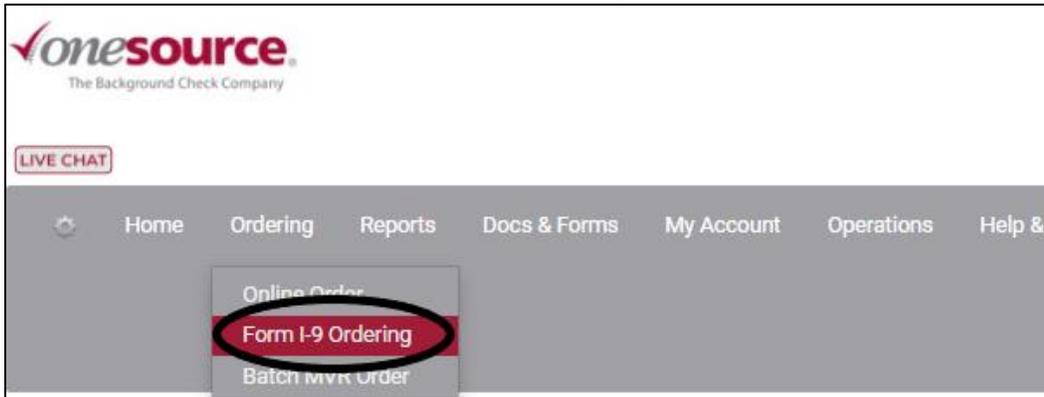


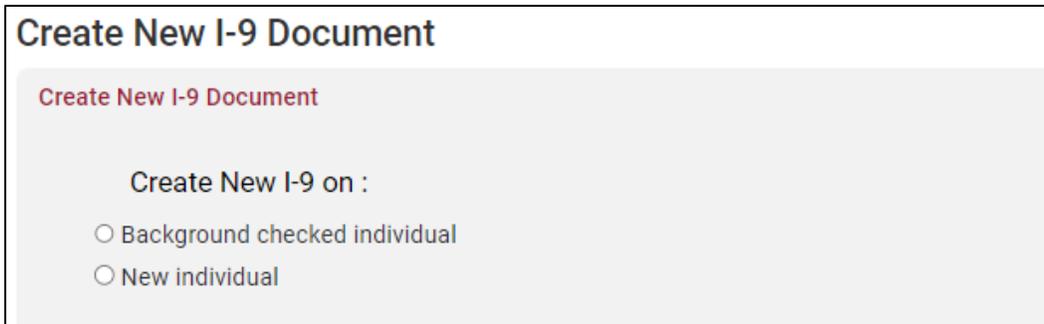
ONE SOURCE I-9 FORM CREATION

This guide is designed to walk you through initiation of the I-9 Form Creation process and the E-Verify process in the One Source portal. If you have questions as you're doing so, please reach out to our Client Relations Department at 402-933-9999 or our toll-free number at 800-608-3645, option 1. Thank you!

1. Log into the One Source portal and switch to your ordering account.
2. Hover over Ordering and click on **Form I-9 Ordering**.



3. Decide if you're going to run the process on a Background Checked Individual (someone you already have screened and have in the system) or on a New Individual (someone you have not ran a background check on yet).

A screenshot of the 'Create New I-9 Document' form. The form has a white background and a dark grey header with the text 'Create New I-9 Document'. Below the header, there is a section titled 'Create New I-9 on :' with two radio button options: 'Background checked individual' and 'New individual'. The 'Background checked individual' option is selected.

- a. If you choose to run it on a Background Checked Individual, then a box will pop up for you to use to search for your applicant. As you start typing the last name, a box of applicant(s) that match that name will populate and you can click on the applicant's name. You would then click on Continue.

Create New I-9 Document

Create New I-9 Document

Create New I-9 on :

Background checked individual
 New individual

CONTINUE

- You can either
 - Click CONTINUE without filling in the last name :
 - You will be taken to the reports page
 - Click on the name of the person you wish to add an I-9
 - You will then be taken to the background report for that person
 - On background report click on the "Add I-9 to this order" link under the Actions right hand menu.
 - Fill in the first few characters of the person's last name
 - Select the correct person from the list of persons
 - Click CONTINUE

selection format : Last name | First name | SSN | order number

Last Name : First Name : SSN :

- b. If you choose to run it on a New Individual, then proceed on.

