



RSI Screening

(303) 420-1212 (800) 628-6414 FAX (303) 420-1477 FAX (800) 296-9902

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 from the RSI website. 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.

Before you send your applicant the RSI Quick Application you need to let them know what to expect. Your applicant will receive an email from you that includes the rental application. Make sure they understand the cost of the report. Each application will include a \$2.00 convenience fee. When the applicant fills out the application, the total charges for the screening report will be displayed at the end of the application process. Your applicant will then enter their credit/debit card number for payment. The RSI payment system will authorize \$100 on their card. The applicant will only be charged the amount shown on the report, not the authorization amount. The reason for the \$100 authorization is that in some cases the applicant may order records not covered under the normal screening package. If the applicant lists their current address as well as a previous address that is in a different state, the report will pull both states eviction and criminal records increasing the screening fee. For Example; if the applicant entered a different state as a prior address, the charges would look like this: \$48 Full Report + \$2 Convenience Fee + \$4 Additional Eviction + \$12 Additional Criminal = \$66.00.

Use the following steps to send your applicant a Quick Application. Login to the RSI website and 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 must pay the application fee during the online application process using a credit/debit card. There is an additional \$2.00 fee charged to your applicant when they pay online. After the application is completed by the applicant it will be viewable on the RSI website under Applicant Ready on the left side of the Report Page.