



Palooza! — 2024 — I-9

Don't Get Blindsided: A Deep Dive Into Remote I-9 Challenges and Solutions

EQUIFAX®

Workforce
Solutions

Thanks for Joining Our Webinar



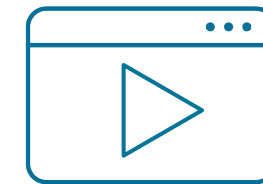
Welcome!

Thank you for joining our webinar. Stay tuned for more from Equifax Workforce Solutions!



Questions?

Please enter your questions in the chat box on your screen at any point during the presentation.



Recording

This webinar is being recorded. You will receive an email with a link to view the recording.

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Your Form I-9 Subject Matter Experts Today



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Agenda

- 1 What is the New “Alternative Procedure” Option?
- 2 Key Challenges with Virtual Verifications
- 3 Best Practices for Virtual Verifications

But wait, there's more....

- Live Q&A
- Polling questions
- How Equifax can help

Poll #1

What is your current usage of the new virtual completion option?

- ☐ We are using virtual and completing them in-house
- ☐ We are using virtual through an outsourced provider
- ☐ We are doing a mix of in-person and virtual in-house
- ☐ We are doing a mix of in-person and virtual through an outsourced provider
- ☐ We are sticking with in-person completions for all new hires

What is the New Virtual I-9 Option

The “New Virtual” I-9 option



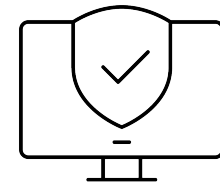
Effective as of August 1, 2023, qualifying employers may use an **alternative procedure** for examining Form I-9 documents **virtually** in lieu of a physical in-person inspection



Tip: Visit I-9 Central for details concerning the remote examination option

<https://www.uscis.gov/i-9-central/remote-examination-of-documents>

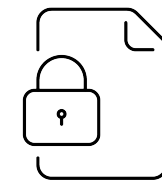
Virtual Key Requirements



Must use E-Verify at participating hiring sites



Remote document review and live video interaction

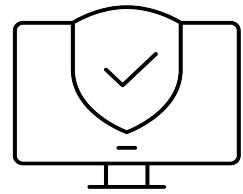


Must retain document copies



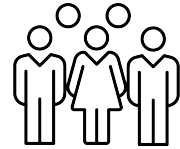
Check the alternative procedure box on the I-9

