



Workforce Solutions I-9 Management Release Notes

What's included in this release:

- Managing Covid-19 virtual inspections that were not physically inspected by 8/31/2023 deadline
- Updated Next Step verbiage displayed to employee using I-9 Virtual or I-9 Anywhere Virtual completion
- Document type selection unlocked for Virtual Section 2 completion
- Updated employee login page when accessing an I-9 Anywhere link sent through I-9 Management

I-9 Management Updates

Managing Covid-19 virtual inspections that were not physically inspected by 8/31/2023 deadline

Employees whose Form I-9 was virtually inspected under previous Covid-19 guidelines required a follow-up physical inspection of their documents by 8/31/2023. If you still have employee records that were originally designated as a Covid-19 virtual inspection and need the Covid-19 update completed, they can be redirected to be completed using the I-9 Anywhere Virtual option. When the I-9 Anywhere virtual update is completed, the audit report will reflect a designation of **Covid Virtual Anywhere EWS**. Please reach out to your Account Executive or Workforce Solutions Support for assistance.

Updated Next Step Instructions for Virtual Completions

Employees who have been provided an I-9 Virtual or I-9 Anywhere Virtual packet will see an updated message:

Next Step: Upload images of your employment eligibility documentation. Then, meet virtually to review your original documentation.

Section 2: Document Selection - Virtual I-9 Completion

The document selection screen for Section 2 virtual I-9 completion has been unlocked to allow selection of documents being presented for review during the virtual meeting.

Create an I-9 Anywhere New Hire - updated employee login page

If you are sending an I-9 Anywhere link to a new hire through I-9 Management, either through the Administration I-9 Anywhere link or using the Send Link to Employee hyperlink from the dashboard, please note that the employee login page to get started has been updated. Your employee will be asked to enter their last name, email address, and a captcha phrase that is randomly generated and displayed on-screen.

We have an application downtime of approximately 2-3 hours during this promotion on April 11, 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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