report #32965248**

Select Report: Complete Report Print Options: [Printer Friendly](#) [PDF](#)

American Tenant Screen, Inc.

525 W CHESTER PIKE  
HAVERTOWN, PA 19083  
Phone (800) 888-1287 / (610) 924-0801  
Fax (800) 881-9699 (610) 924-0510

<b>File No:</b>	32965248	<b>Requested By:</b>	John TestUser
<b>Name:</b>	Minnie Mouse	<b>Date Ordered:</b>	12/23/2008
<b>SSN:</b>	***-**-7842	<b>Date Completed:</b>	12/23/2008
<b>Address:</b>	127 W CHESTER PIKE HAVERTOWN, PA 19083		
<b>Prepared For:</b>	ATS INC 525 W CHESTER PIKE HAVERTOWN, PA 19083		

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Done Internet

Start EmploymentReports... Document3 - Microso...

11:34 AM

- Click on an applicant's report number on the Applicant List to view the report results.
- Reports can be viewed in their entirety or by each service requested through the drag-down list under the report number.
- Pre-filled adverse action letters are also available from this drag-down list.
- You can print reports by clicking on the Printer Friendly button, or view and save reports in PDF format through the PDF button.



## Admin Functions (Web Admin) Password Changes to the Account and its Users

- By clicking the Admin button any user is able to change their passwords.
- Primary Users of the account have access to the Web Admin button, which will allow the primary user to lock any other users from having access to the system.

## Admin Functions (Management Reports)

- Primary Users also have access to create Management Reports.
- You can select the name of any user on your account along with the types of reports you want to monitor and generate a report showing how many applicants that user has screened and how many of each type of report that user has run.



## Admin Functions (Billing) Viewing invoices

12/31/2008 11:40:48

INVOICE

**ATS**  
American Tenant Screen, Inc.

AMERICAN TENANT SCREENING,  
INC.  
525 CHESTER PIKE  
Suite 104  
HAVERTOWN, PA 19083

Prepared For:	ATS INC ATSTEST 525 CHESTER PIKE Suite 104 HAVERTOWN, PA 19083	Invoice #:	14
		Invoice Date:	12/31/08
		Invoice Amt:	\$231.83

Applicant	Report#	Delivered	Bureaus	I/J	Amount
Bove, robert	32987668	12/30/08	TU	I	\$41.95
Bove, robert	32987668	12/30/08	TU	I	\$0.00
Bove, robert	32987668	12/30/08	TU	I	\$0.00
Bove, robert	32987668	12/30/08	TU	I	\$0.00
Bove, robert	32987668	12/30/08	TU	I	\$0.00
Bove, robert	32987668	12/30/08	TU	I	\$2.52

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- Users with Billing access can also view Invoices from our new system.
- Invoices can be viewed by date, and in summary or detailed formats.

If you have further questions or would like a representative to present to you a “live” demo please contact Customer Service via e-mail [custserv@alwaysscreen.com](mailto:custserv@alwaysscreen.com) or call us at 800-888-1287.