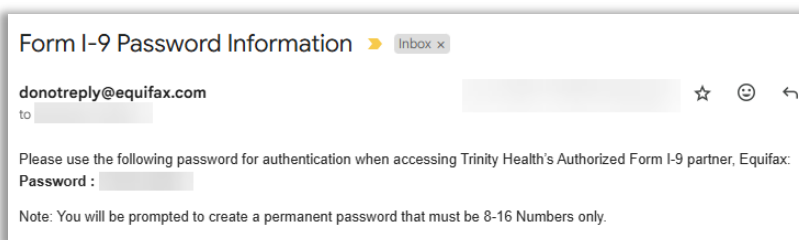
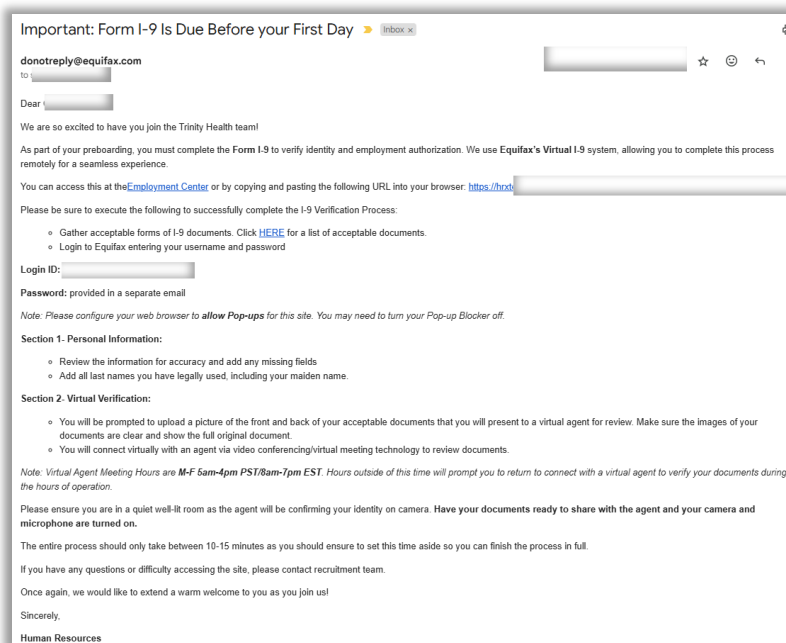


Completing Form I-9 Sections 1 & 2 through I-9 Virtual

This guide offers a step-by-step process for completing your Form I-9 Employment Authorization Requirement using I-9 Virtual to ensure a smooth and efficient verification of your employment eligibility. It provides clear instructions on navigating the platform, entering person information, uploading necessary documents, and connecting with an agent for final verification.

1. Locate the two emails sent from donotreply@equifax.com to your personal email. The first email contains directions on completing the Form I-9, your Login ID/Username, and the direct link to accept the Virtual I-9 Platform through Equifax. The second email contains your temporary password.



2. Click the link in the email to the Employment Center and enter your Login ID/Username and Temporary Password then click Log In

3. You will be prompted to reset your password. Note: It must be 8-16 NUMBERS ONLY.

4. Click "Continue".

5. Some personal information will already be populated from your employment application. You will need to re-enter your SSN and verify the other personal information fields for accuracy. Sign with your first and last name initials. Click Continue.

PERSONAL INFORMATION Summary My Account

- OR -

Please check if you are a Foreign National authorized to work in the US

First Name (Given Name)* Middle Initial Last Name (Family Name)* Other Last Name Used

Email Address* Telephone Date of Birth*

sbw...@gmail.com (909) 606-5050 02-15-1974

PHYSICAL ADDRESS

International Address?* Street Address* Apt

123 Ov...

Zip code* City* State*

83 Bc...

County*

SIGNATURE

By electronically signing this document below, you:

6. Fill out the Visa Acknowledgement & sign with your first and last name initials. Click Continue

VISA ACKNOWLEDGEMENT CUSTOMER Summary My Account

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- Form I-9

Do you have a Visa ?

Yes No

SIGNATURE

By initialing the box below I certify that the above information is true and correct, and I agree to the conditions of hiring.

Enter your initials:

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7. In the next section, you will enter your citizen attestation and confirm if you did or did not utilize a preparer and/or translator.

FORM I-9

Summary My Account

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgment Custom
- Form I-9

START HERE. Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

Review information in English | [Revisar información en Español](#) | [I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

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.

