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 I-9 Virtual 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.

 Locate the two emails sent from <u>donotreply@equifax.com</u> to your personal email. The first email contains directions on completing the Form I-9, your Login ID/Username, and the direct link to accept the Virtual I-9 Platform through Equifax. The second email contains your temporary password.

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chore reply@equifax.com (c)	Important: Form I-9 IS Due Betore your First Day 🤌 Important:
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Iuman Resources	Sincerely,
	Human Resources

Form I-9 Password Information > Inbox ×			
donotreply@equifax.com to	☆	٢	¢
Please use the following password for authentication when accessing Trinity Health's Authorized Form I Password :	-9 partne	er, Equi	fax:
Note: You will be prompted to create a permanent password that must be 8-16 Numbers only.			

2. Click the link in the email to the Employment Center and enter your Login ID/Username and Temporary Password then click Log In

Welcome to Onboarding.	Login ID*	
This site provides access to your New Hire Packet.		
to begin, enter your User ID and Password.		
Nease enter your User ID and Password. This information is only used to identify your account and it is protected by	PASSWORD*	
ndustry standard SSL encryption.		67
required fields	-	
	LOG IN	
	L	

3. You will be prompted to reset your password. Note: It must be 8-16 NUMBERS ONLY.

Welcome to Onboarding. This site provides access to your New Hire Packet.	Before you are able to continue, you are required to create a new password.	?
To begin, enter your User ID and Password.	The Password must be 8 - 16 Numbers in length.	
Please enter your User ID and Password. This information is only used to identify your acc	unt and it is protected by NEW PASSWORD*	
industry standard SSL encryption.		
required fields	CONFIRM PASSWORD	
		0
	CHANGE PASSWORD	

4. Click "Continue".

WELCOME TO YOUR EMPLOYMENT	[CENTER!
We are excited to welcome you as our new team member!	
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.	3 Forms to Complete
Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HB Representative	Personal Information
or in respectively.	Vise Acknowledgement Custom
	Form I-9
EFX	
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Thank you. Your password was successfully updated.	

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.

				- OR - SSN Applied For	
				Sold Applied for	
Please check if you are a Foreign	National authorized	to work in the US			
Yes No					
	N 40 1 11 1	and the second se			
First Name (Given Name)*	Middle I	nitiai	Last Name (Family Name)*	Uther Last Name Used	
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Email Address*		Telephone		Date of Birth*	
sbw @gmail	l.com	(000) (0	C 5050	00 45 4074	
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PHYSICAL ADDRESS	et Address* 23 Ov			Apt	
PHYSICAL ADDRESS	tet Address* 23 Ov	City*		Apt State*	
PHYSICAL ADDRESS International Address?* Yes No It Code* 83	et Address* 23 Ov	City* Bc		Apt State*	
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PHYSICAL ADDRESS International Address?* Yes No Zip code* 83 County*	tet Address* 23 Ov	City* Bc		Apt State*	
PHYSICAL ADDRESS International Address?* Yes No Zip code* 83 County*	tet Address* 23 Ov	ony* Bc		Apt State*	
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PHYSICAL ADDRESS International Address?* Yes No Zip code* 83 County* SIGNATURE	tet Address* 23 Ov	City* Bc		Apt State*	

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

	VISA ACKNOWLEDGEMENT CUSTO Summary	My Account *
EMPLOYMENT CENTER		8
Personal Information		
Visa Acknowledgement Custom	Do you have a Visa ?	
Form I-9	Ves 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:	
2025 Equifax, Inc., All rights reserved		
2025 Equifax, Inc., All rights reserved Privacy Policy Terms of Use	« BACK CONTINUE »	

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 Summary 🌢 My Account-
EMPLOYMENT CENTER	START HERE, Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. The links the completion of this form.
	4. A nonstreen authorized to work until Preparer and/or Translator Certification O
2025 Equifas, Inc., All rights reserved Privacy Policy Terms of Use	Circle purposed with the comparison of the compar

