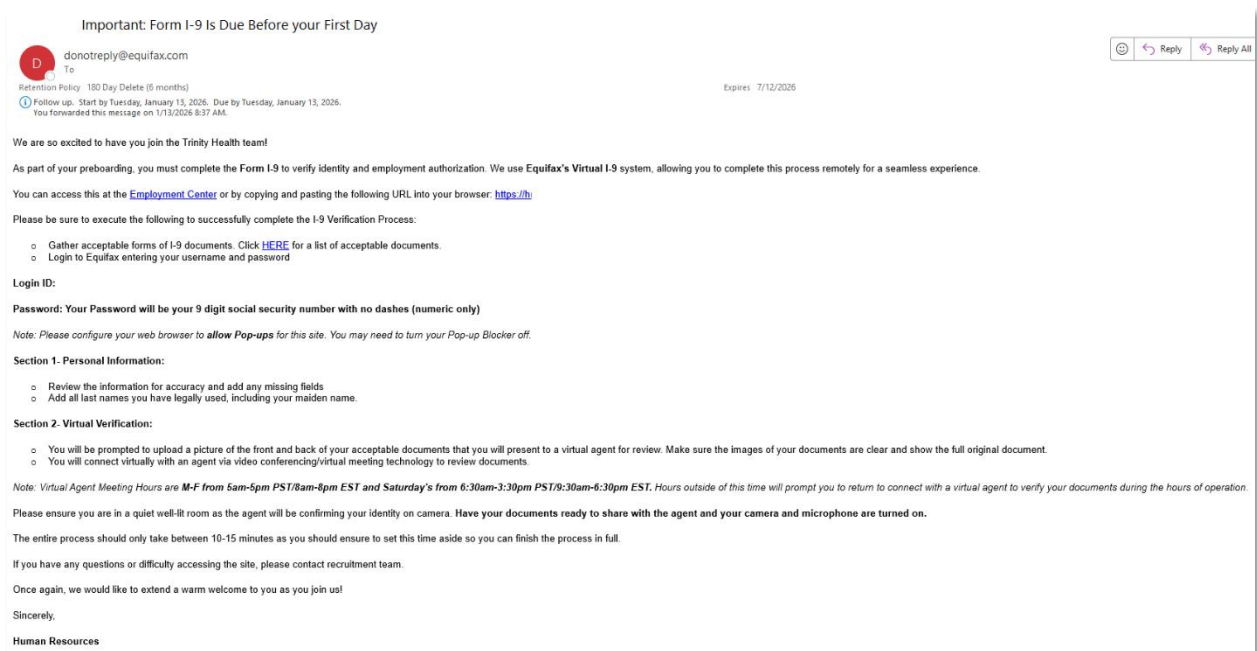


# Completing Form I-9 Sections 1 & 2 through I-9 Virtual

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](mailto: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.

## Form I-9 Employment Authorization Requirement

### Welcome to Onboarding.

This site provides access to your New Hire Packet.

To begin, enter your User ID and Password.

Please enter your User ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.

**\* Required Fields**

Login ID\*

PASSWORD\*

LOG IN

[Forgot Password?](#)

**EFX**

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3. You will be prompted to reset your password.

### Welcome to Onboarding.

This site provides access to your New Hire Packet.

To begin, enter your User ID and Password.

Please enter your User ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.

**\*required fields**

Before you are able to continue, you are required to create a new password.

NEW PASSWORD\*

CONFIRM PASSWORD\*

CHANGE PASSWORD

Password must be 8 to 16 characters in length  
 Password must have at least 3 of 4 categories:  
 - Lowercase characters (a-z)  
 - Uppercase characters (A-Z)  
 - Digits (0-9)  
 - Non-alphanumeric (1, !, @, % etc.)  
 Password cannot contain username  
 Password cannot have 5 consecutive digits  
 Password cannot repeat a character more than twice in a row  
 Password must contain only printable characters  
 Password should not contain [0]"/>

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4. Click "Continue".

