

Client Training HQ

I-9 Management Training Resources

Connections and Helpful Tools

Connections- Links to I-9 Management Training Resources

Our Connections site provides training resources for several different topics pertaining to the I-9 Management platform. Below is a list of available resources and a brief description of the topics covered.

Connections and Main Platform Resources	
Connections	The main welcome page with a holistic view of resources for Equifax® solutions, including links for upcoming webinars and thought leadership events.
I-9 Management Main Page	The homepage for I-9 Management contains current training tools for the platform, with new tools added regularly.

Live Monthly Webinars <i>(Sessions led by a Product Trainer that include a Q&A session at the end of each presentation)</i>	
Introduction to I-9 Management	Covers I-9 process basics, I-9 Management dashboard overview, sending an I-9, the new hire Section 1 experience, Section 2 steps, and reporting options.
I-9 Management E-Verify Overview	Provides an overview of the E-Verify® program, locating E-Verify tasks, and reviewing/managing different E-Verify responses.

Support Guides <i>(Interactive guides providing an overview of I-9 Management topics and functionality)</i>	
I-9 Management Support Guide	A quick reference guide providing basic information and process tutorials for managing Form I-9s within I-9 Management.

I-9 Anywhere® Virtual Completion	Gain insight into the new hire experience using this virtual option and watch an example interaction with an Equifax Virtual Agent.
Optional Alternative Procedure - Virtual I-9 Completion	Learn the requirements for utilizing this virtual option to complete Section 2 of the Form I-9 or updating expiring authorization documents using Supplement B.
Document Upload- Optional Alternative Procedure (Employee Experience)	View the process as an employee uploads images of their acceptable documents to prepare for your Virtual In-house inspection meeting.
I-9 Anywhere Virtual Completion - Supplement B Reverification	Learn to use the I-9 Anywhere Virtual process for Supplement B reverification completions and view a brief demonstration of the employee experience.
I-9 Anywhere Support Guide	Visit this interactive I-9 Anywhere® resource for an in-depth understanding of I-9 Anywhere and FAQs.
I-9 Management: Document Check for Virtual In-house Workflow	Gain insight into how Document Check can bring a powerful AI tool to your Virtual In-house process.
I-9 Management: Document Check for In-Person New Hire Workflow	View how Document Check can bring additional safeguards in your in-person review of new hire documentation.

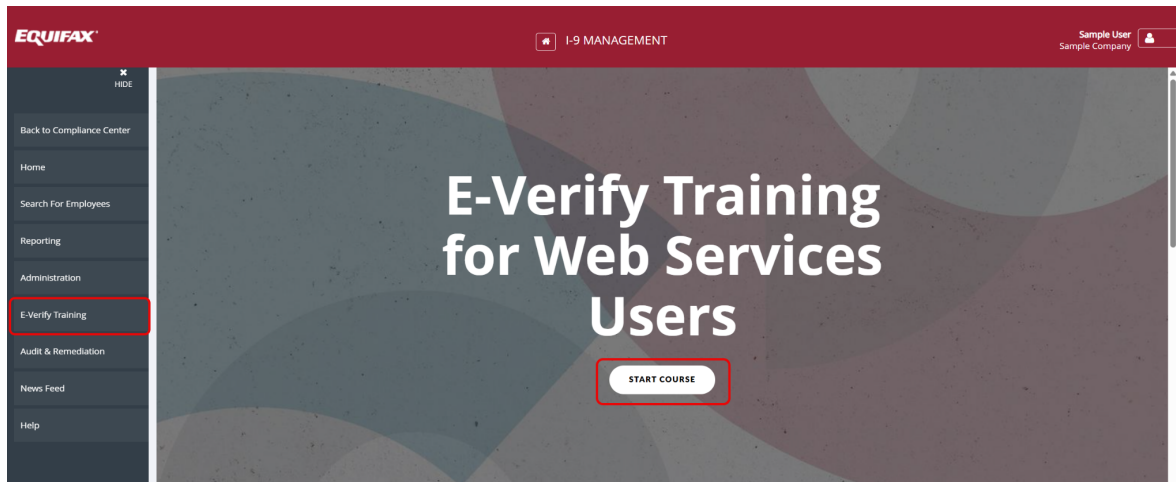
Videos <i>(On-demand webinars available when the time works best for you)</i>	
Introduction to I-9 Management	On-demand version of the monthly live training session.
I-9 Management E-Verify Overview	On-demand version of the monthly live training session.
How to Run Reports	Learn how to request standard reports and create your own custom reports within I-9 Management.
Supplement B Reverifications	Walk through the steps to complete a reverification using Supplement B.
Supplement B Rehires	Learn to use Supplement B for the employee rehire process.
Supplement B Name Changes	Utilize Supplement B to update an employee's legal name.
Termination Date Maintenance	Learn about options for maintaining employee termination dates within the I-9 Management system.
Document Upload- Optional Alternative Procedure	Walk through the document upload process for your new hire before they meet with a company representative virtually. This video does not utilize the Document Check option.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Documents <i>(High-level overviews providing a quick learning tool on topics)</i>	
I-9 Management Notice of Inspection Information	Includes Form I-9 audit preparation information should you receive a Notice of Inspection (NOI) issued by the Immigration and Customs Enforcement agency (ICE).
E-Verify EAD Revocation Guidance	This document provides guidance on using the E-Verify® Revoked EAD tile.
I-9 Management: Clear System Cache and Cookies	Learn to clear cache and cookies in Google Chrome.
I-9 Management: I-9 Anywhere Virtual Completion Handout	Learn to utilize the I-9 Anywhere Virtual completion feature.
E-Verify Certification Training in I-9 Management	Learn how to access and navigate the E-Verify Certification training course in I-9 Management. Administrative reporting is also included in this job aid.

