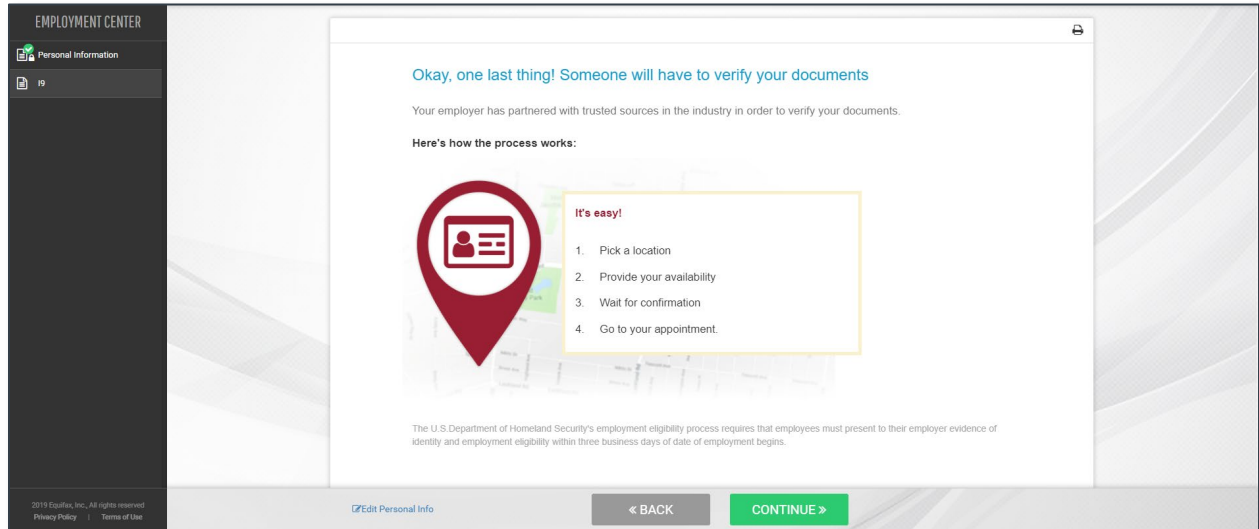


New Hire Experience

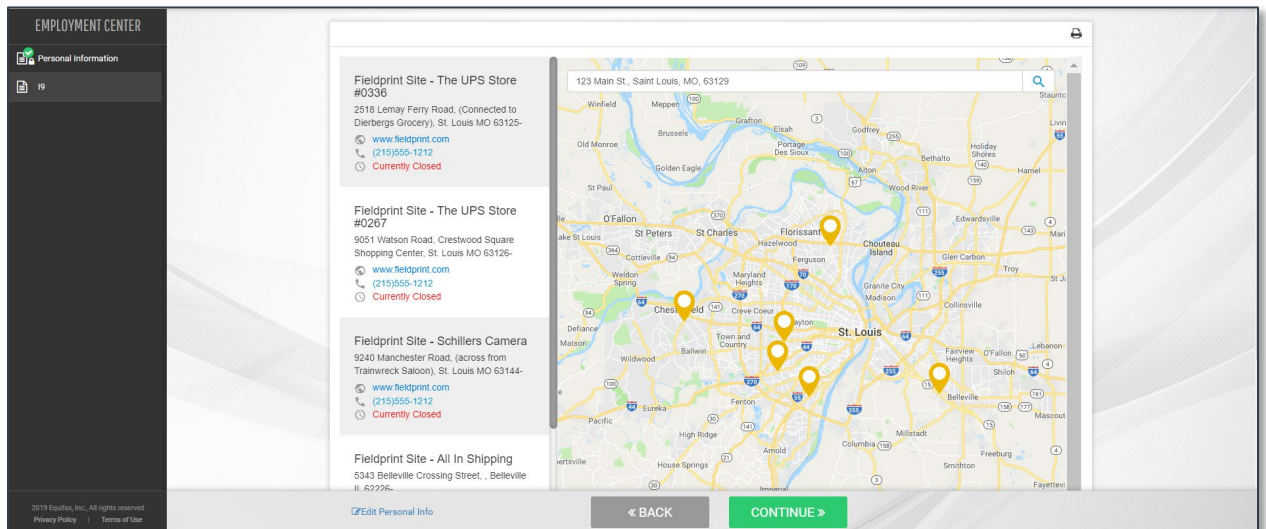
Schedule options will appear for the new hire after the completion of Section 1 of the Form I-9.

