

Creating Employee Login for Guardian

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FAQ

What is the Employee Portal?

The Employee Portal allows employees to access their I-9 remotely for the purposes of completing Section 1, or for completing other action items, such as Approving Section 1 Amendments. The Employee Portal provides greater flexibility for the I-9 process, and allows employees to complete Section 1 prior to their first day of work.

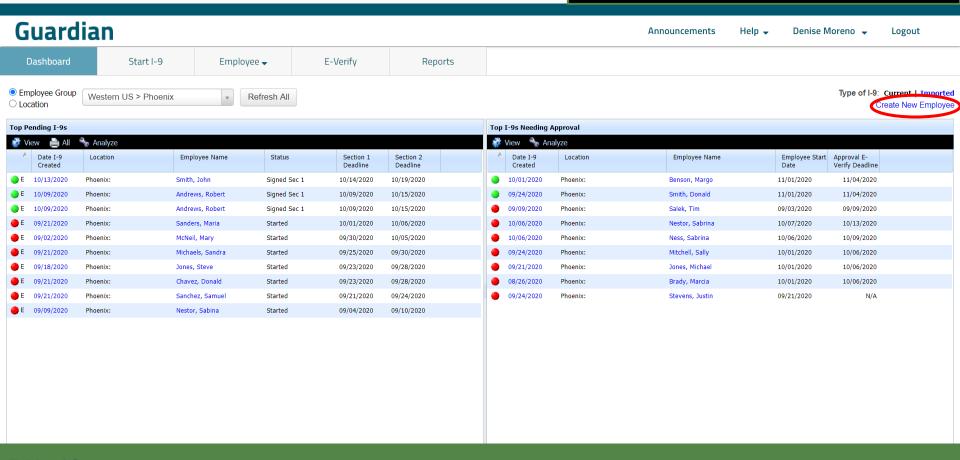
> What is required to use the Employee Portal?

An email address for the employee must be entered, and the employee must have access to a computer or other device with a compatible web browser to access the Employee Portal.

Creating Login for New Employee

Searching for Employee

From the **Standard Interface** click **Create New Employee**.



Searching for Employee

Number (if known), then click the Create Employee button.

Help -

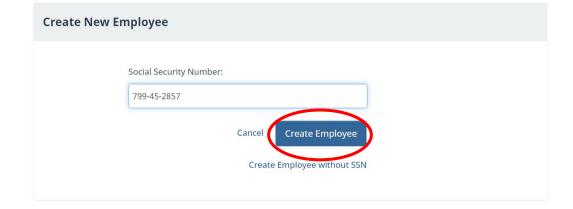
Announcements

Denise Moreno 🔻

Logout

Guardian

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 Start I-9
 Employee →
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 Reports



Creating New Employee

Guardian Dashboard E-Verify Start I-9 Employee -Reports Create New Employee Social Security Number 799-45-2857 Robert First Name Preferr Middle Name Employe Last Name Andrews Employee 12/20/2020 Start Date **Employee ID** Login Required: Employee will complete Section 1 on their own; Guardian user will complete Section 2 Login Type O No Login: Employee will complete I-9 in person O Logins Required: Employee will complete Section 1 on their own; remote agent will complete Section 2 via unique access link randrews@test.com

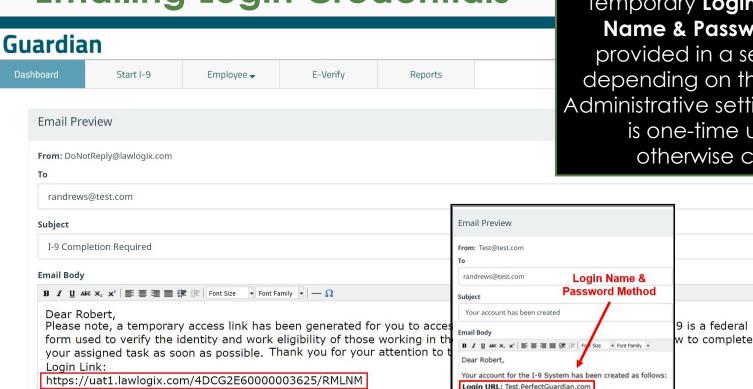
If no existing employee is found, the system will prompt to create the new employee.

Select the Login Type:

- Login Required (Remote Section 1, In-Person Section 2)
- 2) No Login (In-Person I-9)
- 3) Logins Required (Remote Section 1 & Remote Section 2 completed by authorized agent)

Once completed, user clicks the **Create Employee** button.

