

## Procedures for New Hire - How to Complete Section 1 of I-9 Form

New Hire will receive an email from Equifax which will contain a link to the Employment Center (see example below). If new hire cannot find e-mail in Inbox folder then receiving system may have routed e-mail to Clutter/Junk/Spam folder. New hire may check Clutter/Junk/Spam folder for e-mail from Equifax too.

### E-mail Example

**From:** [donotreply@equifax.com](mailto:donotreply@equifax.com) <[donotreply@equifax.com](mailto:donotreply@equifax.com)>  
**Sent:** Thursday, June 6, 2019 10:05 AM  
**To:** Julia Johnson  
**Subject:** Welcome to the University of Nebraska (UNMC)

Dear Julia,

Welcome to the **University of Nebraska Medical Center**! Congratulations on your new position and best wishes as you launch your career with us.

To ensure your career gets off to a great start, you must complete your Form I-9, which may be accessed at the [Employment Center](#) or by copying and pasting the following URL into your browser:  
<https://hrx.talx.com/webmanager/LoginClientKey>

Please configure your web browser to **allow Pop-ups** for this site. You may need to turn your Pop-up Blocker off.

Use the following Login ID and Password for authentication:

**Login ID:** XXXXXXXX

**Password:** Your 10-digit Phone Number (area code and number)

In preparation for completing the forms, please gather your I-9 documents.

Once logged in to Employment Center, your Form I-9 should take approximately 5-10 minutes to complete. **Please double check the data you enter as data accuracy is essential in your Form I-9.**

If you have any questions or difficulty accessing the site, please contact your hiring department Administrator or Coordinator.

Once again, we would like to extend a warm welcome to you as you join us!

Sincerely,  
**University of Nebraska Medical Center.**

## Procedures

1. Click “**Employment Center**” link in e-mail. The Online New Hire Packet login page will appear.

The screenshot shows the login page for the University of Nebraska Medical Center's Online New Hire Packet. At the top center is the logo for the University of Nebraska Medical Center. Below the logo, the title "ONLINE NEW HIRE PACKET" is displayed in a large, bold, black font. The page is divided into two main columns. The left column contains the following text: "Welcome to Onboarding.", "This site provides access to your New Hire Packet.", "To begin, enter your User ID and Password.", "Please enter your User ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.", and a section titled "\*required fields" with links for "More about security" and "Minimum requirements". The right column contains a "LOGIN ID\*" field, a "PASSWORD\*" field, and a grey "LOG IN" button. At the bottom center, it says "2019 Equifax, Inc., All rights reserved" and "Privacy Policy | Terms of Use".

2. Enter Login Id - Indicated in Email
3. Enter Password – Indicated in E-mail
4. Click “**Log In**”

The screenshot shows the password creation page for the University of Nebraska Medical Center's Online New Hire Packet. At the top center is the logo for the University of Nebraska Medical Center. Below the logo, the title "ONLINE NEW HIRE PACKET" is displayed in a large, bold, black font. The page is divided into two main columns. The left column contains the following text: "Welcome to Onboarding.", "This site provides access to your New Hire Packet.", "To begin, enter your User ID and Password.", "Please enter your User ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.", and a section titled "\*required fields" with links for "More about security" and "Minimum requirements". The right column contains an information icon (a yellow circle with an exclamation mark) and the text "Before you are able to continue, you are required to create a new password.", "The password must be 8 - 16 Numbers in length.", a "NEW PASSWORD\*" field, a "CONFIRM PASSWORD\*" field, and a grey "CHANGE PASSWORD" button. At the bottom center, it says "2019 Equifax, Inc., All rights reserved" and "Privacy Policy | Terms of Use".

5. Create and Confirm New Password
6. Click "Change Password"



## ONLINE NEW HIRE PACKET

**Welcome to Onboarding.**

This site provides access to your New Hire Packet.

To begin, enter your User ID and Password.

Please enter your User ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.

Thank you. Your password was successfully updated. You may continue with your login.

CONTINUE

**\*required fields**

[More about security](#)  
[Minimum requirements](#)

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7. 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.

Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HR Representative.

2 Forms to Complete

**Personal Information**

19

**EFX**

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CONTINUE »

8. Click "Continue"

\* REQUIRED FIELD

**Personal Information**

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**PERSONAL IDENTIFICATION**

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Social Security Number\*  Confirm Social Security Number\*

- OR -

First Name (Given Name)\*  Middle Initial  Last Name (Family Name)\*  Other Last Name Used

Email Address\*  Telephone\*  Date of Birth\*

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**PHYSICAL ADDRESS**

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Street Address\*  Apt

Zip code\*  City\*  State\*

County\*

**Note:** Even though there is no (\*) for the Middle Initial, enter N/A there if you do not have a Middle name.

9. Complete the “Personal Information” Section. All required fields are marked with an asterisk (\*).

**SIGNATURE**

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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 identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree 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 form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials:\*

10. Review information in “Signature” Section

11. Enter your Initials - in the “Your Initials” field based in the information you entered in “Personal Information” Section - First Name, Middle Initial & Last Name (Family Name)

12. Click “Continue”



**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Attestation

Review information in English | [Revisar información en Español](#)

[I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

▶ [View Employee Information](#)

Employment Date (mm/dd/yyyy)

08/01/2019



### Citizenship Attestation

I am aware 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.

I attest, under penalty of perjury, that I am

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (see instructions)
- 3. A lawful permanent resident
- 4. An alien authorized to work until

13. Select your citizenship/immigration status under the “Citizenship Attestation” Section

### Preparer and/or Translator Certification

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

[Edit Personal Info](#)

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CONTINUE »

14. Select Option that applies to you under the “Prepared and/or Translator Certification” Section  
15. Click “Continue”



## EMPLOYEE REVIEW

Review information in English | [Revisar información en Español](#)

[I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

Jason K Donald

**Other Names Used:** xxxxxxxx3

**Date of Birth:** 06/02/1981

**U.S. Social Security Number:** 506-71-6341

**Address:** 8110 N 28th Ave Omaha, NE 68112

**E-mail Address:** ajhuerta@unmc.edu

**Telephone Number:** 4028713122

**Work Status:** A Citizen of the United States

**Employment Date:** 08/01/2019

## 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.

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CONTINUE »

16. Review information on this page in detail as **information must be accurate**.

17. **Note: University of Nebraska Medical Center (UNMC) participates in E-Verify:**

- a. **E-Verify** is a United States Department of Homeland Security (DHS) website that allows businesses to determine the eligibility of their employees, both U.S. and foreign citizens, to work in the United States.
- b. **E-Verify** compares information from an employee's Employment Eligibility Verification Form I-9 to data from U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility. The program is operated by the DHS in partnership with the Social Security Administration.

18. Check box  under "Employee Electronic Signature" Section

19. Click "Continue"

## NEXT STEPS

 Print this page

You're almost done...

Click the continue button at the bottom of the screen to finish.

### THINGS YOU NEED TO REMEMBER

You will need to provide a receipt code to your employer or employer's agent upon request.

#### RECEIPT CODE

98rv93kb4

 EMAIL RECEIPT CODE

Please remember to bring this with you to your appointment!

20. Click **“Email Receipt Code”**

21. Review the **“Acceptable Documents”** Section. Thereafter, Click **“Continue”**

## 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.

#### 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)

 Edit Personal Info

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CONTINUE »

Congratulations! You completed Section 1 of the I-9 Form. Proceed to log out from system.



**WELCOME TO YOUR EMPLOYMENT CENTER!**

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[Welcome](#) [Congratulations](#)

**Congratulations! You are finished with the process.**

**Jason K Donald, REG OTHER ACAD SAL, Academic Affairs**

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Personal Information

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I9

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**Please bring your supporting document(s) to your department Administrator/PA Coordinator on your first day of employment. Section 2 of the Form I-9 will be completed once department Administrator/PA Coordinator reviews documents.**

**Note: UNMC must complete and sign Section 2 of Form I-9 Employment Eligibility Verification, within 3 business days of the employee date of hire.**