

Remote I-9 Management

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4. <u>Re-generating Remote Agent Instructions</u>17



> 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.



> 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

Southwest > Arizona > Belmont

Employee Group

Dashboard:

Guardian

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.

I-9 and E-Verify	Το	o I-9s Needing Ap	proval				^	Тор	Pend A	pproval p	oanel or	n the L	Dashb	oard.
compliance system	1	View 🐜 Analy	yze					1	View	Thursday Co				
		Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadli	ne		Date I-9 Created	Location	Employee Name	Section 1 Deadline	L Section 2 Deadline	-
🚳 Dashboard	0	04/23/2018	Belmont:	Andrews, Robert	05/01/2018	05/04/201	8	•	E 04/18/2018	Belmont:	Sanders, Markus	04/18/201	.6 04/21/201	.6
O Start I-9								0	E 04/18/2018	Belmont:	Watson, Mark	04/18/201	.8 04/23/201	8
🍽 E-Verify														
III Reports														
曫 Employees														
☑ I-9 Forms														
🛢 Tasks														
🔟 Charts & Graphs	Τοι) Pending Re-Veri	fications				~	Тор	I-9s Needing F	urther Action				*
📢 Announcements	*	View 📄 All	🔩 Analyze					*	View 📄 All					
🕼 ICE Audit		Date I-9 Created	Location	Employee Name	Expiration Dat	e Days Left			Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
🞓 Help	•	04/18/2018	Belmont:	Martin, Matthew	04/20/2018		-3	•	01/31/2018	Belmont:	Mae, Daisy	No SS	03/02/2018	-52
i My Settings	•	04/18/2018	Belmont:	Sheilds, Sally	10/10/2025	27	27							
â Administration														
് Logout														

Refresh All

Approving Remote I-9s

Click the Mark Approved button to begin the approval process.

Update and Go Back

Park This I-9

Mark Approved

Update Info

Go Back

Refresh

View Employee

I-9 for Andrews, Robert Guardian I-9 and E-Verifv T Compliance System Details OnDocs Issues Amendments I-9 Overview Dashboard This I-9 is ready for Approval. O Start I-9 Before clicking the Mark Approved button, you should click the Review the I-9 link to review the final I-9 for mistakes. View 📁 E-Verify 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. I Reports Changes to Section 1 will require the electronic signature of the employee. 😁 Employees 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 Forms I-9 Tasks Version: 7/17/17 I-9 No: 2,200,803 (Primary) Expires: Type: Electronic I-9 🔟 Charts & Graphs Date Completed: 04/23/2018 Date approved Announcements CE Audit E-Verify 🞓 Help **E** Verify Employee will NOT be submitted to E-Verify i My Settings Print Center **m** Administration 😃 Logout View Employee

Receipt

T-9

Approving the I-9

I-9 for Andrews, Robert

Prior to approving the I-9 click Review the I-9 to check for mistakes, as well as compare to any uploaded supporting documents by clicking the PDF icons. Editing is proved.

Compliance System								
		Details	OnDocs	Issues	Amendments		locked after	it has been ap
	Арр	rove I-9						
🚯 Dashboard			_					
O Start I-9		Please i	ions iote:					
🍽 E-Verify		You are a	about to ap	prove this E	lectronic I-9 f	or Robert Andrews.		
I Reports		By clicki	ng the App	rove This I	-9 button belov	v you will be making sections 1 & 2 of this I-9 form permanent		
😁 Employees		Please m have the	nake sure y m) or revie	ou have revi w the I-9 do	iewed the I-9 fo ocuments listed	rm completely before approving this submission. Compare the below (if any).	information provided to that of the	original documents (if you still
🕼 I-9 Forms		To view t	the complet	ted I-9 form itton below t	one last time	Review the I-9.	v this I-9.	
🛢 Tasks								
🔟 Charts & Graphs		A			The Employe	e's location is not setup for E-Verify Services		
📢 Announcements		View I-9						Cancel Approve This I-9
🔊 ICE Audit		I-9 OnD	ocs					
🞓 Help	ſ	Date Created	Time Created	File Ty	pe	Subject Reference		File Size (KB)
i My Settings		04/23/2018	3 15:14:53	🛃 Image/J	PEG	U.S. Passport		115.0
		04/23/2018	3 14:12:29	EMAIL		Remote Agent Instructions		0.0
m Administration		04/23/2018	3 14:12:28	EMAIL		Remote Hire Employee Instructions		0.0

