



**EQUIFAX**

Workforce Solutions

Manage every  
I-9 at every stage

Complete I-9 Services from Equifax



# So how can you protect yourself during the lifespan of every I-9?

**With the industry-leading I-9 Services from Equifax.**

**Our tools help you with every aspect of I-9 management.**

- Section 1 completion
- Section 2 expertise
- E-Verify management
- Reverification tools
- Ongoing records maintenance

**These I-9 tools also provide you with:**

- More control of I-9 completion and management
- More time for HR to tackle other projects
- A better onboarding experience for new hires

Every Form I-9 represents a journey. It starts on or before an employee's first day when the form is completed and doesn't end until well after that person leaves your company. However, in the months or years in between, that I-9 must be handled correctly – which is easier said than done.

**After all, an estimated 60-80% of all completed contain an error!**

And given that \$25,076 is now the maximum fine for repeat offenders after Form I-9 fines have increased,<sup>2</sup> those incomplete forms or errors can put your company at risk.

1. According to an industry expert from Jackson Lewis P.C.

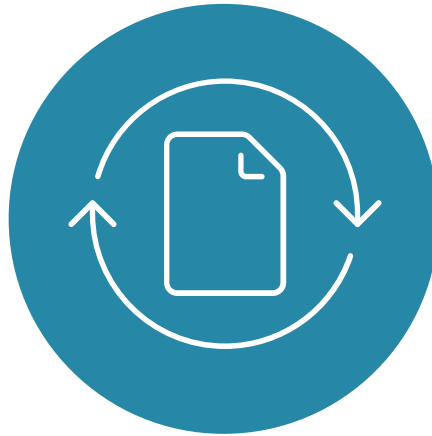
2. "New Federal Ruling for Increased Form I-9 Fines." [workforce.equifax.com](https://workforce.equifax.com)

# The I-9 Services lineup

## I-9 Management from Equifax



Equifax designed this system to make the completion, storage, and maintenance of your I-9s easier and more streamlined.



### Here's what it does:

- Creates and saves online electronic I-9s
- Delivers comprehensive reporting
- Alerts you to missing I-9s
- Centralizes I-9 management even for decentralized HR organizations
- Works seamlessly with E-Verify to check work authorization, as needed
- Monitors I-9 status and provides reverification notices
- Facilitates audits with search, view, and print options
- Keeps you on top of new I-9 regulations and form updates
- Removes I-9s that have met retention requirements
- Tags I-9 by employee location for a smooth reverification process

# The I-9 Services lineup

## I-9 Management from Equifax

### Additional services that enhance I-9 Management:

#### I-9 Anywhere®

This service brings convenience to your I-9 process, offering secure and flexible Section 2 completion options that help you wherever and whenever needed.

#### I-9 Conversion

To help you get organized, I-9 Conversion transforms your old I-9s into searchable and centralized electronic I-9s.

#### I-9 Inspect™

With audits on the rise, this technology can help identify potential issues with your I-9s and simplify your correction process with guided tools to help you reduce your risk.

Screenshots are for informational purposes only.  
Some features may not be available with certain plans.

#### Pairing with The Work Number® database

Using some plans of I-9 Management with the country's largest employment and income verification system, The Work Number database brings added benefits and advanced reporting for staying on top of your I-9s.

#### Compliance Center form management modules

Some plans of I-9 Management can be connected through the Compliance Center portal. Customize and streamline your employee forms experience with additional onboarding modules, including Work Opportunity Tax Credit (WOTC) Management to help make the most of your hiring tax credit opportunities; our State Forms service to help you get the right state forms to the right employees at the right time; and more.

# Using our services throughout the I-9 process

## Starting out right: Section 1 completion



For any new hire, Section 1 of the I-9 must be completed after the job is accepted, but no later than the first day of work. This seems simple, but problems, like incomplete forms, incorrect information, or missed completion deadlines, can still happen. And any errors could increase risk during an ICE audit. I-9 Management can help prevent these issues.

## Help new hires complete Section 1 fully, correctly, and on time.

### Here's how it helps:

- Form completion is simplified, standardized, and completely electronic to help save time and effort.
- User-friendly prompts including field-level validation and field-level help text guide new hires through the I-9, for quicker and more accurate completion.
- Our technology is mobile-friendly and connects to certain Applicant Tracking and Human Capital Management systems to help reduce data entry errors and missing information.

