

Completing I-9 Sections 1 and 2 through I-9 Virtual

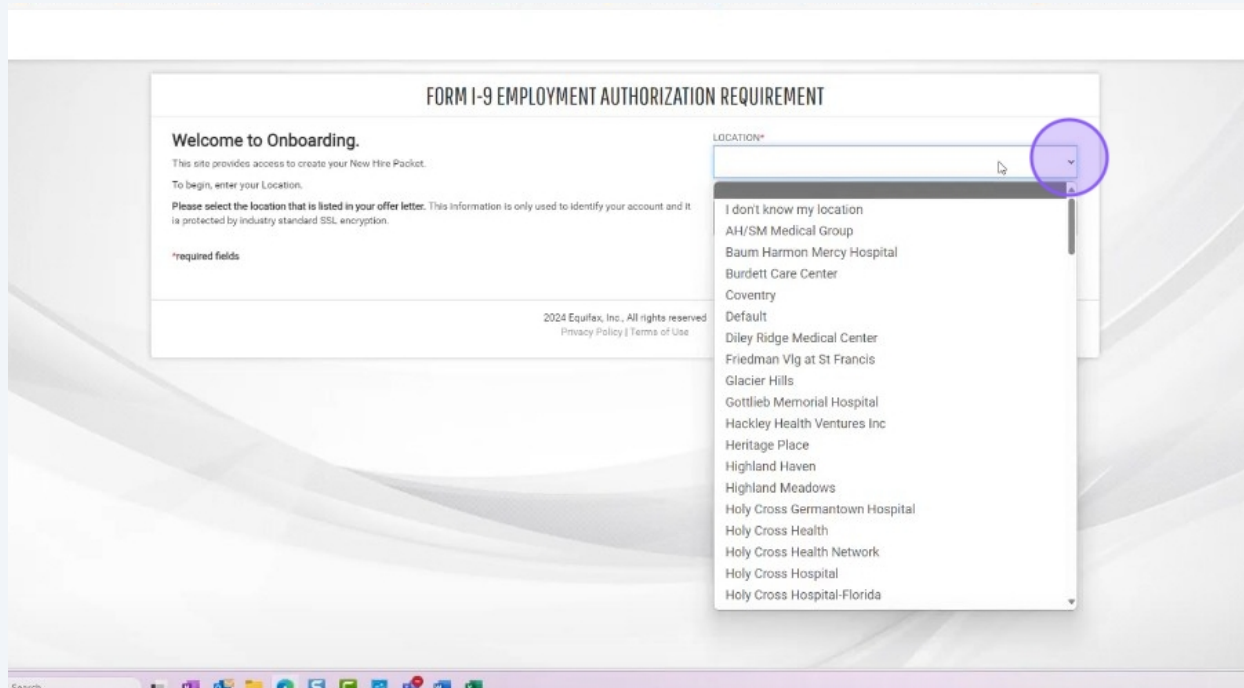
This guide offers a step-by-step process for accessing and completing your I-9 Employment Authorization Requirement using I-9 Virtual to ensure a smooth and efficient verification of your employment eligibility. It provides clear instructions on navigating the platform, entering personal information, uploading necessary documents, and connecting with an agent for final verification.

1

Navigate to I-9 remote link provided to you in your Welcome Email. This will navigate you to Section 1 of the I-9 Employment Authorization Requirement.

2

Click on the location dropdown to choose location that you will be working under Trinity Health. Example: "St. Joseph's Hospital Syracuse"



The screenshot displays the 'FORM I-9 EMPLOYMENT AUTHORIZATION REQUIREMENT' onboarding page. On the left, there is a 'Welcome to Onboarding.' section with instructions: 'This site provides access to create your New Hire Packet. To begin, enter your Location. Please select the location that is listed in your offer letter. This information is only used to identify your account and it is protected by industry standard SSL encryption.' Below this is a '*required fields' label. On the right, there is a 'LOCATION*' dropdown menu. A purple circle highlights the dropdown arrow, and the menu is open, showing a list of locations including 'I don't know my location', 'AH/SM Medical Group', 'Baum Harmon Mercy Hospital', 'Burdett Care Center', 'Coventry', 'Default', 'Diley Ridge Medical Center', 'Friedman Vlg at St Francis', 'Glacier Hills', 'Gottlieb Memorial Hospital', 'Hackley Health Ventures Inc', 'Heritage Place', 'Highland Haven', 'Highland Meadows', 'Holy Cross Germantown Hospital', 'Holy Cross Health', 'Holy Cross Health Network', 'Holy Cross Hospital', and 'Holy Cross Hospital-Florida'. At the bottom of the page, there is a footer with '2024 Equifax, Inc. All rights reserved' and links for 'Privacy Policy' and 'Terms of Use'. The Windows taskbar is visible at the very bottom of the screenshot.