1. The new hire will begin the process by accessing their new hire packet. Once the I-9 is signed, the New Hire will begin the scheduling process:

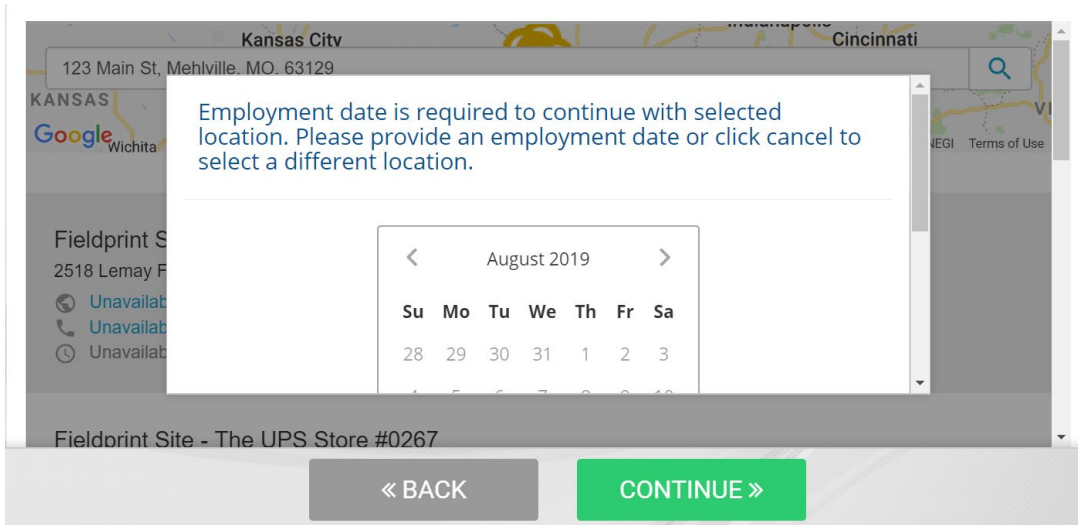


2. Location options will be presented based on the address the New Hire provided on the Personal Information Page. A new address can be entered in the search field to review different options.

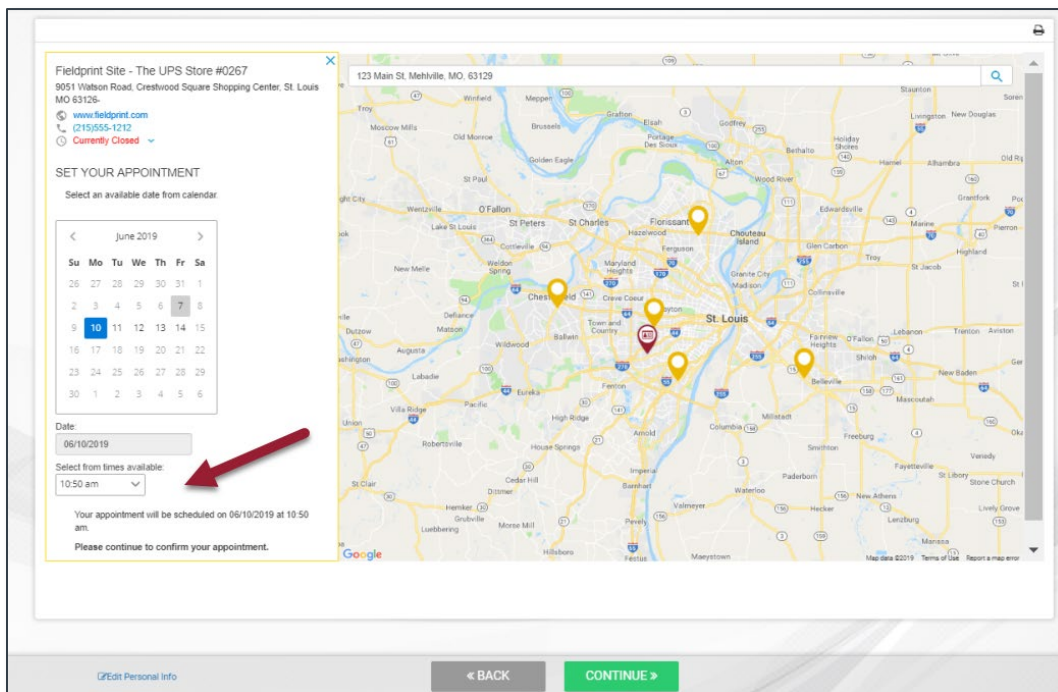
The New Hire will select a location from the list of options to meet the Local Completer to finish his or her Form I-9.



