

HOW IT WORKS

Valid I-9

VALIDITY
screening solutions
Go Directly to the Source

START

1.

Admin account created for employer
(single sign-on).



2.

Once the employee has accepted the offer for employment, create an I-9 profile for the new hire using the Valid I-9 dashboard.



3.

Valid I-9 sends an email to the new hire prompting him to fill out Section 1 of the electronic form I-9.

The electronic I-9 includes a **compliant “wet signature” feature**.

Section self-audits to ensure that all required fields have entries that are correctly formatted.



4.

Once Section 1 is submitted, the new hire is prompted to bring identification documents on his first day of work. Acceptable documents are listed.



5.

Once Section 1 is submitted, the dashboard notifies the employer to complete Section 2.

This section also uses a “wet signature”.

Certain documents require a digital copy stored in the new hire’s profile. When the document type and serial number are entered, the system will prompt the admin to save a copy of the document if required.

Employer can upload documents during the completion of Section 2, or at a later date.



6.

When Section 2 is submitted it is instantly checked for potential errors. If the admin account opts-in to E-Verify, the I-9 document will be instantly submitted to E-verify when Section 2 is completed.



7.

For E-Verify Users:
Upon completion of the form I-9, the system will automatically process the employee through the E-Verify system and provide instant results.



Once the form I-9 is completed, it is securely stored.

There is no need for paper copies.

It allows you to enter a termination date, which then **automatically** deletes I-9 forms 3 years after hire date, or 1 year after termination date in compliance with USCIS standards.



8.

END

Historical Records

Want to eliminate the filing cabinet? Valid I-9 has a **“Convert Historical”** feature to help you consolidate all your paper form I-9s into the Valid I-9 system.



Auto-Audit

Instantly identifies I-9 errors and invalid data entry with a **185-point error checking** algorithm and 20-tiered validation audit when completing an I-9.

Every step of completion is tracked and stored in an audit record associated with each form I-9.



Did You Know?

While a Form I-9 is only two pages, there are enough rules and regulations to fill a **69-page instruction manual**.