Guardian

I-9 and E-Verify

🚳 Dashl O Start 📁 E-Veri III Repor 😁 Empl 🕼 I-9 Fo 📑 Tasks Lill Charts 📢 Annoi ICE A 🎓 Help i My Se 🏛 Admi 😃 Logout 🕒 🗣

Approving the I-9

which will "lock" the form. The I-9 cannot be edited after it has been I-9 for Andrews, Robert Guardian approved, except by using the Amendments tool. Approval I-9 and E-Verify 🔾 👎 **Compliance System** permissions may be restricted to Details OnDocs Amendments Issues Approve I-9 only certain Guardian users. Dashboard 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). 😁 Employees 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. A 🔟 Charts & Graphs The Employee's location is not setup for E-Verify Services View Approve This I-9 Cancel Announcements T-9 I-9 OnDocs Time File Type Subject File Date Created Created Reference Size (KB) i My Settings TImage/JPEG 04/23/2018 15:14:53 U.S. Passport 115.0 14:12:29 EMAIL 04/23/2018 Remote Agent Instructions 0.0 m Administration 04/23/2018 14:12:28 EMAIL Remote Hire Employee Instructions 0.0

When ready click **Approve This I-9**,

O Start I-9

E-Verifv

I Reports

I-9 Forms

CE Audit

🞓 Help

😃 Logout

📑 Tasks

Approving the I-9

acme	The I-9 was A	pproved. The E-Ver	ify Initial Verific	ation has been submitted. I an answer.	it should take 15-	30 seconds for
I-9 and E-Verify ompliance System	E Ver	ify for Andre	ws, Robert		8331	Show All
B Dashboard	Overview	E-Verify Status	Close Case			
O Start I-9	≵ ¦⊱ E-	Verify Interaction Pen	ding			
E-Verify						
■ Reports	A request v request ha	with the CPS E-Verify s been fulfilled.	system is in the q	ueue. This screen will update e	every 15 seconds un	til the
Employees	E-Verify C	urrent Status				
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I Charts & Graphs	Next Schedul Last Fo	Last Eligibility: - ed Submission: 12/05/2 ollowup Status: -	016 @ 14:26:56			
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I-9 Com



Disabling Remote I-9 Processing

Southwest > Arizona > Belmont

Employee Group

Dashboard:

Top I-9s Needing Approval

Guardian

I-9 and E-Verify

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

First search for the Employee by

Compliance System	*	View 🔧 Anal	yze					🦸 V	iew					\sim y	
		Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadline			C	CIICKING	the En	npioye	es tab).	
Dashboard	۲	04/23/2018	Belmont:	Andrews, Robert	05/01/2018	05/04/2018		●E	04/18/2018	Belmont:	Sanders, Markus	04/18/201	.6 04/21/2016		
								ЭE	04/18/2018	Belmont:	Watson, Mark	04/18/201	8 04/23/2018		
🍽 E-Verify															
⊞ Reports															
😤 Employees															
C I-9 Forms															
🛢 Tasks															
🔟 Charts & Graphs	Тор	Pending Re-Veri	ifications				~	Top I-	9s Needing Fu	rther Action					•
¶ Announcements	*	View 📄 All	ት Analyze					🧩 V	iew 📄 All						
🛯 ICE Audit		Date I-9 Created	Location	Employee Name	Expiration Dat	e Days Left			Date I-9 Created	Location	Employee Name	Reason	Date Expires Da	iys Left	
🞓 Help	٠	04/18/2018	Belmont:	Martin, Matthew	04/20/2018	-3		•	01/31/2018	Belmont:	Mae, Daisy	No SS	03/02/2018	-52	
i My Settings	•	04/18/2018	Belmont:	Sheilds, Sally	10/10/2025	2727									
ப் Logout															

