



I-9HQ

Form I-9 Completion Options

18 July 2024

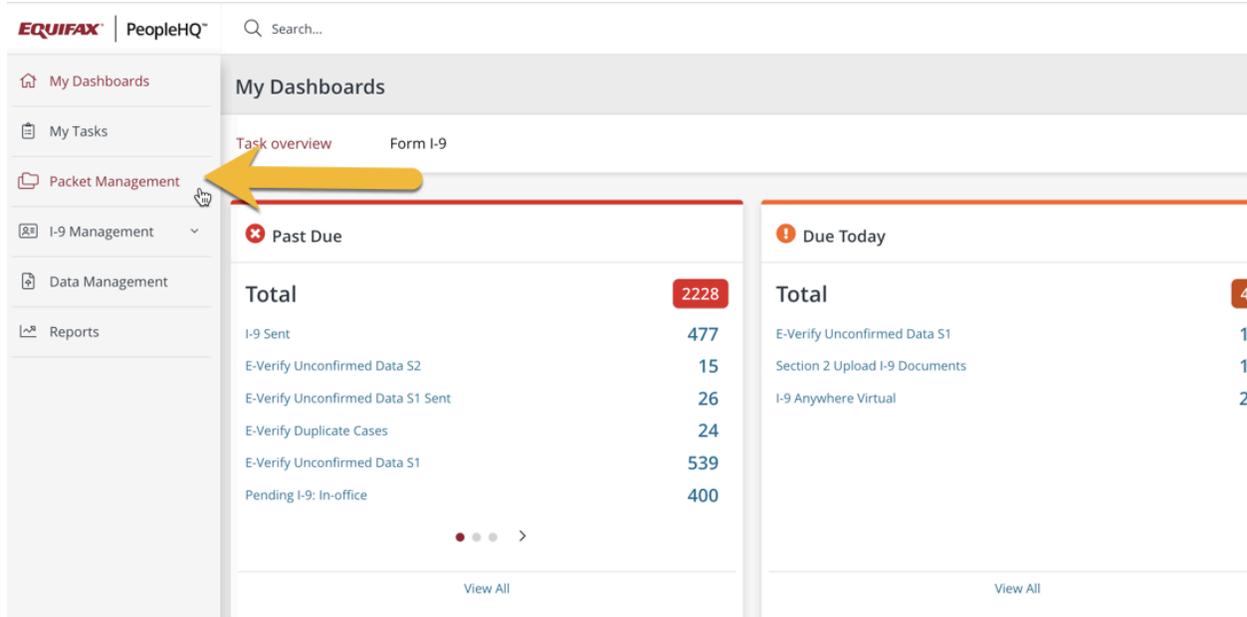
In addition to our standard, electronic Form I-9 completion methods, I-9HQ also provides alternative options to create and manage Form I-9 records.

Option 1: Send Employee a Quickstart Link

I-9HQ's 'Quickstart' Packet Links allow your organization to easily furnish new hires with a generic link which they can use to complete a new Form I-9 Section 1 - eliminating the need for you to complete a 'Send New I-9' form for each employee. HR Admins can insert the link in an email to new hire to complete the Section 1.

HR Administrators - Setting up location specific link

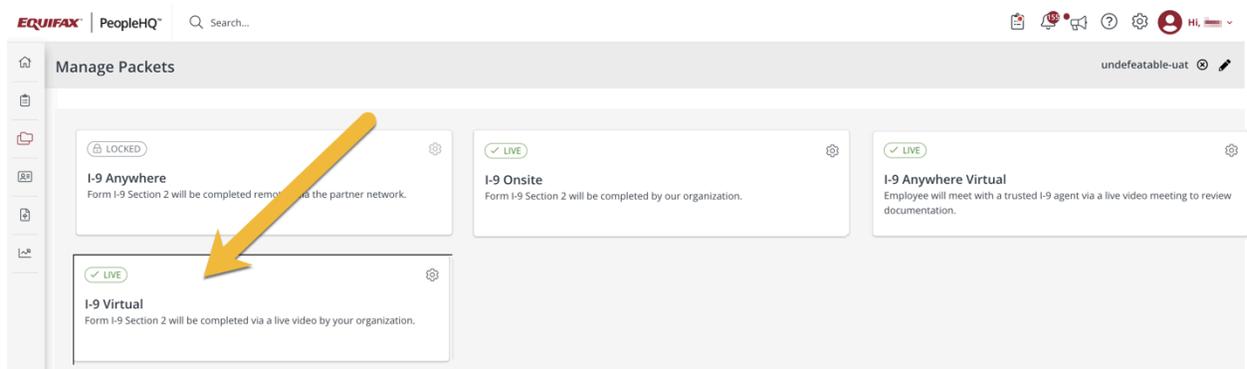
To obtain a Quickstart link for your employees, navigate to the **Packet Management** option from the left-hand navigation menu