- c. Next you will choose if you're going to add this piece to the existing order, or if you're going to create a separate order. You will also choose how the form is going to be completed.

Create New I-9 Document

Create New I-9 on :

Background checked individual from order: 773286

Add to order number: 773286 Create a separate order

Employer and Employee will fill all sections of I-9 Form together

Send employee email to fill/verify and sign Section I

Remote Employee – Send employee email to fill/verify and sign section 1, then send section 2 to an authorized representative.

- i. You would choose the first option if you and the applicant are both present in the office and going to complete the form together. From here, you can Create and save this I-9.

Create New I-9 Document

Create New I-9 on :

Background checked individual from order: 773286

Add to order number: 773286 Create a separate order

Employer and Employee will fill all sections of I-9 Form together

Send employee email to fill/verify and sign Section I

Remote Employee – Send employee email to fill/verify and sign section 1, then send section 2 to an authorized representative.

Create and save this I-9

- ii. If you choose the second option, then you'll add the necessary information. And then you'll choose if you want to email, text or email + text the request to the applicant.

Create New I-9 Document

Create New I-9 on :

Background checked individual from order: 773286

Add to order number: 773286 Create a separate order

Employer and Employee will fill all sections of I-9 Form together

Send employee email to fill/verify and sign Section I

Remote Employee – Send employee email to fill/verify and sign section 1, then send section 2 to an authorized representative.

Employee Information

Last Name :

First Name :

Email Address :

Phone Number :

Hire Date : 
(mm/dd/yyyy)

Invitation Options: 

Send Invitation by Email Only

Send Invitation by SMS Text First

Send Invitation by SMS Text and Email

Create and save this I-9

- iii. If you choose the third option, then you'll add the necessary information. You'll then also choose the Authorized Representative option that best fits your and your applicant's needs.

The authorized representative is the individual who will go in and verify the employee's documents. You will also choose if you're going to designate the authorized representative or if the employee is going to designate the authorized representative. The authorized representative is the individual who will go in and verify the employee's documents.

Then you'll choose if you want to email, text or email + text the request to the applicant.

Create New I-9 Document

Create New I-9 on :

Background checked individual from order: 767569

Add to order number: 767569 Create a separate order

Employer and Employee will fill all sections of I-9 Form together

Send employee email to fill/verify and sign Section I

Remote Employee – Send employee email to fill/verify and sign section 1, then send section 2 to an authorized representative.

Employee Information	Authorized Representative Information
Last Name : <input type="text"/>	<input checked="" type="radio"/> Employer will designate an authorized representative
First Name : <input type="text"/>	<input type="radio"/> Employee will designate an authorized representative
Email Address : <input type="text"/>	Last Name : <input type="text"/>
Phone Number : <input type="text"/>	First Name : <input type="text"/>
Hire Date : <input type="text" value="01/31/2023"/>  (mm/dd/yyyy)	Email Address : <input type="text"/>
	Phone Number : <input type="text"/>
	Address : <input type="text"/>
	City : <input type="text"/>
	State : <input type="text" value="AL"/>
	Zip : <input type="text"/>

Invitation Options: 

