



## Workforce Solutions I-9 Management Release Notes January 25, 2024

### What's included in this release:

**I-9 Anywhere Virtual** - This new feature allows employees to meet virtually over live video conference with a trained Equifax representative to complete the Form I-9 Section 2.

### Organization Settings

#### **I-9 Anywhere and E-Verify**

In order to utilize the I-9 Anywhere Virtual option, the following Organization Settings must be enabled:

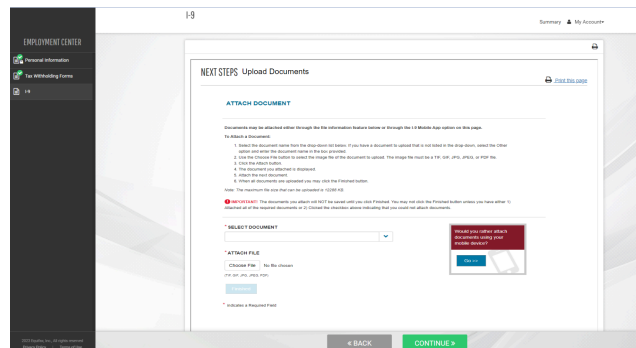
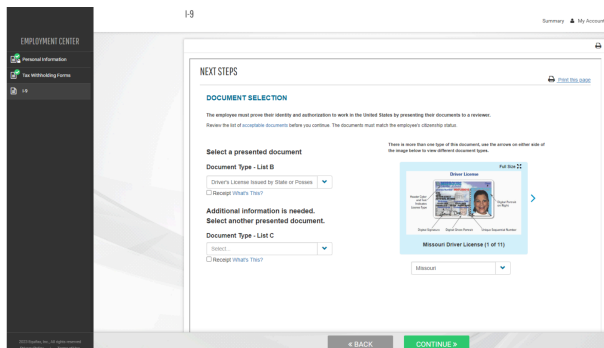
- **I-9 Anywhere** must be enabled
- **E-Verify** must be enabled for the organization and applicable work locations.

For assistance with your organization settings, please contact your Account Executive or Workforce Solutions Support.

### I-9 Anywhere Virtual Completion

#### **Employee Selects and Uploads Their Identification and Work Authorization Documents**

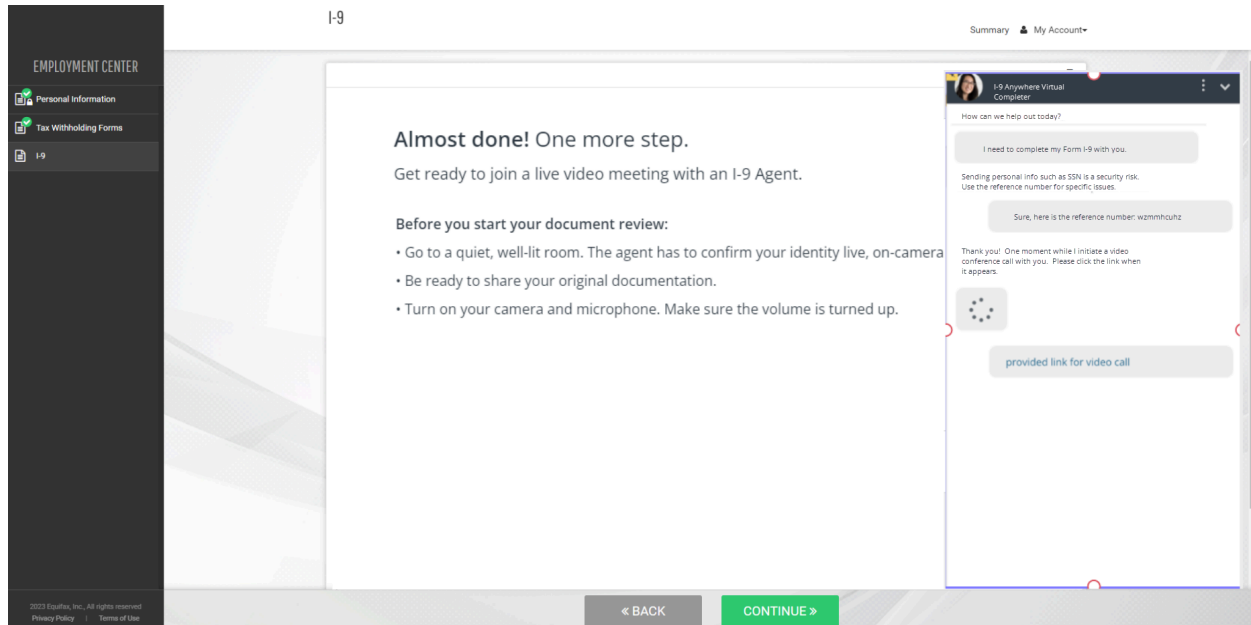
After signing the Form I-9 Section 1, the Document Selection page will be displayed for the employee to select the type of document they will present during the virtual (video) document review. After selecting the type of document, the employee will be prompted to upload digital images of the document(s).



## Employee Connects With an Agent

After uploading the digital images of their document(s), the employee will be prompted to connect with an agent. (Agents are available Monday through Friday from 8 am - 4:30 pm CST)

A chat window in the lower right corner of the employee's device screen is launched to connect to the agent. The chat window will be utilized for initial communication between the employee and virtual agent. The agent will provide a link to begin a video conference meeting. During the video conference, the agent will enter document details into I-9 Management to complete Section 2 of the Form I-9 on behalf of your organization. .



## Looking for Training Content?

Be sure to visit [Connections](#) for on-demand training content available!

## Questions

Should you have any questions regarding this upcoming change, please contact Workforce Solutions Support at [WorkforceSolutionsSupport@Equifax.com](mailto:WorkforceSolutionsSupport@Equifax.com). .

**Disclaimer:** The information in this document does not contain benefits advice or legal guidance and is intended for informational purposes only.

We expect an application downtime of approximately 2-3 hours during this promotion on January 25th, 2024, from 8 PM-12:00 AM CST. We apologize for any inconvenience this may cause as it is necessary to ensure that we are providing new features to our clients. Please visit Equifax Workforce Solutions Maintenance blog at [status.equifaxworkforce.com](https://status.equifaxworkforce.com) for the most up-to-date information about the scheduled maintenance.