



I-9 New Hire

Quick Reference Guide

Step 1: Sending the Employee Your Link

For employees having Section 2 of the Form I-9 completed by a Concierge Local Completer, you will need to:

1. Send the employee your URL so they can access the electronic Form I-9.
2. In that communication, you may wish to tell the employee which location they should select from the drop-down menu.

ONLINE NEW HIRE PACKET

Welcome to Onboarding.

This site provides access to create your New Hire Packet.

To begin, enter your Location.

Please enter your Location. This information is only used to identify your account and it is protected by industry standard SSL encryption.

LOCATION*

CONTINUE

*required fields

More about security

Minimum requirements

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Step 2: The Personal Information Page

1. The employee will use the link you send them to complete Section 1.
2. After selecting their location and clicking the 'Continue' button, they will key in their personal information. Information entered on this page will populate in the Section 1 of their Form I-9.
3. They will complete all the information, initial the bottom of the page and click the 'Continue' button.

PERSONAL INFORMATION Summary Logout

PERSONAL IDENTIFICATION

Social Security Number* Confirm Social Security Number* - OR - SSN Applied For

First Name (Given Name)* Middle Initial Last Name (Family Name)* Other Last Name Used

Email Address Telephone* Date of Birth*

(xxx) xxx-xxxx MM-DD-YYYY

< BACK CONTINUE >

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SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials*

sas

< BACK CONTINUE >

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Step 3: Section 1 Completion & Review

The employee will need to enter their citizenship status and indicate whether or not a preparer/translator assisted in the I-9 completion. Depending on those responses, they may need to provide additional detail.

Options on this page include:

1. I-9 Instructions in English and Spanish.
2. View Employee Information imported in from the Personal Information Page.
3. Edit Personal Info if a mistake is discovered.

Once complete, they will click the 'Continue' button.

The employee will review their entry, apply their electronic signature and click the 'Continue' button if everything is correct.

The screenshot shows the 'Section 1. Employee Information and Attestation' page. The user is 'Sue A Sample, STD, Default'. The page includes a sidebar with 'EMPLOYMENT CENTER' and 'Personal Information'. The main content area has a red '1' in a box next to the section title. Below the title are links for 'Review information in English', 'Revisar información en Español', 'I-9 Instructions in English', and 'I-9 Instrucciones en Español'. A paragraph states: 'Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.' There is a red '2' in a box next to a 'View Employee Information' link. The 'Citizenship Attestation' section contains the text: 'I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that I am' followed by four radio button options: '1. A citizen of the United States', '2. A noncitizen national of the United States (see instructions)', '3. A lawful permanent resident', and '4. An alien authorized to work until'. At the bottom, there is a red '3' in a box next to an 'Edit Personal Info' link, and 'BACK' and 'CONTINUE' buttons.

The screenshot shows the 'EMPLOYEE REVIEW' page. The user is 'Sue A Sample, STD, Default'. The page includes a sidebar with 'EMPLOYMENT CENTER' and 'Personal Information'. The main content area has a blue box stating 'Demo Site is a demo employer.' Below this are links for 'Review information in English', 'Revisar información en Español', 'I-9 Instructions in English', and 'I-9 Instrucciones en Español'. A paragraph states: 'This information should be reviewed and completed by the employee who prepared the I-9 form.' The employee's name is 'Sue A Sample'. The 'Date of Birth' is '05/05/1985'. The 'U.S. Social Security Number' is blank. The 'Address' is '123 Main St Saint Louis, MO 63104'. The 'E-mail Address' is blank. The 'Telephone Number' is '3145556666'. The 'Work Status' is 'A Citizen of the United States'. At the bottom, there is an 'Edit Personal Info' link, and 'BACK' and 'CONTINUE' buttons.

The screenshot shows a 'WELCOME TO YOUR EMPLOYMENT CENTER!' page. The user is 'Sue A Sample, STD, Default'. The page has a 'Welcome' button and a 'Congratulations' button. Below the 'Congratulations' button is a green message: 'Congratulations! You are finished with the process. You may logout, or click the button below if you wish to view and print your submitted packet.' On the right side, there is a list of items: 'Personal Information' with a checkmark and a print icon, and 'I-9' with a checkmark and a print icon. At the bottom, there is the EFX logo and the text '2019 Equifax, Inc., All rights reserved'.

Step 4: Employer Review

Both the pending and completed Forms I-9 will be visible to the employer within webManager. If your organization uses E-Verify, you will need to ensure you take action on the response upon completion of Section 2. Anywhere Completers cannot see and/or handle E-Verify cases on your behalf.