Send Invitation by Email Only

Send Invitation by SMS Text First

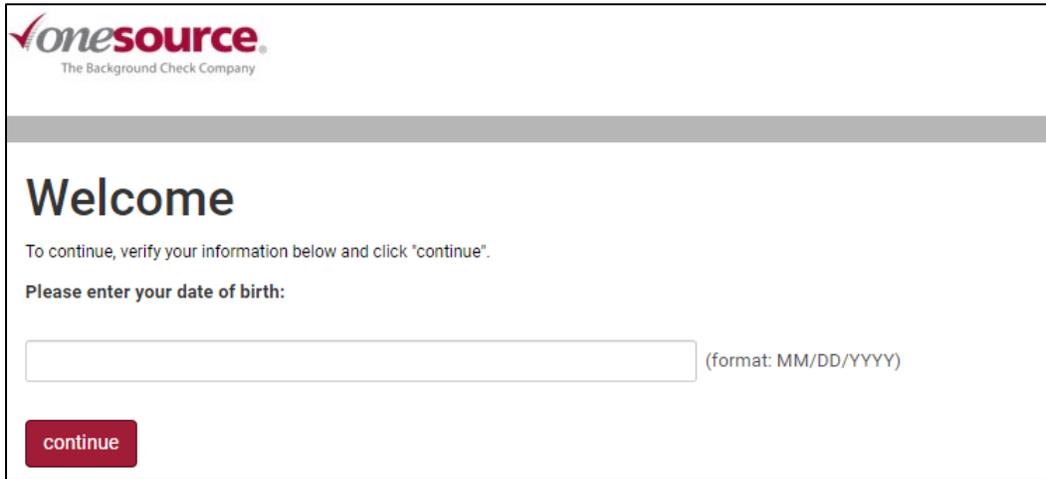
Send Invitation by SMS Text and Email

Create and save this I-9

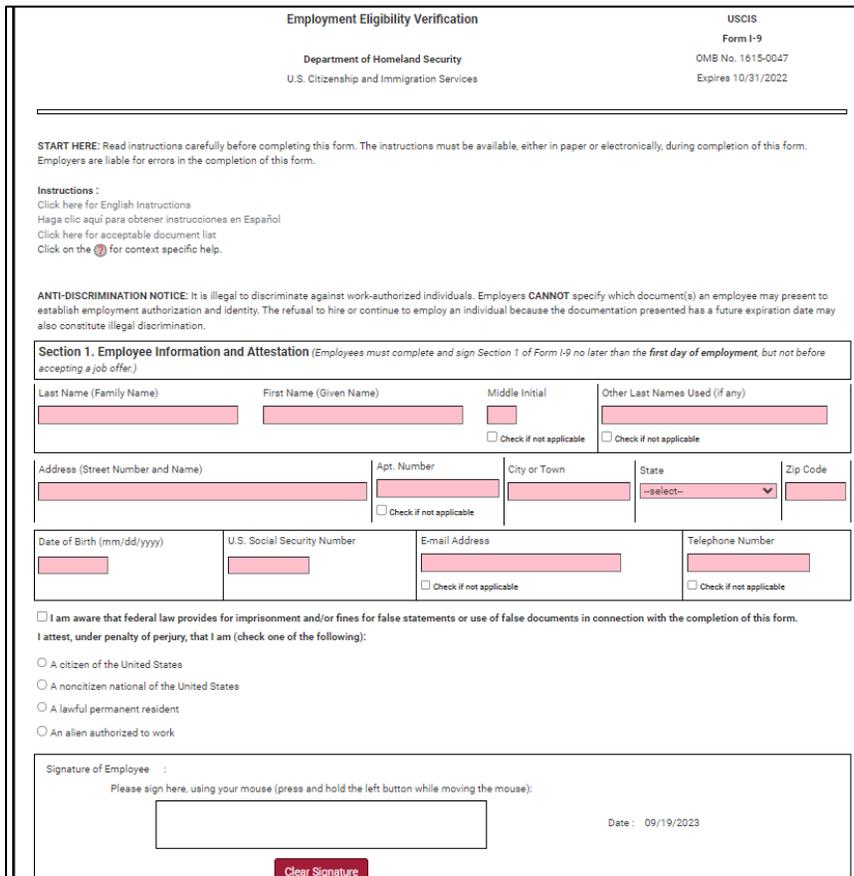
IF YOU CHOOSE OPTION 2 – SEND EMPLOYEE EMAIL TO FILL/VERIFY AND SIGN SECTION 1

With this option, the applicant will receive a link to complete, and then you as the recruiter (employer) will receive a notification back when it's time to complete your piece.

