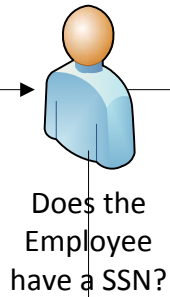
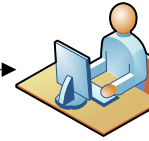


Electronic I-9 Process



YES

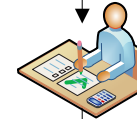


Link to I-9 eXpress and instructions is sent to employee.

NO



Within three days Of the first day of work The employee reports To the department Or pre-employment Orientation to Provide supporting Documentation

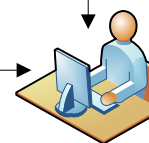


Authorized I-9 Representative completes Section 2 of the I-9 Form within 3 days of employee's start date

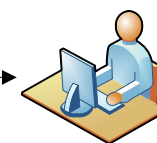


Authorized I-9 Representative Completes the following:

- Section 1
- Preparer/Translator Certification
- Section 3 within three days of the Employee's start date



I-9 Representative uploads supporting documentation Into I-9 eXpress



I-9 Representative prints Copy of Employee Detail Page And scans into WebXtender And completes EPAF transaction