Refresh All

Top Pend



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	🙇 Employe	ees						
I-9 and E-Verify Compliance System	Search Options							*
	Options Search by Name:	Andrews, R 🔩 All E	Employees 祀 Presets 🗸 🛛 Results: 📘	Page 1				📑 Add
	Employee Name	Title I-9 N	Number Employee Group	Date Hired	Location	Status		
Dashboard Dashboar	Andrews, Robert	2200	0060 Southwest > Arizona > Belmor	t 05/01/2018	Belmont	Current		
O Start I-9								
🍽 E-Verify								
I Reports								
😁 Employees								
☑ I-9 Forms								
🛢 Tasks								
ևև Charts & Graphs								
📢 Announcements								
🛯 ICE Audit								
🞓 Help								
i My Settings								
🟦 Administration								
ଓ Logout								

From the I-9 Forms tab, click the [*] link to access the Remote Agent Settings.

Robert Andrews Guardian P. I-9 and E-Verifv \bigcirc **Employee Access** Refresh Update and Go Back Update Info Go Back Delete **Compliance System** Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify \sim nefresh Add I-9 for Remote Processing Add I-9 Dashboard I-9 View 7 [Primary] Type Date Section 1 Section 2 Date Date Date Number I-9 [*] Setup RH/RA Created Name on Form Signed Completed Expires Signed Approved O Start I-9 A 2200803 [P] Electronic I-04/23/2018 Robert, Andrews 04/23/2018 04/23/2018 04/23/2018 04/23/2018 📁 E-Verify I Reports 😤 Employees I-9 Forms Tasks 🔟 Charts & Graphs Announcements CE Audit 🞓 Help i My Settings **m** Administration 😃 Logout

Disable Remote I-9 Processing

Click **Disable Remote Hire Process.** Note: remote processing <u>cannot</u> be re-enabled once disabled.

Guardian

I-9 and E Compliance \sim 🚳 Dashb O Start I 🔎 E-Verif III Report 😁 Employ 🕼 I-9 For 📑 Tasks Le Charts 📢 Annou K ICE Au 🞓 Help i My Set 🏦 Admini ပံ Logou

Instructions	
Setting up the Remote I	Hire/Remote Agent is a two step process.
The Remote Hire HR Contac	t 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 Employee.	or 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
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



Re-generating Remote Agent Instructions

Guardian	Da	ashboar	d: Employee Group Location	Southwest > Arizona > Belmo	ont 🔹 Re	efresh All			er	nployee'	s I-9
I-9 and E-Verify	Тор	I-9s Needing Ap	oproval				^	Top Per	nd	Remote /	Age
Compliance System	*	View 🔌 Anal	yze					🧋 Vie	w		0
		Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadline					11
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⊙ Start I-9								<mark>о</mark> Е	04	E	mpl
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😤 Employees											
🕼 I-9 Forms											
Tasks											
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¶ Announcements	*	View 📄 All	🔩 Analyze					🧳 Vie	w 📄 All		
🔊 ICE Audit		Date I-9 Created	Location	Employee Name	Expiration Date	e Days Left			Date I-9 Created	Location	Employee
🞓 Help	۲	04/18/2018	Belmont:	Martin, Matthew	04/20/2018	-3		🥚 01	/31/2018	Belmont:	Mae, Daisy
1 Mar Cattlena	٢	04/18/2018	Belmont:	Sheilds, Sally	10/10/2025	2727					
1 My Settings											
â Administration											
එ Logout											

If the Remote Agent is receiving a "Link is Expired" message when attempting to access the regeneration of the nt link is necessary.

employee from the oyees tab.

Reason

No SS

Date Expires

03/02/2018

Days Left

-52

Ta	abl	e	of	Cor	tents



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.

Click the I-9 Number.

