

# Introducing

## Electronic Form I-9 Compliance

### From ApplicantSafe

#### Legal Worker Verification

The Immigration Reform and Control Act of 1986 (IRCA) makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. The IRCA mandates that employers verify the employment eligibility status of newly-hired employees, which includes properly completing and storing the Form I-9. Noncompliance with the IRCA, whether intentional or caused by simple oversight, has significant legal and financial consequences.



#### Electronic Form I-9 Utilization

Achieve more efficient Form I-9 administration with total accuracy and ensure that I-9 forms are legally completed through the use of an electronic Form I-9 with error-detecting functionality and built in user guide.

Companies can go completely paperless by utilizing a click-to-sign electronic signature solution to electronically sign the eForm I-9 which also includes the ability to scan related documents. This electronic signature solution is fully compliant with the E-SIGN Act. Clients can electronically store and retrieve active and inactive I-9 Forms, providing secure paperless access for updating, re-verification and governmental inspection as dictated by law.

ApplicantSafe's eForm I-9 service also allows clients to receive automated alerts 90, 60 and 30-days in advance of the expiration of employees' work authorization documents, thus enabling employees to apply for renewal of their work authorizations and greatly increasing the probability that they can legally continue to work without interruption.

#### Employment Eligibility Verification

Confirm the legal "right to work" status of newly hired employees. Through proprietary software integration with the federal government's Employment Verification Program (EVP), clients are able to quickly and accurately verify a new employee's legal right to work in the United States.

Using specific information contained on the Form I-9, clients can electronically verify the accuracy of an employee's Social Security number, Immigration "A" number or I-94 arrival/departure number through Department of Homeland Security (DHS) and Social Security Administration (SSA) databases. Additionally, clients will receive a unique DHS-issued verification number which may be automatically attached to the employee's electronic I-9 Form.