Please use the following instructions to complete your Form I-9. You’ll access your Form I-9 from your Workday inbox. If you are having issues accessing Workday from home, please reach out to the HR Service Center at 1-877-750-HR4U (4748).

1. Open your Form I-9 inbox assignment in Workday. To complete your Form I-9, click on the **Equifax I-9 Remote User Link**. **If you press the wrong link, please use the following hyperlink to access the Remote Verification Website: Equifax I-9 Remote Appointment**

2. Please select the “THONE” location you’ll be working at. **Refer to your Offer Letter, and choose the location option that best matches. This will allow us to retrieve your I-9.**
3. Next, you’ll see the below instructions page. After reading through the information, press **Continue**.

4. Under **Personal Information** you’ll fill out all the below fields then scroll down to **Physical Address**.

5. Add your home address to the fields below **Physical Address**.
6. Scroll down to **Signature** and type in your initials then press Continue

![Signature screenshot]

7. Next, you’ll add your start date (orientation date) to the field below. You can find this in your offer letter.

![Start Date screenshot]

8. Scroll down to the **Citizen Attestation** section and select one of the four (4) options that pertains to you. Next, you’ll select the option that pertains to you under **Preparer and/or Translator Certification**. Press **Continue**.

![Citizen Attestation screenshot]
9. Review the information under **Employee Review**. *Double check your Date of Birth, Social Security Number and spelling of your name. If any of this information is incorrect use the Edit Personal Info link shown below. Once the information has been reviewed and looks correct, check the box and press Continue.*

10. Next, you’ll be prompted to schedule an appointment to get your documents verified for **Section 2**. Press Continue.
11. Nearest locations will populate based on the home address you entered on Section 1 of your I-9. If you’d like to use a different address to find an I-9 location use the search bar (pictured below).
12. Scroll through the locations on the left-hand side and select the location you’d like to go to. After you click on the location, you’ll scroll down to **Set your Appointment**. Click on the date for your appointment then select from the drop down for the times that are available. You’ll see your selections at the bottom (shown below).

*Note: Your appointment must be completed by the Wednesday before your start date (orientation date).*

13. Confirm your appointment and press **Continue**.
14. Next, you’ll see your confirmation page. Your appointment information will also be emailed to you. Feel free to print this page. **Review the acceptable documents BEFORE you go to your appointment. You’ll need to take your acceptable documents with you to your appointment. **Press Continue after reviewing this information.
15. Once you see this page you are done with section 1.

16. Any questions? Reach out to Workforce Solutions Support for further assistance.
   Phone: 877-664-8778 Email: workforcesolutionssupport@equifax.com
   Hours: Monday-Friday, 7:00AM – 7:00PM, Central Time (excluding holidays)

17. You’ll receive the following email regarding your appointment. *Make sure to check your spam or junk mail inbox.

   **Ashley Beckham**
   
   From: 1-9Management@equifax.com
   Sent: Friday, September 18, 2020 12:55 PM
   To: Ashley Beckham
   Subject: [External] I9 Section 1 Receipt

   **Warning:** This email originated from the Internet!

   DO NOT CLICK links if the sender is unknown, and NEVER provide your password.

   **Equifax**

   **Español**
   
   Congratulations Jane Doe!

18. If you need to cancel or modify your appointment, scroll down through the email and click on the link (shown below). **You’ll need the appointment number (shown below) to cancel or modify your appointment.

   **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: 8624304

   Click [HERE] to modify or cancel your appointment.
   Link will expire 120 days after your appointment date.

   *If link has expired please contact Employer*
19. After you click on the link you’ll have to provide the information below. *Remember, your appointment number is in the email. Add the information to each field then press submit.

20. The Schedule Management page shows you your appointment details. If you need to cancel or modify your appointment use the links at the bottom of the page (shown below). **DO NOT CANCEL YOUR APPOINTMENT WITHOUT SCHEDULING ANOTHER.

21. You’ll receive another email showing the details or your canceled or modified appointment. Again, if you have any questions contact Workforce Solutions Support for further assistance.
Phone: 877-664-8778 Email: workforcesolutionssupport@equifax.com
Hours: Monday-Friday, 7:00AM – 7:00PM, Central Time (excluding holidays)