- 3 Click "Continue" once you have selected your location.

FORM I-9 EMPLOYMENT AUTHORIZATION REQUIREMENT

Welcome to Onboarding.

This site provides access to create your New Hire Packet.

To begin, enter your Location.

Please select the location that is listed in your offer letter. This information is only used to identify your account and it is protected by industry standard SSL encryption.

LOCATION*

Holy Cross Hospital-Florida

CONTINUE

© 2024 Equifax, Inc., All rights reserved. Privacy Policy | Terms of Use

- 4 Enter your personal information.

EMPLOYMENT CENTER

- Personal Information
- View Acknowledgment Custom
- PH

PERSONAL IDENTIFICATION

PERSONAL INFORMATION

Social Security Number* [Input field with 'I' and a purple circle] **Confirm Social Security Number*** [Input field]

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

Yes No

First Name (Given Name)* [Input field] **Middle Initial** [Input field] **Last Name (Family Name)*** [Input field]

Email Address [Input field] **Telephone** [(XXX) XXX-XXXX] [Input field]

PHYSICAL ADDRESS

International Address?* Yes No **Street Address*** [Input field]

5

Once you have entered your personal information and identifiers, Read and acknowledge information by initialing under the "Signature" section and click continue.

The screenshot shows a web form with the following fields: Zip code* (83702), City* (Boise), State ID, and County* (Ada). Below these is a "SIGNATURE" section with a list of terms and conditions. A text input field for "Your initials:*" is highlighted with a purple circle. At the bottom, there are "BACK" and "CONTINUE" buttons.

Zip code* 83702 City* Boise State ID County* Ada

SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will id
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is ex that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such infor documentation.

Your initials:*

⏪ BACK CONTINUE ⏩

6

Click "Yes" or "No" if you have a Visa.

The screenshot shows a web form titled "VISA ACKNOWLEDGEMENT CUSTOM" for "Chuckly Cheese, Standard, Holy Cross Hospital-Florida". It includes a sidebar with "EMPLOYMENT CENTER" and options for "Personal Information", "Visa Acknowledgement Custom", and "19". The main form asks "Do you have a Visa?" with "Yes" and "No" radio buttons. The "No" button is highlighted with a purple circle. Below is a "SIGNATURE" section with a text input field for "Enter your initials:". At the bottom, there are "BACK" and "CONTINUE" buttons.

VISA ACKNOWLEDGEMENT CUSTOM
Chuckly Cheese, Standard, Holy Cross Hospital-Florida

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- 19

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

Enter your initials:

⏪ BACK CONTINUE ⏩

7 Read and acknowledge information by initialing under the "Signature" section.

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- 19

VISA ACKNOWLEDGEMENT CUSTOM

Chuckie Cheese, Standard, Holy Cross Hospital Florida

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

Enter your initials: CC

CONTINUE

8 Click "Continue"

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: CC

< BACK CONTINUE >

9

In next section, you will enter your Hire Date on your offer letter. Enter your Citizenship Attestation and confirm if you did or did not utilize a preparer and/or translator.

The screenshot shows a web application interface for an 'EMPLOYMENT CENTER'. On the left is a dark sidebar with menu items: 'Personal Information', 'Visa Acknowledgement Custom', and '19'. The main content area is titled '19' and 'Chucky Cheese, Standard, Holy Cross Hospital-Florida'. It includes a language toggle for 'Review information in English | Revisar información en Español'. A note states: 'Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before'. Below this is a link for 'View Employee Information' and a 'Hire Date on Offer Letter (mm/dd/yyyy)' field containing '11/13/2024'. The 'Citizenship Attestation' section contains the text: 'I am aware that federal law provides for imprisonment and/or fines for false statements or use of false information.' and 'I attest, under penalty of perjury, that I am'. It lists four radio button options: '1. A citizen of the United States', '2. A nonditizen national of the United States (see instructions)', '3. A lawful permanent resident', and '4. A nonditizen authorized to work until'. The 'Preparer and/or Translator Certification' section 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.'.

10

Click "Continue".

This screenshot shows the same form as above, but with a large grey circular loading spinner in the center. At the bottom of the form, there are two buttons: '< BACK' and 'CONTINUE >'. The 'CONTINUE >' button is highlighted with a purple circle. The Windows taskbar is visible at the bottom of the screen.

11

Read and Acknowledge information by checking the checkbox under "Employee Electronic Signature".

