

# Renter Instructions

## How you can “Pre-Screen”

Get your TransUnion® reports and SoftScreen® rental application, and share these with your agent

## Let’s Get Started

- Please visit [www.SoftScreen.com](http://www.SoftScreen.com)
- Please register. Create your secure account. If you already have an account, thank you! Sign in.
- You will be guided through your **SoftScreen®** process. This should take just a few moments.

1. Once signed in, choose Option 1  
**Get reports and rental application For you AND your agent of choice**
2. Confirm your choice to share reports and rental application with your agent of choice.
3. Select your agent. Enter the email address. Use the email address your agent uses when signing into their secure **SoftScreen®** account.
4. If you get **NO RESULTS**, double check the address, re-enter and search again.
5. The agent’s information will display. Click the **green bar**. If this is not the correct agent, click the **red bar**. Search again.

## What’s Next?

ID verification, report generation, payment, rental application

### Confirm your account information.

TransUnion® will then **verify your ID** with 3 or 4 multiple choice questions.

**Your TransUnion® reports are immediately generated.**

**Please provide payment.** You can use any major credit or debit card. Your reports are released once payment is provided.

As your final step, **please complete your rental application** (unless instructed otherwise by your agent).

## Thank You!

1 **Option 1** 🔍

**Pre-Screening - Reports and Rental Application**

Get your TransUnion® reports and fillable rental application **BEFORE** applying for rent. Apply afterward for as many rentals as you'd like.

Get reports and rental application  
Just for you 🔍 [click here](#)

Get reports and rental application  
For you **AND** your agent of choice 🔍 [click here](#)

Get and share your TransUnion® reports and fillable rental application. Shared **ONLY** with your agent of choice. If you wish to apply for rent now, you can! Send your reports and rental applications to landlords and their agents... please select "Option 2 - Apply For Rent Now".

2 **Would you like to share with your agent of choice?**  
- OR -  
**Would you like to be the only recipient?**

NO! - I DO NOT WANT TO SHARE. I want to be the **ONLY** Recipient

YES! - [CLICK HERE](#) to select your agent of choice and share my reports and rental application with them

3 **Choosing to share with your agent of choice**

Who would you like to share with?  
Enter their email address to identify your agent of choice

enter agent's email address

Submit

4 **Choosing to share with your agent of choice**

Who would you like to share with?  
Enter their email address to identify your agent of choice

joe.smith@realestate.com

**NO RESULTS**  
That email address is not registered  
Please double-check the address.  
Re-enter the corrected address and  
[CLICK HERE TO SEARCH AGAIN](#)

5 **Choosing to share with your agent of choice**

Who would you like to share with?  
Enter their email address to identify your agent of choice

jsmith@realestate.xyz

YES! - [CLICK HERE](#) to share with this agent

**NO! WRONG AGENT!**  
Enter a new or corrected email address in the field above, [AND CLICK HERE](#) to Search Again!

Great! **Joe Smith** is a registered SoftScreen agent!

SEARCH RESULTS:

Joe Smith  
Acme Realty  
jsmith@realestate.xyz  
(212) 555-1212

You'll be sharing your TransUnion® Reports and Rental Application.

Joe Smith will be able to access these securely, by logging into their SoftScreen® agent account.

If you change your mind after sharing, you can "UN-SHARE" with the click of a button! Privacy By Design!

**What's Next?**

On the next screen, we will ask you to double-check your account information **BEFORE** generating your TransUnion® reports. If you discover any typos or errors, you'll be able to make corrections if needed, **BEFORE** generating your reports.