

Equifax and I-9 Processing

What's New



The Equifax logo, featuring the word "EQUIFAX" in a bold, red, sans-serif font.

Equifax



- Starting in November, Emory University will transition to using Equifax Workforce Solutions, also known as TALX Corporation, to complete I-9 forms and the E-verify process for all new hires.
- Equifax will provide I-9 Management that meets regulatory changes and reduces liability while increasing our efficiency and being compliant.
- The University is currently using Equifax for W2 processing and Employment Verifications.



Current I-9 Processing



Employee is Pre-Started

Employee is notified and referred to Orientation to complete section 1 of the I-9

Employee meets with employer and section 2 of the I-9 is completed

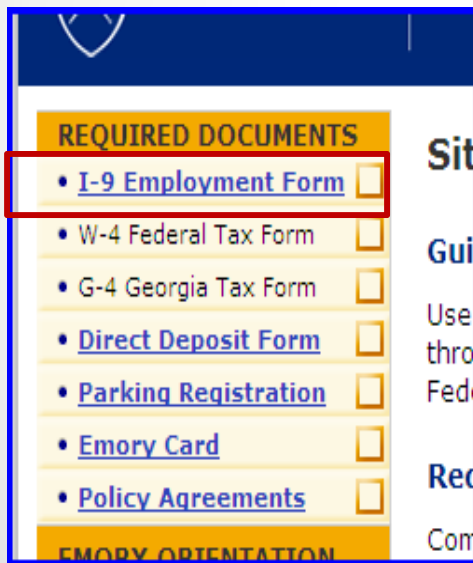
Data Services quality checks the I-9, documents and E-Verifys the information





Employee: What is Changing

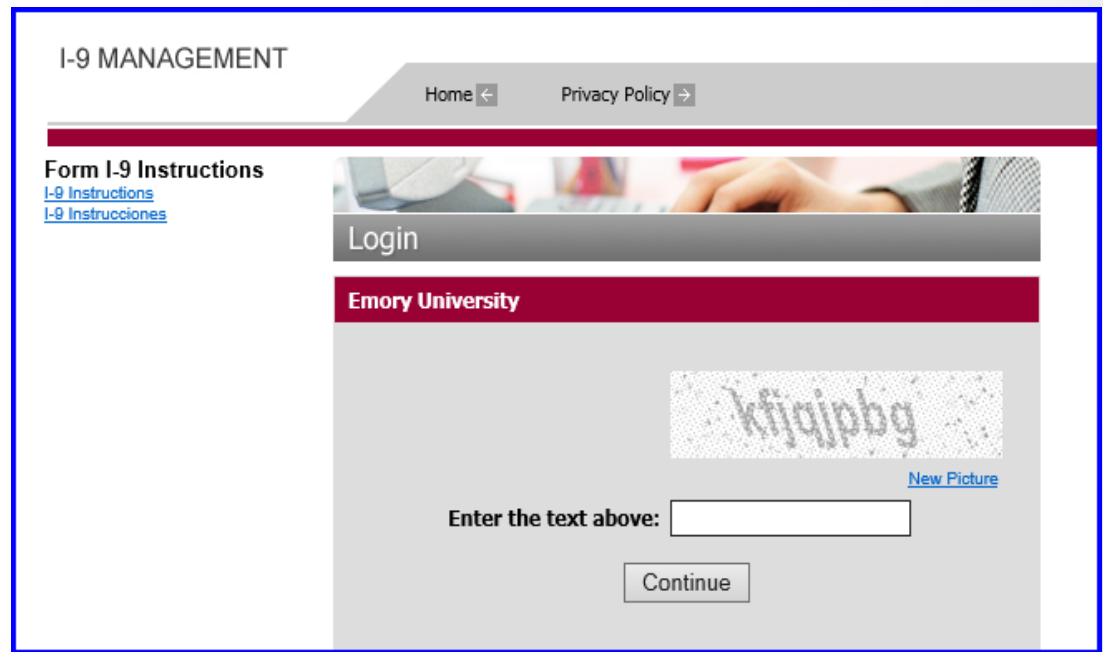
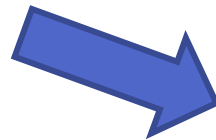
The employee is re-directed to Equifax when they click on I-9 Employment Form under Orientation....