The screenshot shows the PeopleHQ dashboard. The left-hand navigation menu is visible, with 'Packet Management' highlighted by a yellow arrow. The main content area shows 'My Dashboards' with two cards: 'Past Due' and 'Due Today'. The 'Past Due' card displays a total of 2228 and a list of tasks with their counts: I-9 Sent (477), E-Verify Unconfirmed Data S2 (15), E-Verify Unconfirmed Data S1 Sent (26), E-Verify Duplicate Cases (24), E-Verify Unconfirmed Data S1 (539), and Pending I-9: In-office (400). The 'Due Today' card displays a total of 4 and a list of tasks with their counts: E-Verify Unconfirmed Data S1 (1), Section 2 Upload I-9 Documents (1), and I-9 Anywhere Virtual (2).

Select the settings for the card of the I-9 completion type employer wants to generate the link for.

Note: I-9 Virtual option is only available for e-verify enabled locations.



The screenshot shows the 'Manage Packets' page. There are three cards representing different I-9 completion methods: 'I-9 Anywhere' (LOCKED), 'I-9 Onsite' (LIVE), and 'I-9 Anywhere Virtual' (LIVE). A yellow arrow points to the 'I-9 Anywhere Virtual' card. The 'I-9 Anywhere Virtual' card description states: 'Employee will meet with a trusted I-9 agent via a live video meeting to review documentation.'

On the Packet Management page you will find **general** and **location specific URLs** that you can send to your employee to complete Section 1. The employee will simply click on the URL provided to access their Section 1, no login credentials are required.

Note: In this option, the employer is responsible for the communication to the employee to provide the Quickstart link; Equifax will not automatically send an email to the employee with this option.

Choosing a **location-specific link** will automatically apply the selected Work Location.

QuickStart Links						
<input type="checkbox"/> Bulk Actions		0 Selected		<input type="text" value="Search..."/>		
Location Code	Location Name	Address	Hyperlink	Active	Actions	
<input type="checkbox"/> 128567	Docupload	123 East Test Drive Belleville IL 62220	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> CSA23232	EVLocation As CSA	23 Tech Street Pittsburgh PA 15217	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> LOC123838	EVLocation-MOUTest	23 Tech Street Pittsburgh PA 15217	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> LOC1313	EVprimary	1313 Gumspring kiln Henrico VA 23294	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> FL -002	FL Retest	23 Tech Street, 23 RT Florida City FL 32007	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> FL Test	FL Test	23 Tech Street, 23 RT FI City FL 12345	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> Florida	Florida	13155 Northwest Freeway Houston FL 77040	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> D-(!@#%^^&	Location 23 Tech Street	23 Tech Street Pittsburgh PA 15217	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> 32131	New York	1001 Bakers St Manhattan NY 12345	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> NewLoc-EV	NewLoc-EV	111 Broadway New York NY 10006	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	
<input type="checkbox"/> 43131	NewLoc-NonEV	11120 New Hampshire Avenue Silver Spring MD 20904	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮	

New Hire Flow When Accessing Quickstart 'Location-specific' Link

New hire electronically fills in the Section 1 of the form I-9.

EQUIFAX | PeopleHQ™
English ▾

Form I-9

Welcome!
We are excited to have you as part of the team!

You are now ready to begin completing your Form I-9. Please complete the process before your start date to ensure that you can begin on time.

Complete your I-9 now.
It only takes 2 to 3 minutes.

Get Started

Work Start Date

What is your work start date?

Work Start Date

I do not know my start date

< Back

Continue >

Personal Information

Okay, first we need a little bit of information about you.