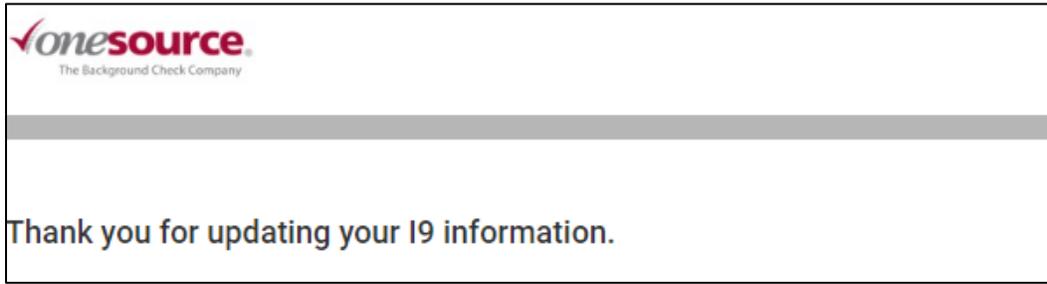
1. If you chose the second option, then the applicant will receive a "Request for I-9 form information" email from orders@onesourcebackground.com. The email will contain a link. When they click on the link, they'll be asked to enter their date of birth and click on Continue.



2. The Form I-9 page will load. The applicant will be prompted to complete all the pink shaded fields on the form. At the bottom they will sign and click on Continue.



- Once the applicant clicks on Continue, they will get the below notice. Their piece is then complete.



- Once the applicant has completed their piece, then you will receive an "I-9 form for APPLICANT NAME requires your attention" email from orders@onesourcebackground.com. The email will contain a link.

Please note that if you're completing the form as the recruiter, then when you click on the link you'll be prompted to sign into your account. You may get a notice that the I-9 Form is not available. At this time, you'll need to switch into your ordering account and the form will then load.

Once the Form I-9 loads, you will need to complete Section 2 and the Certification section on the form.

Under Section 2, you'll choose the Document Type supplied. Once you do that, pink shaded boxes will populate based on what you chose. Those are required fields and they need to be completed with the information from the document(s).

Under Certification, you'll then checkmark the box, sign the box and list your title. Then click on Continue.

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Document type
 Choose from List A Choose from List B, C

Additional Information :

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy) :

<p>Signature of Employer or Authorized Representative</p> <p>Please sign here, using your mouse (press and hold the left button while moving the mouse):</p> <div style="border: 1px solid black; width: 250px; height: 30px; margin: 5px auto;"></div> <p style="text-align: center; color: red; font-weight: bold; background-color: #800000; color: white; padding: 2px;">Clear Signature</p>	<p>Date: 09/19/2023</p> <p>Title of Employer or Authorized Representative</p> <div style="border: 1px solid black; width: 100%; height: 20px; background-color: #FFC0CB; margin: 5px auto;"></div>
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Last Name (Family Name) <input type="text" value="Spaans"/>	First Name (Given Name) <input type="text" value="Jodi"/>	Employer's Business or Organization Name <input type="text" value="Western Nebraska Community College"/>	
Employer's Business or Organization Address (Street Number and Name) <input type="text" value="1601 E 27th St"/>	City or Town <input type="text" value="Scottsbluff"/>	State <input type="text" value="Nebraska"/>	Zip Code <input type="text" value="69361"/>

CONTINUE

- On the next page, you'll be prompted to submit your order. You may get a notice that there's a "Possible Duplicate" because you already completed the background check on the individual. You can proceed and click on Submit Now.

WARNING: POSSIBLE DUPLICATES

You have recently run a report on the following individuals who may be a duplicate of the current request. Please verify that this is not a duplicate order before submitting this request to us for processing.

Order	Name	SSN	Status	Report Progress	New Update	Last Update	Order Date	User ID	Manual Rescreen Status
773286	TEST, TEST	XXX-XX-9999	PENDING			09/19/2023	09/19/2023	jspaans6812-Jodi Spaans	N/A

+ SUBJECT INFORMATION

+ ORDER INFORMATION

Submit

[Submit Now](#)

- You will then receive an Order Confirmation and the process will be completed. This portion of the background check will show as Complete. If you open the search component, you'll be able to view the completed Form I-9. You can also "manage" the employee from this spot.

- I-9 FORM CREATION FOR TEST M TEST
COMPLETE - clear

Upload supporting docs

I-9 Form has been filled and attached.
Employment began on 09/19/2023.

