



Workforce Solutions I-9 Management Release Notes

What's included in this release:

I-9 Anywhere Virtual Completion - Supplement B Reverifications

Uploaded Images Report - Date range parameters added

Employer Document Upload - QR code added for attaching documents (Reverified I-9)

I-9 Management Updates

I-9 Anywhere Virtual Completion - Supplement B Reverifications

The I-9 Anywhere Virtual process has been enhanced to include Supplement B reverification completions. The employee uploads their List A or List C document images and connects to an I-9 Anywhere Agent via video conference. The I-9 Anywhere Agent reviews the documents virtually with the employee in the video conference and enters the document details to complete the Supplement B on behalf of the organization.

To utilize the I-9 Anywhere option for Supplement B reverification completions, click the Supplement B button on the employee detail page. Then, select the **Reverify** Supplement B action tile. Click to select the **Use I-9 Virtual Completers**. Verify the employee email address, editing if necessary. Finally, click the Submit button.

I-9 MANAGEMENT Sample User
Sample Company

Sample Employee XXX-XX-####

Select the Form I-9 Supplement B action(s) you need to take.

<input type="checkbox"/> Name Change	<input checked="" type="checkbox"/> Reverify
--------------------------------------	--

Reverify
Select the way you want your employee to reverify their document.

Most Popular

<input type="checkbox"/> Use I-9 Anywhere Completers	<input type="checkbox"/> Do Not Use I-9 Anywhere Completers	<input checked="" type="checkbox"/> Use I-9 Virtual Completers
--	---	--

Send email to Sample Employee.

The employee will receive an email with a link to upload their documents and connect with an I-9 Anywhere Virtual Completer via video conference.

Click here to view an [overview of the I-9 Anywhere Virtual Supplement B Reverification process!](#)
(also published to the [Connections on-demand page](#))

Resending the Link to an Employee

If the employee is unable to locate the email they have been sent with the link to begin, the link can be obtained by clicking the Supplement B button on the employee detail page. Then, click the **Copy Virtual Supplement B** button to display the link. Copy the displayed link and provide it to the employee.

The screenshot shows the 'I-9 MANAGEMENT' interface for a 'Sample Employee XXX-XX-####'. A notification at the top states: 'Virtual Supplement B details saved successfully and notification mail triggered to the employee.' Below this, the user is prompted to 'Select the Form I-9 Supplement B action(s) you need to take.' Two options are shown: 'Name Change' (unchecked) and 'Reverify' (checked). Under the 'Reverify' section, the user is asked to 'Select the way you want your employee to verify their document.' Three radio button options are present: 'Use I-9 Anywhere Completers' (selected), 'Do Not Use I-9 Anywhere Completers' (unchecked), and 'Use I-9 Virtual Completers' (unchecked). A 'Copy Virtual Supplement B link' button is visible. Below, there is a field for 'Send email to Sample Employee.' with the email address 'sample.employee@samplecompany.com' and 'Back' and 'Submit' buttons.

Cancel/Deactivate the Link

To cancel the I-9 Anywhere Virtual Supplement B reverification, click the **Cancel Virtual Supplement B** button. This cancel process deactivates the link sent to the employee.

Note: After canceling the Virtual Supplement B, the page refreshes to start over. Select the **Reverify** I-9 Supplement B action tile and select **Use I-9 Virtual Completers**. Verify the employee's email address, then click the Submit button to send a new virtual completion link to the employee email displayed.

Sample Employee

The screenshot shows the 'I-9 Management' interface for a 'Sample Employee'. A notification at the top states: 'Virtual Supplement B reverification mail already sent out to the employee. Please use Cancel button below to deactivate it, before proceeding with re-submission.' Below this, the user is prompted to 'Select the Form I-9 Supplement B action(s) you need to take.' Two options are shown: 'Name Change' (unchecked) and 'Reverify' (checked). Under the 'Reverify' section, the user is asked to 'Select the way you want your employee to verify their document.' Three radio button options are present: 'Use I-9 Anywhere Completers' (selected), 'Do Not Use I-9 Anywhere Completers' (unchecked), and 'Use I-9 Virtual Completers' (unchecked). A 'Copy Virtual Supplement B link' button is visible. Below, there is a field for 'Send email to Sample Employee.' with the email address 'sample.employee@samplecompany.com' and 'Back' and 'Cancel Virtual Supplement B' buttons.

Upload Images Report

Date range parameters have been added to the report type: *Uploaded Images*. To access the report click **Reporting** in the left navigation menu, then select the **Upload Images** report from the list of Standard Reports displayed. To run the report for a specific period of time, enter the desired date range in the fields displayed.

Home Reports

Schedule / Run Report Pending Reports (0) Completed Reports (0) All Reports

Schedule / Run Report > Uploaded Images

Uploaded Images

1 Parameters Complete the following report parameters.

2 Scheduling

3 Finish

* Report Nickname:

Group: All

Location: All

* Form I-9 Hire Date- From:

* To:

* Report Format: CSV EXCEL
 PDF WORD

Notification Email: [More Info](#)

Employer Document Upload - QR Code for Reverified I-9

To attach documents to a Reverified I-9 completed at your organization, locate the Reverified I-9 in the I-9 History section of the Employee Detail page. Click the Attach File button.

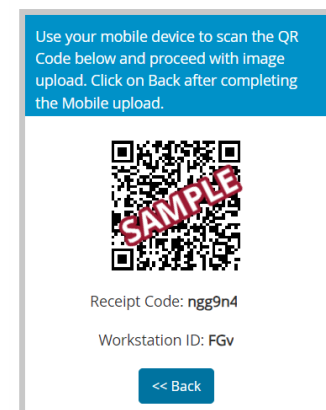
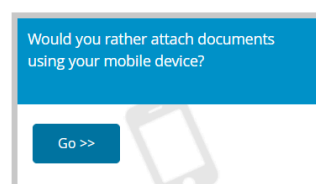
I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
8/24/2024	Original I-9	View History	<input type="button" value="Attach File"/>
09/12/2024	Reverified I-9	View History	<input type="button" value="Attach File"/>

Mobile Image Upload

To access the QR code, scroll down on the Attach Document page and click the **Go>>** button. Then, scan the QR code displayed using the camera on your mobile device.

Mobile Image Upload



We have an application downtime of approximately 2-3 hours during this promotion on September 19, 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.*

Copyright © 2024, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax is a registered trademark of Equifax Inc.