8. Review for accuracy all the personal information entered, click the box to sign the attestation. Click Continue.

	F	ORM I-9 Summary 🔺 My Account~
		EMPLOYEE REVIEW
Visa Acknowledgement Custom		Review information in English <u>Bevisar información en Español</u>
2 Form 19		This information should be reviewed and completed by the employee who prepared the L9 form. Ginr Date of Birth: 017 U.S. social Security Number: XXX.X: Address: 1/2 Email Address: sto Telephone Number: 208 Work Status: A Des Hire Date on Offer Letter: 06/0 EMPLOYEE ELECTRONIC SIGNATURE Emolowed Signature in English Firms add templeador en escalabel Des Py decking this checkbox. Lattest that I have read, understand, and agree to the statements appearing on the Form 19 above in addition to the form form; I share and correct.
2025 Equifax, Inc., All rights reserved Privacy Policy Terms of Use		CPEdit Personal Info

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 Summary	🌢 My Accou
EMPLOYMENT CENTER	NEXT STEPS	nt this page
Personal Information	Engli	sh Spanish
Visa Acknowledgement Custom	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 and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only an documents establish work subtrization only. Examples of each are listed below.	from List B d List C
	If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note identity document you present must contain a photograph.	that any
	When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and yo to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.	through ou decide
	LIST A DOCUMENTS LIST B DOCUMENTS LIST C DOCUMENTS	
	U.S. Passport or U.S. Passport Card Oriver's License Issued by State or Possession Social Security Account Number Card	
	« BACK 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

		ORM I-9 su	immary 🛔 My Account+	
EMPLOYMENT CENTER		NEXT STEPS COUNTY STLATION The engingee must prove their forms yand authorization to work in the United States by presenting their documents to a reviewer. Review the last of acceptable documents in CL/LCS versions. Please view to the last of acceptable documents in CL/LCS versions. Steet a presented document Document Type Use A Lut B and C	EnglishSpanish	
2023 Equilax, Inc., All rights reserved Privacy Policy Terms of Use		«BACK CONTINUE»		

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

EMPLOYMENT CENTER		e
Personal Information		
Visa Acknowledgement Custom	NEXT STEPS	English Spanish
Form I-9	DOCUMENT SELECTION	
	The employee must prove their identity and authorization to work in the United States by presenting their documents to a reviewer. Review Is of acceptable documents before you continue. The documents must match the employee's othership status. Pleases were be its of acceptable documents in <a href="https://www.comtestatestatestatestatestatestatestatest</td> <td>the</td>	the
	Select a presented document	
	Document Type List A	
	Receipt <u>What's This?</u>	

- 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	×
ATTACHTILE	
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 <u>Remov</u> Back of U.S. Passport or U.S. Passport Card <u>Remov</u>	<u>/e</u>	
Finished		
* indicates a required field	and a lateral second	
Documents uploaded successfully. Click Continue to	proceed.	
_		
	« BACK	CONTINUE »

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	Summary 🛔 My Account -
EMPLOYMENT CENTER	NEXT STEPS Document Review Live Video Meeting: Read Carefully! To complete your document review, a chat window will open to connect you with an 1-9 Agent. This may take a moment. Careful Do not click Continue before you connect with an 1-9 Agent. This may take a moment. Careful Do not click Continue before you connect with an 1-9 Agent. Chow the link to share your documentation. Be in a quiet, well-lit room. The agent has to confirm your identity live on-camera. Be ready to share your documentation. Our camera and microphone are turned on and the volume is turned up. Are you ready? Meen a 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	Summary 🛦 My Account-
2025 Equilitar, Inc., All rights reserved Privacy Policy Terms of Use	Information Please click Connect with Agent to complete your document review. CONNECT WITH AGENT	

- 14. 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.
- 15. When your documents have been verified through the virtual verification process, you Form I-9 process is complete. You will receive a confirmation email.

Congratulations - I-9 verification successfully completed > Index x
I-9ManagementCT2@equifax.com to to ▼ Dear
Great Work!
I-9 document verification is successfully completed.
Thanks, Trinity Health

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.



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.

	FORM I-9	Summary 🛔 My Account -
EMPLOYMENT CENTER		Ð
Visa Acknowledgement Custom	NEXT STEPS	
Form 1-9	To ensure the completion of your section 2 documentation review, please.	
	Flease select on connect to agent if you would like to review your I-9 documents for verification. Please select on upload document if you would like to upload documents.	
	Please upload all documents before connecting to an agent. Select upload document option to continue.	
	Connect To Agent O Upload Document	
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