Virtual I-9 Completion: Process & Requirements

**1**

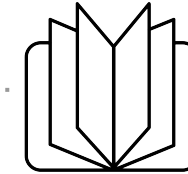
E-Verify

Employers must be enrolled in E-Verify and remain in good standing

**2**

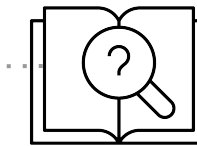
Non-Discrimination

Employers must use consistently at participating hiring sites

**3**

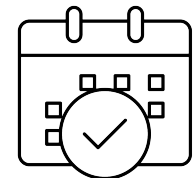
Training

Users must complete fraud awareness and anti-discrimination training

**4**

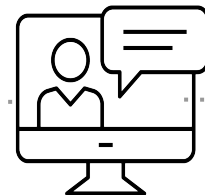
Document Upload

Employee sends document copies to employer for review and examination

**5**

Schedule Meeting

Employer coordinates with employee to schedule live video review

**6**

Live Video Interaction

Employee must present same documents on screen to employer for review

**7**

Complete the Form I-9

Employer completes the I-9 and indicates the alternative procedure was used

**8**

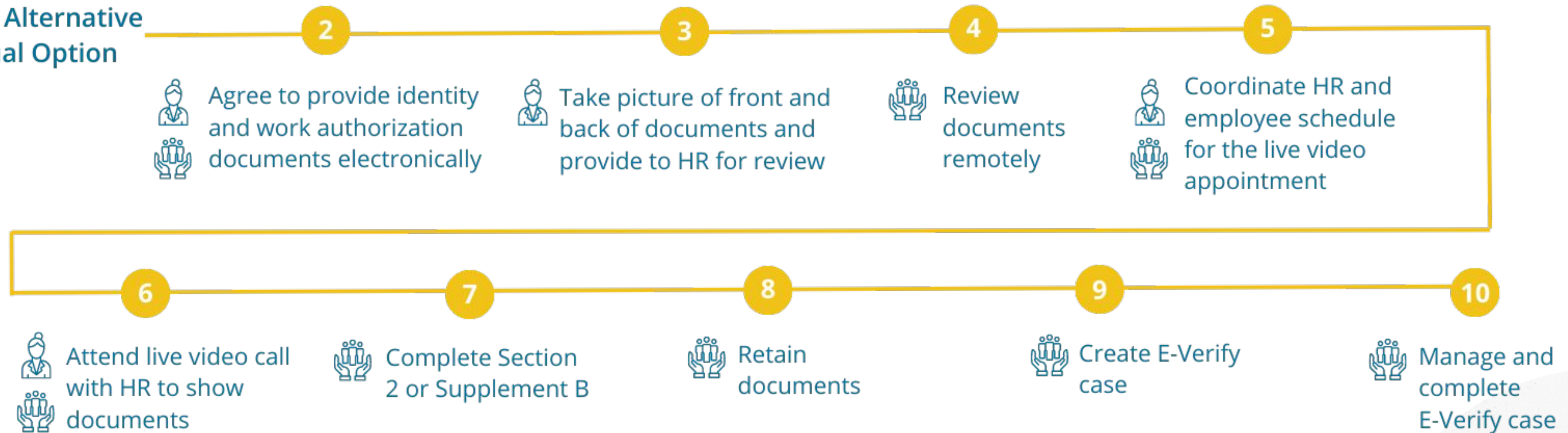
Document Retention

Employers must retain copy of documentation

Mapping out the Completion Process

Complete Section 1 data fields

New Alternative Virtual Option



Common Challenges with Virtual Verification

Challenge: Understanding When and Where Virtual Can Be Used



Employers must offer the virtual option consistently for all employees at a participating hiring site

Employers may choose to offer virtual option for remote hires only but continue in-person for employees onsite or that work in a hybrid capacity

Employers cannot unlawfully discriminate, such as deciding who is eligible for virtual based on citizenship, immigration status, or national origin

Challenge: Acceptable Document Nuances

- Is the document presented on the Lists of Acceptable Documents?
- Has the employee presented sufficient documentation showing identity and employment authorization?
- Is the document “original” and if not, is there an applicable exception?
- Is the document unexpired and if not, is there an applicable exception?
- Is a document “receipt” acceptable, and if so, for how long?

This process can be challenging for an untrained or inexperienced document reviewer, who may not be familiar with all of the document types and rules.

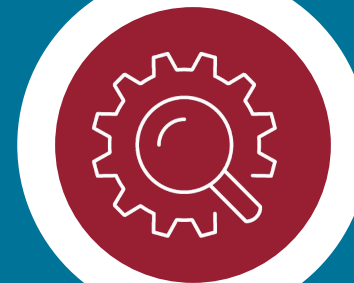
Important Reminder:

An employer or authorized representative cannot specify which documentation the employee may present, as this may be considered “unfair” and discriminatory.

Challenge: Document Examination

Ensuring documents are not fraudulent by:

- Assessing if documentation appears facially valid
- Checking if documentation has the expected level of quality
- Verifying if documentation appears original, intact, and undisturbed



Consequences for employers who commit unfair documentary practices may include:

- Civil penalties
- Ongoing training and monitoring obligations
- Backpay for affected workers

Both front and back of documentation must be reviewed.

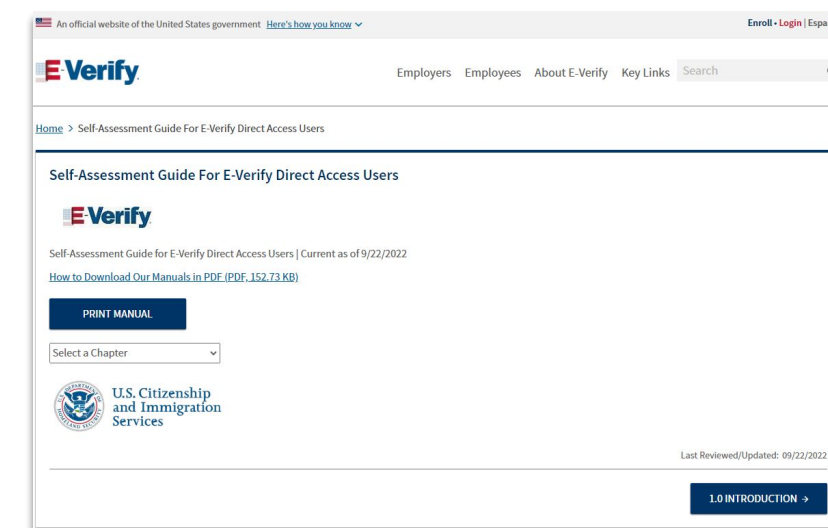
Challenge: E-Verify Requirements

“In good standing” Defined

- Enrolled in E-Verify with respect to all hiring sites in the US that use the alternative procedure
- In compliance with all requirements of the E-Verify program, including but not limited to verifying the employment eligibility of newly hired employees in the US
- Continues to be enrolled and a participant in good standing in E-Verify at any time during which the employer uses the alternative procedure