First Name <input type="text"/>	Middle Initial (optional) <input type="text"/>	Last Name <input type="text"/>
<small>Please enter First Name</small>		
Preferred Name (optional) <input type="text"/>	Other Last Name Used (optional) <input type="text"/>	
Social Security Number <input type="text"/>	<input type="checkbox"/> SSN Applied For	Date Of Birth <input type="text" value="mm/dd/yyyy"/>
Country USA <input type="text"/>		
Street Address <input type="text"/>	Apartment/Suite (optional) <input type="text"/>	
City <input type="text"/>	State Select one <input type="text"/>	Zip Code <input type="text"/>
Phone (optional) () - - <input type="text"/>	Email <input type="text"/>	
<input type="checkbox"/> Allow text message notifications 		

Continue >

Form I-9

Form Instructions

Form I-9 Overview

Form I-9 is a required document. It is used to verify an individual's identity and employment authorization when they are hired to work in the United States. This is a legal document subject to perjury.

We're going to ask you a few questions. Let's get started.



Form I-9 Example

Back

Guided Walkthrough

Manually Fill out the form

Form I-9

Form Instructions

Tell us about your status.

I attest under penalty of perjury that I am:

- 1. A Citizen of the United States
- 2. A Noncitizen National of the United States
- 3. A Lawful Permanent Resident
- 4. A Noncitizen Authorized to work until (other than Item Numbers 2. and 3. above)

Please pick your Citizenship Status

Citizenship Status

You must select one of the following options provided to attest to your citizenship or immigration status.

For further information, click here for [instructions](#).

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Continue

Form I-9

Form Instructions

Is someone helping you prepare or translate this document?

- No, I am completing this document independently.
- Yes, someone is helping prepare or translate this document.

Preparer/Translator Information

Parents or legal guardians attesting to the identity of minors and individuals attesting to the identity of certain employees with disabilities must complete the above information.

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Continue

Form I-9

Form Instructions

Here is the information you provided.

Make sure it is correct, click the pencil icon to edit if necessary, and then click the box below to add to the form.

Personal Information

First Name: Brian

Middle Initial:

Last Name: Bitmore

Other Last Name Used:

SSN: XXX-XX-6348

Date of Birth: 07/07/2000

Street Address: 9875 Redhill Drive

Apartment / Suite:

City: Cincinnati

State: OH

Zip Code: 45242

Phone:

Email: ron.howard@equifax.com Exclude Email

Citizenship Status

I am a citizen of the United States

Preparer/Translator Information

No

Use the information I provided to fill my Form I-9.

Electronic Signature Need Assistance?

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Employee Signature

Finish and Submit

Form I-9 View

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the **Instructions**.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: 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.

Last Name (Family Name) | First Name (Given Name) | Middle Initial (if any) | Other Last Names Used (if any)

Address (Street Number and Name) | Apt. Number (if any) | City or Town | State | ZIP Code

Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | Employee's Email Address | Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.)

1. A citizen of the United States

2. A noncitizen national of the United States (See Instructions.)

3. A lawful permanent resident (Enter USCIS or A Number.)

4. A noncitizen (other than item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check item Number 4, enter one of these:

USCIS A-Number | Form I-94 Admission Number | Foreign Passport Number and Country of Issuance

Signature of Employee | Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

Document Title 1	List A		OR	List B	AND	List C
	Issuing Authority	Document Number (if any)		Expiration Date (if any)		
Document Title 2 (if any)	Additional Information					
Document Title 3 (if any)	Additional Information					

Issuing Authority | Document Number (if any) | Expiration Date (if any)

Document Title 1 | Document Number (if any) | Expiration Date (if any)

Document Title 2 (if any) | Document Number (if any) | Expiration Date (if any)

Document Title 3 (if any) | Document Number (if any) | Expiration Date (if any)

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

Last Name, First Name and Title of Employer or Authorized Representative | Signature of Employer or Authorized Representative | Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name | Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 - Edition 08/01/23 Page 1 of 4

HR Administrators - Setting up all Locations Link

Choosing the link for **all locations** will require the employee to select their location before entering their packet.

Edit Packet Settings

I-9 Virtual Packet

Hiring Events

QuickStart

Quickstart Links
QuickStart allows you to provide a hyperlink or QR code directly to your new employee, who can use it to complete an onboarding packet for your organization.