Click for I-9 update

Click if no longer employed

Correct Employment Section

Attached documents

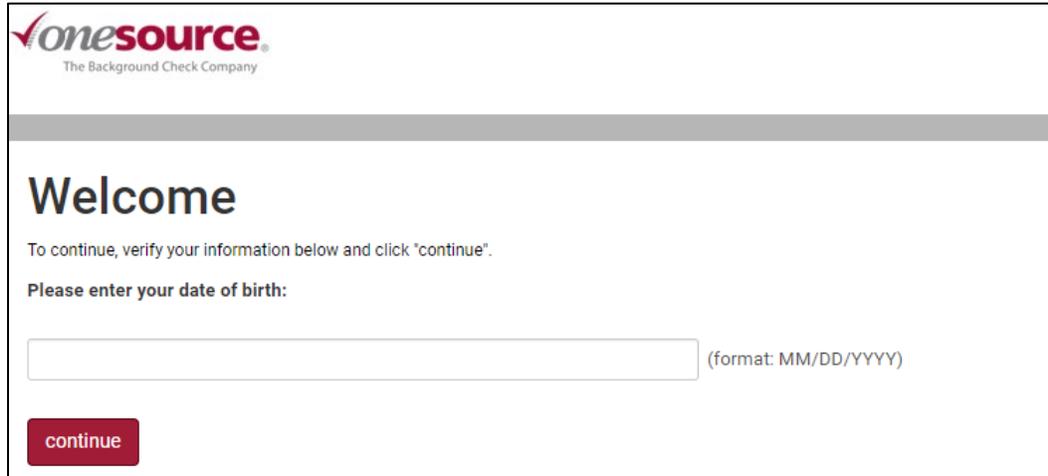
I-9 Form all	2023-09-19 13:02:02	Fax Document
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IF YOU CHOOSE OPTION 3 – REMOTE EMPLOYEE

With this option, you or the employee will choose who will serve as the authorized representative. The authorized representative is the individual who will go in and verify the employee's documents.

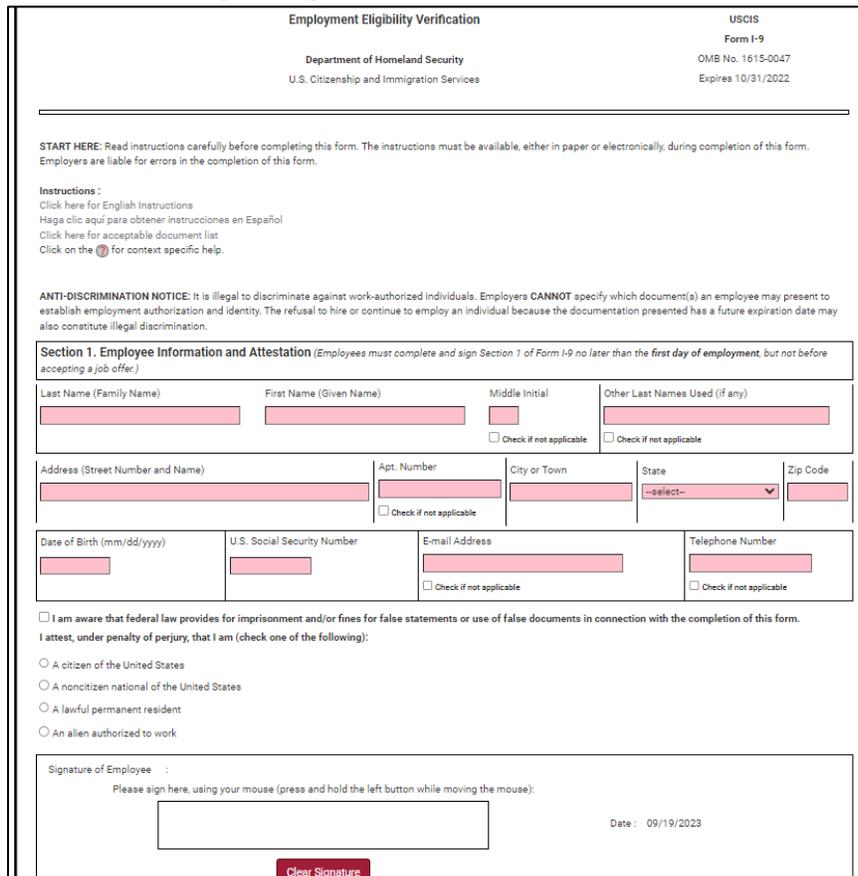
The applicant will receive a link to complete, and then the authorized representative will receive a notice when it's time to complete their piece.