Cancel Create Employee

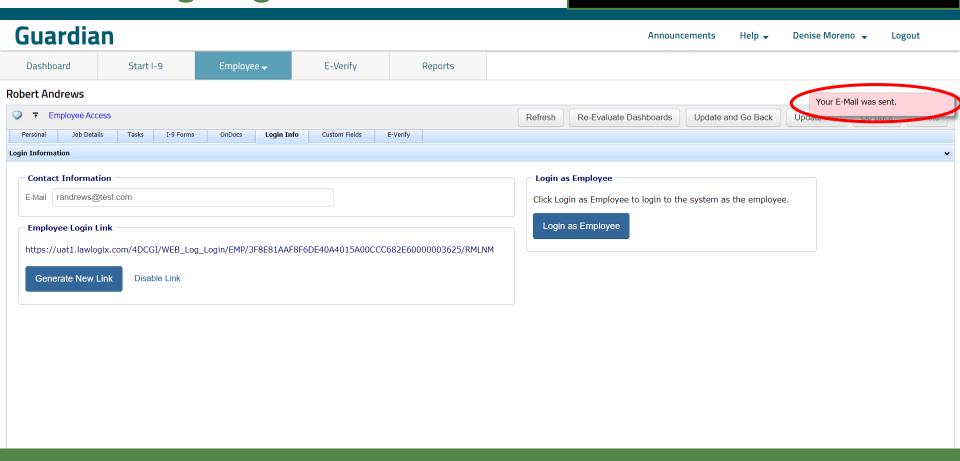


Login Name: ROHBtest1

Please note that both are case sensitive.

The E-Mail will contain either a temporary Login Link, or a Login Name & Password (password provided in a separate email), depending on the organization's Administrative settings. (The login link is one-time usage unless otherwise configured).

The system will display a notification that **Your E-Mail was sent**.



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Dashboard Start I-9 Employee → E-Verify Reports

The details of the **Login Info** tab will vary depending on whether your organization is using the **Login Name & Password** or **Access Link login** method.

Robert Andrews **Employee Access** Refresh Re-Evaluate Dashboards Update and Go Back Update Info Go Back Delete Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify Login Information **Login Information** Contact Information Contact Information E-Mail randrews@email.com randrews@test.com **Update Login Name & Password** * New Login Name **Employee Login Link** * New Password https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/3F8E81AAF8F6DE40A4015A00CCC682E600000 * Confirm Password Generate New Link Disable Link Employee Must Change Password at next Login Employee May Not Login to System Update Info **Login Name & Password Method** * Leave these values blank unless you need to change them. Current values are not shown for privacy

User Needs Help with Login

Reset Login & Password

Reset Password

Click the Reset Password button to generate a random password only

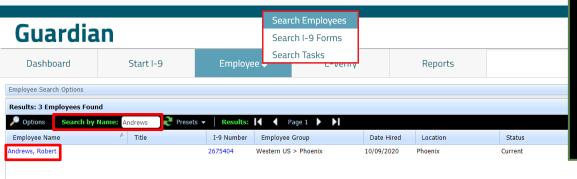
Click the Reset Password button to generate a random

password only and send an E-mail to the employee.

and send an E-mail to the employee

Creating Login for Existing Employee

Searching for Employee



If the employee has been created and exists in the system (as shown on slides 5-7), user clicks the **Employees Module** and enters the employee's last name in the **Search by Name:** field to search for the employee. User clicks the **Employee Name**.

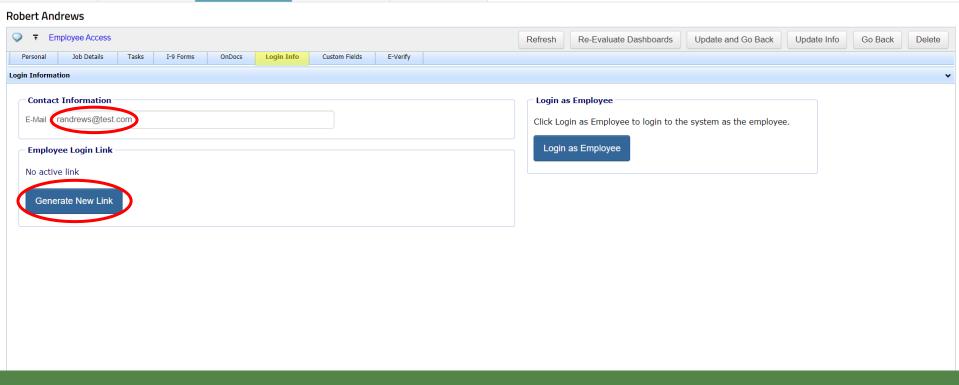
Create Login for Existing Employee

E-Verify

From the **Login Info** tab, ensure an **E-Mail** address is on file for the employee, and then click the **Create Login** button.