Enable QuickStart Yes

QuickStart Link for All Locations ⓘ

Location Code	Location Name	Address	Hyperlink	Active	Actions
N/A	All locations	Location will be asked	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮

QuickStart Links

Bulk Actions ▾ 0 Selected

Location Code	Location Name	Address	Hyperlink	Active	Actions
<input type="checkbox"/> 128567	Docupload	123 East Test Drive Belleville IL 62220	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮
<input type="checkbox"/> CSA23232	EVLocation As CSA	23 Tech Street Pittsburgh PA 15217	https://uat-workforceportal.eq...	<input checked="" type="checkbox"/> Yes	⋮
<input type="checkbox"/> LOC1313	EVrimanv	1313 Gumspring kiln	https://uat-workforceportal.eq...	<input type="checkbox"/> No	⋮

New Hire View When Accessing Quickstart 'All Locations' Link

 English ▾

Work Location

What location will you be working at?

Search by location name or code, street, city or zip code.

- SN Test
123 Main Street , New York NY 11354
- New York
1001 Bakers St , Manhattan NY 12345
- NewLoc-NonEV
11120 New Hampshire Avenue , Silver Spring MD 20904
- lookertest
300 College Avenue , Los Gatos CA 95030
- NewLoc-EV
111 Broadway , New York NY 10006
- NoHelen
23 Tech Street 23 RT, New York NY 12345

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Option 2: Upload a Paper Form I-9

From time to time, organizations may have a need to complete a paper Form I-9. To ensure your I-9 records can be kept in a centralized place, we've incorporated an **Upload I-9** feature in the Quick Actions section of the dashboard.

HR Administrators: Sending I-9 PDF to New Hire

- Download and attach the [I-9 PDF](#) in an email to a new hire to complete. Instructions to fill the I-9 are available [here](#).
- After New Hire fills in the form, the new hire emails it back to the hiring manager to complete section 2.
- Hiring manager gets on a call with the employee to verify the documents and share images of required documents. **Note:** a virtual verification is only applicable if the new hire work location is e-verify enabled.
- After completing section 2, store the PDF.
- Follow the steps listed below to upload the completed form on the portal.

Note: Pls find USCIS instructions [here](#) for the downloaded form I-9 to be filled electronically. Additional download instructions for mobile users are available [here](#).

HR Administrators: Uploading I-9 PDF to the portal

An employee profile must be created for the employee prior to adding the Form I-9. If your employee already exists in the portal, you can simply search for and click the Select Employee button to bypass that entry. If not, you will click the New Employee to get started.

Upload Paper Form I-9 EWS University

Select the employee whose Form I-9 you are uploading.

Search for Existing Employee

- OR -

First Name	Last Name	SSN
Ron	Reverify	XXX-XX-9777

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After the profile is either selected or added, you can easily upload the Form I-9. PDF is the only acceptable format at this time.

Upload Paper Form I-9
EWS University

Upload the Form I-9 for the employee you entered.

Ron Reverify XXX-XX-9777

Upload Paper I-9
The maximum upload file size is 2.5 MB and accepted format is PDF.



Drag and drop file here
or Browse Files

< Back
Continue >

I-9 File Requirements

A scanned image of a populated Form I-9 can be uploaded here. Please ensure the document includes all pages of the I-9 and that content was not cut off during the scanning process. Note that I-9s deemed to contain substantive and uncorrected technical violations may incur penalties. [Learn More.](#)

- Acceptable file format: PDF
- File size cannot exceed 2.5 MB

[I-9 File Example](#)

Once you have uploaded the paper form, you will be presented with a side-by-side view of the paper I-9 and the electronic version. Use the paper I-9 to capture all the information in the electronic version. This will help to ensure that we are properly tracking information such as employment dates, reverification needs, and/or use the send to I-9 feature.

Upload Paper Form I-9

Transfer the data from the scanned Form I-9 below.

! It is important that all data is input exactly as it appears on the paper form.



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
FORM I-9
OMB No. 1615-0047
Expires 10/31/2022

START HERE. Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation
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.

Last Name: First Name:
Middle Initial: Other Last Names Used:
Street Address: Apt. Number:
City or Town: State: Zip Code:

I want this information sent to E-Verify

Form Details

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employee 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)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
<input type="text" value="Reverify"/>	<input type="text" value="Ron"/>	<input type="text"/>	<input type="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 (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number)

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Some aliens may write "NA" in the expiration date field. (See instructions)

Aliens authorized to work must provide any one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:

Country of Issuance:

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer (or translator) assisted the employer in completing Section 1. (Entities/Institutions must be completed and signed; preparer and/or translator assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: Today's Date (mm/dd/yyyy):

Last Name (Family Name)	First Name (Given Name)
<input type="text"/>	<input type="text"/>