E-Verify Requirements

[See E-Verify Self-Assessment Guide](#)



Common Mistakes

- Late E-Verify cases
- Unresolved TNCs and FNCs
- Incorrect case closure

Challenge: Internal Resources

Potential burdens for HR departments that are considering handling the virtual process “in-house”:

- Ongoing I-9 document training
- Ensuring that employees upload correct and complete documentation
- Technology to conduct the live video meetings
- Scheduling the live video interactions, including rescheduling no-shows or for meeting conflicts
- Having an appropriate “exception” process in place for those unable or unwilling to participate in a virtual review
- Completing all I-9 forms for employees across the United States, a task which may be substantial depending on the number of new hires and reverifications

Challenge:

Technology, Document Upload, and Storage

How will employees transmit their documents? Do employees have the technical awareness and capabilities to complete this step?

How will you conduct the live video interview (i.e., approved video conferencing platform)? And how will access work?

Have IT/SEC and data privacy departments approved of the transfer and retention method chosen?

Do you have the technology in place to ensure correct documents are retained for inspection?

Poll #2

If currently using virtual completion in house, what are your biggest challenges?

- ☐ Keeping my teams updated on the latest training and guidance
- ☐ Document upload and storage requirements
- ☐ Lots of rescheduling, late appointments, incorrect documents, etc.
- ☐ Technical mishaps with uploading of documents and video calls
- ☐ Keeping in “Good Standing” with E-Verify

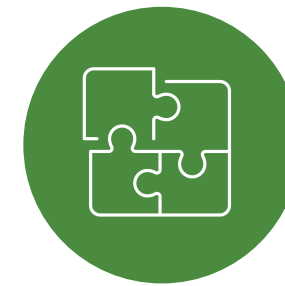
Best Practices

Implementing New Virtual: Best Practices



E-Verify

- **New:** Enrollment & requirements
- **Existing:** E-Verify self-audit to assess “in good standing”



Logistics

- Method for sending doc copies
- Document retention and storage
- Video meeting tool
- Scheduling



Scope

- Hiring sites that will participate
- Remote hires?
- Reverifications?



Training and Communication

- Required DHS training
- Internal “process” training
- SOP Updates

Considering Virtual I-9

Review the requirements and overall workflow

Decide if it's right for your organization

Devise a plan for implementation (and consider an outsourcing option)



Outsource to Trained Professionals

Use an authorized
representative for
your virtual
verifications

Save valuable
internal resources to
focus on other
activities

Create a more
streamlined
employee experience

I-9 Anywhere Employer Features

I-9 Anywhere[®] helps you:



