Workforce Solutions I-9 Management Release Notes

What's included in this release:

I-9 Anywhere Virtual Completion
- Employee Document Upload Enhancement

I-9 Management Updates

I-9 Anywhere Virtual Completion - Employee Document Upload

For Employers that have enabled employee document upload, the feature has been enhanced as follows:

- Employees will receive an email reminder with a link to access their packet if they have completed Section 1 of the Form I-9, and one of the following scenarios occur:
  - Did not uploaded their document images
  - Uploaded document images, but did not connect to an I-9 Anywhere Virtual Agent to meet to complete Section 2
  - Met with an I-9 Anywhere Virtual Agent, but were unable to complete Section 2

- Upon successful authentication back into their packet, the employee will continue to the **Next Steps** page where they are presented with two options:
  - Connect To Agent - Selecting this option, the employee will click Continue to begin the process of connecting with an I-9 Anywhere Virtual Agent to complete Section 2 via video meeting.
  - Upload Documents - Selecting this option, the employee will click Continue to begin the process of uploading documents.

NEXT STEPS

To ensure the completion of your section 2 documentation review, please.

- Please select on connect to agent if you would like to review your I-9 documents for verification.
- Please select on upload documentation if you would like to upload documents.

Uploaded Documents:

Document Name	
U.S. Passport or U.S. Passport Card	View Document
Back of U.S. Passport or U.S. Passport Card	View Document

◉ Connect To Agent   ○ Upload Documentation

Please click continue button.

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Note: If Upload Documentation is selected, a warning message is displayed to alert the employee that any previously uploaded document images will be removed from the employee record.

NEXT STEPS

To ensure the completion of your section 2 documentation review, please.

- Please select on connect to agent if you would like to review your I-9 documents for verification.
- Please select on upload documentation if you would like to upload documents.

○ Connect To Agent   ◉ Upload Documentation

Already attached documents will be removed. Please click continue button.

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We have an application downtime of approximately 2-3 hours during this promotion on October 3, 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 for the most up-to-date information about the scheduled maintenance.

More Training Available!

Check out additional training resources available on our site, **Connections**!

Questions

Should you have any questions regarding this upcoming change, please contact Workforce Solutions Support at

WorkforceSolutionsSupport@Equifax.com.

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