



Completing Your Electronic I-9

Employee Quick Reference Guide

Click on the link below or copy the link into your browser:

<https://secure.i9express.com/preauthenticated/LoginCaptcha.aspx?Employer=16466>

Getting Started:

The screenshot shows a web interface for completing an I-9 form. At the top, there is a navigation bar with the 'OUR COMPANY' logo and a 'Logout' link. The main content area features a large image of three people in a meeting, overlaid with the text 'WELCOME to Our Company. We are excited to welcome you as a new team member.' Below this, there is a section titled 'You are now ready to begin completing your identity and employment authorization' followed by a paragraph explaining the purpose of Form I-9. A 'CONTINUE »' button is located at the bottom of the page. Two red callout boxes provide instructions: 'Step 1: Read any welcome message and/or instructions provided by your employer.' and 'Step 2: Click the 'Continue' button.' To the right of the main content, a sidebar lists '2 Forms to Complete' with sub-items for 'Personal Information' and 'Form I-9'.

OUR COMPANY Logout

WELCOME to Our Company.
We are excited to welcome you as a new team member.

You are now ready to begin completing your identity and employment authorization

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of this form for each individual they hire for employment in the United States. This includes citizens and noncitizens.

Your official start date is . Please note this date may be subject to change, based on Our Company's requirements pertaining to the completion of a drug test and/or background investigation.

If you need assistance, please send an email to humanresources@ourcompany.com or contact us at 888.555.555 ext. 123.

2 Forms to Complete

- Personal Information
- Form I-9

Step 1:
Read any welcome message and/or instructions provided by your employer.

Step 2:
Click the 'Continue' button.

CONTINUE »

Personal Information:

OUR COMPANY PERSONAL INFORMATION Summary Logout

EMPLOYMENT CENTER

- Personal Information
- Form I-9

***REQUIRED FIELD**

Please use this form to ensure all of your personal information is correct. Fields that are labeled with an **asterisk*** are required. Information that you have provided to us already is pre-populated for your review and confirmation.

IMPORTANT: Please verify your SSN and alert your hiring manager if the number is incorrect. Please enter your name(s) as it appears on your social security card.

This form is used to populate fields on subsequent forms.

PERSONAL IDENTIFICATION

Social Security Number* Confirm Social Security Number* - OR -

Please check if you are a Foreign National authorized to work in the US

First Name* Middle Initial Last Name*

Step 1: Complete all required* fields with your personal information. Check your entry and initial the statement at the bottom of the screen.

Step 2: Click the 'Continue' button.

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Section 1 Options:

OUR COMPANY FORM I-9 Summary Logout

EMPLOYMENT CENTER

- Personal Information
- Form I-9

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

USCIS Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

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.

ATTENTION NOTICE: It is illegal to discriminate against work-authorized employees. An employer may present to establish employment authorization for an individual because the documentation presented has a full expiration date that is past the expiration date of the individual's authorization to work in the United States.

Employee Information and Attestation

[View Employee Information](#) [I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

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.

Citizenship Attestation

I am aware that federal law imposes penalties for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

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Section 1 Requirements:

OUR COMPANY FORM I-9 Summary Logout

EMPLOYMENT CENTER

Personal Information

Form I-9

Citizenship Attestation

I am aware that federal law provides for penalties for the use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (see instructions)
- 3. A lawful permanent resident
- 4. An alien authorized to work until

Preparer and/or Translator Certification

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted me in completing Section 1.

Step 1: Enter your citizenship status. Depending on your selection, you may need to complete additional fields.

Step 2: Indicate whether or not a Preparer or Translator assisted in the Form I-9 Completion.

Step 3: Click the 'Continue' button.

[Edit Personal Info](#) **« BACK** **CONTINUE »**

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Employee Review & Signature:

OUR COMPANY FORM I-9 Summary Logout

EMPLOYMENT CENTER

Personal Information

Form I-9

EMPLOYEE REVIEW

HRX Demo is a demo employer.

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

Sue A Sample

Date of Birth: 05/05/1985
U.S. Social Security Number: 555-66-3333

Address: 123 Main St Maryland Heights, MO 63043
E-mail Address: i9unmonitored@equifax.com
Telephone Number: 3145555555

Work Status: A Citizen of the United States

Step 1: Review your entry for accuracy. Correct any errors by clicking on the 'Edit Personal Info' link. If correct, electronically sign Section 1.

Step 2: Click the 'Continue' button.

EMPLOYEE ELECTRONIC SIGNATURE

[Edit Personal Info](#) **« BACK** **CONTINUE »**

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Employee Instructions:

OUR COMPANY FORM I-9 Summary Logout

EMPLOYMENT CENTER

- Personal Information
- Form I-9

You're almost done...

Click the continue button at the bottom of the screen to finish.

THINGS YOU NEED TO REMEMBER

You will need to provide a receipt code to your employer or employer's agent upon request.

RECEIPT CODE

4jg4cypsy

EMAIL RECEIPT CODE

Please remember to bring this with you to your appointment!

ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows: one document each from List B and List C. List A documents establish identity and authorization to work while list B documents establish identity only and List C documents establish work authorization only.

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[Edit Personal Info](#) [« BACK](#) [CONTINUE »](#)

Callouts:

- View a list of Acceptable Documents you need to bring to complete Section 2 of the Form I-9.
- You may print or email a copy of this receipt code to keep for your records. Some employers may required this for Section 2 completion.
- Click the 'Continue' button to complete the packet.

Congratulations:

OUR COMPANY Logout

WELCOME TO OUR COMPANY!

Welcome | **Congratulations**

Congratulations! You have completed all documents in your hiring packet and you are finished with the Onboarding process.

You may logout or click the print icons to view and print your documents.

- Personal Information
- Form I-9

EFX

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Callout:

- Once you see the Congratulations screen, you have completed your packet. You may logout now.