# 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 virtual completion 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 email sent from donotreply@equifax.com to your personal email. The email contains directions on completing the Form I-9 and the direct link to access the Virtual I-9 Platform through Equifax.
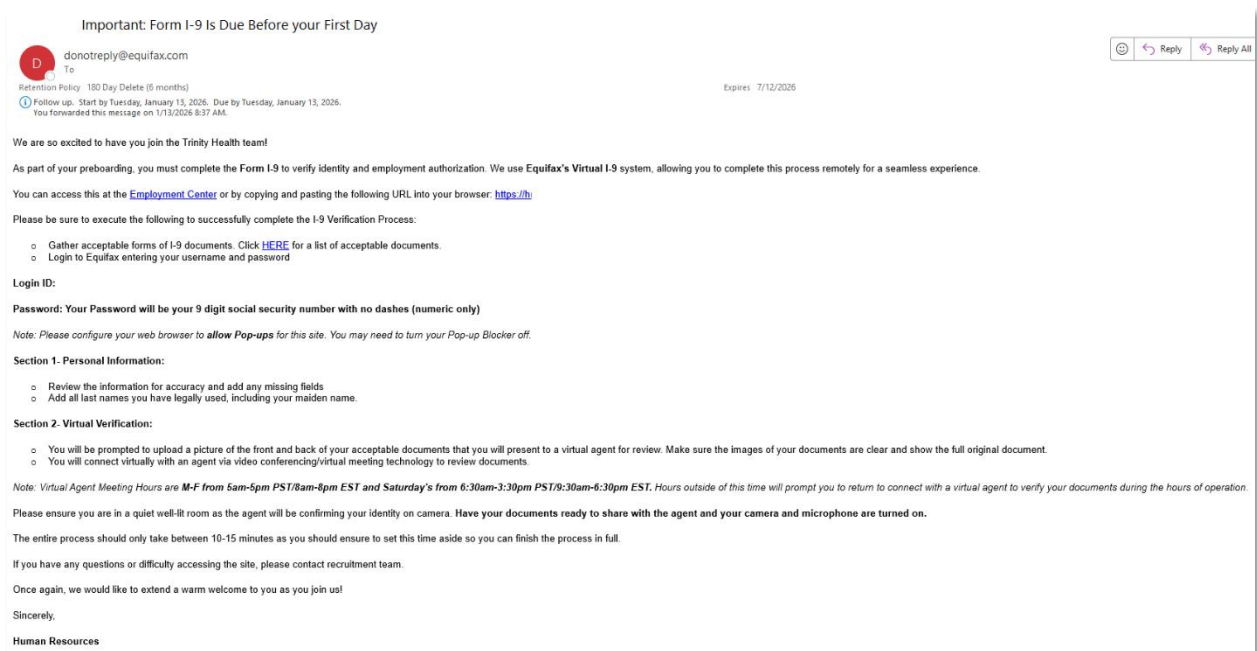
2. Click the link in the email to the Employment Center and enter your Login ID/Username (case sensitive) and Temporary Password (9 digit SSN) then click Log In.

3. You will be prompted to reset your password.

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.

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

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.

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

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

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:
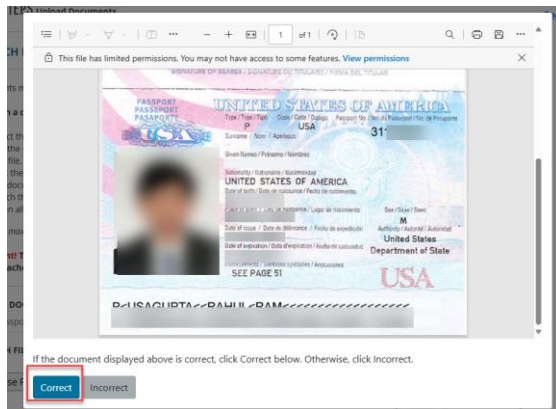
D. Once that document is attached, go back up to Select Document and repeat all steps until there are no more documents to select.

E. Once all documents have been attached, click Finished.
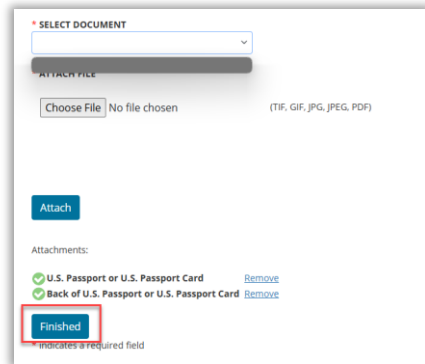
F. Once you receive this confirmation message that the documents have loaded, Click Continue
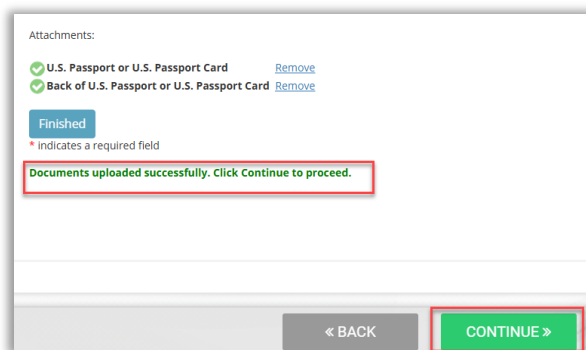
13. The next page will provide some directions to prepare you for meeting with a Virtual Agent. When you are prepared and during business hours, click "Connect with Agent".

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, you 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.

Your Form I-9 Section 2 is Pending! ➤ Inbox ×

donotreply@equifax.com
to

Dear

Your Form I-9 Section 1 is complete!

Next Step.... Section 2

To ensure the completion of your Section 2 documentation review please complete following steps:

- Upload images of your documentation, if you have not.
- Confirm you have the original card or paper version of your documentation and are ready to show it to an agent. You are not allowed to show a screenshot, picture or photocopy of your documentation.

Click on the following link to upload documents and connect with an agent.
https://hrx

For authentication purposes, you may be asked to provide the Receipt Code below.
Receipt Code:

Agents are available 7:00 a.m to 6:00 pm CT Monday - Friday

Sincerely,
Human Resources

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.