REQUIRED DOCUMENTS

- [I-9 Employment Form](#)
- W-4 Federal Tax Form
- G-4 Georgia Tax Form
- [Direct Deposit Form](#)
- [Parking Registration](#)
- [Emory Card](#)
- [Policy Agreements](#)

EMORY ORIENTATION




I-9 MANAGEMENT

Home ← Privacy Policy →

Form I-9 Instructions
[I-9 Instructions](#)
[I-9 Instrucciones](#)

Login

Emory University



Enter the text above:

[New Picture](#)

Continue




Employee: What is Changing

Employee will now key directly into these fields.

Location indicates the department number the employee was Pre-Started into.

I-9 MANAGEMENT

Home ← Privacy Policy → Help → Logout →

 **Employment Eligibility Verification** USCIS
Department of Homeland Security **Form I-9**
U.S. Citizenship and Immigration Services OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

[I-9 Instructions](#) [I-9 Instrucciones](#)

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address (Street Number and Name)		Apt. Number	City or Town	State	Zip Code
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	U.S. Social Security Number	E-mail Address	Telephone Number		
<input type="text"/> (mm/dd/yyyy)	<input type="text"/> <input type="radio"/> SSN Applied For	<input type="text"/> (optional)	<input type="text"/> (optional)		
Location					
<input type="text"/>					



Employee: What is Changing

This section of the I-9 will remain the same.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number):
- An alien authorized to work until (expiration date, if applicable, mm/dd/yy):
- Employee is an alien whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau (see instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

- Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

Last Name (Family Name)		First Name (Given Name)	
<input type="text"/>		<input type="text"/>	
Address (Street Number and Name)			
<input type="text"/>			
City or Town	State	Zip Code	
<input type="text"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	



Employee: What is Changing

I-9 MANAGEMENT

[Home](#) [Privacy Policy](#) [Help](#) [Logout](#)

Employee Review

[I-9 Instructions](#) [I-9 Instrucciones](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Please note that you may be required to present an acceptable List A or List B document containing a photo for your employer to complete Section 2 of your Form I-9. After completing Section 2 your employer may be required to electronically verify your work authorization with the United States government.

Name: Test A Case

Other Names Used:

U.S. Social Security Number: 111-22-9999

Date of Birth: 01/01/1980

Address: 1599 Clifton Rd

Atlanta, GA 30322

E-mail Address:

Telephone Number:

Employment Date:

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Receipt Due Date:

Receipt Due Document:

Alien Work Until Date:

Reverification Due Reason:

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

[Change Information](#)

Employee Electronic Signature [\(English | Español\)](#)

By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

- By clicking Continue, I agree to electronically sign this document.
- I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- I understand that the employer may electronically verify my work authorization with the United States government.

Back

Cancel

Continue

The employee can change their information on this page before electronically signing.





Employee: What is Changing

Thank you! You have completed Section 1 of your I-9.

IMPORTANT! Within three business days of the date you begin work, you must present original documentation to your employer that proves your **IDENTITY** and **AUTHORIZATION TO WORK** in the U.S.

[I-9 Instructions](#) [I-9 Instruccion](#)

You may want to [print this page](#) as a receipt for your reference.
You may also email this page as a receipt.

Email To:

If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one.

Receipt Code: kyrcrwkur

Employer Code: 11332

Employer Name: Emory University

10/15/2016 11:57:40 AM Central Standard Time

Employee Summary

Name: Test A Case

Other Names Used:

U.S. Social Security Number: XXX-XX-9999

Date of Birth: 01/01/1980

Address: 1599 Clifton Rd
Atlanta, GA 30322

E-mail Address:

Telephone Number:

Employment Date:

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Receipt Due Date:

Receipt Due Document:

Alien Work Until Date:

Reverification Due Reason:

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

- You must present **ORIGINAL** documentation to prove your identity and authorization to work in the United States for your employer to complete Section 2 of your Form I-9.

- You may present 1 document from List A to prove identity and work authorization

OR

- You may present 1 document from List B to prove identity **AND** 1 document from List C to prove work authorization

- All documents must be unexpired.

- E-Verify requires that your identity document include a [photograph](#) for your employer to complete Section 2 of your Form I-9.

- After your employer completes Section 2 of your Form I-9, your employer will electronically verify your work authorization with the United States government.

- You have authorized your Section 1 electronic signature to be automatically applied to the documents the employer will provide to you, should you contest/not contest the verification results.