Date of Birth: 09/15/2000
U.S. Social Security Number: XXX-XX-7891

Address: 1234 State Boise, ID 83702
E-mail Address: chucky@test.com
Telephone Number: 2087475695

Work Status: A Citizen of the United States

Hire Date on Offer Letter: 11/18/2024

EMPLOYEE ELECTRONIC SIGNATURE

[Employee Signature in English](#) | [Firma del empleado en español](#)

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

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:

- Agree to electronically sign this document.
- Understand that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- Understand that the employer may electronically verify your work authorization with the United States Government.

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

12

Click "Continue".

U.S. Social Security Number: XXX-XX-7891

Address: 1234 State Boise, ID 83702
E-mail Address: chucky@test.com
Telephone Number: 2087475695

Work Status: A Citizen of the United States

Hire Date on Offer Letter: 11/18/2024

EMPLOYEE ELECTRONIC SIGNATURE

[Employee Signature in English](#) | [Firma del empleado en español](#)

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

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:

- Agree to electronically sign this document.
- Understand that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- Understand that the employer may electronically verify your work authorization with the United States Government.

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

13

Next steps include loading your documents. Ensure you have these saved and/or ready to capture.

January 1, 2018, 10:00 AM, My Health My Choice Hospital Florida

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.

14

You will need 1 item from List A OR 1 item from List B and 1 item from List C to verify your I-9.

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 with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter's Registration Card with Photo
- U.S. Military Card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document with Photo
- Canadian Driver's license

LIST C DOCUMENTS

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Employment authorization document issued by DHS (US Citizen or Non-Citizen)



See below of examples of documents to upload or view additional information through Equifax Workforce Solution by clicking [HERE](#).



List A Documents example (U.S. Passport shown below but other documents can be chosen from list of acceptable documents).



List B Document example (Driver's License shown below but other documents can be chosen from list of acceptable documents).



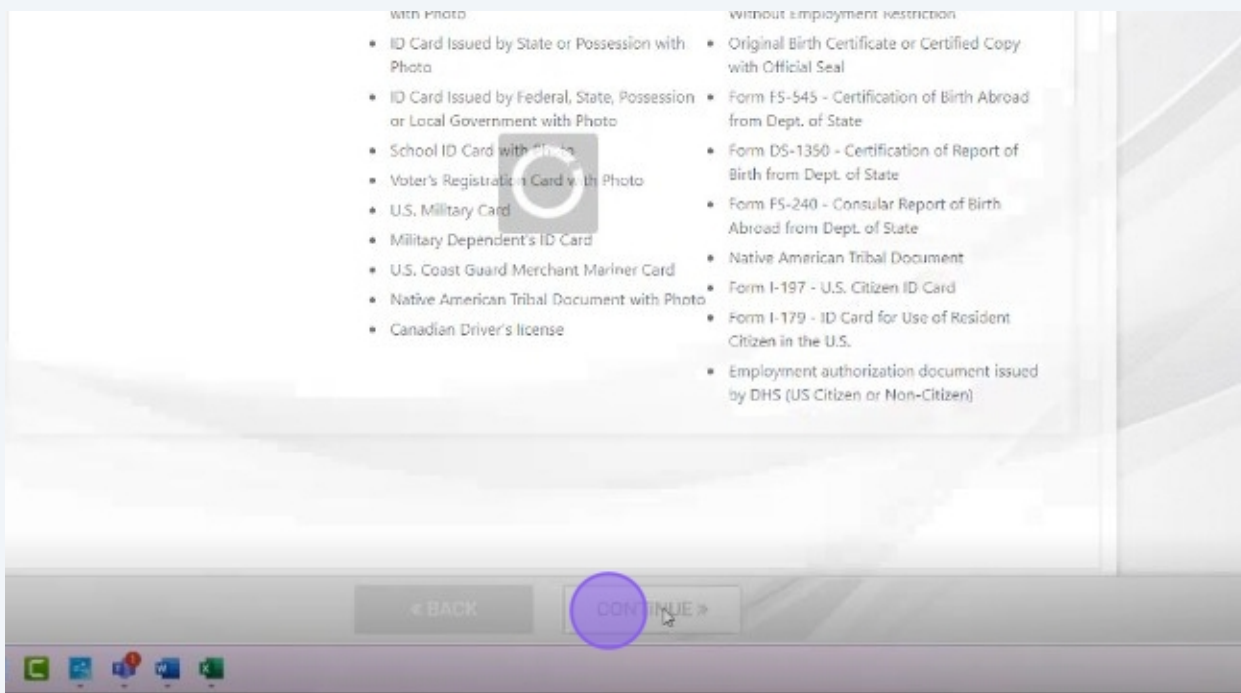


List C Document example (Social Security card shown below but other documents can be chosen from list of acceptable documents).