## WELCOME TO YOUR EMPLOYMENT CENTER!

We are excited to welcome you as our new team member!

You are now ready to begin completing your Form I-9. The process takes between 5 and 10 minutes to complete and doesn't need to be done all at once.

Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HR Representative.

3 Forms to Complete

Personal Information

W-9 Acknowledgement Custom

Form I-9

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✓ Thank you. Your password was successfully updated.

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 - SSN Applied For

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

Yes No

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

Her Gra

Email Address\* Telephone Date of Birth\*

sbw@gmail.com (888) 686-5858 08-15-1974

PHYSICAL ADDRESS

International Address?\* Street Address\* Apt

Yes No 123 Ov

Zip code\* City\* State\*

83 BC

County\*

SIGNATURE

By electronically signing this document below, you:

« BACK CONTINUE »

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:

« BACK CONTINUE »

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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.

The screenshot shows the 'Section 1. Employee Information and Attestation' page of the I-9 form. The left sidebar contains the 'EMPLOYMENT CENTER' menu with options: Personal Information, Visa Acknowledgement Customs, and Form I-9. The main content area includes an 'ANTI-DISCRIMINATION NOTICE', a 'Section 1. Employee Information and Attestation' header, and a 'Citizenship Attestation' section. The 'Citizenship Attestation' section contains a red box around the 'I attest, under penalty of perjury, that I am' section, which has four radio button options: '1. A citizen of the United States', '2. A noncitizen national of the United States (see instructions)', '3. A lawful permanent resident', and '4. A noncitizen authorized to work until'. Below this is another red box around the 'Preparer and/or Translator Certification' section, which has two radio button options: 'I did not use a preparer or translator.' and 'A preparer(s) and/or translator(s) assisted the employee in completing Section 1.' The bottom of the page has a 'Summary' link, a 'My Account' link, and 'BACK' and 'CONTINUE' buttons.

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

The screenshot shows the 'Employee Review' page of the I-9 form. The left sidebar contains the 'EMPLOYMENT CENTER' menu with options: Personal Information, Visa Acknowledgement Customs, and Form I-9. The main content area includes an 'EMPLOYEE REVIEW' header, a 'Review Information in English' link, and a 'Review Information in Spanish' link. The page displays the personal information entered on the previous page, including 'Gina', 'Date of Birth: 01/2', 'U.S. Social Security Number: XXX-XX-XXXX', 'Address: 123', 'E-mail Address: sbv', 'Telephone Number: 208', 'Work Status: A', and 'Hire Date on Offer Letter: 06/0'. Below this is the 'EMPLOYEE ELECTRONIC SIGNATURE' section, which has a red box around the '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:' section. The bottom of the page has a 'Summary' link, a 'My Account' link, and 'BACK' and 'CONTINUE' buttons.

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

**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**

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

**LIST B DOCUMENTS**

- Driver's License Issued by State or Possession

**LIST C DOCUMENTS**

- Social Security Account Number Card

« BACK CONTINUE »

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

**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 [this USCIS website](#).

Select a presented document

Document Type

LIST A

LIST B and C

« BACK 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:

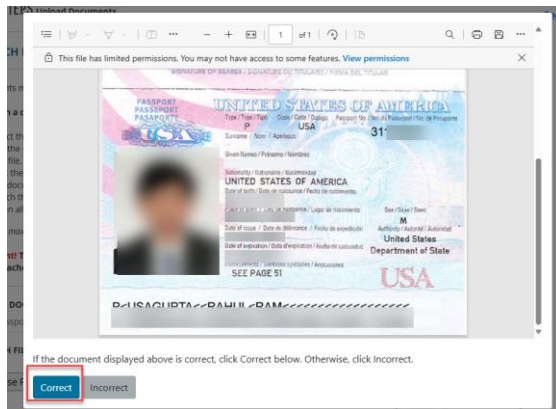
B. Click Choose File.