List A - Identity and work authorization

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

OR

List B - Identity

Driver's License Issued by State or Possession with Photo

ID Card Issued by State or Possession with Photo

ID Card Issued by Federal, State, Possession or Local Government with Photo

School ID Card with Photo

Voter's Registration Card with Photo

U.S. Military Card

Military Dependent's ID Card

U.S. Coast Guard Merchant Mariner Card

Native American Tribal Document with Photo

Canadian Driver's license

AND

List C - Work authorization

Social Security Account Number Card Without Employment Restriction

Original Birth Certificate or Certified Copy with Official Seal

Form FS-545 - Certification of Birth Abroad from Dept. of State

Form DS-1350 - Certification of Report of Birth from Dept. of State

Native American Tribal Document

Form I-197 - U.S. Citizen ID Card

Form I-179 - ID Card for Use of Resident Citizen in the U.S.

Employment authorization document issued by DHS (US Citizen or Non-Citizen)

The employee will be able to print or email this page.

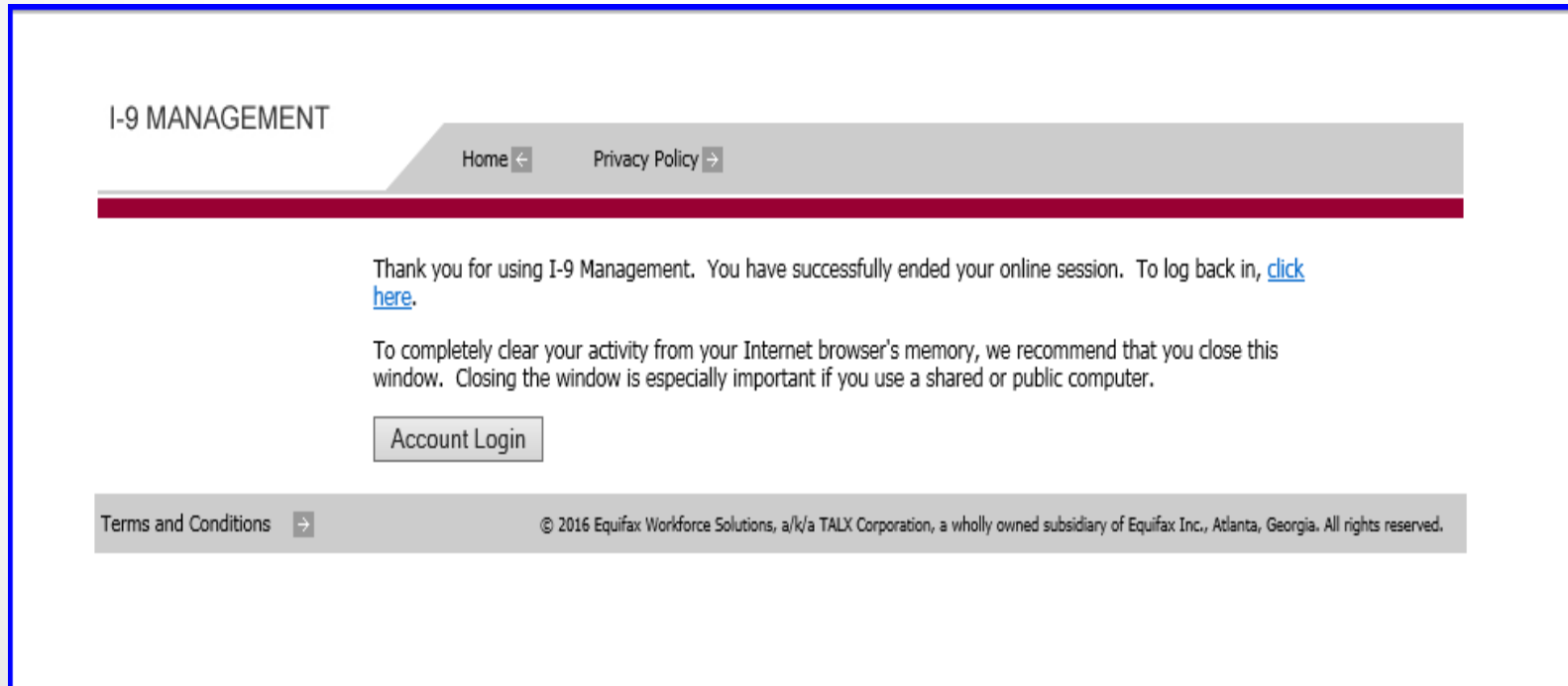


If the employee has to make corrections after signing the I-9, they can create a new section 1 that will replace the one they created.



