Form I-9 and E-Verify Services

HIRE RIGHT®

- **Easy and Efficient Online Solution for Managing US Employment Eligibility**
- **Compliance-Focused**
- **Integrated with Department of Homeland Security's E-Verify Service**
- **Remote I-9 Verification**

Why Use Form I-9 and E-Verify Services?

All employers in the United States must ensure their employees meet U.S. Citizenship and Immigration Services' (USCIS) employment eligibility requirements. This includes completing all Form I-9 requirements to verify the identity and employment authorization of each new employee.

HireRight's Form I-9 and E-Verify Services include a wealth of features to help you manage this process as efficiently as possible and facilitate your compliance with all USCIS requirements.

HireRight's Form I-9 and E- Verify Services

Our Form I-9 and E-Verify Services feature a fully web-based I-9 form solution with the tools you need to manage your I-9 form program electronically from one platform.

Electronic I-9 Form Completion

From the easy to use interface you can quickly invite employees to electronically complete, sign and submit their Form I-9.

Employees can choose to complete their Form I-9 on their mobile, tablet or laptop for their convenience. Mobile document image capture and more inline help features makes it easy for them to complete their application.

This includes real-time error messages and prompts within the electronic forms to guide the user efficiently through completion – thereby helping to improve accuracy and promote Form I-9 compliance.

Form I-9 and E-Verify Services

Workflows to Fit Your Processes

You can leverage a variety of workflows to align with your on-boarding processes and meet your business and employee needs.

For example, you can electronically assign section 2 completion to an authorized representative in your organization, such as a hiring manager.

Other workflow options include:

- **I-9 Remote**

  HireRight's I-9 Remote service gives you access to over 5,000 authorized representatives nationwide who will complete section 2 of the I-9 form and verify documents in person with your employee. The service is ideal for customers needing to complete section 2 for employees working remotely or who are unable to visit one of your offices to verify their documents in person.

  To initiate an electronic remote request, you simply invite your employee using our "Remote Order" option. Leveraging our third party network of over 5,000 authorized representatives, your employee will schedule a time and place at their convenience to meet with an authorized representative to complete Section 2 requirements. An additional fee is charged for this service.

- **Single or multiple form upload**

  For organizations that use a paper process, printed forms can be uploaded in PDF format either individually or in batch and stored in a single location so they're easily accessible. Also, any Form I-9 errors detected during the digital conversion process will be identified.

E-recruiting Integrations

Our integration capability and partnerships with Applicant Tracking System providers mean we can easily import data from a number of recruiting and on-boarding systems into your I-9 order to further streamline your I-9 process and leverage existing talent management suite information.* Imported data is populated into a worksheet, which the employee or authorized representative, as applicable, will be able to review before completing the Form I-9.

E-Verify Integration

Our I-9 solution is integrated into the Department of Homeland Security's E-Verify service for employers who are either required to or who opt to use this service.

Compliance-Focused

HireRight's I-9 solution meets all USCIS requirements related to the electronic creation, signature, retention and security of the Form I-9 process.

The service also includes a host of features to support your I-9 compliance:

- Automated error messages and prompts within the electronic forms help users to complete the forms accurately for I-9 compliance
- E-Verify service integration available if requested

Form I-9 and E-Verify Services

- Compliance management reports available on demand; such as a list of employees who need their work authorization to be re-verified
- Automatic alerts and emails to notify you of:
  - document expiration
  - duplicate record notification
  - I-9 Forms that may be eligible for deletion according to federal government Form I-9 retention rules.

Correction Feature

HireRight's I-9 correction feature allows each Form I-9 to be corrected if necessary to ensure accuracy. Detailed audit trail functionality tracks and records all corrections made to all elements of the Form I-9. The Audit Trail is then easily accessible for each Form I-9 from the "Audit Trail" section of your dashboard.

How It Works

When you order HireRight's I-9 Solution, you are connected to HireRight's fully electronic I-9 Form management system.

From the dashboard you can invite employees to complete section 1 electronically and assign section 2 to a remote authorized representative. The employee and authorized representative will be sent a link to complete each section of the I-9 form electronically and submit back to you.

If you choose to designate HireRight as your E-Verify employer agent, you can instantly submit an E- verify case.

From your employer dashboard, you can manage forms, notification, duplicates and audit your I-9 compliance.

* I-9 Remote is not available through an Applicant Tracking System integration

Getting Started
For more information about HireRight's Form I-9 and E-Verify Services, visit us at **www.hireright.com**.