



RSI Screening

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RSI Quick Application User Guide

Dear RSI Client:

The RSI website is a great tool for conducting quick and easy background checks on your prospective applicants. Now, with the RSI Quick Application, your prospective renters can apply online! The Quick Application is emailed to your applicant. They complete the application online and the information is sent to RSI. Once the application is completed, an email is sent to you and the results can be viewed from the RSI website.

Use the following steps to send your applicant a Quick Application. Go to the Order tab.

Order:

Once you select the Order tab you will be taken to a Select Product page. A list of products will be listed for you to choose from. Select the product you want to send to your applicant by clicking on the Order tab located to the right of the product. If your account is only setup with one package you will skip this page and go directly to Select Searches.

Select Searches:

This page summarizes the search that will be conducted. Make sure your name is selected under the order requester at the bottom of the page. At the bottom of the page you will see a QuickApp Order button. Press the QuickApp button to continue.

QuickApp Order:

The QuickApp page is used to enter information about your applicant. Enter the name, reference and email address of your applicant. You should see your email address located in the E-mail From Address box. Once the form is completed, select the Place Order button at the bottom right corner. Your applicant will receive your application via email. Once they complete the application it is sent to RSI for processing. Upon completion, an email will be sent to you. All results can be viewed online at the RSI website.

What To Tell Your Applicants:

If you have an applicant that wants to apply online you will need to email them the Quick Application following the instruction listed above. Your applicant will need to visit www.arentalservicesinc.com and at the bottom of the page under Links click on the Pay Quick Application Fee. Your applicant will need to know the type of report you want them to order. The options will be a \$40 Express report or a \$48 Full report. After RSI receives the payment we will process the application that has been submitted by your applicant. If no online payment is made, we will not process the application unless you tell us, in writing to bill your account for the charges.