Employee: What is Changing

The employee is directed to this page after they logout



I-9 MANAGEMENT

Home ← Privacy Policy →

Thank you for using I-9 Management. You have successfully ended your online session. To log back in, [click here](#).

To completely clear your activity from your Internet browser's memory, we recommend that you close this window. Closing the window is especially important if you use a shared or public computer.

[Account Login](#)

Terms and Conditions →

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Employer: What is Changing

The employer will click on the employee's name or a link in Pre-Start when they are ready to complete section 2...

EMORY Human Resources [Out](#) [Help](#)

Orientation Progress
Search by first or last name, or a combination.

First Name: Last Name:

Status	Last Login	Name	Net ID	Title	I-9 Status	Start Date	Onboarding Manager
	None	Butler, Rhett	RBUTLE4	Mgr Sr, Operations	Manager must complete section 2	04/01/2010	Mary P Smith
	03/16/2010	Honnicut, BJ	BHONNIC	Admin Assoc	Employee must complete section 1	04/01/2010	Peter Buch
	None	Kent, Clark	CKENT2	Academic Records Specialist	Employee must complete section 1	04/01/2010	Mary P Smith
	None	Lane, Lois	LLANE3	Academic Advisor	Manager must complete section 2	03/19/2010	Mary P Smith

Pre-Start
[Pre-Start Employees](#)
I-9 Completion & Orientation Progress
[View/Complete New Hire Forms](#)



Employer: What is Changing

Employer will be re-directed to a sign in page to log into Equifax.

A screenshot of a web login page. It features a dark blue header bar at the top. Below the header, the text "Network ID" is positioned above a white rectangular input field with a blue border. Underneath that, the text "Password" is positioned above another white rectangular input field with a grey border. Below the password field is a dark blue button with the word "Login" written in white. The entire form is set against a light grey background.



Employer: What is Changing

Employer will land on the Main Menu page where they will search for their employee by using **Search for Employees** or by selecting **Pending** under Quick Search

I-9 MANAGEMENT

Home ← Privacy Policy → Help → Logout → Emory University

Main Menu

Search For Employees

My Account

Help

Main Menu

Search For Employees

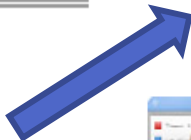
[Search for employees](#) by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

Quick Search		Refresh
Pending	5	
Reverification Due	1	
Receipt Due	0	
SSN Applied For	0	

[Refresh All](#)

My Account

View and update your personal information and security settings. Change your PIN . [more](#)





Employer: What is Changing

Selecting **Pending** will bring you to this page to locate your employee...

I-9 MANAGEMENT

Home < Privacy Policy > Help > Logout > Emory University

Search For Employees

Select one or more search criteria below to search for employees.

First Name: **Last Name:** **SSN:** **Type of I-9:** Pending

Group: (All)

Location: (All)

Date Range: (mm/dd/yyyy)
Start Date: End Date:

Include:
 Active Employees Terminated Employees
 Current Location Only

Search

Search Results: Pending

Type:
E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, D=Receipt Due, M=Missing, I=Invalid, F=E-Verify w/o I-9 (Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
P	Dooley, Claire		4321		
P	Fauxtakis, Margue		3333		
P	Guy, Tester	Emory Univ 161020 HR: Employee Relations	1199		
P	Paper, Green				
P	Test, SSN	Emory Univ 035000 DAR: Annual Giving			
P	Testing, Jon		0011		

Showing 1-6 of 6

OR





Employer: What is Changing

Completing Section 2 now looks like this....

Location indicates the department number the employee was Pre-Started into.

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.

Employee:
Claire Dooley

Employment Date: **Enter Hire Date** →

Location:

[Review/Change Section 1 Information](#) ←

[View and Print or Email Employee Receipt](#)

Select the set of document(s) presented by the employee:
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.
A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.
Documents presented are based on selection of citizenship status. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base). If the employee has incorrectly listed his citizenship status in Section 1, the employee will need to correct the error by updating Section 1 or completing a new I-9.

List A
List A proves identity AND work authorization: Receipt (e.g., replacement) [What's This?](#)

List B and C
List B proves identity: Receipt (e.g., replacement) [What's This?](#)
List C proves work authorization: Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

You can make changes to section 1 if the employee is with you.