1. If you chose the third option, then the applicant will receive a "Request for I-9 form information" email from orders@onesourcebackground.com. The email will contain a link. When they click on the link, they'll be asked to enter their date of birth and click on Continue.



The screenshot shows the OneSource logo at the top left, with the tagline "The Background Check Company". Below the logo is a large "Welcome" heading. Underneath, it says "To continue, verify your information below and click 'continue'." followed by "Please enter your date of birth:". There is a text input field for the date of birth, with a placeholder "(format: MM/DD/YYYY)". Below the input field is a red "continue" button.

2. The Form I-9 page will load. The applicant will be prompted to complete all the pink shaded fields on the form. At the bottom they will sign and click on Continue.



The screenshot shows the USCIS Form I-9, Employment Eligibility Verification. The form is titled "Employment Eligibility Verification" and "USCIS Form I-9". It includes the Department of Homeland Security and U.S. Citizenship and Immigration Services logo, and the OMB No. 1615-0047, Expires 10/31/2022. The form contains instructions, an anti-discrimination notice, and a section for employee information and attestation. The fields for name, address, date of birth, social security number, email address, and telephone number are highlighted in pink. There are checkboxes for "Check if not applicable" for several fields. At the bottom, there is a signature line for the employee, a date field (09/19/2023), and a "Clear Signature" button.

- Once the applicant clicks on Continue, they will get the below notice. Their piece is then complete, and the individual listed as the authorized representative will be sent their piece to complete.

onesource
The Background Check Company

Remote I9 authorization requested

The employer has designated an authorized representative to fill out the Form I-9 on behalf of their company. Their contact information is below:

Name: [REDACTED]
 Email: [REDACTED]
 Phone: [REDACTED]

An email with this information has been sent to you.

- Once the applicant has completed their piece, then the authorized representative will receive a “Request to complete I9” email from orders@onesourcebackground.com. The email will contain a link and instructions.

The authorized representative will be prompted to enter the applicant’s date of birth and click on continue.

Once the Form I-9 loads, they will need to complete Section 2 and the Certification section on the form.

Under Section 2, they’ll choose the Document Type supplied. Once they do that, pink shaded boxes will populate based on what you chose. Those are required fields and they need to be completed with the information from the document(s).

Under Certification, they’ll then checkmark the box, sign the box and list your title. Then click on Continue.

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the “List of Acceptable Documents.”)

Document type
 Choose from List A Choose from List B, C

Additional Information :

Certification

I attest, under penalty of perjury, that (1) I have examined the documents(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy) :

Signature of Employer or Authorized Representative Please sign here, using your mouse (press and hold the left button while moving the mouse): <div style="border: 1px solid black; width: 200px; height: 30px; margin: 10px auto;"></div> <div style="text-align: center; margin-top: 5px;">Clear Signature</div>	Date <input type="text" value="09/19/2023"/> Title of Employer or Authorized Representative <div style="background-color: #FFC0CB; width: 100%; height: 15px; margin-top: 5px;"></div>
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Last Name (Family Name) <input type="text" value="Spaans"/>	First Name (Given Name) <input type="text" value="Jodi"/>	Employer’s Business or Organization Name <input type="text" value="Western Nebraska Community College"/>	
Employer’s Business or Organization Address (Street Number and Name) <input type="text" value="1601 E 27th St"/>	City or Town <input type="text" value="Scottsbluff"/>	State <input type="text" value="Nebraska"/>	Zip Code <input type="text" value="69361"/>

CONTINUE

5. The authorized representative will then receive the below notification. Their piece is then done.



6. As the recruiter, you can log into the system and switch into your ordering account to view the search. This portion of the background check will show as Complete. If you open the search component, you'll be able to view the completed Form I-9. You can also "manage" the employee from this spot.