E-Verify Certification Training

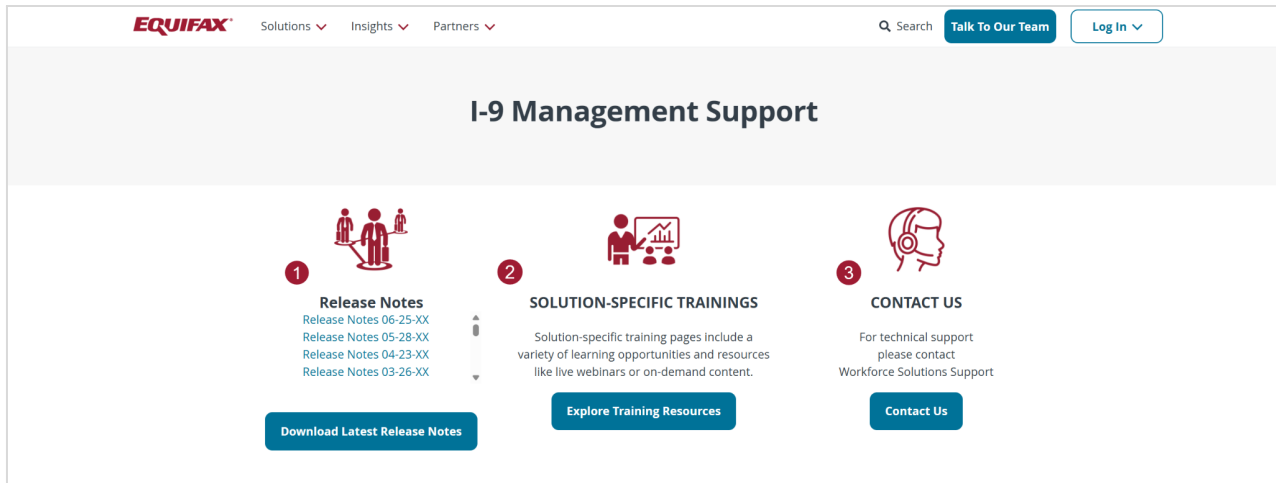
The Equifax **E-Verify Certification Training** course within I-9 Management can be accessed through the left navigation menu and is required to satisfy E-Verify training requirements. The training course consists of four (4) modules and a certification exam at the end. Each learner must earn a score of 70% or better to pass and obtain the certification. Users granted access to manage E-Verify tasks for the organization must obtain their certification before they will be authorized to take action to resolve E-Verify tasks. Administrators can obtain reporting on course completions by utilizing the Administration tab in the left navigation menu and selecting the E-Verify Training option. Utilize the [E-Verify Certification Training in I-9 Management](#) training document for additional details and guidance.



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I-9 Management Help Tab

There are helpful resources found under the **Help tab** in the left navigation menu of the I-9 Management homepage. Once clicked, you will have access to I-9 Management support options.



1. **Release Notes:** This section provides a list of current and previously published release notes that outline updates and enhancements to the platform. Click on the hyperlinked date of the release notes you wish to review to gain access and the ability to download.
2. **Solution-Specific Trainings:** Clicking on the **Explore Training Resources** button will take you to the homepage of the Connections site. From here, you can get access to technical training resources along with training focused on industry knowledge and thought leadership.
3. **Contact Us:** The **Contact Us** button will take you to a form that, once completed and the Submit button selected, will have one of our customer representatives contact you to provide assistance.

Custom Training Options

Equifax provides customized, branded training to fit your organization's specific needs. This helps your team save time and reduce risk, even with changes in staff or team turnover. Your Account Executive can engage the Client Training HQ team to discuss what options would be the best fit for your organization, including:

- Interactive user guides
- On-demand videos
- Job aids
- Custom live training

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel. This information was partially generated with the assistance of artificial intelligence (AI) technology. While efforts have been made to help ensure accuracy, you should verify any information independently.