



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.**

Guardian

[Announcements](#)[Help](#) ▾[Denise Moreno](#) ▾[Logout](#)[Dashboard](#)[Start I-9](#)[Employee](#) ▾[E-Verify](#)[Reports](#) Employee Group LocationType of I-9: [Current](#) | [Imported](#)[Create New Employee](#)

Top Pending I-9s

	View	All	Analyze					
	▲	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
E		10/13/2020	Phoenix:	Smith, John	Signed Sec 1	10/14/2020	10/19/2020	
E		10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020	
E		10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020	
E		09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020	
E		09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020	
E		09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020	
E		09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020	
E		09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020	
E		09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
E		09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020	

Top I-9s Needing Approval

	View	Analyze						
	▲	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline		
		10/01/2020	Phoenix:	Benson, Margo	11/01/2020	11/04/2020		
		09/24/2020	Phoenix:	Smith, Donald	11/01/2020	11/04/2020		
		09/09/2020	Phoenix:	Salek, Tim	09/03/2020	09/09/2020		
		10/06/2020	Phoenix:	Nestor, Sabrina	10/07/2020	10/13/2020		
		10/06/2020	Phoenix:	Ness, Sabrina	10/06/2020	10/09/2020		
		09/24/2020	Phoenix:	Mitchell, Sally	10/01/2020	10/06/2020		
		09/21/2020	Phoenix:	Jones, Michael	10/01/2020	10/06/2020		
		08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020		
		09/24/2020	Phoenix:	Stevens, Justin	09/21/2020	N/A		

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Searching for Employee

Enter the new hire's **Social Security Number** (if known), then click the **Create Employee** button.

Guardian

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Denise Moreno ▾

Logout

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Create New Employee

Social Security Number:

799-45-2857

Cancel

Create Employee

Create Employee without SSN

Creating New Employee

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Create New Employee

Social Security Number

First Name

Middle Name

Last Name

Start Date

Employee ID

Login Type

- Login Required:** Employee will complete Section 1 on their own; Guardian user will complete Section 2
- No Login:** Employee will complete I-9 in person
- Logins Required:** Employee will complete Section 1 on their own; remote agent will complete Section 2 via unique access link

E-Mail

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

Select the Login Type:

- 1) **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

Emailing Login Credentials

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Email Preview

From: DoNotReply@lawlogix.com

To

randrews@test.com

Subject

I-9 Completion Required

Email Body

B *I* U ABC x₂ x² | [Icons] | Font Size | Font Family | Ω

Dear Robert,
Please note, a temporary access link has been generated for you to access the form used to verify the identity and work eligibility of those working in the I-9 system. Thank you for your attention to this task. Your assigned task as soon as possible. Thank you for your attention to this task.
Login Link:

<https://uat1.lawlogix.com/4DCG2E60000003625/RMLNM>

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).

Email Preview

From: Test@test.com

To: randrews@test.com

Subject: Your account has been created

Email Body

B *I* U ABC x₂ x² | [Icons] | Font Size | Font Family | Ω

Dear Robert,

Your account for the I-9 System has been created as follows:

Login URL: Test.PerfectGuardian.com
Login Name: ROHbttest1

Please note that both are case sensitive.

I-9 is a federal requirement to complete

Cancel

Send Email

Emailing Login Credentials

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

[Dashboard](#)[Start 1-9](#)[Employee](#) ▾[E-Verify](#)[Reports](#)

Robert Andrews

Your E-Mail was sent.

Employee Access

[Refresh](#)[Re-Evaluate Dashboards](#)[Update and Go Back](#)[Update](#)[Go Back](#)[Close](#)[Personal](#)[Job Details](#)[Tasks](#)[I-9 Forms](#)[OnDocs](#)[Login Info](#)[Custom Fields](#)[E-Verify](#)

Login Information

Contact Information

E-Mail

Employee Login Link

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/3F8E81AAF8F6DE40A4015A00CCC682E60000003625/RMLNM

[Generate New Link](#)[Disable Link](#)

Login as Employee

Click Login as Employee to login to the system as the employee.

[Login as Employee](#)

Emailing Login Credentials

Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Robert Andrews

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.

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

Contact Information

E-Mail: randrews@test.com

Employee Login Link

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/3F8E81AAF8F6DE40A4015A00CCC682E60000

Generate New Link Disable Link

Login Information

Contact Information

E-Mail: randrews@email.com

Update Login Name & Password

* New Login Name:

* New Password:

* Confirm Password:

Employee Must Change Password at next Login

Employee May Not Login to System

Update Info

* Leave these values blank unless you need to change them. Current values are not shown for privacy.

User Needs Help with Login

Reset Password: Click the Reset Password button to generate a random password only and send an E-mail to the employee.

Reset Login & Password: Click the Reset Password button to generate a random password only and send an E-mail to the employee.

Login Name & Password Method



Creating Login for Existing Employee

Searching for Employee

The screenshot shows the Guardian system's navigation menu with 'Employee' selected. A dropdown menu is open, highlighting 'Search Employees'. Below, the search interface shows 'Search by Name: Andrews' and a table of results.

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
Andrews, Robert		2675404	Western US > Phoenix	10/09/2020	Phoenix	Current

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

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

Guardian

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Employee ▾

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Reports

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

Contact Information

E-Mail **randrews@test.com**

Employee Login Link

No active link

Generate New Link

Login as Employee

Click Login as Employee to login to the system as the employee.

