

I-9 Anywhere Plus in I-9 HQ™

Name Your Own Completer (NYO)

Overview

I-9 Anywhere Plus® 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 name their own Form I-9 Section 2 completer. This allows them to meet with the named completer at a time and location that is convenient for them.

Selecting I-9 Anywhere Plus - Name Your Own Completer (NYO)

There are two ways to designate using the I-9 Anywhere Plus Name Your Own Completer (NYO) 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 **Name Your Own Completer (NYO)** 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 Name Your Own Completer (NYO) radio button, then click Save.

Add Employee Process:

Name Your Own Completer (NYO)

Employee, Sample
Review Form I-9

Who completes Form I-9 Section 2?

Select people to verify the documents that prove a new hire is eligible to work in the US.
[Learn about your verification options](#)

☐ You or someone else from your company

☒ Remote I-9 verification service

Select a remote I-9 verification service

☐ Brick and Mortar Network
New hire goes to a designated brick and mortar network to complete Section 2. Network offers over 2,000 locations in all 50 states.

☒ Name Your Own Completer (NYO)
New hire chooses a friend, family member, or trusted person to complete Section 2 of their Form I-9.

[Go Back](#) [Save & Finish Later](#) [Save & Continue](#)

Return to: Compensation Next Up: Taxes

People Drawer Process:

Assign Form I-9 to an Employee

Anywhere, Example

Employment

Status Details Timeline Form I-9 and E-Verify

Form I-9

No Form I-9 to display
Verify Example's identity and eligibility to work in the US.
[Assign Form I-9](#)

People List + Add X

H Sample Company
11111111

Q Search in list

▼ In Progress (1)

NT Inprogress, Sample

▼ Active Employees (262)

HA Employee, Sample
ID 241

EA Anywhere, Example
ID 367

Employee Experience - Designating a Form I-9 Section 2 Completer (Reviewer)

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 designate a Section 2 Completer (Reviewer), where they are presented with three options:

1. Complete Section 2 now by selecting **Yes you are able to meet now with your reviewer**. When the employee clicks Continue, they will be presented with a QR code for the reviewer to use.
2. Complete the Section 2 later by selecting **No you are not able to meet with your reviewer now**. In this case, the employee knows who their reviewer will be, but they are unable to meet now. Your employee will enter the completer's information and click Continue.
3. If your employee hasn't picked a reviewer yet, they can select **Skip For Now**. Reminder emails will be sent daily to complete the process of designating a reviewer.

Who would you like to review your documents?

All fields are required unless noted as optional.

Reviewer's First Name

Reviewer's Last Name

Reviewer's Personal Email

Reviewer's Personal Phone

Is your in-person reviewer available to meet now?

Haven't picked a reviewer yet? [Skip For Now](#)

Form I-9 document review link.

Sample,

When you meet with Example, you will need to provide the following link or QR code in order to give them access to this application.



If Example cannot scan the QR code, you can copy the link below and share it:

https://workforceportal.equifax.com/apps/packel/core/entry/anywhereplus/50b6f2e3-41fe-40d7-ab7d-57aca2eb74c4/RCOBsHxudVHQYb6GUJabHxH3ploicKPUdXU6gzwXV8OGJboah_szles_AbbV4okjTXdwQBTGKRdcU2cggDzYA?lang=en&reentry=i9_ANYWHERE_PLUS

Change Reviewer

This link is specific to your chosen reviewer. If you need to change your reviewer, please follow the link below.

[New Reviewer](#)

Note: If the employee selects to designate the reviewer at a later time, they will receive an email with the QR code and URL link so that when they do meet with their reviewer, they will be able to access the Form I-9. The email also displays a **New Reviewer** link for the employee to be able to change the designated reviewer or add a reviewer if they originally selected Skip For Now.

Reviewer (Section 2 Completer) Experience

The individual designated as the Reviewer will act as the Form I-9 Section 2 Completer. They will also receive an email notifying them that the employee has named them to assist with completing the Form I-9.

When the reviewer uses the provided QR code (or URL) to access the Form I-9, they will be presented with guided completion steps to take including an overview of the Section 2 completion process, authentication into the Form I-9, and instructions to get started.

PAYCHEX FLEX

Form I-9

Welcome! Thank you for being a reviewer.

Here is a quick overview of the process...

- Get Signed In
- Legal Disclosure
- Review First Document
- Review Second Document (If applicable)
- Review and Sign

Get Started >

Important Note:

The reviewer will need to enter the exact information provided by the employee or they will not be able to access the Form I-9. If the employee made an error when entering the reviewer's details, the employee can leverage the **New Reviewer** link provided in their email to make corrections.

When the reviewer has authenticated into the Form I-9, they will be guided through the Section 2 completion process.