Guardian

Employee -

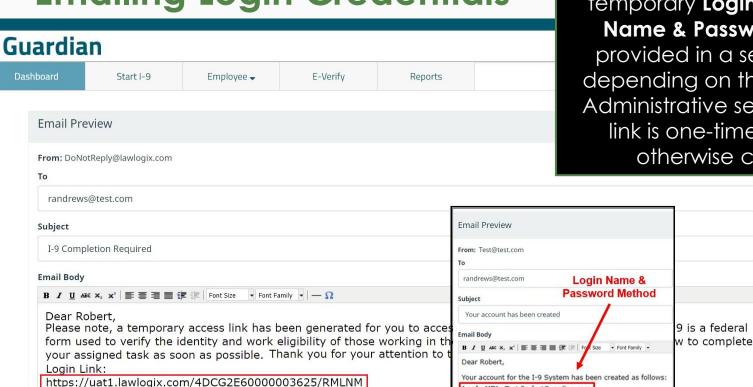


Reports

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Start I-9

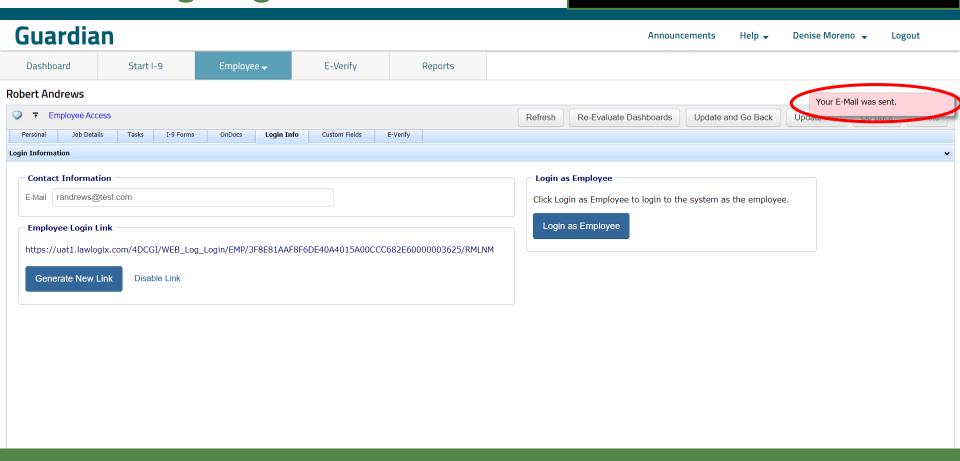


Login URL: Test.PerfectGuardian.com Login Name: ROHBtest1

Please note that both are case sensitive.

The E-Mail will contain either a temporary Login Link, or a Login Name & Password (password provided in a separate email), depending on the organization's Administrative settings. (The login link is one-time usage unless otherwise configured).

The system will display a notification that **Your E-Mail was sent**.

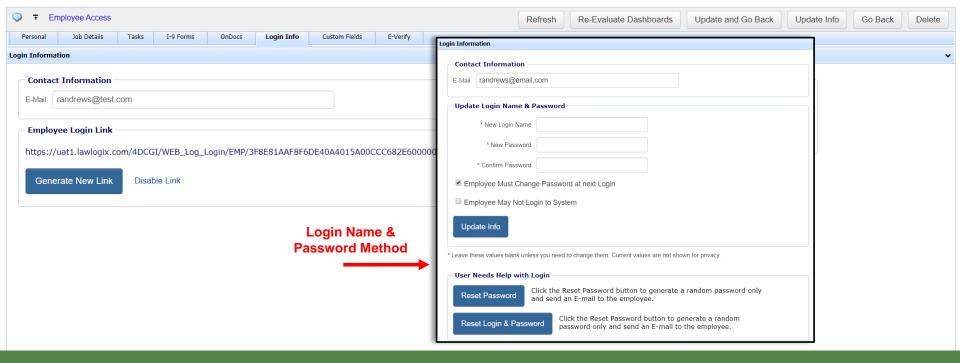


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Dashboard Start I-9 Employee → E-Verify Reports

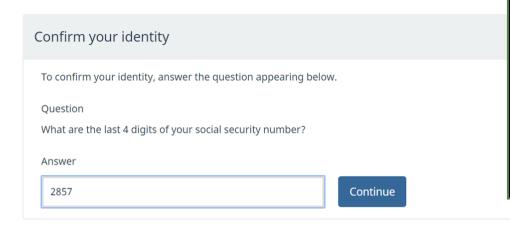
The details of the **Login Info** tab will vary depending on whether your organization is using the **Login Name & Password** or **Access Link login** method.