### I-9 Management also benefits your HR team.

- Increases confidence and productivity for your staff by helping remove risk should an I-9 investigation occur.
- Refocuses your team on priority projects instead of paperwork. Creates a comprehensive audit trail for additional peace of mind.

### Be Aware!

An online Form I-9 may not be a true electronic I-9. Some vendors offer online Form I-9 PDFs, which do not offer comprehensive compliance tools. These can have the same issues as paper I-9s.

Some features may not be available with certain plans.

# Using our services throughout the I-9 process

## We bring convenience to Section 2 completion

Section 2 of the I-9 is trickier than Section 1,

**as there are several mandatory requirements:**

- Employers must verify a new hire's identity and employment eligibility.
- Providing one List A document or a combination of one List B document and one List C document is required.
- Section 2 completers must physically review documents in person, note details, review date and expiration date, and sign to confirm that the review took place.
- Section 2 must be completed within three business days of each new hire's start date.


Additional challenges of Section 2:

- Incomplete forms, missing, or incorrect information
- Missed completion deadlines
- Travel requirements for completers
- Documentation errors, including accepting incorrect document types, incorrect document combinations, and missing or incorrect document information

I-9 Management helps take the complexity out of Section 2.

**Here's how it helps:**

- Form completion is simplified by using a new hire's responses to Section 1 to help inform the document options for Section 2.
- You can scan and upload documents to the system and view example images for documents.
- Guides Section 2 completers to help eliminate missing or incorrect information.
- Helps employers know the right combinations of documents to accept.



Our technology saves time and effort while helping reduce errors and delays.

# Using our services throughout the I-9 process

## Connecting to complete Section 2 and 3

### I-9 Anywhere delivers on convenience, accessibility and accuracy

This service offers many solutions for Section 2 and Section 3 completion by connecting completers to new hires in almost any location. Here's how it really helps:

- Adds accessibility to employees who work remotely or in many different locations.
- Eases the burden of paperwork and helps save time for your team members.
- Helps lighten the workload during a temporary office closure, mass hiring, merger, or acquisition.
- Improves experience for new employees, hiring managers, and HR.



# Using our services throughout the I-9 process

## Connecting to complete Section 2 and Section 3

### The benefits of I-9 Anywhere

1. First, your new hire or rehire completes Section 1. I-9 Anywhere Completers can also handle Section 3 reverifications and name changes.
2. Next, your employee accesses a list of nationwide I-9 Anywhere Completers, chooses a nearby location, and picks a convenient time to meet.
3. Finally, your employee meets with the Trained Completer. It's easy for you and easy for your employees.



Truly simplified form completion, with trained representatives to get your I-9s completed.

#### Data protection

- Our service instantly captures and stores document images without stopping on the completer's mobile device, to help ensure a secure transmission.
- Access is limited so Section 2 completers only view the items needed to complete the assigned I-9.
- Paperless I-9s minimize chances of accidentally exposing data.
- Audit trail helps track all activity.

#### Be Aware!

It's important to protect your I-9 files if you're using a remote representative. The I-9 Anywhere Network makes connecting with our trained I-9 completers simple. Plus, our award-winning, proprietary technology keeps your files and your employees' data safe and more secure.

Some features may not be available with certain plans.



# The complexities of E-Verify

## I-9 Management can help handle those, too

Not all employers use E-Verify, but if you do, you may be familiar with the frustrations. Mandatory training, different state requirements, and the many redundancies to I-9 are just a few.

As a leading E-Verify Employee Agent, we process millions of E-Verify transactions each year.

## We help navigate E-Verify for you

- No E-Verify user certification is required.
- Key information from I-9 Management is transferred to E-Verify, saving time.
- E-Verify submissions can be configured for entire population or based on location.

## Automating the E-Verify process

We gather all data at once. When an employee's I-9 is submitted, we enable an automatic verification of a new hire via E-Verify.

Workflow automatically captures required information, including the new hire's SSN to submit to E-Verify.

Photo requirements for E-Verify are handled through I-9 Management, when applicable. It monitors all open cases and notifies you when you need to take action.