PAYCHEX FLEX

Form I-9

Signed In Read Disclosure Review Document Review Document Review and Sign

Before getting started...

Thank you for meeting with Sample Example anywhere to help complete the Form I-9. Your role in this process is to review Sample's employment eligibility documentation which proves eligibility to work in the United States.

To continue, you will need to be able to log in to an internet connected device with a camera. You will be asked to enter basic information about the documentation Sample provides.

You must meet Sample in person and will be asked to sign on behalf of Sample Company, indicating that you reviewed the original documentation.

After reviewing the original documentation, ensure it is on the list of [acceptable documents](#), and that it belongs to Sample. You will be asked to sign on "behalf" of Sample's employer.

Your signature and contact details will be stored on file as a part of Sample's I-9 record.

Continue >

Reviewer (Section 2 Completer) Experience (continued)

The reviewer will select the document tile that matches the employee-presented document, enter the document details, and take a photo of the document using the camera of the device being used to complete the Form I-9 Section 2.

The screenshot displays the PAYCHEX FLEX Form I-9 Section 2 interface. At the top, a progress bar shows five steps: Signed In, Read Disclosure, Review Document, Review Document, and Review and Sign. The main section is titled "What type of document did Sample bring?" and lists various document types with corresponding image tiles: U.S. Passport or U.S. Passport Card, Driver's License or State or Possession with Photo, ID Card Issued by Federal, State, Possession or Local Government with Photo, School ID Card with Photo, Voting Registration Card, U.S. Military Card, U.S. Military Card Record, Military Member's ID Card, U.S. Coast Guard Merchant Mariner, and Native American Tribal Document. Below this, a modal window prompts the user to "Take a picture of the employee's U.S. Passport or U.S. Passport Card" and provides instructions on how to capture the document front and back using a camera.

Important Note: The reviewer 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. Therefore, reviewers will need to have an internet connected device with a camera to participate. 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.

After capturing document images, the Section 2 completer is presented with a page to review all entries for accuracy. Any edits should be made prior to signing the Form I-9 Section 2. If all data is accurate, the reviewer will apply their electronic signature to the Form I-9 and click the **Submit** button to complete the Form I-9 Section 2. The employee and the reviewer each get an email confirmation that the process has been completed.

The screenshot displays the PAYCHEX FLEX Form I-9 Section 2 interface at the review and signature stage. The progress bar at the top shows the steps: Signed In, Read Disclosure, Review Document, Review Document, and Review and Sign. The main section is titled "Please review the information you have entered." and contains two sections: "Employee Info" and "Document Summary". The "Employee Info" section shows the Name "Sample Employee" and Citizenship Status "US Citizen". The "Document Summary" section shows the List A Document "U.S. Passport or U.S. Passport Card", Issuing Authority "U.S. Department of State", Passport Number "123456789", and Expiration Date "12/31/2023". Below this, there are two image tiles for the document front and back. At the bottom, there is an "Electronic Signature" section with a signature field and a "Need Assistance?" link. The signature field contains the text "Sample Reviewer".

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.

The screenshot shows the Paychex Flex Employee Profile page. The left sidebar contains the employee's profile information, including their name (Sample Exampleanywhere), email, and phone number. The main content area is titled "Form I-9" and shows the "Overview" tab. It displays the Form ID (01), completion date (03/29/200X), status (Section 2 Complete), and work location (Sample Location). Below this, there is a "Document Review" section with a "Completion Type" of "I-9 Anywhere". The "Document Summary" section lists the document title (U.S. Passport or U.S. Passport Card), issuing authority (U.S. Department of State), document number (111111111), and expiration date (12/25/200X). To the right of the summary, there are two document images: the front (required) and back (required) of the passport. A "View Form I-9" button is located in the top right corner of the overview section. On the far right, a "Documents" drawer is open, showing a list of documents with a search bar and a filter button.

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.

The screenshot shows the Paychex Flex My Account page. The left sidebar contains the user's profile information, including their name (Sample User), email, and phone number. The main content area is titled "My Account" and shows the "Settings" tab. The "Settings" tab is divided into two sections: "Profile" and "Notifications". The "Notifications" section contains a list of notifications with checkboxes for "In App" and "Email". The notifications include: "New Tasks" (Receive a notification when a new task is created), "Daily Task Summary" (Receive a notification summary of tasks due), "Reports" (Receive a notification when a requested report is ready), "File Processed" (Receive a notification when a file has processed), "File Failed To Process" (Receive a notification when a file has failed to process), "File Processed With Errors" (Receive a notification when a file has processed but with errors), and "E-Verify Case Failure" (Receive a notification when an E-Verify case fails). A "Logout" button is located in the top right corner of the settings section.