EQUIFAX®

Remote I-9 Management

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FAQ

➢ **How are remote I-9s displayed on the Dashboard?**

I-9s that are processed by remote agents appear under the *Top I-9s Needing Approval* Dashboard panel, once the agent has completed Section 2.

➢ **Can remote agents submit to E-Verify?**

Remote agents can complete Section 2 and mark the I-9 as Completed, but may not Approve I-9s or submit to E-Verify.

FAQ

➤ **Can remote agents access I-9s after they are approved?**

No, remote agents lose access to the interface and I-9 once the I-9 is marked Approved.

➤ **Can a Guardian user complete Section 2 of an I-9 for remote processing?**

Yes, if an I-9 must be completed by a Guardian user then remote processing may be disabled, as demonstrated in this tutorial.

Approving Remote I-9s

Approving Remote I-9s

Once the Remote Agent or Verification Center has completed Section 2 for your employee their I-9 will appear on the **Top I-9s Needing Approval** panel on the Dashboard.

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Dashboard: ○ Employee Group ○ Location

Southwest > Arizona > Belmont   Refresh All

Top I-9s Needing Approval
View   Analyze

Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
04/23/2018	Belmont:	Andrews, Robert	05/01/2018	05/04/2018

Top Pend...
View   All   Analyze

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline
● E	04/18/2018	Belmont:	Sanders, Markus	04/18/2016	04/21/2016
● E	04/18/2018	Belmont:	Watson, Mark	04/18/2018	04/23/2018

Top Pending Re-Verifications
View   All   Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	04/18/2018	Belmont:	Martin, Matthew	04/20/2018	-3
●	04/18/2018	Belmont:	Sheilds, Sally	10/10/2025	2727

Top I-9s Needing Further Action
View   All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
●	01/31/2018	Belmont:	Mae, Daisy	No SS	03/02/2018	-52

Approving Remote I-9s

I-9 for Andrews, Robert

View Employee | Refresh | Update and Go Back | Update Info | Go Back

Details | OnDocs | Issues | Amendments

I-9 Overview

This I-9 is ready for Approval.

Before clicking the **Mark Approved** button, you should click the Review the I-9 link to review the final I-9 for mistakes.

Please check the documents provided by the employee and compare the information on those documents against the completed I-9.

You can correct errors in Sections I and II by viewing those sections and making changes.

Changes to Section 1 will require the electronic signature of the employee.

Once approved, this form will be permanently locked. Any further changes will require either additional Section III entries or an entirely new I-9 form.

I-9

I-9 No: **2,200,803 (Primary)**   Version: **7/17/17**   Park This I-9
Type: **Electronic I-9**   Expires:
                                    Date Completed: **04/23/2018**   Mark Approved
                                    Date approved:

E-Verify

E-Verify   Employee will NOT be submitted to E-Verify

Print Center

View
I-9

Employee
Receipt

Preparer/Translator
Receipt

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I-9 for Andrews, Robert

| Details | OnDocs | Issues | Amendments |

Approve I-9

Instructions

Please note:

You are about to approve this **Electronic I-9** for **Robert Andrews**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, **Review the I-9**.

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.

View I-9

The Employee's location is not setup for E-Verify Services

[Cancel] [Approve This I-9]

I-9 OnDocs

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
04/23/2018	15:14:53		Image/JPEG	U.S. Passport	115.0
04/23/2018	14:12:29		EMAIL	Remote Agent Instructions	0.0
04/23/2018	14:12:28		EMAIL	Remote Hire Employee Instructions	0.0

Approving the I-9

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✏️ I-9 for Andrews, Robert

| Details | OnDocs | Issues | Amendments |

Approve I-9

Instructions

Please note:

You are about to approve this *Electronic I-9* for **Robert Andrews**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, Review the I-9.

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.

View
I-9

The Employee's location is not setup for E-Verify Services

Cancel   Approve This I-9

I-9 OnDocs

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
04/23/2018	15:14:53	📄	Image/JPEG	U.S. Passport	115.0
04/23/2018	14:12:29		EMAIL	Remote Agent Instructions	0.0
04/23/2018	14:12:28		EMAIL	Remote Hire Employee Instructions	0.0

Approving the I-9

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The I-9 was Approved. The E-Verify Initial Verification has been submitted. It should take 15-30 seconds for an answer.

E-Verify for Andrews, Robert

8331   Show All

Overview	E-Verify Status	Close Case

E-Verify Interaction Pending

A request with the CPS E-Verify system is in the queue. This screen will update every 15 seconds until the request has been fulfilled.