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

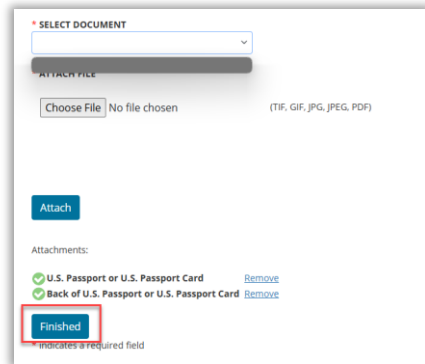
C. Click Attach

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

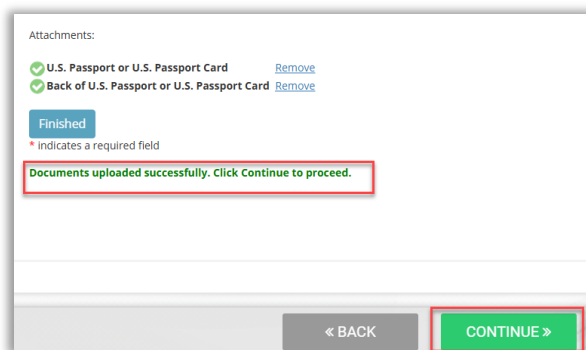
Example:



- 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”.

FORM I-9

Summary My Account

EMPLOYMENT CENTER

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

### NEXT STEPS

**Document Review Live Video Meeting: Read Carefully!**  
To complete your document review, a chat window will open to connect you with an I-9 Agent. This may take a moment.

**Caution!** Do not click Continue before you connect with an I-9 Agent.

When an agent becomes available, they will send you a secure link in the chat. Follow the link to share your documentation.

**Be sure to:**

- Be in a quiet, well-lit room. The agent has to confirm your identity live on-camera.
- Be ready to share your documentation.
- Your camera and microphone are turned on and the volume is turned up.

**Are you ready?**  
Before starting, 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.

Agents are available 7am - 6pm CST, Mon-Fri

To upload new documents, please click on the "Upload Documents" button. [Upload Documents](#)

**Information!**  
Please click Connect with Agent to complete your document review.

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[CONNECT WITH AGENT](#) [BACK](#) [CONTINUE](#)

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.

**Congratulations - I-9 verification successfully completed** [Inbox x](#)

I-9ManagementCT2@equifax.com

to: [redacted]

Dear [redacted],

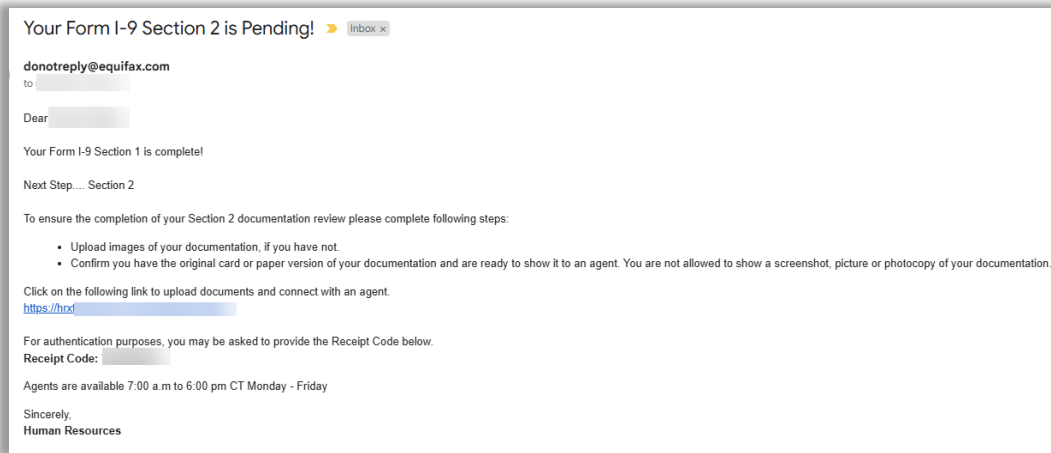
Great Work!

I-9 document verification is successfully completed.

Thanks,  
Trinity Health

**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.

