

Property Owner Quick Start



1. Register to Create your PROPERTY OWNER account

Visit 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.

If you already have a Property Owner account, simply log in!

2. Enter the address of your rental listing.

Click on “Create a listing” to enter the address of the rental property.

You can also include the listing agent (if applicable) while entering the address by simply providing their email.

3. That's it!

Now any tenant can locate your listing by its address to share their reports with you and the listing agent/property manager.

OR

Invite tenants to share reports by sending an invitation with just their email address.

You (and the listing agent/property manager) will be notified by email anytime reports have been made available.

Simply log in and click on “View available reports” in your dashboard.

Create a listing as a Property Owner - Step by Step Instructions

From within your dashboard

1. Click on **Create a listing**. This is how you enter the address of your rental listing.
2. Enter the Property Address and any **optional** details i.e. bedrooms/bathrooms/amount of rent
3. Provide YOUR mobile phone number OR the listing agent/property manager's Phone number
4. Click **Continue Registration**
5. **Optional but highly suggested** - Enter the listing agent or property manager's email allowing report distribution directly to you AND them. Softscreen will notify them with an invitation to create their Agent Account.
6. You can now click Finish Registration OR if you've invited an agent, you can OPT OUT of report distribution by removing YOUR email address
7. Click **Finish Registration**

Tenants can now locate your rental listing by its address OR you can invite Tenants to screen for this property. Simply use the button in your dashboard marked **Invite tenants to provide reports**.

You will be notified by email anytime a Tenant provides their reports.