



Workforce Solutions I-9 Management Release Notes

What's included in this release:

Temporary Protected Status (TPS) for Ukraine
Employee Document Upload for Virtual I-9 Completion

I-9 Management Updates

Ukraine - TPS Extended and Redesignated for 18 months

The TPS Extension for Ukraine results in an extension through **10/19/2024** based on the following criteria:

- The Form I-766 Employment Authorization Document (EAD) Card category of **A12** or **C19**
- Current expiration date of 10/19/2023
and
- Country of Origin equal to Ukraine

Please visit the [Federal Register -Notice of Temporary Protected Status \(TPS\) extension and redesignation](#) for more information.

This feature is available for I-9 Express, I-9 Anywhere®, Section 2 or Supplement B, and Upload I-9

Employee Document Upload for Virtual I-9 Completion

The document upload feature for virtual I-9 completion requires the employee to upload both the front and back of their document. The employee should follow the steps displayed on screen to upload images of their acceptable documents. (See example screenshot below)

1. Select the document being attached
2. Click the Choose File button to select the image file of the document to upload - the image file name is displayed next to the choose file button
3. Click the Attach button - the image is displayed for review. Click Correct to attach the document image file to the record.
 - **Note** - repeat steps 1 through 3 to upload the back of the document
4. After all images (front and back) have been successfully uploaded and attached, click the Finished button
5. Click the Continue button to complete the document upload process

NEXT STEPS Upload Documents

ATTACH DOCUMENT

Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page

To attach a document:

1. Select the document name from the below drop-down list below.
2. Use the Choose File button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, JPEG or PDF file.
3. Click the Attach button.
4. The document you attached is displayed.
5. Attach the next document.
6. When all documents are uploaded you may click the Finished button.

Note: The maximum file size that can be uploaded is 5109 KB.

Important! The documents you attach will NOT be saved until you click Finished. You may not click the Finished button unless you have Attached all of the required documents.

***SELECT DOCUMENT** 1

U.S. Passport or U.S. Passport Card
Back of U.S. Passport or U.S. Passport Card

***ATTACH FILE** 2

Choose File No file chosen (TIF, GIF, JPG, JPEG, PDF)

3

Attach

Attachments:

4

Finished

*indicates a required field

Would you rather attach documents using your mobile device?

Go >>

5

Before clicking the Finished button, repeat Steps 1 through 3 again to upload the **back** of the document.

[Edit Personal Info](#) < BACK CONTINUE >

We have an application downtime of approximately 2-3 hours during this promotion on March 14, 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.

Questions

Should you have any questions regarding this upcoming change, please contact Workforce Solutions Support at WorkforceSolutionsSupport@Equifax.com.

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