I-9 Management
Automated Process, Compliance Management, and Audit Preparation
I-9 Management

Service Snapshot

Electronic I-9
Create secure, online, electronic I-9s

I-9 Anywhere
Provide secure and flexible Section 2 completion options to manage I-9 compliance regardless of an employee’s location

I-9 Conversion
Convert paper I-9s to an electronic format to provide comprehensive compliance reporting, reverification notices, and centralized administration

I-9 Audit and Remediation
Audit historical I-9s for issues, prioritize risk and simplify corrections to manage compliance

E-Verify® integration
Integrate seamlessly with E-Verify to automatically check work authorization of new hires with the Social Security Administration

Compliance administration
Monitor I-9 status, provide reverification notices, and facilitate audits with search, view, and print options

Compliance reports
Leverage data from The Work Number® (the Equifax Employment Verification service) to generate compliance scores, identify missing I-9s, and remove I-9s for terminated employees when they satisfy retention requirements

Now more than ever, employers need to properly document the work eligibility status of all employees. Worksite enforcement audits are becoming more common, and even though you are committed to protecting your business and your country, mistakes can happen. This is because managing the I-9 process to ensure compliance is no small task. All organizations, particularly those with dispersed operations and high turnover, find it challenging to stay 100% compliant using a paper-based process.
Equifax answers your needs with smart, convenient technology. Designed to help you reduce your liability and unnecessary paper, our I-9 Management solutions generate and maintain forms electronically, complete with electronic signatures. Additional features help protect you from pre-audit scrambles, reducing your risk of resulting penalties. Web access delivers a high level of security without sacrificing control. Equifax helps you to maintain a compliant workforce, giving you more time to focus on other tasks.

Electronic I-9: Increase Process Control
This helpful online service makes it possible for administrators to manage the process of I-9 completion and maintenance. For security, administrators are prompted to complete an identity assurance process and must provide valid user names and passwords to access the service. Administrator access must be assigned based on both role and location authority. Authorized administrators have expanded clearance for:

■ Creation of new I-9s
■ Completion of pending I-9s
■ Reverification
■ Retrieval of existing I-9s
■ Monitoring and reporting

I-9 Management named a Top HR Product of 2005
Improve the New Hire and Manager Experience

When new hires access the service, they are greeted with an intuitive process that creates their pending I-9 by collecting the personal information required for Section 1. This self-service process is user friendly for employees and optionally allows them to complete Section 1 remotely before their first day. The solution saves time and keeps employee’s sensitive, personally identifiable information secure. The streamlined service provides a great first impression during the critical onboarding process for new employees.

This service also helps you prevent oversights. Editing features detect input errors that must be corrected before the employee is allowed to continue. And when completing Section 2, document options are limited based on the information provided in Section 1. The service also captures work authorization expiration dates for automated reverification notices.

Secure Document Upload

When required, Section 2 document images can be securely uploaded using the I-9 Management mobile app. The app easily captures images of the Section 2 documents for upload through the device’s camera. The images write directly to the I-9 Management database without stopping on the completer’s device to maintain a paperless and secure solution.

I-9 Process

**Employee Process:**

- Online access
- Employee review—accuracy check, opportunity to make edits
- Smartform completed (Section 1)—form logic prevents data entry errors
- eSign and summary: acceptance of documents—based on citizenship and E-Verify participation

**Employer Process:**

- Administrative access through client’s network
  - Completely integrated
  - Secure access 24/7
- Employer review—final data accuracy check
- Smartform completed (Section 2)—form logic prevents data entry errors
- Document upload—document options limited based on form logic, also available via mobile app to upload directly to Equifax without saving to device
- eSign and submit: I-9 Management automatically sends to E-Verify
- Submitted to government

Submitted to government
I-9 Anywhere: Manage a Dispersed Workforce

When organizations hire remote employees, place employees with a client or have a location without onsite representation, they often have missed deadlines and completion errors as new hires complete the Form I-9 without guidance. Although many employers have implemented creative solutions to this problem, any solution aside from a face-to-face interaction between the new hire and the employer or the authorized agent leaves the employer at risk.

To streamline the process and help organizations onboard a dispersed workforce with confidence, Equifax offers I-9 Anywhere, which provides flexible Section 2 completion options for a comprehensive remote I-9 solution. I-9 Anywhere provides employers the ability to name a Section 2 completer to serve as the authorized agent or leverage the Equifax partner network of trained Form I-9 specialists stationed at hundreds of locations throughout the U.S.

As a secure solution, only authorized agents are allowed access to the workflow needed to complete Section 2 for the appropriate employee. The wizard-like approach guides Section 2 completers through the process to help manage compliance. The intuitive process is available from any device including mobile phones, tablets and desktop computers for both ease and efficiency.

Section 2 completers can take advantage of the free I-9 Management mobile app to attach images of Section 2 documents while maintaining a completely electronic and secure process.
### Features

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<th>Features</th>
<th>Benefits</th>
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<tr>
<td>New electronic I-9s and converted paper forms</td>
<td>Saves time and money by standardizing and centralizing the management of I-9s</td>
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<td>Error checking</td>
<td>Helps make sure I-9s are completed correctly the first time</td>
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<td>Electronic signatures</td>
<td>Allows for online creation of electronic I-9s</td>
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<td>I-9 Audit and Remediation</td>
<td>Delivers protection from historical issues through automated inspection and smart remediation</td>
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<td>I-9 Anywhere</td>
<td>Provides for efficient I-9 completion for remote employees regardless of where they are located</td>
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<td>Mobile app for Section 2 document upload</td>
<td>Offers secure and convenient upload of Section 2 document images</td>
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<td>Real-time verification of work authorization through E-Verify</td>
<td>Reduces liability and simplifies the process of maintaining compliance with changing E-Verify requirements</td>
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<td>Integration with The Work Number</td>
<td>Compares I-9 records with payroll data to identify liability from missing I-9s and remove old I-9s</td>
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<td>Reverification notices</td>
<td>Tracks employees with expiring work authorizations automatically</td>
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<td>Reports with multiple viewing options</td>
<td>Facilitates audits and administration at corporate and location levels</td>
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### I-9 Conversions: Electronic Transformation Made Easy