Guardian	S Employ	ees							
I-9 and E-Verify Compliance System	Search Options Results: 17 Employees Found								
\checkmark	P Options Search by Name:	Andrews, R	All Employees 🤶	Presets - Results:	Page 1	۶I			•
🚯 Dashboard	Employee Name	Title	I-9 Number E	Employee Group Southwest > Arizona > Belmont	Date Hired	Location	Status		
O Start I-9					00/01/2010	beinon	Carrent		
🍽 E-Verify									
I Reports									
😁 Employees									
🕼 I-9 Forms									
Tasks									
🔟 Charts & Graphs									
📢 Announcements									
🎯 ICE Audit									
🔁 Help									
i My Settings									
â Administration									
ப் Logout									

Click on the **OnDocs** tab to access the instructions.

Guardian	I-9 for Andrews,	Robert					
I-9 and E-Verify Compliance System	♀ ∓	1	View Employee	Refresh	Update and Go Back	Update Info	Go Back
\checkmark	Details OnDocs Issues Amendments						
🖚 Dashboard	1-9 Overview						,
O Start I-9	< I-9	7/17/17					
🍽 E-Verify	I-9 No: 2,200,803 (Primary) Type: Electronic I-9	Expires:					
I Reports		Date Completed: 04/23/2018 Date approved: 04/23/2018					
曫 Employees	Employee Information						
🕼 I-9 Forms	Andrews, Robert						
🚍 Tasks	Hired: 05/01/2018 Edit Date				View Employ	/ee	
🔟 Charts & Graphs	Section 1						
Announcements	Behart Androws	Signed: Andrews Robert			View Section	n 1	
🔊 ICE Audit	Kobert, Andrews	04/23/2018 @ 14:33:13			view occubi		
🞓 Help	Preparer/Translator						
i My Settings		Signed			View Pr	rep	
â Administration		urgerou.					
ර් Logout	Section 2						
	Robert, Andrews	Jane Smith				_	

Click the **Date Created** next to **Remote Agent Instructions**.



Click **Delete** to remove the record.

Guardian		for	Andra		
Guurunun	V 1-0	101	ЛПИТ	2 E-Mail	
I-9 and E-Verify Compliance System	Q			⊠E-Mail	d Go Back Update Info Go Back
	Refresh	OnDocs	Issues	Send the E-Mail Update and Go Back Update Info Go Back Delete	Case Note 📄 Upload Document 📈 Add E-Mail
🚯 Dashboard	Date	Time Created	File Type	Details	File Size (KB)
O Start I-9	Greated	created		E-Mail Information	
🍽 E-Verify	04/23/2018	13:27:39	🔂 Image/JPE	Employee Andrews, Robert	115.0
I Reports	04/23/2018 04/23/2018	13:14:39 13:14:38	EMAIL EMAIL	Date/Time Entered 04/23/2018 13:14:39.643231 @ 13:14:39	0.0
😁 Employees				Entered By Smith, Jane	
I-9 Forms				Subject Remote Agent Instructions	
🚍 Tasks				E-Mail History This E-Mail has not yet been sent!	
🔟 Charts & Graphs				📴 🛃 B / U ARE X, X [*] 臣 吾 言 重 課 課 5 (18pt) ・ Helvetica ・ — Ω	
📢 Announcements				Remote Agent Instructions for Completion of Form I-9	
🔊 ICE Audit				Guardian Company is an organization that hires employees at remote locations. The Immigration Reform and	
🞓 Help				Control Act (RCA) requires all U.S. employers to verify the employment englority 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.	
i My Settings				The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically	
â Administration				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, midelines	
එ Logout				Curreline Company has adapted a grander, such hand autor for completing or electronic Form I.O.dest materia	
				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	

Click the **Delete** button to confirm removal.