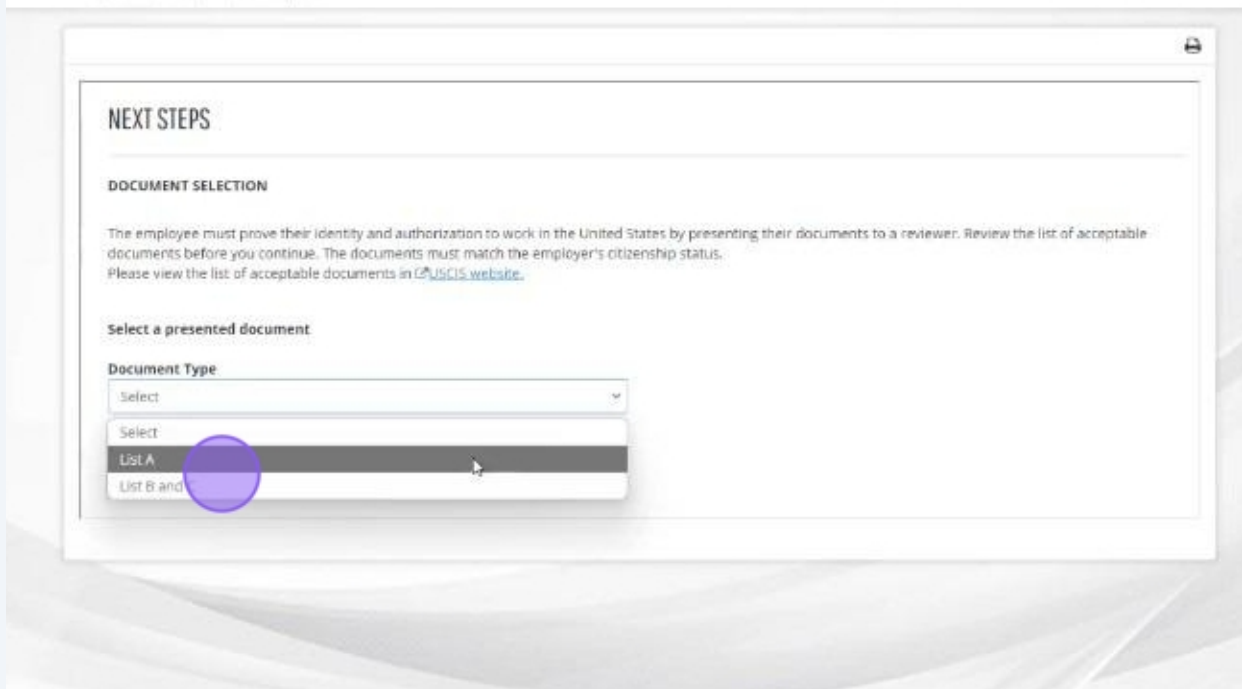


15

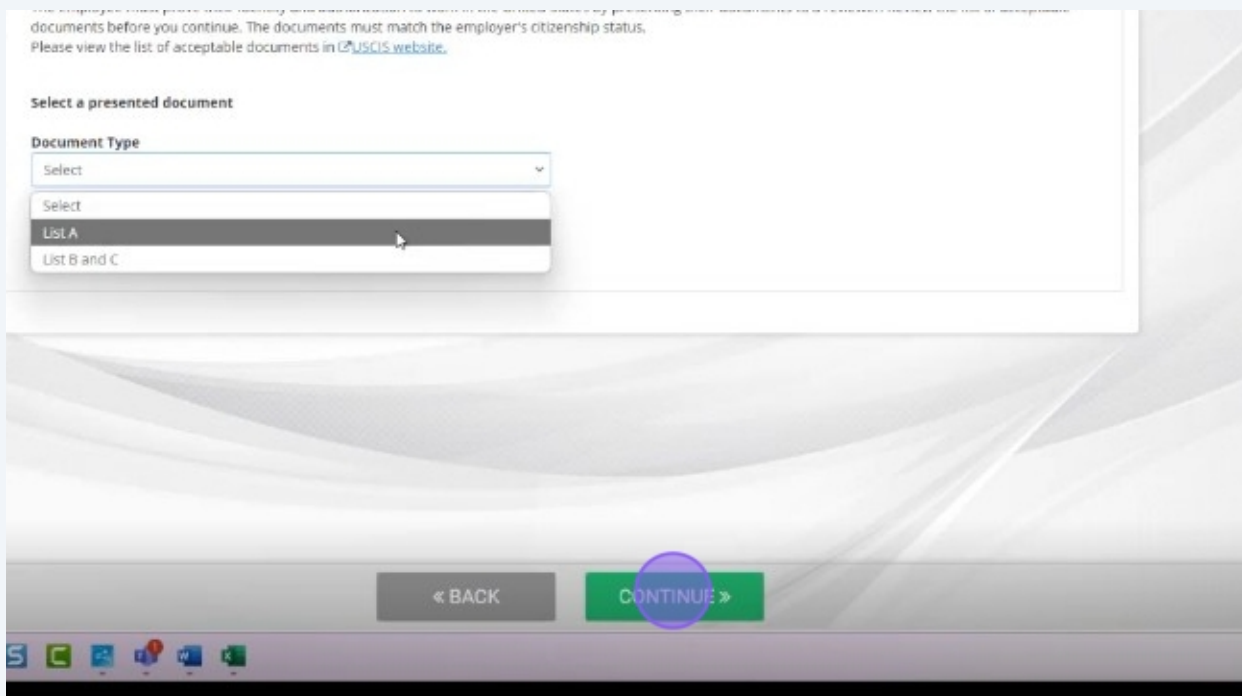
Once you are ready to upload your documents, Click "Continue".