An important step in managing compliance is to convert existing paper I-9s to an electronic format. Your compliance reports will cover all employees in your organization, making it easy to identify problem locations, as well as missing I-9s. Also, electronic I-9s are not as labor-intensive to manage or vulnerable to environmental damage.

Equifax I-9 Conversion can transform your paper I-9s to an electronic format. These paper documents are loaded directly into the I-9 service, so you immediately receive the full benefit of electronic I-9s. And to maintain security, we return or securely dispose of all your paper documents once conversion and testing are complete.

### I-9 Audit and Remediation: Protection from Historical Issues

Adopting an electronic I-9 management solution alone does not relieve an organization of the risk posed by historical I-9s. If you’re only focused on compliant completion of I-9’s for today’s new hires, you are likely missing one of your biggest areas of risk, historical I-9s. The Equifax I-9 Audit and Remediation service provides employers with an efficient solution to inspect historical I-9s, identify issues, easily make corrections, and show a good faith effort of compliance to help mitigate risk. The automated inspection feature will review selected or entire database of I-9s for issues. The risk dashboard will help analyze, quantify, prioritize and track risk. The smart remediation feature will allow organizations to effectively manage large-scale remediation efforts.
intuitive platform will guide managers and employees through the correction process and the advanced mobile functionally will offer accessibility from any web-enabled device.

**E-Verify Integration: Government Assurance**

Equifax is a leading E-Verify Employer Agent, providing fully integrated electronic I-9s. With this optional feature, you can automatically verify a new hire’s eligibility to work in the United States. The E-Verify service provides government verification of work eligibility by electronically verifying new hires with SSA and DHS databases. Using E-Verify can eliminate liability and SSN mismatch letters, and reduce identity theft. In addition, it will help you comply with new state and federal laws, provide protection from worksite enforcement actions, and avoid potential adverse publicity by ensuring a legal workforce. I-9 Management will automatically capture the necessary information to submit an E-Verify case and keep you informed as cases progress. Batch management allows you to close multiple cases at once to save time.

**Compliance Administration: Recertification Process and Tracking**

One of the most difficult aspects of complying with I-9 requirements is staying ahead of reverifications. The service makes this potentially problematic task effortless. Once an I-9 is entered, the expiration date is automatically monitored. You can set up optional emails to be generated when an employee’s work eligibility nears expiration, and status reports list individuals with upcoming expiration dates. You choose how much advanced notice you need, anywhere from 30 to 400 days.

You can also track reverifications online and export information to Excel for reporting purposes. Or you can check the status anytime using the Quick Search feature.

**Compliance Reports: Valuable Management Insights**

All report features are designed to help maintain control, make printing and viewing easy for authorized users, and assist with internal and external audits or inspections. Integration with The Work Number enables additional features that provide

Processed more than **28 million Forms I-9** for more than 1,000 of the country’s largest employers who trust Equifax to assist with their I-9 compliance needs.
compliance scores, identify missing I-9s, and remove old I-9s for terminated employees once data retention requirements have been met. To create customized reports, it is easy to export the I-9 information to Excel or other third-party tools.

The Work Number is a critical component in helping our clients maintain I-9 compliance. When paired with The Work Number, I-9 Management can calculate a compliance score, which provides an ongoing measurement of your organization’s ability to meet the I-9 requirements. In addition to helping provide a picture of your overall organization’s performance, it can also deliver insights for each of your locations. This combination is what also makes it possible to identify missing I-9s by comparing the electronic I-9s to current payroll data. For added convenience, users can access multiple Equifax services with a single user ID and password.
Equifax Workforce Solutions: Solutions to help Employers Save Time and Money

INCOME AND EMPLOYMENT VERIFICATIONS
Offer your employees automated income and employment verifications through The Work Number®.

ACA MANAGEMENT
Simplify ACA compliance and help reduce risk by automating processes for exchange verifications, eligibility tracking, IRS reporting, subsidy management, and fine disputes.

COMPLIANCE CENTER
Simplify onboarding compliance through a streamlined technology portal that helps reduce risk, gain efficiencies, and increase income through a set of solutions including: I-9 Management, WOTC, and State Compliance.

ONBOARDING
Collect and manage information for new hire forms online to help improve compliance and reduce costs.

I-9 MANAGEMENT
Helps maintain compliance with immigration and E-Verify® regulations by completing and storing federal I-9s electronically.

TAX CREDITS AND INCENTIVES
Helps capture all the federal, state, and local tax credits and incentives based on eligibility.

UNEMPLOYMENT COST MANAGEMENT
Helps reduce unemployment costs through claims processing, hearing representation, and reemployment strategies.

EMPLOYMENT TAX SERVICES
Assists employers in identifying and recovering overpaid taxes, manage employment tax liabilities, and minimize compliance risk.

TAX FORM MANAGEMENT
Deliver tax forms such as W-2 and 1095-C to employees by electronic or paper distribution.

PAPERLESS PAY
Offer electronic paystubs and paycards and better manage direct deposits, W-4s, and other employee information.

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