Employer: What is Changing

Making changes to Section 1 will auto-fill the Preparer and/or Translator Certification with employer's information

foreign passport (see instructions)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)

Last Name (Family Name)	First Name (Given Name)
Stodghill	Sherry

Address (Street Number and Name)

1762 Clifton Rd

City or Town	State	Zip Code
Atlanta	GA	30322

Cancel Continue



Preparer and/or Translator Review

[I-9 Instructions](#) [I-9 Instrucciones](#)

This information should be reviewed and completed by the person who helped prepare and/or translate your I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Name: Test A Case
Other Names Used:
U.S. Social Security Number: 111-22-9999
Date of Birth: 01/01/1982 [C]
Address: 1599 Clifton Rd
Atlanta, GA 30322
E-mail Address:
Telephone Number:
Employment Date: 10/01/2016
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Receipt Due Date:
Receipt Due Document:
Alien Work Until Date:
Reverification Due Reason:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:

[Change Information](#)

Preparer Summary

Preparer Last Name: Stodghill
Preparer First Name: Sherry
Preparer Address: 1762 Clifton Rd, Atlanta, GA 30322

[Change Information](#)

Preparer Electronic Signature ([English](#) | [Español](#))

By checking this checkbox I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Back Cancel Continue

When making corrections to section 1 of the I-9, U.S. Citizenship and Immigration Services states that the Preparer and/or Translator must certify that they assisted the employee with correcting the form. The employer and the **employee** has to electronically sign acknowledging the corrections.



Employer: What is Changing

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.
The employee must provide a photo ID to prove their identity.

Employee:
Claire Dooley

Employment Date:
10/01/2016

Location:
Emory Univ 160060 HR: Data Services

[↻ Review/Change Section 1 Information](#)
[🖨 View and Print or Email Employee Receipt](#)

Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.
A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.
Documents presented are based on selection of citizenship status. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base). If the employee has incorrectly listed his citizenship status in Section 1, the employee will need to correct the error by updating Section 1 or completing a new I-9.

List A

List A proves identity AND work authorization:

Receipt (e.g., replacement) [What's This?](#)

List B and C

List B proves identity:

Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:

Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

Back

Cancel

Continue



Employer: What is Changing

Employer completes section 2 with the documentation presented by the employee...

Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List A document - U.S. Passport or U.S. Passport Card

Issuing Authority:
U.S. Department of State [Sample Document](#)

Passport #:

Expiration Date (mm/dd/yyyy):



Employer: What is Changing

Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

After verifying that the information is correct, complete the signature block at the bottom of the page.

[C] Corrected field

Name: Claire Dooley
Other Names Used: 000000003
U.S. Social Security Number: 987-65-4321
Date of Birth: 01/01/1970
Address: 1599 Clifton Rd NE
Atlanta, GA 30322
E-mail Address:
Telephone Number:
Employment Date: 10/01/2016
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Receipt Due Date:
Receipt Due Document:
Alien Work Until Date:
Reverification Due Reason:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:
Group: Emory University
Location: Emory Univ 160060 HR: Data Services

[Change Information](#)

Document Information Summary

List A document: U.S. Passport or U.S. Passport Card
Issuing Authority: U.S. Department of State
Passport #: 125478911
Expiration Date (mm/dd/yyyy): 10/10/2020

Employer Electronic Signature [\(English | Español\)](#)

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. **The employee's first day of employment (mm/dd/yyyy): 10/1/2016**

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

Back

Cancel

Continue

Changes can be made before signing electronically.





Employer: What is Changing

Employee Detail

The I-9 was successfully added.

Name: Claire Dooley
Other Names Used: 000000003
U.S. Social Security Number: XXX-XX-4321 [Change SSN](#)
Date of Birth: 01/01/1970
Address: 1599 Clifton Rd NE
 Atlanta, GA 30322
E-mail Address:
Telephone Number:
Employment Date: 10/01/2016 [Change Employment Date](#)
Termination Date:
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Receipt Due Date:
Reverification Due Date:
Reverification Due Reason:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:
Current E-Verify Case Status: Employment Authorized.
Group: Emory University
Location: Emory Univ 160060 HR: Data Services
Previous Locations:
Form I-129 Filing Date:

The I-9 is ready for E-Verify processing after you sign electronically

Documents are attached from this page

Section 3

Colorado Affirmation Form

Receipt Update

I-9 History

Hire/Entry	Type (click to view)	Actions
10/1/2016	Original I-9	Attach File



Comments

Date	Short Description	Username
------	-------------------	----------



Employer: What is Changing

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 upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

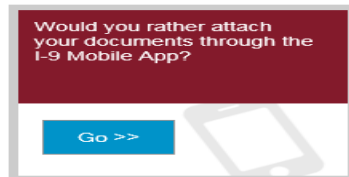
If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

IMPORTANT! The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- Uploaded all of the required documents, or
- Clicked the checkbox above indicating that you could not upload documents.



