



## VISANOW's Electronic I-9 Management Service

The Immigration Reform and Control Act of 1986 (IRCA) requires all employers to verify the work authorization for all U.S. employees hired after November 6, 1986 within three business days from the date of hire. The U.S. Citizenship and Immigration Services (USCIS) requires employers to either retain paper Form I-9s or use electronic I-9 storage systems.

However, due to fraud, poor verification, and/or negligent recordkeeping, employers are often found to be non-compliant. Increased U.S. Immigration and Customs Enforcement (ICE) audits make complying with the IRCA legislation more critical than ever before. Non-compliance can result in hefty fines and even incarceration.

VISANOW's electronic I-9 management system automates IRCA compliance and streamlines your I-9 process.

### I-9 Management System Features

Based on VISANOW's patented online platform and backed by unlimited legal consultation, the online I-9 management system offers:

- Online creation and secure storage of I-9s
- A robust document management system to upload and store I-9 supporting documentation
- Customized I-9 reporting in PDF, Word or Excel formats
- Multi-permission levels for HR, employees, and designated agents (e.g. Field Managers)
- A comprehensive audit log of all I-9 edits / status changes
- An automated purge option to delete old I-9 forms
- Full integration with E-Verify, the Department of Homeland Security's (DHS) employment verification system (optional)

## Screenshot Legend/Key

- 1** Division Info Tab:  
Select I-9 service options: online preparation and storage, migration of paper-based I-9s and/or E-Verify service integration.
- 2** Create a new I-9:  
Select "new account" from the drop down menu.
- 3** Active I-9s Tab:  
Quickly locate and view all incomplete I-9s requiring action by using advanced search functions.
- 4** Completed I-9s Tab:  
Quickly locate and view all completed I-9s by using advanced search functions.
- 5** E-Verify (optional):  
After selecting the E-Verify service option and accepting the federally required Memorandum of Understanding (MOU), easily E-Verify I-9 forms individually or all at once by clicking on the E-Verify button.
- 6** I-9 Status Legend:  
Provides an overview of I-9 and E-Verify statuses for quick reference.
- 7** Edit:  
Click on the pencil icon to re-verify, update, cancel, terminate, or view an audit log.
- 8** Audit Tab:  
Request an internal audit of your I-9s by VISANOW.

The screenshot shows the VISANOW I-9 COMPLIANCE web application. The interface includes a navigation bar with tabs for COMPANY INFO, DIVISION INFO, I-9's, and AUDIT. Below the navigation bar, there are search filters for Account# (VM15295), ABC, Inc., ABC - Chicago, and buttons for Active I-9's and Completed I-9's. The main content area displays a table of employee I-9 records with columns for Edit, I-9, Employee Name, SSN, I-9 Status, E-Verify, Hire Date, and Location. The table lists employees like Carol Black, Joe Dell, Kim Pitt, Pat Gunn, Sara White, Tim Paige, Paul Wells, John Green, Jan Kroll, and Sharon Volk. A status legend at the bottom indicates 'I-9 Status Legend' and 'E-Verify - All'. The page size is set to 20, and there are 14 items in 2 pages.

## Benefits of Electronic I-9 Management

- **Improved Efficiency:** Simplify the administration of Form I-9, especially across organizations with several locations. Administrators are able to create multiple I-9s quickly.
- **Error Prevention and Reduction:** Reduce mistakes with error-catching controls. The integration of the photo tool helps prevent identity fraud.
- **Paper Reduction:** Since I-9s are required for all employees, the amount of paper required for I-9 forms can be significant, especially for larger organizations. VISANOW's online I-9 management system is 100% paperless, with a federally compliant electronic signature / attestation process.
- **Increased Security:** Password-protected, SAS 70 Type II certified storage of I-9 forms offers more security than a locked filing cabinet.
- **Reinforces Good Faith:** Electronic I-9 management, consistent processes, and E-Verify participation can help reinforce good faith efforts in case of an ICE audit.
- **Legal Compliance:** Account for all of the latest legislative requirements and exceptions. A historical audit trail helps ensure legal compliance.

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