



## Workforce Solutions I-9 Management Release Notes

### What's included in this release:

- South Sudan - TPS EAD Extension
- Locations - Search for Locations enabled for Virtual completions
- Employee Document Selection - added link to USCIS List of Acceptable Documents
- Employee Document Upload - added note to clarify uploading barcode page of U.S. Passport booklet

### I-9 Management Updates

#### **South Sudan - TPS EAD Extension**

The TPS Extension for South Sudan results in an extension through **11/03/2024** based on the following criteria:

- The Form I-766 Employment Authorization Document (EAD) Card category of **A12** or **C19**
- Current expiration date of 11/03/2023  
and
- Country of Origin equal to South Sudan

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

#### **Locations - Search for Locations enabled for Virtual completions**

Follow these steps to export a list of locations, then review the report to verify locations are enabled for Virtual completion.

1. Click the Administration link in the left navigation menu.
2. Select Locations.
3. Leave search fields blank and click the magnifying glass icon to obtain a full list of all locations.
4. On the search results list page, click the Export to Excel button.

On the output report, review the column labeled: **Allow Virtual Completion**.

**Y** = enabled

**N** = disabled

**Blank** = no previous selection designated for the location

**Employee Document Selection page updated to include link to USCIS List of Acceptable Documents**

Employees who are presented with a request for document upload will see a link to the USCIS Acceptable Documents page on the Document Selection page

**NEXT STEPS**

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**DOCUMENT SELECTION**

The employee must prove their identity and authorization to work in the United States by presenting their documents to a reviewer. Review the list of acceptable documents before you continue. The documents must match the employer's citizenship status.

Please view the list of acceptable documents in [USCIS website](#).

Select a presented document

**Document Type List A**

U.S. Passport or U.S. Passport Card

U.S. Passport or U.S. Passport Card

**Employee Document Upload messaging to include the barcode page of the US Passport booklet**

Employees who are uploading images of their documents will see an additional message after selecting the **Back of U.S. Passport or U.S. Passport Card** document type:

*Please attach back of passport along with barcode page*

**NEXT STEPS** Upload Documents

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**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**

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

Please attach back of passport along with barcode page

**\*ATTACH FILE**

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

Attach

Attachments:

Would you rather attach documents using your mobile device?

Go >>

We have an application downtime of approximately 2-3 hours during this promotion on April 25, 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.

## Questions

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

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