Robert Andrews



Employee Login Process Using Temporary Link

LawLogix Guardian Demo



After clicking the login link provided in the email, the employee may be presented with a **secondary authentication** screen, depending on the organization's Login Link settings.

The question & answer will be based upon data available on the Guardian Employee record.

Employee enters the correct answer and clicks **Continue**.

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LawLogix Guardian Demo

If the employee enters information incorrectly 5 times, the system will direct the employee to follow up with their manager.

We were unable to validate the information entered. Please try again.	
Confirm your identity	
To confirm your identity, answer the question appearing below. Question What are the last 4 digits of your social security number? Answer Continue	
Confirm your identity We were unable to authenticate your login. Please follow up with your hiring manager or designated employer representative to reset your account of the control of	count.

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The employee clicks the **Get Started** button to proceed to Section 1.

LawLogix Guardian Demo

Welcome to the Form I-9 Process

In order to finish your Form I-9, you must meet with an individual who can review your documents and complete Section 2. This **Must** be no later than [date_expires]Federal law requires all new employees hired after November 6, 1986, to complete the I-9 Employment Eligibility Verification form. As part of this process you will be asked to present original documents establishing identity and employment eligibility no later than the third day of employment.

You must complete your section of the form by 11/01/2020.

Today you will be walked through a few steps you need to take in order to complete the I-9 process including:

- Fill out the Form I-9, Section 1
- Choose the documents you will provide to verify employment eligibility
- Receive instructions on next steps for form completion by your employer representative



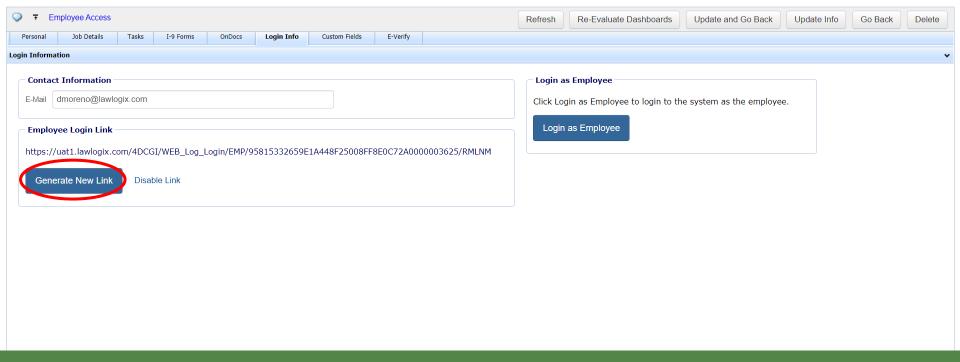
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Guardian

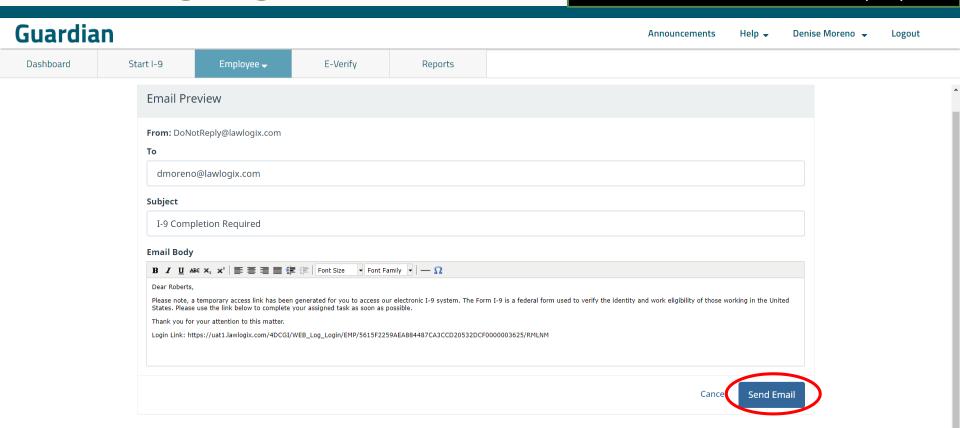
Dashboard Start I-9 Employee → E-Verify Reports

If the employee needs help with login, an email can be generated that will reset the login. User clicks the **Generate New Link** button to resend the email.