[View Employee Information](#)

Hire Date on Offer Letter (mm/dd/yyyy)

OK

Citizenship Attestation

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

I attest, under penalty of perjury, that I am

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (see instructions)
- 3. A lawful permanent resident
- 4. A noncitizen authorized to work until

Preparer and/or Translator Certification

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

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[Edit Personal Info](#) < BACK CONTINUE >

8. Review for accuracy all the personal information entered, click the box to sign the attestation. Click Continue.

FORM I-9

Summary My Account

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgment Custom
- Form I-9

EMPLOYEE REVIEW

Review information in English | [Revisar información en Español](#) | [I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

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

Given: [REDACTED]

Date of Birth: 01/2 [REDACTED]
 U.S. Social Security Number: XXX-X [REDACTED]

Address: 12 [REDACTED]
 E-mail Address: shv [REDACTED]
 Telephone Number: 208 [REDACTED]

Work Status: A [REDACTED] es

Hire Date on Offer Letter: 06/0 [REDACTED]

EMPLOYEE ELECTRONIC SIGNATURE

[Employee Signature in English](#) | [Firma del empleado en 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:

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

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[Edit Personal Info](#) < BACK CONTINUE >

9. The “Next Steps” page prepares you for loading your supporting documents. Review the list of approved documents and ensure you have the original available. You will be asked to load an image of your supporting documents AND show the documents to a virtual agent in the next few steps.

FORM I-9 Summary My Account

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- Forms I-9

NEXT STEPS [print this page](#)
[English](#) [Spanish](#)

You're almost done...

Next Step:
Upload images of your employment eligibility documentation. Then, meet virtually to review your original documentation.

ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL** unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

LIST A DOCUMENTS **LIST B DOCUMENTS** **LIST C DOCUMENTS**

- U.S. Passport or U.S. Passport Card
- Driver's License Issued by State or Possession
- Social Security Account Number Card

« BACK CONTINUE »

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For more details on acceptable documents, go to the official website of Homeland Security- [Form I-9 Acceptable Documents | USCIS](#)

Click Continue

10. Choose what document type you will be selecting. Click Continue

FORM I-9 Summary My Account

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- Forms I-9

NEXT STEPS [English](#) [Spanish](#)

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 employee's citizenship status. Please view the list of acceptable documents in [EPUSCIS website](#).

Select a presented document

Document Type

▼

- LIST A
- LIST B and C

« BACK CONTINUE »

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11. Select the actual document(s) you plan to provide. Click Continue.

12. At this stage you will be uploading both the front and the back of the document(s) you are presenting. Be aware of the size of image/file you are loading. Make sure your image or file captures all four corners of your document and is a clear image. Blurry or obscured documents will cause delays in Form I-9 completion with the virtual agent.

A. Select document

Example:

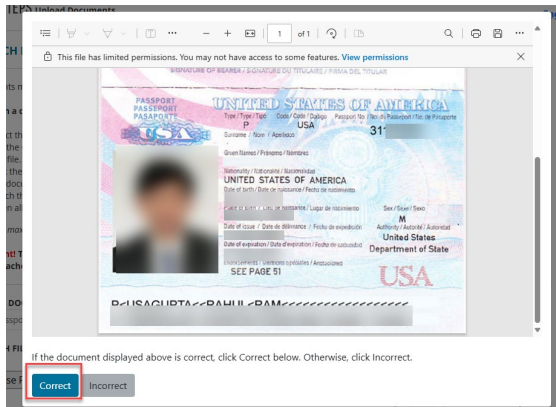
B. Click Choose File.

a. A pop up window will assist you in selecting the image or document.

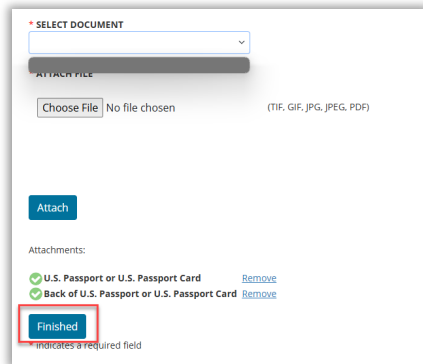
C. Click Attach

a. The Document will populate in a pop-up window and will ask you if the document displayed is correct. Click Correct.

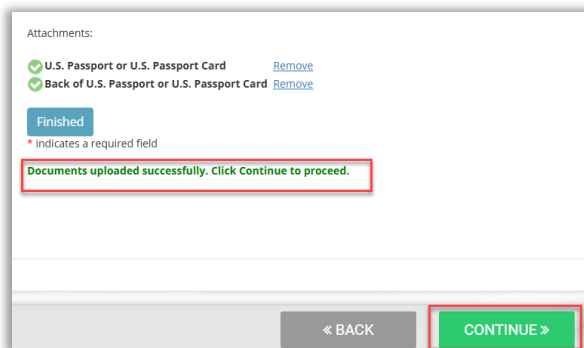
Example:



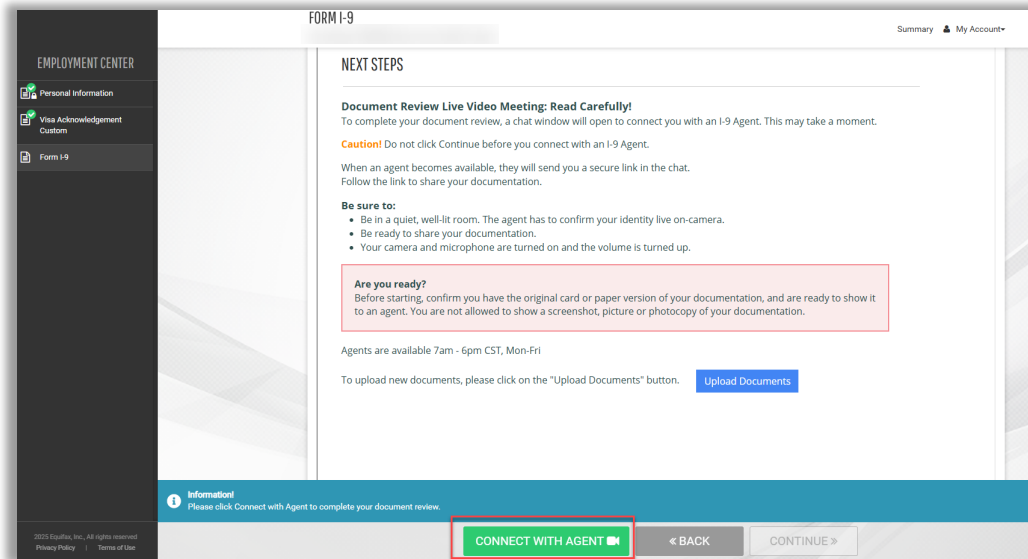
- D. Once that document is attached, go back up to Select Document and repeat all steps until there are no more documents to select.
- E. Once all documents have been attached, click Finished.



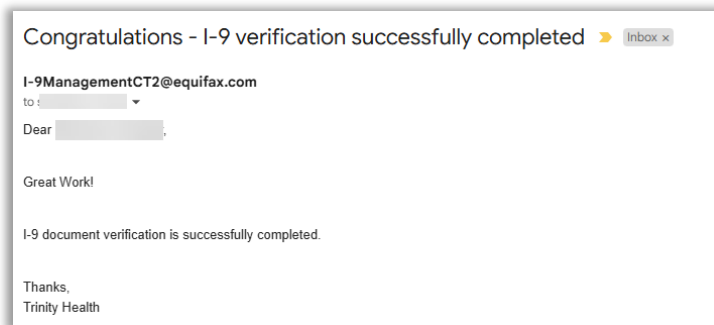
- F. Once you receive this confirmation message that the documents have loaded, Click Continue



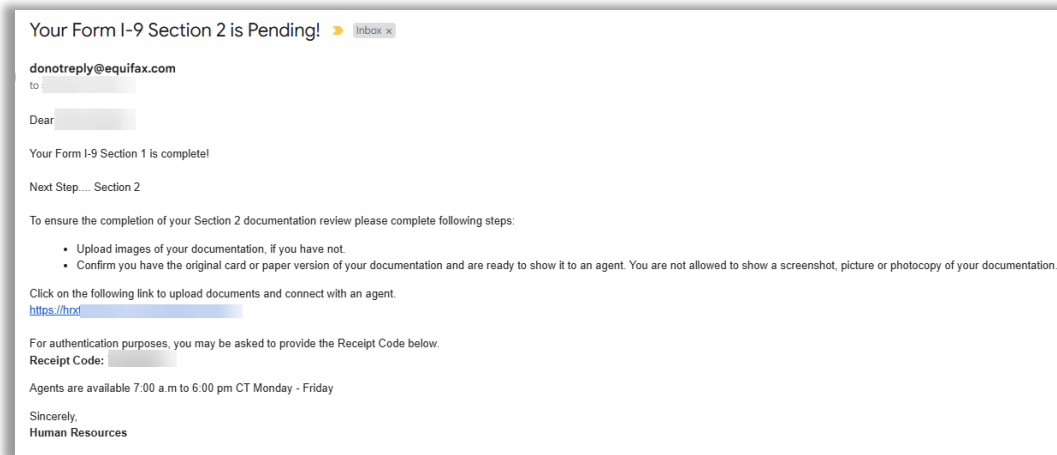
- 13. The next page will provide some directions to prepare you for meeting with a Virtual Agent. When you are prepared and during business hours, click "Connect with Agent".



14. Once you are connected with an agent, you will be asked to verify your name and employer. You will be asked to verify the document type you uploaded, and they will ask you to show the front and back portions of the documents to verify.
15. When your documents have been verified through the virtual verification process, your Form I-9 process is complete. You will receive a confirmation email.



Note: If you do not complete the Section 2 verification process at the same time as completing Section 1, you will receive the following reminder email. You can click the link in the email and enter your Login ID/Username and the password you previously selected.



When you log back in, you will be able to either start by uploading documents or if you have already loaded your documents, you can select to Connect to Agent.