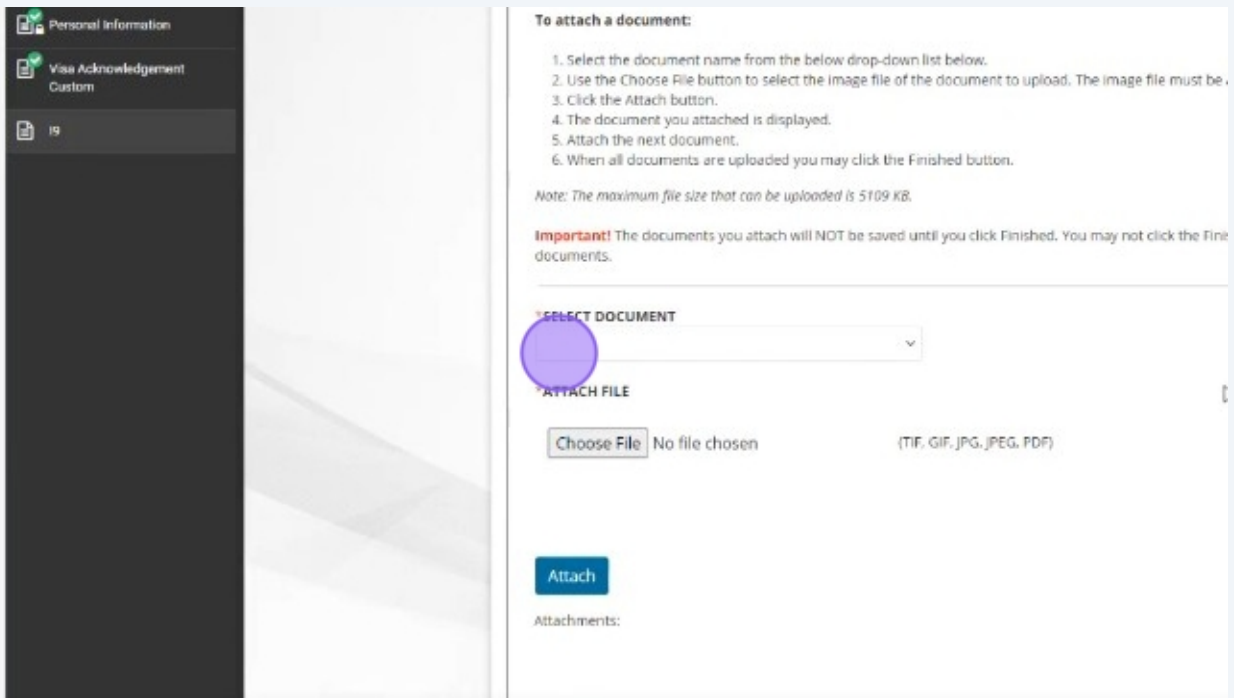
16 Choose your Document Types.



