

# Tenant's Showing Agent Quick Start



## 1. Register to Create your AGENT account

If you already have an Agent account, simply log in!  
If not, please 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 create and set up your account.  
*You will need access to your email and have your mobile phone available.*

## 2. Locate the address of the Rental Listing being applied for

Use the Property Search located in the lower portion of your Agent Dashboard to locate the address and click to invite Tenant.

### Can't find the address? No Problem! Just an Awesome Solution...

If the address can't be located, it has not been entered yet. You can enter it! Instructions appear below.\*

## 3. That's it!

SoftScreen will send your invitation to the Tenant. The invitation will name you as the sender, identify the address of the property being applied for and will contain a link directing the Tenant to [www.SoftScreen.com](http://www.SoftScreen.com). They can order Reports, which are then provided to the Tenant, the Listing Agent and the Property Owner. There's even a best in class Rental Application the Tenant can complete!

### \*ENTERING AN ADDRESS a.k.a. CREATING A "PROVISIONAL" LISTING

Doing this lets you Invite your client to order Reports for an address NOT YET entered in SoftScreen. This is done when the Listing belongs to any other Agent, (or even a Landlord who has agreed to let you show their property).

- ALWAYS START by using the property search to see if an address is already entered in SoftScreen.

*The Property search is located in the lower portion of of your dashboard, scroll down to view it.  
Instructions on the best way to search are provided*

- If the address is not yet in SoftScreen, it will not appear in your search results. No Problem! You will be presented with the opportunity to CREATE A PROVISIONAL LISTING. You will invite the Listing Agent to accept Reports from your client, the Tenant. The address will be "provisional" until the Listing Agent accepts your invitation.

*Just enter the address as the showing agent*

*Provide the Listing Agent's email Address and the email address for any Tenants applying for this Rental  
SoftScreen will send your invitation to the Listing Agent (or Landlord) to claim it.*

*Once claimed, SoftScreen will then automatically invite your client to provide their Reports.*

*We will notify you by email when the address is claimed AND when the Tenant provides Reports*