Virtual I-9 Verification Completion Process

1 Complete Section 1 data fields

New Alternative Virtual Option Equifax Service

1. Scans and uploads original documents via guided walkthrough on mobile device.
2. Contacts call center for convenient virtual I-9 completion during the week. (8AM – 7PM EST, Mon – Fri)
3. E-verify case is automatically created by the service.
4. Contacts a new hire if there were any issues with E-verify case creation.
5. Sends an email to Employee to confirm whether the I-9 was completed successfully.

or

New Alternative Virtual Option In-House Service

1. Scans and uploads documents through a secure SharePoint Link. The naming convention for the documents should be: Last Name, First Name_Name of the Uploaded Document.pdf
   For example: Smith, Joe_I94
2. Schedules an online appointment via MS Teams through Bookings: https://t.jh.edu/UZ4Ivx
3. Attends scheduled MS Teams live call with I-9 Compliance Team.
4. Reviews original documents during the call.
5. Completes I-9 Section 2 and retain documents.

Icon Key

Employee | I-9 Team | Equifax Team

HR Compliance Team