3. If a hire date was not provided by the Employer during the new hire packet creation the scheduling tool will require that an Employment Date be entered. Please provide this information to the New Hire so he or she knows the date to enter.



- The New Hire will receive a map with the location's address information. The New Hire will select a date and time for the appointment. **Once the New Hire clicks Continue, the appointment date and time will be confirmed.** To complete the scheduling process, the New Hire must click Continue.



- After clicking Continue, the New Hire is taken to the confirmation screen. The New Hire should print or email a copy of this confirmation page, since it has the appointment number the Local Completer will need to complete the Form I-9. This page will also provide a list of acceptable documents the new hire should bring to the appointment. The list is based on the citizenship status the New Hire elected in Section 1 of the Form I-9.

To complete the packet and scheduling process, the New Hire **must** click **Continue**.

Fieldprint, Inc. Partner Account is a demo employer.

NEXT STEPS

[Print this page](#)

You're almost done...
After reviewing your appointment information below, click the continue button at the bottom of the screen to finish.

SELECTED LOCATION & TIME

Fieldprint Site - The UPS Store #0267
9051 Watson Road, Crestwood Square Shopping Center,
St. Louis MO 63126.

Time slot(s):
Mon 06/10/19
10:50AM
[Add to Calendar](#)

APPOINTMENT NUMBER

5887596

EMAIL APPOINTMENT NUMBER

Please remember to bring this with you to your appointment!

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
<ul style="list-style-type: none">U.S. Passport or U.S. Passport Card	<ul style="list-style-type: none">Driver's License Issued by State or Possession with PhotoID Card Issued by State or Possession with PhotoID Card Issued by Federal, State, Possession or Local Government with PhotoSchool ID Card with PhotoVoter's Registration CardVoter's Registration Card with PhotoU.S. Military CardU.S. Military Draft RecordMilitary Dependent's ID CardU.S. Coast Guard Merchant Mariner Card	<ul style="list-style-type: none">Social Security Account Number Card Without Employment RestrictionOriginal Birth Certificate or Certified Copy with Official SealForm FS-545 - Certification of Birth Abroad from Dept. of StateForm DS-1350 - Certification of Report of Birth from Dept. of StateForm FS-240 - Consular Report of Birth Abroad from Dept. of StateNative American Tribal DocumentForm I-197 - U.S. Citizen ID CardForm I-179 - ID Card for Use of Resident Citizen in the U.S.Employment authorization document issued by DHS (US Citizen or Non-Citizen)

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

6. If the I-9 is the last document in the packet, the New Hire will see the Congratulations screen. The New Hire may log out or close the browser at this time.

If the New Hire has additional documents to review he or she will be able to continue completing the New Hire Packet.

WELCOME TO YOUR EMPLOYMENT CENTER!

Welcome **Congratulations**

Congratulations! You are finished with the process.
You may log out, or click the button below if you wish to view and print your submitted packet.

Personal Information [Print](#)

I-9 [Print](#)

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7. Shortly after completing the packet, the New Hire will receive an email confirming his or her appointment date, time, location, and appointment number.

Congratulations Jen RemoteHire!

You have completed Section 1 of your I-9. The receipt details provided below may be needed in order to complete the next step in the I-9 process. Please retain this information and contact your employer with any questions.

SELECTED LOCATION & TIME:

Fieldprint - Test Acceptance
12000 Commerce Parkway, Suite 100, Mount Laurel NJ 08053-

Time Slot(s):
Wednesday 09/18/19
08:40AM

APPOINTMENT NUMBER


You will need the following code to provide to the person that does your Section 2 completion. Please keep this for your records: **5888760**

Click [HERE](#) to modify or cancel your appointment.

Canceling or Rescheduling an Appointment

The information below describes the actions to follow should the employee need to cancel or reschedule the Section 2 completion appointment.

1. Upon clicking the link from the email to cancel or modify the appointment, the employee is presented with security challenge questions to populate, and will then click 'Submit'. Then the employee will need to select either 'Cancel Appointment' or 'Modify Appointment'.

 Please answer the following questions to login to Cancel/Reschedule appointment.

What is your Last 4 digits of SSN?

