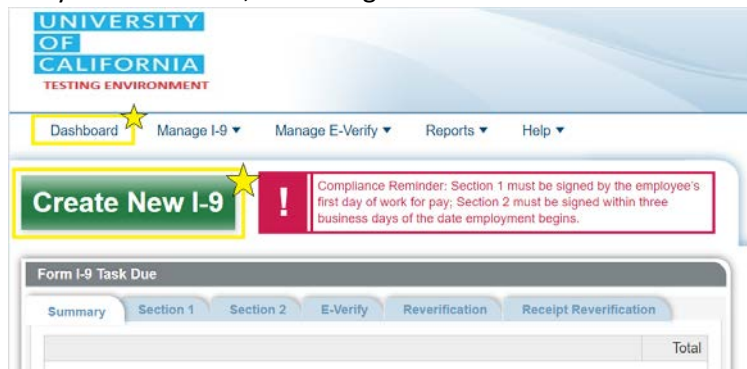


How to Create a Remote I-9

1. Log in and make sure you are on your dashboard, click the green button “Create New I-9.”



2. Fill in the required fields* and click the green button “Save/Create I-9.” If available, enter the Employee ID.

3. Choose the first option, “Create Remote Access Form I-9 – Section 1 & Section 2,” fill in the start date, employee email address, and employer representative information and click the green button “Continue.”

4. The new employee will receive an email prompting them to fill out section 1 of the Form I-9. When the new employee has completed section 1, the employer representative will receive an email with the subject “Form I-9: Section 2 Ready for Processing” and be prompted to complete the form with the new employees required documents.