Guardian	<i> </i> -	9 for <i>l</i>	Andre	E-Mail	- - ×
I-9 and E-Verify Compliance System	Details	OnDocs	Issues	WARNING!	
DashboardStart I-9	Date Created	Time Created	File Type	You Are About to Permanently Delete Data!	
F-Verify	04/23/2018 04/23/2018	13:27:39 13:14:39	Image/JPE EMAIL	Please be advised that if you continue, the current data (and possibly	
Employees	04/23/2018	13:14:38	EMAIL	associated data as well) will be permanently deleted from the system! <i>This is your only warning!</i>	
I-9 FormsI asks				Cancel Deletel	
ևև Charts & Graphs				thinking?	
 ✓ Announcements ✓ ICE Audit 					
🞓 Help					
i My Settings					
â Administration					
එ Logout					

Click on the **View Employee** button to return to the I-9 Forms page.

1-9 and E-Verigio Compliance System Cable Cable <th></th>	
▲ Dashboard ● Created ● Created ● Created ● Created ● Dashboard ● (12)/2018 13:9:36 ● Adobe Acrobat 19 Forms ■ Tarks ● 19 Forms ■ Created ● Announcements ● Announcements ● CLE Audit	
• Start 1-9 • • • • • • • • • • • • • • • • • • •	-Mail
Meports 04/3/2018 13:27:39 Image/JPEG U.S. Passport 11:5 Methods 13:27:39 Image/JPEG U.S. Passport 11:5 Methods 13:27:39 Image/JPEG U.S. Passport Image/JPEG Image/JPEG	335.7
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E Tasks L Charts & Graphs A Announcements O ICE Audit	
r Announcements ICE Audit	
S-ICE Addit	
≠ Help	
i My Settings	
O Logout	

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

Robert Andrews Guardian I-9 and E-Verify \bigcirc **Employee Access** Delete Refresh Update and Go Back Update Info Go Back Compliance System Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify \sim nefresh Add I-9 Add I-9 for Remote Processing Dashboard I-9 View 7 [Primary] Type Date Section 1 Section 2 Date Date Date Number I-9 [*] Setup RH/RA Created Name on Form Signed Signed Completed Approved Expires O Start I-9 Z 2200796 [P] Electronic I [] [*] 04/23/2018 Andrews, Robert 04/23/2018 04/23/2018 04/23/2018 📁 E-Verify I Reports 😁 Employees I-9 Forms 📑 Tasks 🔟 Charts & Graphs Announcements CE Audit 🞓 Help i My Settings **m** Administration 😃 Logout

Click Create Agent Instructions to regenerate the document and new URL

Instructions	
Setting up the Remote	Hire/Remote Agent is a two step process.
The Remote Hire HR Conta	ct 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: Create Agent Instructions: Employee Instructions: Review Employee Instructions: Login

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Guardian I-9 and E-Verify Compliance System	Details	Click Send or Edit E-Mail to resend the Remote Agent Instructions
	Employee: Andrews, Robert	CITICII.
🚳 Dashboard	Entered By: Smith, Jane	
⑦ Start I-9	Subject/Reference: Remote Agent Instructions	
🍽 E-Verify	To/Regarding:	
	Send or Edit E-Mail Pont Preview	
😁 Employees		
🕼 I-9 Forms	🦉 E-Mail	
🚍 Tasks		
🔟 Charts & Graphs	Remote Agent Instructions for Completion of Form I-9	
📢 Announcements	Guardian Company is an organization that hires employees at remote locations. The Immigration Reform and Control Act (IR hired to work in the United States after November 6, 1986 by requiring employers to complete I-9 Employment Eligibility For	CA) requires all U.S. employers to verify the employment eligibility and identity of all employees ms for all new hires.
🕲 ICE Audit	The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically possible for Andr your assistance in inspecting the employee's original documents and completing the Form I-9 according to Department of Hon	ews, Robert to report to any of our offices to complete this required paperwork, we are asking for leland Security guidelines.
🞓 Help	Guardian Company has adopted a paperless, web-based system for completing an electronic Form I-9 that meets with all feder	al government requirements. Andrews. Robert has already started this process by using the
i My Settings	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 signing Section 2 of the Form I-9 by accessing our online system.	of reviewing original documents presented by Andrews, Robert and completing and digitally
â Administration	Please use the link below to access the online system.	
එ Logout	https://uatl.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 instru-	uctions for the I-9.

Enter the email address in the

<u>To:</u> Field.

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.

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