## We keep up with E-Verify

E-Verify is updated regularly, but as your employee agent, we integrate all updates into our I-9 Management system, to help you keep up with the changes.

More states are adopting E-Verify, which can affect your new-hire process. With I-9 Management, you are ready as E-Verify requirements expand.

### **Be Aware!**

E-Verify can be affected by maintenance, updates, or government shutdowns. Equifax is ready for problems like this. When E-Verify is unavailable, I-9 Management stores your cases then submits them automatically when E-Verify is back online.

E-Verify® is a registered trademark of the U.S. Department of Homeland Security. Some features may not be available with certain plans. Screenshots are for informational purposes only.

# Know when to reverify?

## Equifax can alert you

Yet another responsibility for employers is making sure an employee's work authorization stays current. Here are the challenges:

- Understanding which documents need to be reverified and when
- Keeping current on which employees' documents are about to expire
- Sending reminders to employees that they will need to provide updated documents for their work authorization

## The help you need to keep track of it all.

To keep you current and reduce stress, the system tracks expiration dates and sends automated reminders. You can customize who receives alerts and when they are sent. Section 3 completion is simplified with guided prompts for completers.



### Be Aware!

Based on global events, the Department of Homeland Security (DHS) may designate certain countries for Temporary Protected Status (TPS) if conditions there prevent nationals from returning home safely. If this occurs, DHS may extend the validity of any expiring employment authorization documents. If an extension happens, I-9 Management will automatically adjust reverification alerts for you.

**Section 3 may also be used in instances of a name change or when a former employee is rehired less than three years after their original hire date.**

Some features may not be available with certain plans.



# I-9 Management and The Work Number

**Even better together**



## The Work Number®

Pairing I-9 Management with The Work Number employment and income verification database brings added benefits to employers.

### Here's how:

- Users of The Work Number database provide Equifax with employment information on a regular basis, allowing us to leverage that data to make I-9 Management even more efficient.
- Combining The Work Number with I-9 Management helps enable our ContinuousScan™ service, which helps identify missing I-9s, remove unneeded I-9s, and keep your I-9s better organized.
- All this happens automatically, saving you from the work of tracking files.

## Built-in features do more work for you

**AutoAlert** for missing forms helps identify any missing I-9s and sends you an alert to take action to help keep your workforce legal, mitigate risk, and show a good-faith effort toward compliance.

**AutoMaintenance** removes files you no longer need. Employers must keep an I-9 on file for three years after the date of hire, or one year after the date employment ends, whichever is later. In case of an audit, every I-9 in your files is subject to inspection, so removing I-9s you no longer need reduces your risk and saves time.

The question of when to get rid of I-9s for former employees can be confusing. Our AutoMaintenance feature does the calculations for you, identifies I-9s that have met retention requirements, and removes them. To keep you better organized and prepared for an audit, AutoMaintenance also removes all documents associated with those I-9s.

This feature can be configured to keep certain I-9s past their retention date.

**AutoSort** follows employees on the move. Employees often change locations. As they move, AutoSort keeps track of them, so reverification alerts go to the proper office. And in case of an audit, paperwork can be better organized by location.



### **Be Aware!**

While other services promise I-9 maintenance, Equifax can harness your data file to The Work Number database, the largest employment verification system in the country. This information is used to continuously scan for I-9s that are missing or have met retention requirements, saving you the work of tracking dates or manually uploading files to keep you on top of all your I-9s.

# Help for the long term

## I-9 reporting, storage, and form updates



### Staying current

With I-9 compliance extending long beyond the employee's first day, keeping your files and forms up-to-date can be a demanding task, often involving pulling spreadsheets and digging through data to find the information you need to report.

With I-9 Management, these eye-straining and time-consuming chores are taken care of. Here's how:

- Intelligent dashboards give you and your team a real-time and actionable view into your I-9 program.
  - Graphical and detailed views, role-based access, user-level customization, filtering, and drill-down reports put critical data at your fingertips.
- Customizable reports from all your I-9 data help get you quickly to the stats that are most important to you and your organization.
  - Set reports to automatically run when you need them while multiple export formats allow you to share information how and when you want.

