

I-9 Anywhere in I-9 HQ™

Brick and Mortar Network

Overview

I-9 Anywhere allows employers the flexibility they need to complete Forms I-9 on time, regardless of where your employee lives. By leveraging this option, your employees will select an appointment location, date, and time convenient for them to meet with a trained Section 2 completer from the nationwide network of locations available.

Selecting I-9 Anywhere® - Brick and Mortar Network

There are two ways to designate using the I-9 Anywhere Brick and Mortar option for completing the Form I-9 Section 2:

1. Add Employee process - To use the Brick and Mortar Network Section 2 completion option when adding an employee, select the **Remote I-9 verification service** service tile. Then, click the **Brick and Mortar Network** radio button to select it. Finally, click the **Save & Continue** button.
2. People drawer process - Open the People drawer and search for the employee's name. Click the employee name in the results list. Select Employment, then the Form I-9 and E-Verify tab. Click the Assign Form I-9 button. Click the Brick and Mortar Network radio button, then click Save.

Add Employee Process: Brick and Mortar Selection

People Drawer Process: Assign Form I-9 to an Employee

Employee Experience - Selecting a Brick and Mortar Network Location

The employee will be guided through the process of establishing their Paychex Flex login credentials and completing the Form I-9. After signing Section 1 of the Form I-9, the employee will be prompted to select a Brick and Mortar location convenient to them. The search defaults to display locations near the employee's home address used for the Form I-9.

PAYCHEX FLEX

English

Form I-9

Now you need to schedule an appointment to verify your documents.
Your employer has partnered with trusted sources in the industry in order to verify your Form I-9 documents.

Select a Location

Search to view the available locations by address, zip code or city.

Use my current location

Sample Anywhere Location 1

111 Sample Street, Sample City 10 10101

Open • Closes 05:00 PM

2.7 mi

Select Location

Sample Anywhere Location 2

222 Sample Ave, Sample City 10 10102

Open • Closes 05:00 PM

5.4 mi

Select Location

Sample Anywhere Location 3

333 Sample Road, Sample City 10 10103

Open • Closes 05:00 PM

5.4 mi

Select Location

Sample Anywhere Location 4

444 Sample Rd, Sample City 10 10104

Open • Closes 04:00 PM

5.4 mi

Select Location

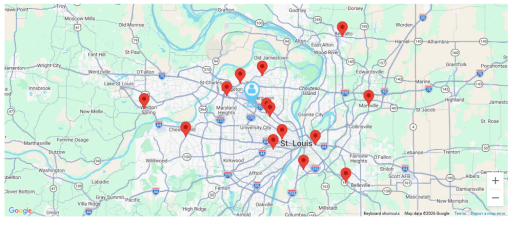
Sample Anywhere Location 5

555 Sample St, Sample City 10 10105

Open • Closes 04:00 PM

6.8 mi

Select Location



Then, they will select a date and time available at the selected location.

PAYCHEX FLEX

English

Form I-9

Now you need to schedule an appointment to verify your documents.
Your employer has partnered with trusted sources in the industry in order to verify your Form I-9 documents.

Sample Anywhere Location 3

333 Sample Road, Sample City 10 10103

Open • Closes 05:00 PM

Choose a Date and Time

03/26/2026

Morning: 9:00 AM - 11:00 AM

8:30 AM 8:40 AM 8:50 AM 9:00 AM 9:10 AM 9:20 AM 9:30 AM

Show more times

Lunch: 11:00 AM - 2:00 PM

11:10 AM 11:20 AM 1:00 PM 1:10 PM 1:20 PM 1:30 PM 1:40 PM

Show more times

Afternoon: 2:00 PM - 5:00 PM

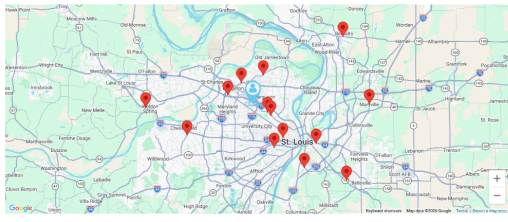
2:10 PM 2:20 PM 2:30 PM 2:40 PM 2:50 PM 3:00 PM 3:10 PM

Show more times

Evening: 5:00 PM - 10:00 PM

No time slots available

Schedule



The employee will receive a confirmation email of the appointment details which also contains a link to reschedule or cancel the appointment if necessary.

Sample Company

Form I-9 Appointment

Below is some important information about your appointment

Don't Forget...

Please bring your required documents to your appointment along with your appointment number to complete your Form I-9.

Appointment Number: 26842010

Acceptable Documents

Appointment Reminder

Thursday, March 26, 2026

3:00 PM

Sample Anywhere Location 3

(333)333-3333

333 Sample Road, Sample City, XX 33333

Reschedule or Cancel Your Appointment

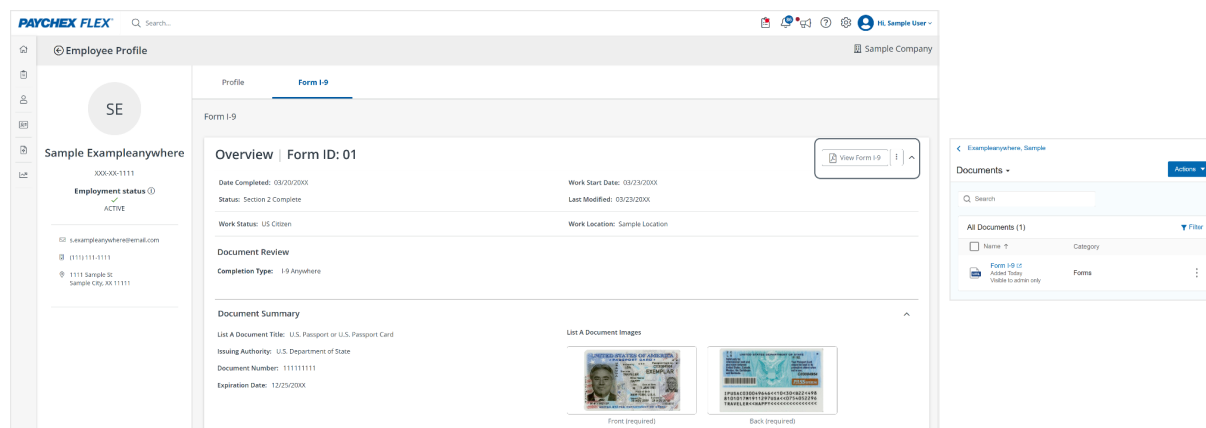
Section 2 Completion Experience

When the employee arrives at the Brick and Mortar location appointment, they will provide the completer with the appointment number to access their record. Then, they will present their employment authorization document(s) to the trained completer for inspection. The completer will enter the document type and pertinent information from the document, such as document number and expiration date, into the completer network's system and electronically sign the Form I-9
Section 2.

Important Note: The I-9 Anywhere Completer will be required to attach legible digital image copies of employee-presented documents for every completed Form I-9. This is to ensure quality assurance, to support E-Verify cases, and to meet employer policies. If your organization does not retain copies of I-9 Documentation as a standard practice, it is recommended that this exception is added to your standard operating procedures.

Where can I review the completed Form I-9?

The completed Form I-9 can be accessed in I-9 HQ on the Form I-9 tab of the Employee Profile page. Click **View Form I-9** to view or download. Admins in Paychex Flex can access the Form I-9 link to view or print the completed document in the **Documents** drawer in People.



Note: To receive notification of completed forms that require completion of additional tasks necessary, such as E-Verify responses needing action, set email preferences in the Settings tab of My Profile in I-9 HQ.