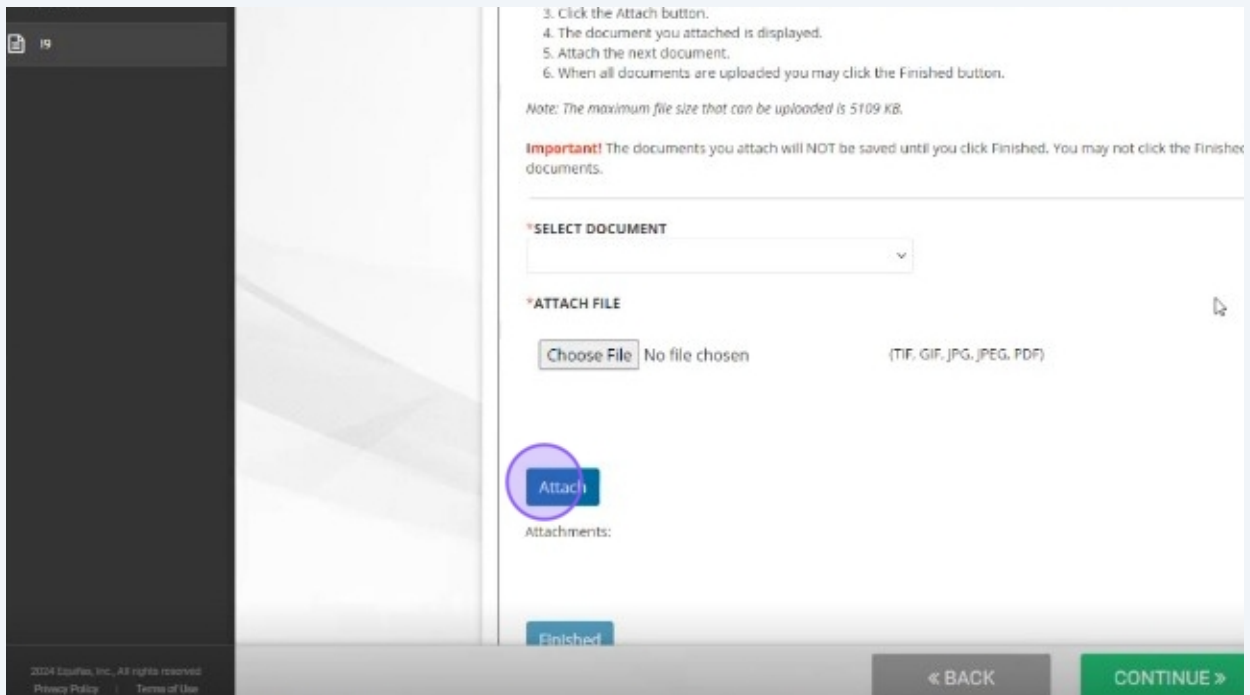
17 Click "Continue".



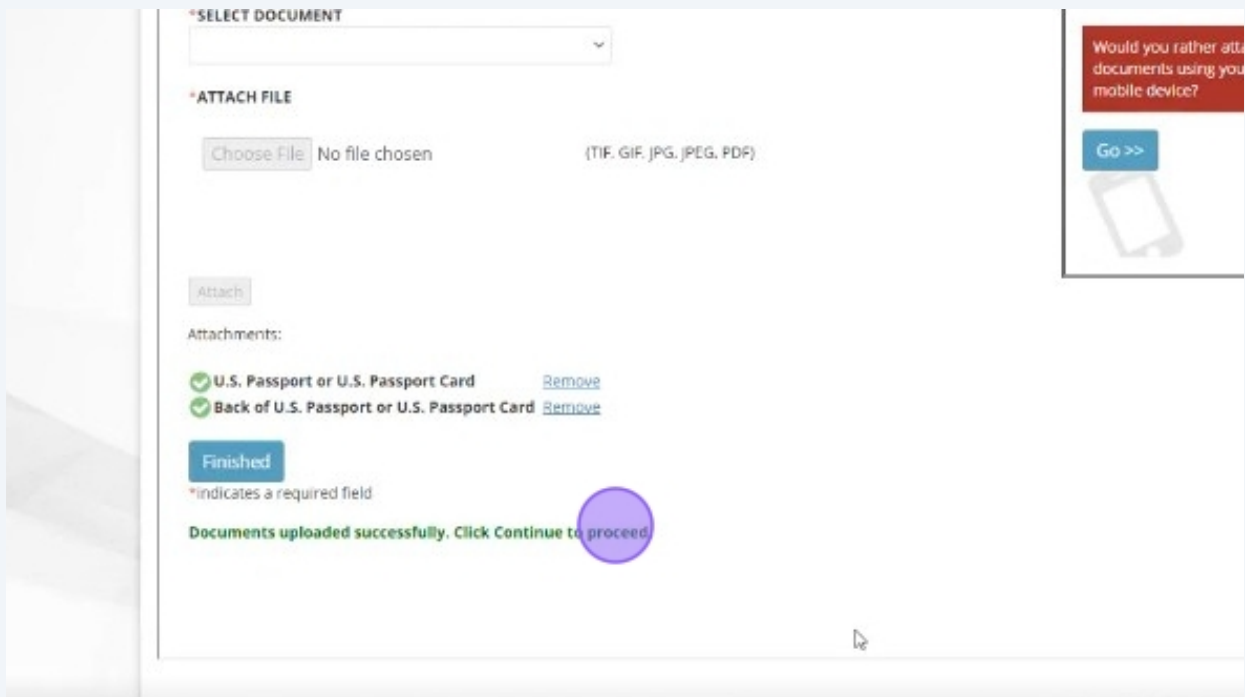
18 Select Document Type and click "Choose File" and attach document.