E-Verify Current Status

Status:	E-Verify in Process
On Hold Until:	
CPS E-Verify Status:	prcv - 1st Initial Verification
Last Submission:	
Last Status:	-
Last Eligibility:	-
Next Scheduled Submission:	12/05/2016 @ 14:26:56
Last Followup Status:	-

Initial Verification (Data Sent)

Last Name:		First Name:	
Middle Initial:		Other Names Used:	
Social Security No:	***-**-	Date of Birth:	**/**/
Hire Date:		Citizenship Status:	-
Alien No:		I-94 No:	
Document Type:		Document Expiration:	
Passport No:		Visa No:	
Card No:			
Overdue Reason:			

Initial Verification Results

Last Name:		First Name:	
Initial Eligibility:		Case Verification No:	
Initiated by:		Initiated on:	
Potentially Naturalized:		Photo Confirmation:	

Disabling Remote I-9 Processing

Search for Employee

If a Remote I-9 was created, but remote processing is not needed, it may be disabled.

First, search for the Employee by clicking the **Employees** tab.

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Dashboard: ◉ Employee Group ○ Location   Southwest > Arizona > Belmont ▾   Refresh All

Top I-9s Needing Approval
👁 View 🔍 Analyze

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
🟢	04/23/2018	Belmont:	Andrews, Robert	05/01/2018	05/04/2018

Top Pend
👁 View

		Date Created		Employee Name		
🔴 E	04/18/2018	Belmont:		Sanders, Markus	04/18/2016	04/21/2016
🟡 E	04/18/2018	Belmont:		Watson, Mark	04/18/2018	04/23/2018

Top Pending Re-Verifications
👁 View All 🔍 Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
🔴	04/18/2018	Belmont:	Martin, Matthew	04/20/2018	-3	
🟢	04/18/2018	Belmont:	Sheilds, Sally	10/10/2025	2727	

Top I-9s Needing Further Action
👁 View All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
🔴	01/31/2018	Belmont:	Mae, Daisy	No SS	03/02/2018	-52

Search for Employee

To search for a specific employee enter the employee's name in the **Search by Name** field with the *LastName,FirstName* format.

Press the **Enter** key to search.

Guardian

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Employees

Search Options

Results: 0 Employees Found

Options | Search by Name: | Andrews, Ro | All Employees | Presets | Results: | Page 1

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
No Data						

Guardian

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Employees

Search Options

Results: 17 Employees Found

Options | Search by Name: Andrews, R | All Employees | Presets ▼ | Results: |◀ ◀ Page 1 ▶ ▶| | Add

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
Andrews, Robert		2200060	Southwest > Arizona > Belmont	05/01/2018	Belmont	Current

Accessing the Instructions

Guardian

I-9 and E-Verify Compliance System

Robert Andrews

Employee Access | Refresh | Update and Go Back | Update Info | Go Back | Delete

| Personal | Job Details | Tasks | I-9 Forms | OnDocs | Login Info | Custom Fields | E-Verify |

Refresh | Add I-9 | Add I-9 for Remote Processing

I-9 Number	View I-9	[Primary] Type [*] Setup RH/RA	Date Created	Name on Form	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expires
2200803		[P] Electronic I-9 [*]	04/23/2018	Robert, Andrews	04/23/2018	04/23/2018	04/23/2018	04/23/2018	

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Disable Remote I-9 Processing

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Remote Hire/Remote Agent Settings

Instructions

Setting up the Remote Hire/Remote Agent is a two step process.

The Remote Hire HR Contact is simply the company HR that will be indicated as the contact person for either the employee or Remote Agent should any questions come up.

In step 2, the instructions for the Employee and the Remote Agent should be created. During this process, you will have the opportunity to customize the default documents, and optionally print or e-mail the documents to the Employee.

Employee Information

Employee Name: **Andrews, Robert**
Location: **Belmont**
Date Hired: **05/01/2018**

Responsible Parties

Remote Hire HR Contact: Smith, Jane ▼ (This HR will be listed on the support documents as the point of contact)

Documents

Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions: Review Agent Instructions Login

Employee Instructions: Review Employee Instructions Login

Update Info   Go Back   Disable Remote Hire Process

Re-generating Remote Agent Instructions

Search for Employee

If the Remote Agent is receiving a "Link is Expired" message when attempting to access the employee's I-9, regeneration of the Remote Agent link is necessary.

Search for the employee from the **Employees** tab.

Search for Employee

Guardian

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- ⏻ Logout

👤 **Employees**

Search Options

Results: 0 Employees Found

🔍 Options | **Search by Name:** Andrews, Ro | 🔄 All Employees | 🔄 Presets ▾ | **Results:** ⏮ ◀ Page 1 ▶ ⏭

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
No Data						

To search for a specific employee enter the employee's name in the **Search by Name** field with the *LastName,FirstName* format.