Roberts Andrews



User clicks the **Send Email** button to resend the email to the employee.

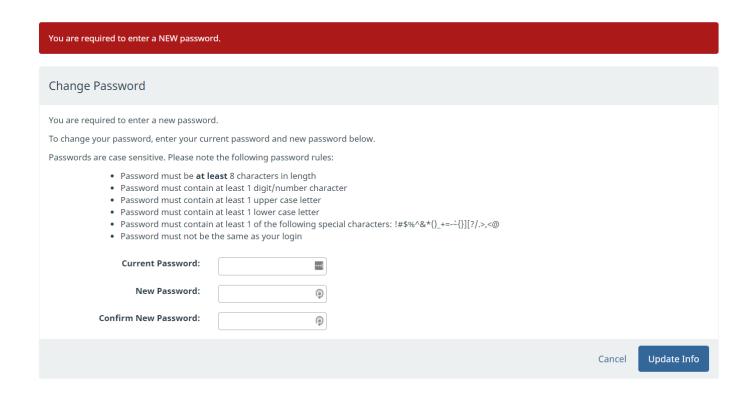


Employee Login Process Using Login Name & Password

After navigating to the Guardian URL provided in the email, employee enters their **Username** and **Password** and clicks **Login**.



Employee will create a new password and click **Update Info**.



ACME Company

The employee will click the **Get Started** button to proceed
to Section 1.

Welcome to the Form I-9 Process

Federal law requires all new employees hired after November 6, 1986, to complete the I-9 Employment Eligibility Verification form. As part of this process you will be asked to present original documents establishing identity and employment eligibility no later than the third day of employment.

You must complete your section of the form by 11/30/2018.

Today you will be walked through a few steps you need to take in order to complete the I-9 process including:

- Fill out the Form I-9. Section 1
- Choose the documents you will provide to verify employment eligibility
- Receive instructions on next steps for form completion by your employer representative

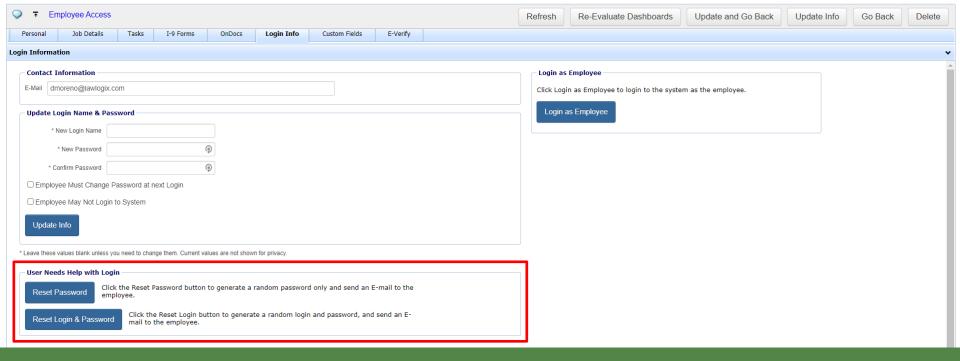


Guardian

 Dashboard
 Start I-9
 Employee →
 E-Verify
 Reports

If the employee needs help with login, an email can be generated that will reset the login. User clicks the appropriate button to resend the email.

Roberts Andrews



Guardian

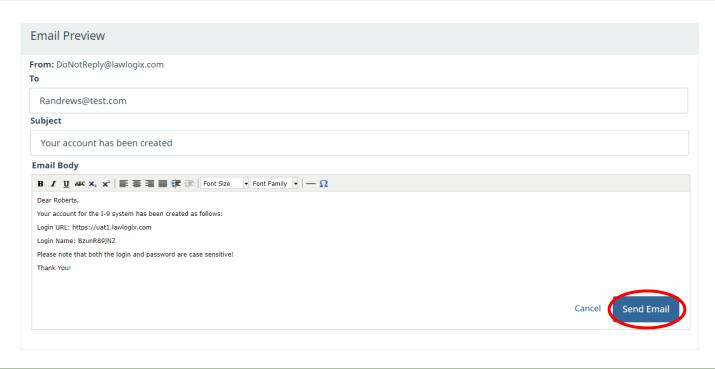
Dashboard Start I-9

Employee 🗸

E-Verify

Reports

User clicks the **Send Email** button to resend the email to the employee.
The password will arrive in a separate email.



For Additional Assistance

- Select Help from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

Confidential User Guide

 Please do not distribute this document outside of your organization without our written permission. Thank you