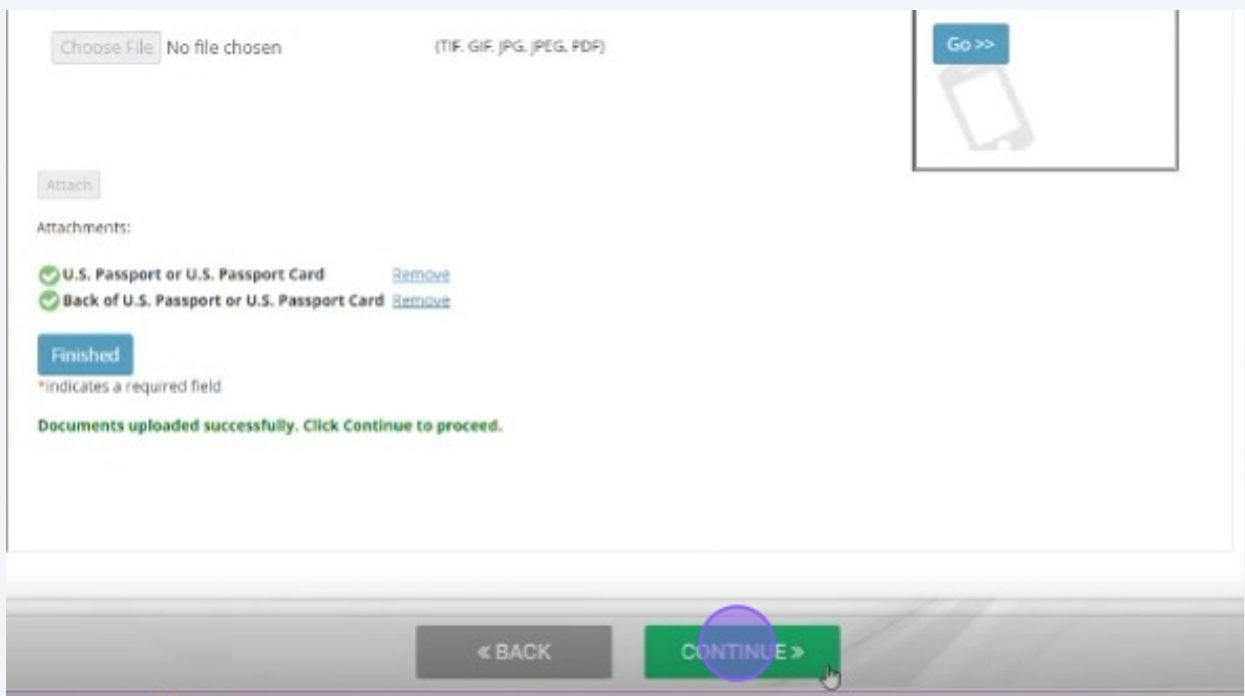
19 Click "Attach".