Login as Employee

Emailing Login Credentials

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Email Preview

From: DoNotReply@lawlogix.com

To

randrews@test.com

Subject

I-9 Completion Required

Email Body

B *I* U ABC x₂ x² | [Icons] | Font Size | Font Family | Ω

Dear Robert,
Please note, a temporary access link has been generated for you to access the form used to verify the identity and work eligibility of those working in the federal government. Please complete your assigned task as soon as possible. Thank you for your attention to this matter.
Login Link:

<https://uat1.lawlogix.com/4DCG2E60000003625/RMLNM>

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).

Email Preview

From: Test@test.com

To

randrews@test.com

Subject

Your account has been created

Email Body


B *I* U ABC x₂ x² | [Icons] | Font Size | Font Family | Ω

Dear Robert,

Your account for the I-9 System has been created as follows:

Login URL: Test.PerfectGuardian.com
Login Name: ROHbtest1

Please note that both are case sensitive.



I-9 is a federal
form used to complete

Cancel

Send Email

Emailing Login Credentials

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

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Robert Andrews

Your E-Mail was sent.

Employee Access

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Login Information

Contact Information

E-Mail

Employee Login Link

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/3F8E81AAF8F6DE40A4015A00CCC682E60000003625/RMLNM

[Generate New Link](#)[Disable Link](#)

Login as Employee

Click Login as Employee to login to the system as the employee.

[Login as Employee](#)

Emailing Login Credentials

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Robert Andrews

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.

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

Contact Information

E-Mail: randrews@test.com

Employee Login Link

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/3F8E81AAF8F6DE40A4015A00CCC682E60000

Generate New Link Disable Link

Login Information

Contact Information

E-Mail: randrews@email.com

Update Login Name & Password

* New Login Name:

* New Password:

* Confirm Password:

Employee Must Change Password at next Login

Employee May Not Login to System

Update Info

* Leave these values blank unless you need to change them. Current values are not shown for privacy.

User Needs Help with Login

Reset Password: Click the Reset Password button to generate a random password only and send an E-mail to the employee.

Reset Login & Password: Click the Reset Password button to generate a random password only and send an E-mail to the employee.

Login Name & Password Method



Employee Login Process Using Temporary Link

Employee Logs into Portal

LawLogix Guardian Demo

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

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**.

Employee Logs into Portal

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.

Employee Logs into Portal

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

[Get Started](#)

Emailing Login Credentials

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.

Guardian

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E-Verify

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Roberts 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

Contact Information

E-Mail

Employee Login Link

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/95815332659E1A448F25008FF8E0C72A0000003625/RMLNM

Generate New Link

Disable Link

Login as Employee

Click Login as Employee to login to the system as the employee.

Login as Employee

Emailing Login Credentials

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

[Dashboard](#)[Start I-9](#)[Employee](#) ▾[E-Verify](#)[Reports](#)

Email Preview

From: DoNotReply@lawlogix.com

To

dmoreno@lawlogix.com

Subject

I-9 Completion Required

Email Body

B *I* U ABC x₁ x² [List Icons] Font Size Font Family [Link Icon]

Dear Roberts,

Please note, a temporary access link has been generated for you to access our electronic I-9 system. The Form I-9 is a federal form used to verify the identity and work eligibility of those working in the United States. Please use the link below to complete your assigned task as soon as possible.

Thank you for your attention to this matter.

Login Link: https://uat1.lawlogix.com/4DCG1/WEB_Log_Login/EMP/5615F2259AEA884487CA3CCD20532DCF0000003625/RMLNM

Cancel

Send Email

Employee Login Process Using Login Name & Password

Employee Logs into Portal

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

Welcome, please log in

Username

Password

[I forgot my password](#)

Employee Logs into Portal

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

You are required to enter a NEW password.

Change Password

You are required to enter a new password.

To change your password, enter your current password and new password below.

Passwords are case sensitive. Please note the following password rules:

- Password must be **at least** 8 characters in length
- Password must contain at least 1 digit/number character
- Password must contain at least 1 upper case letter
- Password must contain at least 1 lower case letter
- Password must contain at least 1 of the following special characters: !#\$%^&*()_+~{}[]?/.,<>@
- Password must not be the same as your login

Current Password:

New Password:

Confirm New Password:

Cancel

Update Info

Employee Logs into Portal

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

[Get Started](#)

Emailing Login Credentials

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.

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Employee Access

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Custom Fields

E-Verify

Login Information

Contact Information

E-Mail

Update Login Name & Password

* New Login Name

* New Password

* Confirm Password

Employee Must Change Password at next Login

Employee May Not Login to System

Update Info

Login as Employee

Click Login as Employee to login to the system as the employee.

Login as Employee

* Leave these values blank unless you need to change them. Current values are not shown for privacy.

User Needs Help with Login

Reset Password

Click the Reset Password button to generate a random password only and send an E-mail to the employee.

Reset Login & Password

Click the Reset Login button to generate a random login and password, and send an E-mail to the employee.

Emailing Login Credentials

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

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Email Preview

From: DoNotReply@lawlogix.com

To

Randrews@test.com

Subject

Your account has been created

Email Body

B *I* U ABC x₂ x³ | [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] | Font Size | Font Family | — Ω

Dear Roberts,
Your account for the I-9 system has been created as follows:
Login URL: <https://uat1.lawlogix.com>
Login Name: BzunR89jNZ
Please note that both the login and password are case sensitive!
Thank You!

Cancel

Send 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