Simplify workflows

Engage local and/or virtual completers

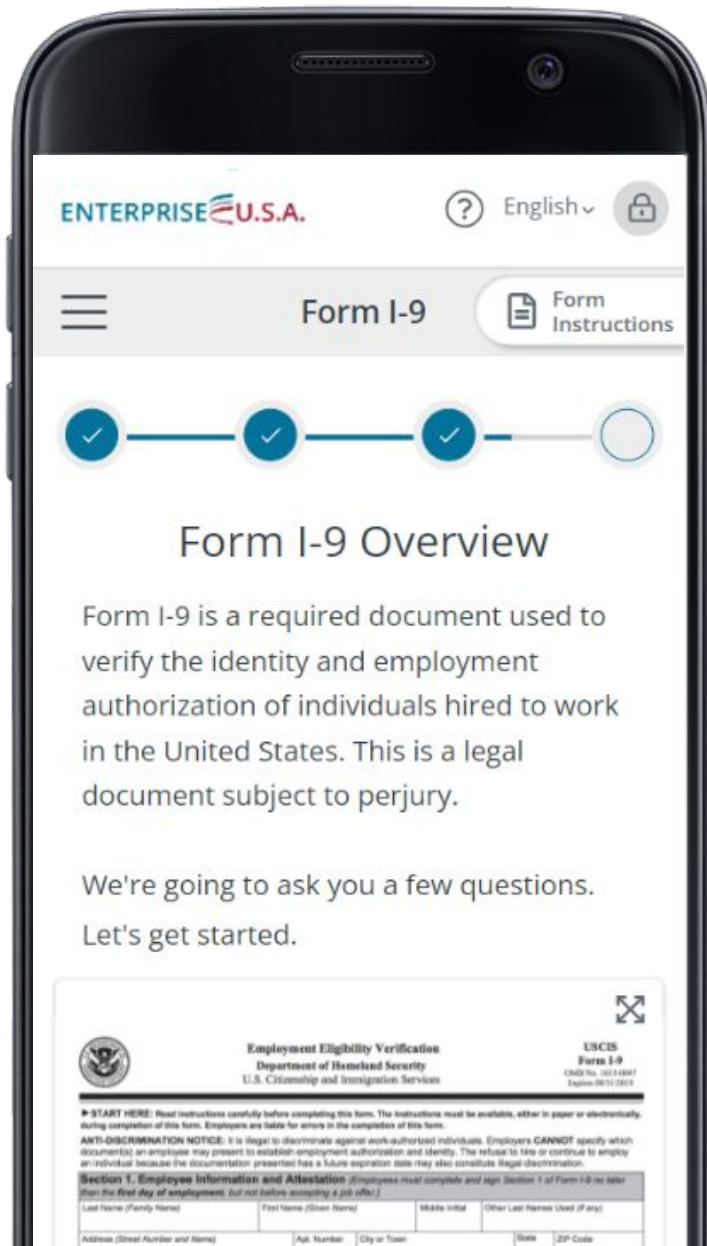
More safely capture documents

Standardize your Form I-9 completion process

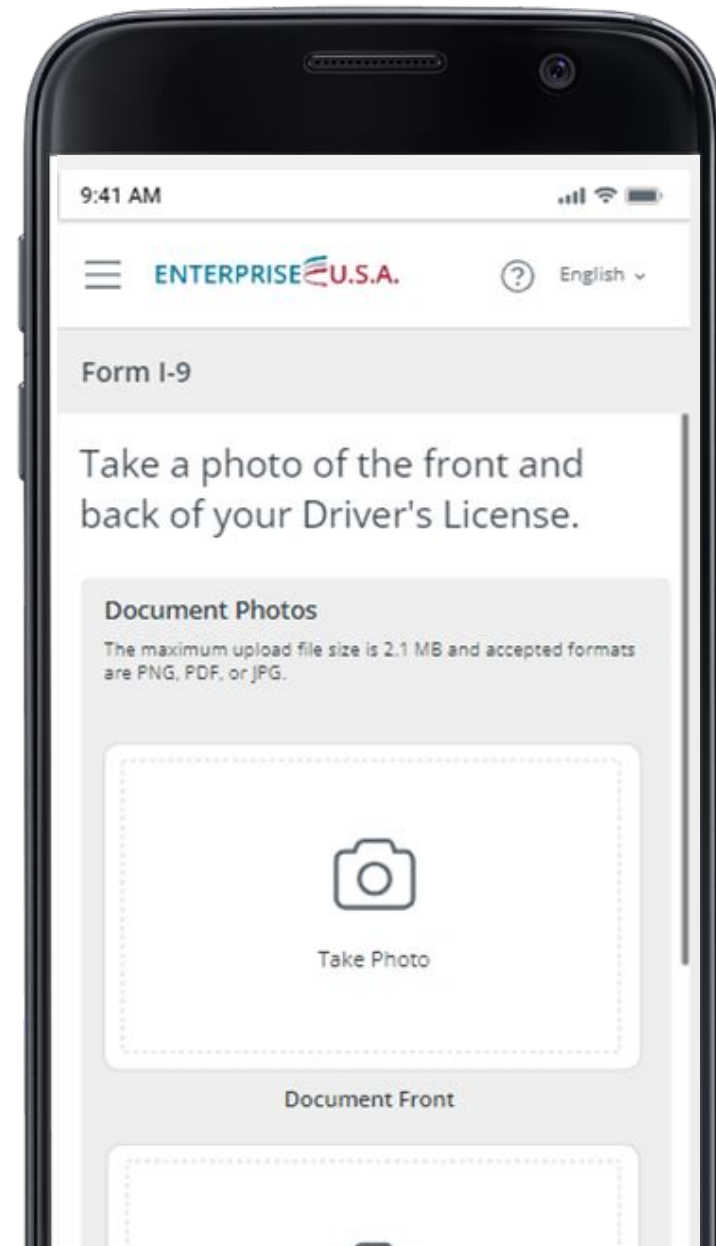
How It Works For Your Employees

Virtual I-9 completion with I-9 Anywhere is as easy as 1,2,3...

1 Complete Section 1 from any device



2 Easily upload verification documents



3 Join video call with virtual completer



Q&A

Next Steps



1 SURVEY

Complete the survey through the webinar console



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24-EJ65M



2 CONTACT

Want to talk to someone about your Form I-9 processes? Click on the “Want to Get In Touch” button on your webinar console or contact us at:

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3 CONNECT

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