

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.

Important: Form I-9 Is Due Before your First Day

 donotreply@equifax.com
To: donotreply@equifax.com
Retention Policy: 180 Day Delete (6 months)
① Follow up. Start by Tuesday, January 13, 2026. Due by Tuesday, January 13, 2026.
You forwarded this message on 1/13/2026 8:37 AM.
Expires: 7/12/2026

We are so excited to have you join the Trinity Health team!

As part of your preboarding, you must complete the Form I-9 to verify identity and employment authorization. We use Equifax's Virtual I-9 system, allowing you to complete this process remotely for a seamless experience.

You can access this at the [Employment Center](#) or by copying and pasting the following URL into your browser: <https://hi>

Please be sure to execute the following to successfully complete the I-9 Verification Process:

- o Gather acceptable forms of I-9 documents. Click [HERE](#) for a list of acceptable documents.
- o Login to Equifax entering your username and password

Login ID:

Password: Your Password will be your 9 digit social security number with no dashes (numeric only)

Note: Please configure your web browser to **allow Pop-ups** for this site. You may need to turn your Pop-up Blocker off.

Section 1: Personal Information:

- o Review the information for accuracy and add any missing fields
- o Add all last names you have legally used, including your maiden name.

Section 2: Virtual Verification:

- o You will be prompted to upload a picture of the front and back of your acceptable documents that you will present to a virtual agent for review. Make sure the images of your documents are clear and show the full original document.
- o You will connect virtually with an agent via video conferencing/virtual meeting technology to review documents.

Note: Virtual Agent Meeting Hours are **M-F from 8am-5pm PST/8am-8pm EST and Saturday's from 6:30am-3:30pm PST/9:30am-6:30pm EST**. Hours outside of this time will prompt you to return to connect with a virtual agent to verify your documents during the hours of operation.

Please ensure you are in a quiet well-lit room as the agent will be confirming your identity on camera. Have your documents ready to share with the agent and your camera and microphone are turned on.

The entire process should only take between 10-15 minutes as you should ensure to set this time aside so you can finish the process in full.

If you have any questions or difficulty accessing the site, please contact recruitment team.

Once again, we would like to extend a warm welcome to you as you join us!

Sincerely,

Human Resources

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?](#)

3. You will be prompted to reset your password.

4. Click “Continue”.

WELCOME TO YOUR EMPLOYMENT CENTER!	
<p>We are excited to welcome you as our new team member!</p> <p>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.</p> <p>Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HR Representative.</p>	<p>3 Forms to Complete</p> <p>Personal Information</p> <p>Visa Acknowledgement Customs</p> <p>Form I-9</p>
<p> 2025 Equifax, Inc. All rights reserved</p> <p>Privacy Policy Terms of Use</p>	
<p>✓ Thank you. Your password was successfully updated.</p> <p>CONTINUE ></p>	

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)*

Her

Middle Initial

Last Name (Family Name)*

Gra

Other Last Name Used

Email Address*

sbw [REDACTED]@gmail.com

Telephone

([REDACTED]) [REDACTED] [REDACTED]

Date of Birth*

02/15/1974

PHYSICAL ADDRESS

International Address?*

Yes

No

Street Address*

123 Ov

Apt

Zip code*

83

City*

Bc

State*

County*

▼

SIGNATURE

By electronically signing this document below, you:

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CONTINUE »

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

EMPLOYMENT CENTER

Personal Information

Visa Acknowledgement Custom

Form I-9

VISA ACKNOWLEDGEMENT CUSTO...

Summary  My Account 

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

EMPLOYMENT CENTER

Personal Information

Visa Acknowledgement

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

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.

Hire Date on Offer Letter (mm/dd/yyyy): 06/03

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

[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

EMPLOYMENT CENTER

Personal Information

Visa Acknowledgement

Custom

Form I-9

EMPLOYEE REVIEW

Review information in English | Revisar información en Español

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

Ginn [REDACTED]

Date of Birth: 01/21

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

Address: 123

E-mail Address: sbv@[REDACTED]

Telephone Number: 208

Work Status: A [REDACTED]

Hire Date on Offer Letter: 06/01

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.

[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

EMPLOYMENT CENTER

Personal Information
Visa Acknowledgement
Custom
Form I-9

NEXT STEPS

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

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

EMPLOYMENT CENTER

Personal Information
Visa Acknowledgement
Custom
Form I-9

NEXT STEPS

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 [USCIS website](#).

Select a presented document

Document Type

List A
List B and C

CONTINUE >

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

The screenshot shows the 'Employment Center' interface for 'Form I-9'. The left sidebar lists 'Personal Information', 'Visa Acknowledgement', 'Custom', and 'Form I-9'. The main area is titled 'NEXT STEPS' with a 'DOCUMENT SELECTION' sub-section. It instructs the user to present their documents to a reviewer and lists acceptable documents. A dropdown menu for 'Document Type List A' is open, showing 'Back of U.S. Passport or U.S. Passport Card' as the selected option. A 'Receipt What's This?' link is also present. Navigation buttons 'BACK' and 'CONTINUE >' are at the bottom.

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.

* SELECT DOCUMENT

ATTACH FILE

Choose File No file chosen (TIF, GIF, JPG, JPEG, PDF)

Attach

Attachments:

U.S. Passport or U.S. Passport Card [Remove](#)

Back of U.S. Passport or U.S. Passport Card [Remove](#)

Finished

* indicates a required field

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

Attachments:

U.S. Passport or U.S. Passport Card [Remove](#)

Back of U.S. Passport or U.S. Passport Card [Remove](#)

Finished

* indicates a required field

Documents uploaded successfully. Click Continue to proceed.

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- 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

EMPLOYMENT CENTER

Personal Information
Visa Acknowledgement
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.

CONNECT WITH AGENT 

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- 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.
- 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.

Your Form I-9 Section 2 is Pending! [Inbox](#)

donotreply@equifax.com
to [REDACTED]

Dear [REDACTED]

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://hrx1>

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

Receipt Code: [REDACTED]

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.