Press the **Enter** key to search.

Accessing the Instructions

Employees

Search Options

Results: 17 Employees Found

Options | Search by Name: Andrews, R | All Employees | Presets ▾ | Results: |◀ ◀ Page 1 ▶ ▶| | Add

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
Andrews, Robert		2200060	Southwest > Arizona > Belmont	05/01/2018	Belmont	Current

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I-9 for Andrews, Robert

View Employee | Refresh | Update and Go Back | Update Info | Go Back

| Details | OnDocs | Issues | Amendments |

Refresh | Add Case Note | Upload Document | Add E-Mail

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
04/23/2018	15:21:57		Adobe Acrobat	I9 #2200803 Snapshot [Approve This I-9]	335.7
04/23/2018	15:14:53		Image/JPEG	U.S. Passport	115.0
04/23/2018	14:12:29		EMAIL	Remote Agent Instructions	0.0
04/23/2018	14:12:28		EMAIL	Remote Hire Employee Instructions	0.0

Re-enable Remote I-9 Processing

Re-enable Remote I-9 Processing

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I-9 for Andr...

Details	OnDocs	Issues

Refresh

Date Created	Time Created	File Type	File Size (KB)
04/23/2018	13:27:39	Image/JPE	115.0
04/23/2018	13:14:39	EMAIL	0.0
04/23/2018	13:14:38	EMAIL	0.0

Go Back   Update Info   Go Back

Case Note   Upload Document   Add E-Mail

E-Mail

WARNING!

You Are About to Permanently Delete Data!

Please be advised that if you continue, the current data (and possibly associated data as well) will be **permanently deleted** from the system! *This is your only warning!*

Cancel	Delete!
What was I thinking?	**I am positive that I no longer need this data, now or in the future!**

Re-enable Remote I-9 Processing

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✏ I-9 for Andrews, Robert

View Employee | Refresh | Update and Go Back | Update Info | Go Back

| Details | OnDocs | Issues | Amendments |

🔄 Refresh | 🟥 Add Case Note | 📄 Upload Document | 📧 Add E-Mail

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
04/23/2018	13:59:36	📄	Adobe Acrobat	I9 #2200802 Snapshot [Approve This I-9]	335.7
04/23/2018	13:27:39	📄	Image/JPEG	U.S. Passport	115.0
04/23/2018	13:14:38		EMAIL	Remote Hire Employee Instructions	0.0

Re-enable Remote I-9 Processing

On the I-9 Forms tab, click **[*]**

Re-enable Remote I-9 Processing

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In step 2, the instructions for the Employee and the Remote Agent should be created. During this process, you will have the opportunity to customize the default documents, and optionally print or e-mail the documents to the Employee.

Employee Information

Employee Name:	**Andrews, Robert**
Location:	**Belmont**
Date Hired:	**05/01/2018**

Responsible Parties

Remote Hire HR Contact: Smith, Jane ▼ (This HR will be listed on the support documents as the point of contact)

Documents

Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions: Create Agent Instructions Login

Employee Instructions: Review Employee Instructions Login

Update Info   Go Back   Disable Remote Hire Process

Re-enable Remote I-9 Processing

Enter the email address in the To: Field.

Click **Send or Edit E-Mail** to resend the Remote Agent Instructions email.

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E-Mail

Details

Employee:	**Andrews, Robert**
Date/Time Entered:	04/24/2018 16:12:56.282161 @ 16:12:56
Entered By:	Smith, Jane
Subject/Reference:	Remote Agent Instructions
To/Regarding:	
E-Mail History:	This E-Mail has not yet been sent!

Send or Edit E-Mail | Print Preview

E-Mail

Remote Agent Instructions for Completion of Form I-9

Guardian Company is an organization that hires employees at remote locations. The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employers to complete I-9 Employment Eligibility Forms for all new hires.

The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically possible for Andrews, Robert to report to any of our offices to complete this required paperwork, we are asking for your assistance in inspecting the employee's original documents and completing the Form I-9 according to Department of Homeland Security guidelines.

Guardian Company has adopted a paperless, web-based system for completing an electronic Form I-9 that meets with all federal government requirements. Andrews, Robert has already started this process by using the electronic system to complete and digitally sign Section 1 of the I-9. We are asking you to act as our agent for the sole purpose of reviewing original documents presented by Andrews, Robert and completing and digitally signing Section 2 of the Form I-9 by accessing our online system.

Please use the link below to access the online system.

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/AGT/pg99h03o4g1g33e4

The system provides on screen guidance and instructions on completing this form, as well as links to official government instructions for the I-9.

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.