I-9 & E-Verify

An easy, paperless way to
manage employee work eligibility.

ONLINE | COMPLIANT | EFFORTLESS

E-Verify. I-9. Basic Pilot. DHS. The terminology and requirements surrounding employment eligibility verifications can be confusing. Fortunately, InfoMart is here to help. Our Form I-9 and E-Verify services will help you quickly and easily maintain compliance with employment regulations and reduce paperwork, saving you time and money.

Federal regulations require employers to verify the identity and employment eligibility of each person they hire, as well as complete and retain a Form I-9 for each employee. To simplify this process, InfoMart offers electronic I-9 forms through a secure online system. Let InfoMart further streamline your system by verifying your employees online with E-Verify, confirming employment eligibility with the Department of Homeland Security (DHS) and the Social Security Administration (SSA).

- Generate I-9 forms online with electronic signatures
- Detect and reduce errors by collecting and reviewing I-9s electronically
- Maintain I-9s and work eligibility documents in an online central repository, eliminating paper
- Receive timely notification of I-9 reverifications
- Search, view and print stored I-9s easily through InfoMart's online portal
- Review monthly compliance reports online
- Maintain compliance by verifying employees with the DHS and SSA through E-Verify
- Automatically populate the E-Verify system with data from the electronic I-9
- View, sort and track E-Verify transactions online

InfoMart®

Achieve compliance and reduce paper by completing and storing I-9 forms online

FORM I-9

The Immigration Reform and Control Act of 1986 (IRCA) mandates that U.S. employers verify the employment eligibility status of newly-hired employees. Form I-9, also known as the Employment Eligibility Verification Form, is used for that purpose. Every employee hired after November 6, 1986 must complete an I-9 form within three days of starting work. The employee must present a document, or a combination of documents, that establishes both his/her identity and his/her legal authorization to work in the U.S. In October 2004, legislation made it possible to complete the I-9 electronically.

Conveniently integrated with our online background screening system, *WebASAP*, our online I-9 forms help companies maintain compliance and eliminate paper storage. InfoMart's online system allows you to collect and review I-9 forms electronically, obtain electronic signatures, and securely store completed I-9s. By maintaining your I-9 forms electronically, errors are reduced and documents are stored in a convenient central repository. In addition, the E-Verify process can be initiated directly from the electronic I-9 form.

E-VERIFY

Formerly known as the Basic Pilot/Employment Eligibility Verification Program, E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). The system allows participating employers to electronically verify the employment eligibility of their new hires. Participation in E-Verify is currently voluntary, with a few federal exceptions and state mandates.

InfoMart's E-Verify service submits your employee verifications to the DHS and SSA databases using an automated system. Depending on your needs, we can collect your employees' work eligibility information and begin the E-Verify process through an online I-9 form or submit the information directly to the DHS and SSA without the use of an online I-9. Our reporting tool allows you to view, sort and track E-Verify transactions online.

REPORTS

Several reports are available through InfoMart's online system including compliance reports that can identify missing I-9 forms, reverification reports that list employees whose documentation will expire within a certain timeframe, and an expired I-9 report that identifies employees whose I-9 has surpassed the required retention period.

online solution

- **InfoMart's I-9 service gives employers an easy, paperless way to manage their I-9 documentation. Just enter the employee's information and it automatically populates an electronic I-9 form that can easily be printed as needed.**

- **Electronic signatures make InfoMart's I-9 service a truly paperless solution. The employee and employer each simply check a box for electronic confirmation.**

- **Need to bring your existing hard copy I-9s online? InfoMart's I-9 solution makes it easy, with a convenient upload feature that allows users to import I-9s and other supporting documentation.**

- **For clients who use both the I-9 and E-Verify services, data from the I-9 form automatically populates the E-Verify form and prompts a search. Initial E-Verify search results are available in minutes.**

- **With a wide variety of reports to choose from, InfoMart's reporting feature gives users all the information they need right at their fingertips, helping employers stay informed and in compliance with legal requirements.**

- **InfoMart's web-based background screening software, *WebASAP*, seamlessly integrates with our I-9 and E-Verify services. Simply use the search function in the I-9/E-Verify system to locate applicants from *WebASAP* that are ready for the next step in the hiring process.**

GET THE WHOLE STORY.