



## The I9 + E-Verify solution you've been looking for.

**IF YOU ARE LIKE US,** you heard about the U.S. government's I9 E-Verify program and thought, "Great! Now I can do it all online and "no more paper." Then you went to the E-Verify website and tried to enroll. That's when you discovered the lengthy tutorial and the mandatory test you had to pass to use the E-Verify system. Then you thought, "Who has time for this? It's too hard and Complicated." So did we. So we created Accuform I9 - the simple, smart, secure way to I9 +E-Verify.

**Finally, there is a complete employee verification solution that makes all the hard work easy.**

**SIMPLE.** No tests to take - Unlike the U.S. government's E-verify site, Accuform I9 was created with you in mind. You take employee verification seriously, but you've got a business to run. Accuform I9 does the hard work for you—just follow the simple on screen directions and you'll be I9 compliant—today!

**SMART.** No lengthy tutorials to watch and learn. Accuform I9 is so smart you can start right now. Accuform I9 will guide you step-by-step in filling out the I9 and submitting it for E-Verification. It is virtually impossible to make a mistake—who wouldn't love that? If additional paperwork is required by the government, Accuform "knows" which forms are required, precompletes them for you, and reminds you before they are due - so you never miss a deadline. Now that's smart!

**SECURE.** The beauty of Accuform I9 is its end-to-end security. All of your work is completed, transmitted and stored in a secure environment. Once stored, your E-Verified I9s are placed inside a secure data center with redundant back-up systems, so your forms are safe from natural disaster and available to you 24/7. If Immigration and Customs Enforcement (ICE) ever has a question, you are just mouse clicks away from all your compliance documentation.

Accuform I9 is simply the best way to handle I-9 compliance. Whether you hire 1 person a year or 1,000 we've got you covered.

To learn more call 415.839.9400 or visit [www.accuformI9.com](http://www.accuformI9.com)  
Accuform I-9 is a federally approved, E-Verify designated agent.



# Simple. Smart. Secure.



## Just the Facts:

Federal Law requires that all U.S. employers complete Form I-9s for individuals they hire and verify that the individual has the right to work in the U.S. This includes citizens and non-citizens.

Employers must retain all Form I-9 paperwork and have them available for inspection.

Fines for incorrect Form I-9s or the hiring of unauthorized workers range from \$100 to thousands of dollars per individual.

**STEP  
1**

Fill out the Form I-9 online using the Accuform I-9 instruction wizard.

**STEP  
2**

Submit your completed Form I-9 online and receive E-Verification.

**STEP  
3**

Store your Form I-9.



**ACCUFORM I-9**  
Electronic I9 +E-Verify made easy.

# Accuform I9 - The comparison.

Area	Accuform Feature	Accuform Benefit	E-Verify*	Accuform I-9
Sign-Up	No E-Verify Testing - for each person who will use the U.S. Government's E-Verify program (estimated at 2 hours per person + ongoing education).	No need for each user to complete the mandatory E-Verify tutorial and testing to gain online access.	✓	Not required
	Using <b>step-by-step instructions</b> and easy to answer questions.	Quick and efficient training. Start processing Form I9s immediately.	N/A	✓
Form Completion	<b>Easy Data Entry</b> - Users input data directly into the Accuform I9 system.	Electronic and paperless for one-time data entry. Human Resources will not need to transcribe data from a paper I9s.	N/A	✓
	<b>Error Checking</b> - Real-time audit and error checking of data. Makes it virtually impossible to make a mistake.	Reduction in fines & penalties due to incomplete forms. Eliminate human error.	N/A	✓
	<b>Duplication Alert</b> - User is advised when entering data for an employee whom already has a I9 on file.	Alerts employer of error and possible Social Security fraud.	N/A	✓
	<b>E-signature</b> - E-Sign all I9s.	No need to keep separate signature files or forms. Enables your organization to "go paperless."	N/A	✓
E-Verify	<b>Instant on-line I9 transmission and E-Verification response</b> - response at the click of a mouse	Saves you time. Know your employee's right to work in less than 1 minute.	✓	✓
	<b>Precompleted Tentative Non-confirmation ("TNC") letters</b> - If a TNC response is received, we guide you through the resolution process and precompletes the necessary TNC documents for distribution to your employee.	No complicated process to learn. No paperwork to fill out. Just click, sign and go.	N/A	✓
	<b>Expiration/Deadline Date Tracking &amp; Alert emails</b> - Automatically track and receive email alerts on forthcoming Employee's expiring work authorization and other critical deadline dates.	Never miss a deadline. Keep your employees working. Effortlessly monitor your employees and remain in compliance.	N/A	✓
	<b>Printable PDFs</b> - Search for stored I9s and print in PDF format.	Easily produce needed documents any time and anywhere.	N/A	✓
Storage	<b>Digital I9 Storage</b> - Searchable for review, audits and re-verification.	Form I9 and E-Verify data is secured and stored for quick retrieval.	N/A	✓
Administration	<b>Permissions</b> - Admin permission levels allow multiple users throughout the company.	Employer determines security levels and maintains protection of confidential information.	✓	✓
	<b>Audit Log</b> - All actions relating to a I9 are tracked.	No lost information.	N/A	✓
	<b>Accessibility</b> - Manage multiple company locations from one account through any web-enabled device.	Allows 24/7 access to information from anywhere in the world.	✓	✓
	<b>Web-based</b> - No servers needed or software to install. Immediate updates and always current.	No additional equipment expense or maintenance needed.	✓	✓
	<b>Reports</b> - Create reports by jobsite, department, and geographical location.	Instant access to your information.	N/A	✓
Customer Support	<b>Standard training</b> - Setup and support included.	Get started quickly and correctly.	✓	✓