LexisNexis Resident Screening

AMSI eSite Screening Interface Overview
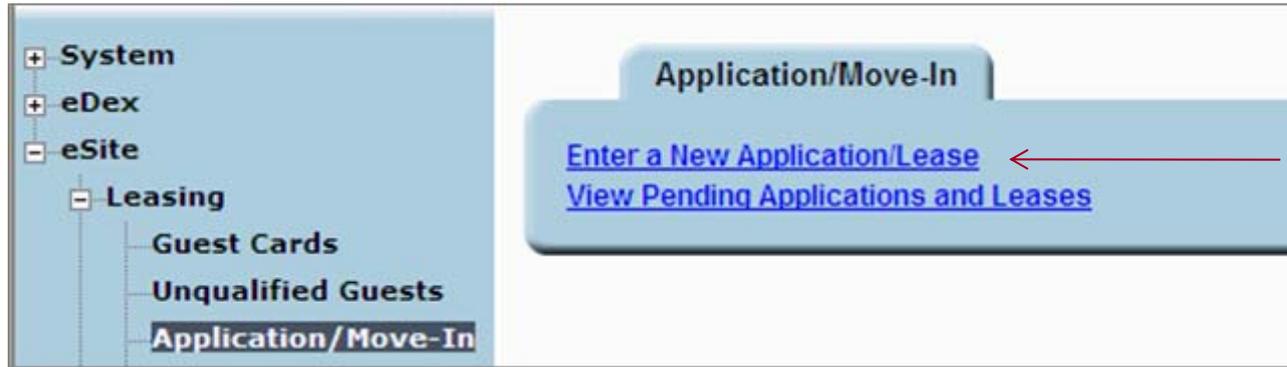
Screening a New Applicant

Login to AMSI using your AMSI ESite username and password

How to Screen a New Applicant

After creating the Guest Card you will create an application in eSite that will be used to submit to LexisNexis to screen the applicant.

1. Select **Application/Move-In** under **Leasing**

   a. To create new application for an existing guest card select **Enter a New Application/Lease**

   b. To continue with an application in process select **View Pending Applications and Leases**

How to Screen a New Applicant

Complete the Steps as Prompted

1. **Select Apartment Unit**
2. **Select the guest card to create the new application.**
3. **Complete the leasing flow by completing each tab:**

❑ **Occupants-** the main applicant will display on the Occupants tab under Resident Name and in the list.
   ➢ Add additional applicants or occupants as needed. Indicate either Responsible Or NON Responsible.

❑ **Lease Dates** - *complete required fields as* you may not have all of this info at this time

❑ **Lease Info -** *complete required fields* as you may not have all of this info at this time

❑ **Charges** - complete charges as they apply and **SAVE**.

❑ Upon saving a message will display to alert you to have the occupant demographics ready for the next screens.

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How to Screen a New Applicant

New Applicant - Occupant Demographics

1. Click on Occupant Name to complete demographics.

2. **Occupant Step 1** – complete required fields for screening
   - ✓ **Birth Date** – *if completed here the DOB will pre-populate in the Credit Check Process.*
   - ✓ **SSN** *if completed here the SSN will pre-populate in the Credit Check Process*
   - ✓ **ANNUAL income – enter Annual income.** This income will be recalculated to monthly income and will auto-populate in the Credit Check process.

3. **Occupant Step 2** – Enter **Occupation** of applicant.

4. You will be prompted to complete these tabs for all **responsible** occupants

How to Screen a New Applicant

1. When you have completed the application process the Lease Changes Task Selection will display.
2. If you are ready to continue with the screening process select **Application Move-In** from the Leasing menu
3. Click on **View Pending Application and Leases**

How to Screen a New Applicant

1. Click on View Pending Applications and Leases under Application/Move In
2. Pending Applications will display
3. Only the Main applicant will display in the list
4. Click the **Credit Check** icon for the applicant to be screened

How to Screen a New Applicant

- ✓ All applicants for the unit will display.
- ✓ Click on the Credit Check icon to complete the screening process
- ✓ Only the applicants on the application noted as RESPONSIBLE will be included in the screening process.