What is your Date Of Birth (mm/dd/yyyy)?

What is your Appointment Number?

What is your 5 digit Zip code?


SCHEDULE MANAGEMENT

Manage your existing section 2 completion schedule.

I9 Section 2 Completion

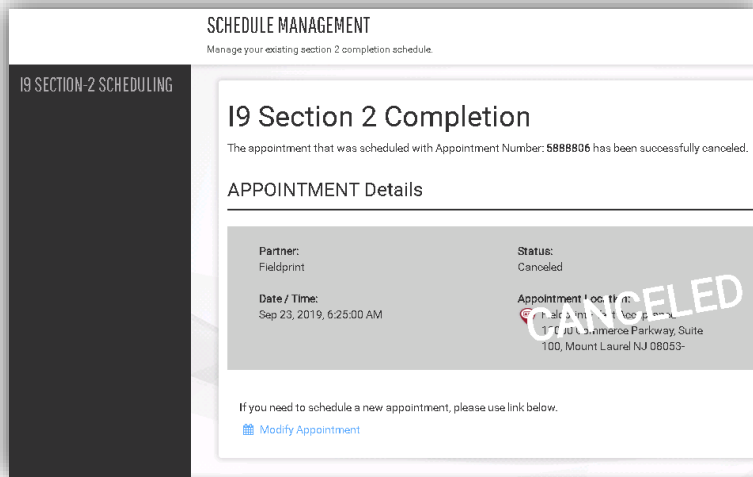
Appointment has been successfully scheduled with appointment Number: **5888806**.

APPOINTMENT Details

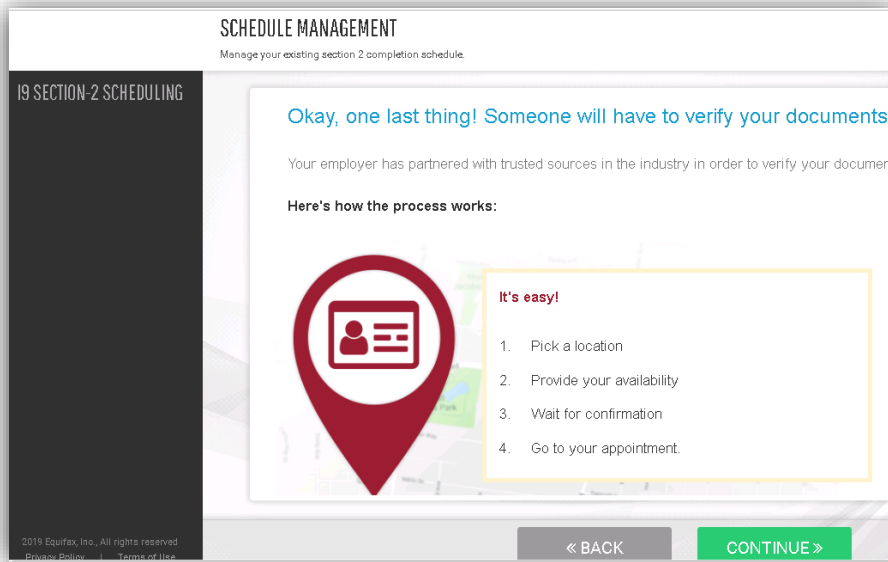
Partner: Fieldprint	Status: Scheduled
Date / Time: Sep 23, 2019, 6:25:00 AM	Appointment Location:  Fieldprint - Test Acceptance 12000 Commerce Parkway, Suite 100, Mount Laurel NJ 08053-

What would you like to do?

- Should the employee choose to **cancel**, he or she would simply click 'Cancel Appointment' option and is then presented with a confirmation on screen.



- Should the employee choose to reschedule, he or she would choose 'Modify Appointment' to then choose a location and time, and then would receive appointment details for the newly scheduled appointment.



SCHEDULE MANAGEMENT

Manage your existing section 2 completion schedule.

19 SECTION-2 SCHEDULING

19 Section 2 Completion


Appointment has been successfully scheduled with appointment Number: 5888806.

APPOINTMENT Details

Partner:
Fieldprint

Status:
Scheduled

Date / Time:
Sep 23, 2019, 6:25:00 AM

Appointment Location:
 Fieldprint - Test Acceptance
12000 Commerce Parkway, Suite
100, Mount Laurel NJ 08053-

What would you like to do?

[Cancel Appointment](#)

[Modify Appointment](#)