

# Listing Agent Quick Start



# 1.

## Register to Create your AGENT account

If you already have an Agent account, simply log in!  
Visit [www.SoftScreen.com](http://www.SoftScreen.com), click on the register icon located at the top of the page.  
You will be guided through the process to set up your account.  
*You will need access to your email and your mobile phone available.*

# 2.

## Enter the address of your rental listing.

Click on "Create a listing" enter the address of your rental property listing

- **Enter the address**
- **Invite the Property Owner, to Opt-In and receive reports when they are provided by a Tenant**

# 3.

## Thats it!

Now any tenant can locate your listing by its address to share their reports with you and the landlord.

**OR**

Invite tenants to share reports with you by sending an invitation with just their email address.  
You (and the landlord) will be notified by email anytime reports have been made available.  
Simply log in and click on "View Tenant Reports" located in your dashboard.

## Now that you've entered an address...

### Want to invite a Tenant to apply for your Rental Listing?

Click on **SEND INVITATIONS - To Tenants.**

### Want to invite a Property Owner to receive Reports too?

Click on **SEND INVITATIONS - To Property Owners.**

### Need to resend or even cancel an invitation you have already sent

Click on **SEND INVITATIONS - either To Tenants or To Property Owners.**

### Have you received an invitation to claim your Listing?

When another agent has a Tenant wishing to send you Reports, they can invite you to claim the address of your Listing. This happens when you have not yet entered it in SoftScreen. The other Agent can enter the address on your behalf. The address is "provisional" until you claim it. *Simply click on the link in the email invitation, Or, in your dashboard,*

Click on **ACCEPT INVITATIONS - From other Agents and Property Owners.**

*Even a Landlord can send you an invitation to receive Reports when provided by a Tenant.*

### Need help with anything?

Click on **Contact us** located in the blue banner at the top of your screen.