How to Screen a New Applicant

The Main applicant will display on the Credit Check Applicant Information tab. Additional applicants will be listed at the bottom of the screen.

Complete the Credit Info fields.
REQUIRED FIELDS FOR SCREENING:
Personal Information:
- ❑ **First and Last Name**
- ❑ **SSN:** *Required for all applicants except foreign nationals.*
  - ❑ *Enter all **1's** in this field and LexisNexis will accept this as a BLANK field and process the applicant without an SSN.*
  - ❑ *You can revise this application from website to add the **Other ID [passport, green card etc]***
- ❑ **Date of Birth**
- ❑ **Drivers License** is NOT REQUIRED but required to verify Check Writing History
- ❑ **Type**: Choose from Applicant, guarantor, husband or wife
- ❑ *Skip Screening: this feature allows you to omit an applicant from screening,. Typically used when adding a applicant to the application. You would select skip screening for the applicant already processed.*

Unit Applied For: Rent amount will pre-populate for the unit selected.

Current Address- pre-populates from guest card.

Previous Address is NOT REQUIRED BUT *IMPORTANT* for the eviction search.

1. Employment Details
2. **Income** - Monthly amount will be pre-populated from the annual amount provided on the application
3. *Other Income If your applicant has additional income, be sure to enter the monthly amount in the ADDITIONAL INCOME field. Both income fields are combined when submitted for screening.*

How to Screen a New Applicant

ADDITIONAL APPLICANTS

If you have additional applicants you will complete the same information required for the main applicant.

❑ Select the Applicant type for each additional applicant. Roommate, Husband, Wife, Occupant, Guarantor. Note that an occupant is a non lease holder. Selecting this type will process the criminal only – No credit.

❑ The Co-applicant Information tab will display

❑ Complete the fields as required

❑ Select Save when complete

How to Screen a New Applicant

Once you have completed the required information for all applicants, you are ready to submit the application for screening;

1. Enter your LexisNexis user name and password
2. Select "Process" to submit your application
3. The Process button will change visually to gray to show it has been selected.
4. A message will display at the top of the form to let you know the application is in process:
5. The screen will not change from this page until the application is complete. This typically takes about 45 seconds.
6. If the application completes within the 45 seconds the report will display in a separate window.

How to Screen a New Applicant

If the Application took longer that 45 seconds to complete or you want to view a REVISED Report you will need to navigate to the Credit Check page to view the report.
The Application ID will display at the bottom of the screen along with 2 options for next steps when the report is completed.

❑Show Last Report
❑Get New Report

To view the completed report:
✓Enter your LN User Name and Password
✓Click on "Show Last Report " to retrieve the LN Screening Report.
•*If you are Set up with Auto Save Documents, this report will automatically save in your documents opened.*

If you have added a new roommate or guarantor and need to submit a new report:
✓Select Skip Screening for the applicant that was already processed.
✓Enter your LN User Name and Password
✓Click on Get New Report

❖**PLEASE NOTE**: to make a revision to the application you will log in the LexisNexis website. Revisions sent via AMSI will be submitted a new application which will result in a duplicate submission for the applicant(s).

View Saved LexisNexis Reports in AMSI

If you have AUTO SAVE activated for your property the reports will automatically save in your documents when INITIALLY completed OR when you choose Show Last report for delayed or revised applications.

To Retrieve The Saved Report:
•Select "Lease Changes"
•Select "Documents"
•Click on the Document to View

Sign On to the Website at https://resident.lexisnexis.com

Sign on using your user Name and password provided to you by LexisNexis:

To revise an application, access completed Reports or to utilize LexisNexis Post Screening Services you may subscribe to you will Login using your LexisNexis user name and password