Using Equifax's Remote Verification Feature

Using Equifax's Remote I-9 workflow allows organizations to remain in compliance with USCIS while utilizing a telework onboarding process.

Accessing a Remote Workflow

All Equifax users can enable the Remote Workflow at any time. This creates an I-9 that can be filled out by an employee from their remote location, as well as allow an authorized representative to complete section 2 in the same manner.

Admins may adjust specific items within the Remote Hire/Remote Agent Settings page. This page contains options for setting the Responsible HR, remote verifier instructions, and employee instructions that will be sent whenever a Remote I-9 process is kicked off.

Implementation Checklist

If your organization has decided to designate individuals to act as an authorized representative, LawLogix recommends completing the following activities:

- Define and document authorized representative requirements
    - While the USCIS has no specific requirements related to who may act as an authorized representative, you may wish to define criteria. In light of the COVID-19 quarantine and 'shelter in place' restrictions, many organizations are permitting the new hire's friend or even a family member to act as the remote agent. At a minimum, LawLogix suggests that employers require the representative to be an adult, over the age of 18.
    - Designate an individual or taskforce who will respond to new hire I-9 questions
    - LawLogix recommends creating an email distribution list that allows for centralized communication
- Define the default 'HR contact' in Equifax associated to the remote I-9 process
- Review and update the Equifax remote hire and agent instructions
- Review and update Equifax remote hire help text

Remote Hire Process Steps:

To create a Remote I-9 for a new hire, please proceed with the following steps:

1. Create the employee.
2. When filling out employee information, ensure that Logins Required is selected.
3. Click Create Employee to finish the profile creation.

For an existing employee (rehire):

1. Navigate to the employee profile in Equifax.
2. Click the I-9 Forms tab.
3. Click Create I-9 for Remote Processing in the upper right.

Once these steps are taken, employees will receive an email that contains a hyperlink to a unique Equifax portal that they may use to complete their Section 1.

After the employee completes Section 1, they will be presented with a list of acceptable documents for employment verification and a button for verifier instructions. Once clicked, the employee may send these instructions to their chosen verifier.

The Document Verifier may inspect the documents the employee has provided and, through their own hyperlinked access, may complete Section 2 via a unique Equifax portal. Once Section 2 is complete, the employer will be notified on their dashboard.

This process allows organizations to meet the I-9 requirement, without the need for an employee to visit an employer's office or additional follow up once normal business operations resume.