Our industry experts and government relations team monitor changing I-9 forms and regulations to help keep our system updated so you don't have to track and replace new-hire packets every time Form I-9 expires or regulations change.



### Storage that's active and organized

With I-9s, most employers tend to focus on completing new forms properly and on time. However, storing completed I-9s is just as important, because you are responsible for every I-9 on file.

- We can help you get your I-9s organized, including ones sitting in storage.
- With I-9 Conversion, we transform paper and PDF I-9s into an electronic database.
- Converted I-9s have digitized and searchable fields.

### Convert with confidence

Our PrecisionScan™ process converts both typed and handwritten I-9s more accurately. We attach a scanned image of the original to your new electronic file and return or destroy paper I-9s once the conversion is complete.

You'll be prepared.

- Eliminating paper I-9s lessens the chance of exposing employee data.
- In case of an audit, electronic files help you respond quicker.



#### Be Aware!

Other companies may offer an I-9 service, but I-9 Management from Equifax gives you all the data you need, while making it customizable, so you get answers quickly.

Some features may not be available with certain plans.

# Are you ready for the big one?

## Preparing for a worksite investigation



Once notified, you have  
**72 hours to get ready  
for an ICE inspection.**

But that's just the beginning.

### You might have to:

- Pull documents in multiple storage and office locations
- Deal with mislabeled files
- Search for missing forms
- Organize electronic and paper files

### And remember:

- You are responsible for all I-9s in your possession, including I-9s you are no longer required to have on file.
- Many companies waste time collecting paperwork they don't even need.
- Any errors on any I-9s could result in fines.

### What can you do now?

- Identify and correct problems way ahead of an ICE audit.
- Demonstrate a good faith effort at meeting regulatory requirements early in the process.

# Are you ready for the big one?

## Preparing for a worksite investigation

Be prepared with the  
I-9 Inspect™ service from Equifax



### **Be Aware!**

Self-audits are easier with the right technology. Pairing our I-9 Inspect service with the ContinuousScan feature of your file to The Work Number will automatically remove I-9s you no longer need in your files, saving you a lot of effort.

Screenshots are for informational purposes only.  
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**This technology will help your company get ready to respond in case of an audit. Here's how:**

### **Spotting your I-9 issues**

- Performs an automated, comprehensive inspection on some or all of your I-9s for problems.
- Recognizes issues easily missed with manual document reviews.
- Identifies missing I-9s and removes outdated forms.

### **Making corrections**

- Smart tools make corrections easier for you and your employees with guided prompts for Section 1, Section 2 and Section 3.
- Notification options help you more easily assign corrections to the right employees.
- Email alerts can be sent to employees to make corrections to Section 1.
- Section 2 completers can be assigned specific user roles, which limits their access to only the work items for which they are responsible.

### **A true partner in audit preparation**

In case of an audit, I-9 Management and I-9 Inspect™ help you quickly respond to a Notice of Inspection.

- Search, view and print tools.
- Structured storage to help facilitate audits and administration at both corporate and location levels.
- Detailed audit trail of new I-9s and any changes to I-9s created in the system.
- Reporting that helps increase control over I-9s and assists with both self-audit and worksite investigations.

# I-9 technology that delivers and protects

## Here's what we do:

- Our methods include risk-based authentication to control access, data encryption, advanced malware detection, and vulnerability management program.
- These programs have resulted in key data security certifications, including SOC2 Type II, FISMA Authority to Operate (ATO) – NIST Moderate, and ISO/IEC 27001.

## Designed for all to use

All of our I-9 Services are Section 508 and WCAG AA compliant and are accessible to employees with disabilities.

As an employer, you are a steward of your employees' data. Equifax takes this responsibility seriously and maintains strong protection practices that are constantly updated based on the evolving landscape.

# I-9 technology that fits your needs

## Any company can benefit

Whether you have dozens or thousands of employees, our technology can help you improve and simplify your own I-9 process. And we have packages tailored to work with companies of all sizes.



\*Additional fees may apply. Some features may not be available with certain plans. Screenshots are for informational purposes only.

Register here to see a demo  
of our I-9 Services in action.

See Plans and Pricing

[workforce.equifax.com](https://workforce.equifax.com)