22 Verify that your documents have uploaded successfully.

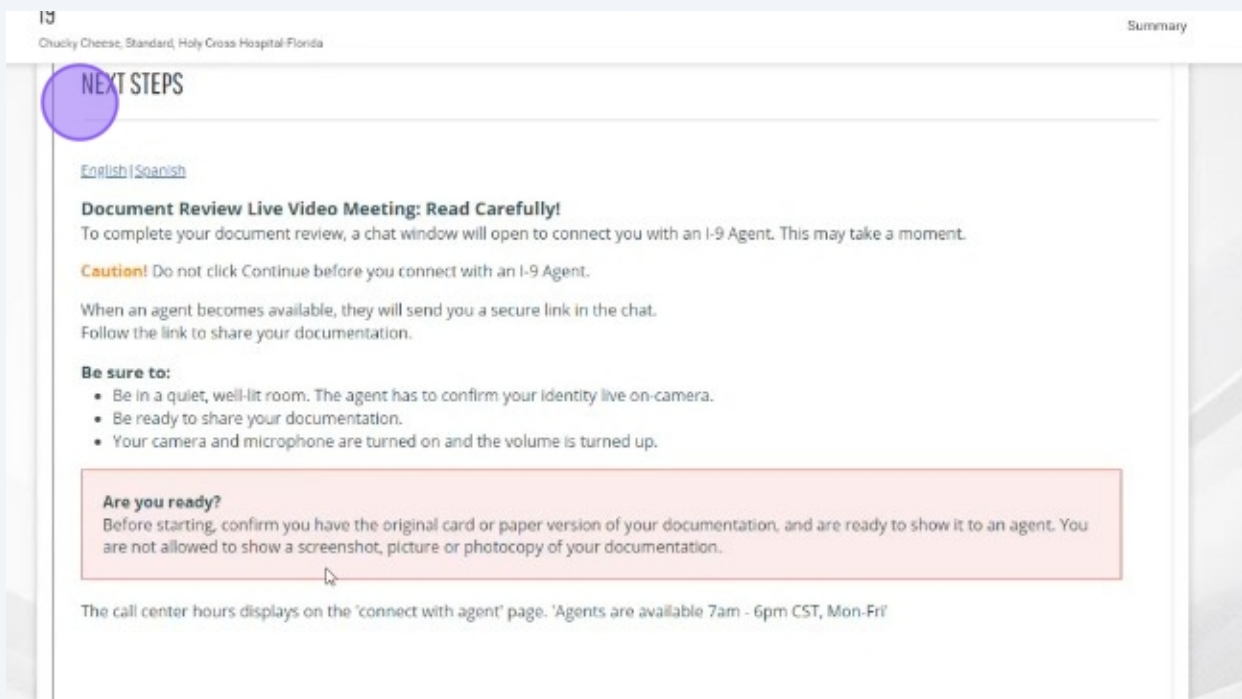


23 Click Continue.



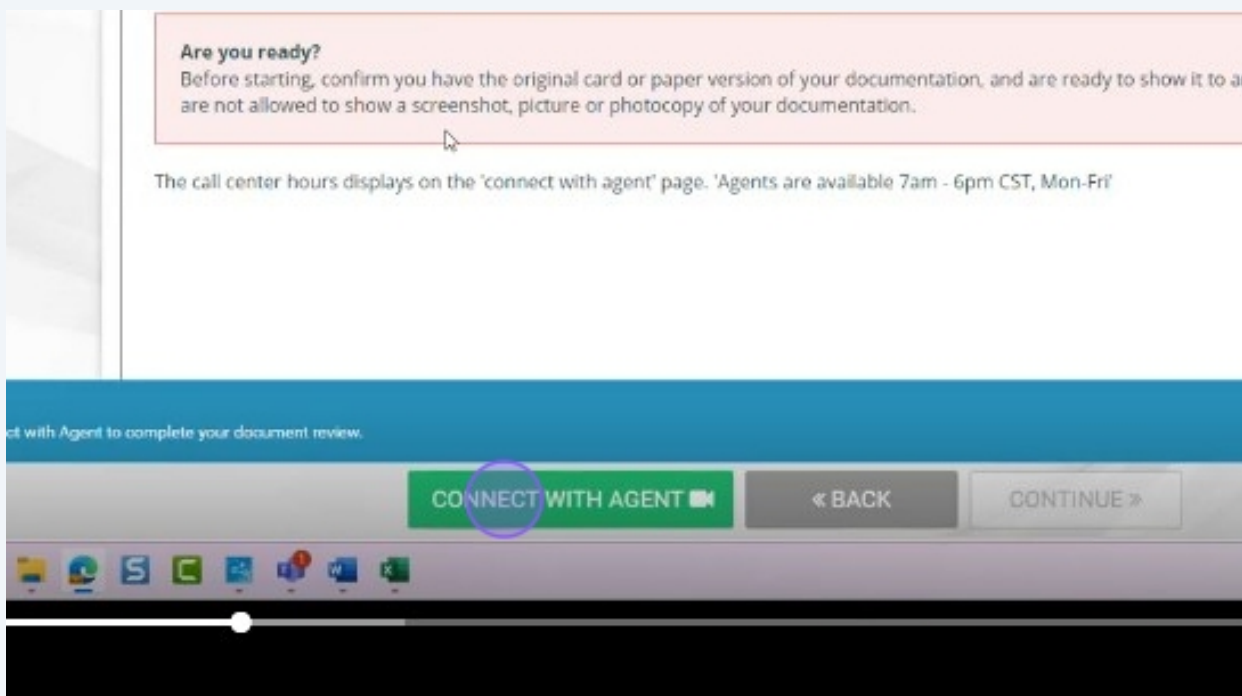
24

Next Steps will be to connect with a representative to verify your uploaded documents.



25

Click "Connect with Agent".



26

Once you are connected with an agent, you will be welcomed by an agent to verify Section 2 of the I-9 Verification process.

27

You will be asked to verify your name and employer.

28

You will be asked to verify document type uploaded in Section 1 and they will ask you to show front and back portions of the document to verify.

29

Once your documents have been verified through the Virtual verification process, your I-9 process will be complete.