Uploaded Documents

Sl No.	Document Name	Upload Status
1	U.S. Passport or U.S. Passport Card	

File Information

Select document: Receipt

Image file to attach: Browse...
(TIF, GIF, JPG, PDF)

Document Name:

First Name: Claire

Middle Initial:

Last Name: Dooley

SSN: XXX-XX-4321

You will be able to attach documents using the I-9 Mobile App.

OR

You can attach documents by uploading the file.



Employer: What is Changing

When you **Upload** the document(s) you will be asked to verify their correctness.

File Information

Select document: U.S. Passport or U.S. Passport Card Receipt

Image file to attach: L:\Data Services.pdf
(TIF, GIF, JPG, PDF)

Document Name: U.S. Passport or U.S. Passport Card

First Name: Claire
Middle Initial:
Last Name: Dooley
SSN: XXX-XX-4321

Verify and then select **Finished**.

Uploaded Documents

SI No.	Document Name	Upload Status
1	U.S. Passport or U.S. Passport Card	<input checked="" type="checkbox"/>

File Information

Select document:

Image file to attach:
(TIF, GIF, JPG, PDF)

Document Name:

First Name: Tester
Middle Initial:
Last Name: Guy
SSN: XXX-XX-1199



Employer: What is Changing

When **Finished**, you will be directed back to the Employee Detail page for you to **Logout**.

I-9 MANAGEME

Home < Privacy Policy > Help > **Logout >** Emory Unive

Employee Detail

Name: Claire Dooley
Other Names Used: 000000003
U.S. Social Security Number: XXX-XX-4321 [Change SSN](#)
Date of Birth: 01/01/1970
Address: 1599 Clifton Rd NE
Atlanta, GA 30322
E-mail Address:
Telephone Number:
Employment Date: 10/01/2016 [Change Employment Date](#)
Termination Date:
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Receipt Due Date:
Receipt Due Document:
Reverification Due Date:
Reverification Due Reason:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:
Current E-Verify Case Status: Employment Authorized.
Group: Emory University
Location: Emory Univ 160060 HR: Data Services
Previous Locations:
Form I-129 Filing Date:

[Back](#) [Section 3](#)
[Colorado Affirmation Form](#) [Receipt Update](#)

I-9 History

Hire/Entry	Type (click to view)	Actions
10/1/2016	Original I-9	Attach File
10/17/2016	U.S. Passport or U.S. Passport Card	Delete File



Name Change

- From Pre-Start, you will be re-directed to sign into Equifax.
- Select **Search For Employees** from Main Menu page.
- Search using the employee's previous name.
- Select employee and click on **Section 3 button** on the Employee Detail page.
- Enter new name and follow prompts to sign electronically.
- The Name Change I-9 will appear as a "Re-verified I-9" under I-9 History.



Reverifications

- From Pre-Start, you will be re-directed to sign into Equifax.
- Select **Reverification Due** from Main Menu page.
- Search for employee and on the Employee Detail page click on **Section 3** button.
- Choose List A or C Document(s) from the drop down list.
- Enter required document information.
- Review and electronically sign.
- The Reverification I-9 will appear as a "Re-verified I-9" under I-9 History.



Questions

How will I know to complete section 1& 2 or 3?

In the process of syncing Equifax to Pre-Start to provide status.

Who is notified when the employee receives a Tentative Non-Confirmation?

The department will be able to see the non-confirmation status on the Employee's Detail page but Data Services will reach out to the employee for resolution. There might be instances where the department/with the employee, will have to correct the I-9 before Data Services can resolve the non-confirmation.



Questions

Can an I-9 be created months in advance of the employee's hire?

Yes.

Can the employer log directly into Equifax without going through Pre-Start?

Employer will have to log into Equifax via Pre-Start.

How is the I-9 updated with the employee's social security number?

The employer will access the Employee's Detail page and change the dummy social number to the Social Security Administration issued social security number.