

Sterling I-9 User Guide -Remote Verifier Options

Sterling | October 2024

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STERLING I-9

Our modern, end-to-end, and integrated I-9 solution helps address the complexity of U.S. employment eligibility with ease and efficiency

At Sterling, we've made it our mission to provide the foundation of trust and safety our clients need to create great environments for their most essential resource, people.

With today's stringent government policies and ever-changing regulations, costly remote hiring, form retention and audit management – an intelligent I-9 solution has never been more important. With investment in our modern, end-to-end I-9 solution, Sterling helps our clients address of complexity of U.S. employment eligibility with ease and efficiency.

HOW STERLING I-9 IS DIFFERENT

- **High Standards of a Single Provider.** We lead the market as an expert in the screening functions with our own end-to-end I-9 solution, allowing us to respond faster to your needs, without relying on additional providers.
- An Adaptable, Streamlined Experience. We provide an end-to-end, streamlined screening and I-9 experience including service, onboarding, and support that can quickly adapt to changing market and business needs.
- **Modern, Intuitive Experience.** We offer a modern, easy-to-use, mobile-responsive experience for both clients and their employees.
- Integrated Solution. Our robust Sterling Integration Platform (SIP) ecosystem streamlines the hiring process with your onboarding and core HR systems.

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Sterling Virtual I-9 Document Review

PLEASE NOTE: The Virtual I-9 Document Review is Sterling's owned, proprietary verifier option through our exclusive partnership with ID.me. This option applies only to those clients that are contracted and set up for this service.

The Sterling Virtual I-9 Document Review is designed for remote completion of Form I-9 Section 2 and/or Supplement B/Reverifications and Rehires in the U.S. As part of the existing Sterling I-9 service, <u>ID.me</u> I-9 Document Review Specialists will examine documents virtually, securely, and conveniently, enabling you to complete I-9 requirements remotely for your new hires, rehires or reverifications. This service is available to clients set up for this option at an additional fee.

FORM I-9 SECTION 2

Ordering Virtual I-9 Document Review

Follow the standard process for ordering a Form I-9 and select the Virtual I-9 Document Review with E-Verify package.

Verifier information is not necessary as this package automatically assigns an ID.me Virtual I-9 Document Review Specialist.

aunch Onboarding	Close
Rehire Electronic I-9 Price: \$0.00	Launch
I-9 Verifier Network Standalone Price: \$45.00	Launch
I-9 Verifier Network with E-Verify Price: \$45.00	Launch
I-9 Notary Network w E-Verify Price: \$90.00	Launch
I-9 Notary Network w E-Verify URGENT Price: \$180.00	Launch
E-Verify Only Price: \$0.00	Launch
Virtual Form I-9 w/ E-Verify Price: \$30.00	Launch

Scerling					
Dashboard Onboarding	Form I-9	Tasks	Records	Reporting	
John Doe Candidate	л́юw				
Electronic I-9 with ID.me	9				
Company Information					* Indicates required field
Company Profile* Screening Direct]				
Employee Profile					
First Name*	Middle Name		Last Name*		
John Employee Email Address* sbctwdemo+CMP_john.doe(Dgmail.com		Doe		
Employee Start Date*	1 ~				
Order Tracking					
Organization Name* Sterling Talent Solutions]				
Billing Code* Billing Code 1					
Continue					

Once the package is launched, you will proceed through the order setup process, and will be asked to create an Employee Profile.

Creating the Employee Profile

Fill in the Employee Profile information:

- Employee Name
- Employee Start Date
- Task Due Date

Employee Profile			
First Name*	Middle Initial	Last Name*	
Employee Start Date* Month V Day V Yea	ar 🗸		
Task Due Date Month ✔ Day ✔ Yea	ar 🗸		
If Task Due Date is not input	, Employee Start	Date will be used to calcula	te Task Due Date.

The Task Due Date allows for Form I-9 Sections 1 and 2 notification messages and overdue warnings to be based on this Task Due Date, and not the Employee Start Date. The Employee Start Date will show in Form I-9 Section 2.

PLEASE NOTE: Some fields may prepopulate if order initiated from the Candidate Record.

Click Continue. Review your order and click Submit. An order confirmation will be displayed.

To return to Section 1 completion click <u>here</u>.

Completing Section 1

The employee is going to complete Section 1 by clicking on the Get Started button in the email they received and follow the prompts.

Attention Fonda Compliance:

Your Email Address for Sign-In: sbctwdemo+JHILLFondaCompliance@gmail.com Your Temporary Password: xKucDKMX

Please use the button below to begin filling and signing your Employment Eligibility Verification (Form I-9) online. The Form I-9 should be completed before the due date shown below. If you have previously signed in to the Sterling Talent Solutions, you will be able to use the permanent password you previously set, or use the **Forgot your password?** option on the sign-in page to receive a new temporary password.

Task



Due Date 10/15/2021

Status New

If you have any questions, or received this email in error, please click here to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

Once logged into the candidate portal, the employee will click Start to begin the Section 1 process.

My Dashboard				
My Profile	Welcome to the Sterling Talent Solution Inbox below.	ns Candidate Portal. Any a	ctive assigned task	s will be displayed in your
Fonda Compliance	You have a new task!			
Email Address sbctwdemo+JHILLFondaCom	Each time you have a new task, it will by navigating back to your Dashboard	appear in your "My Inbox" I by clicking the link in the	' section. You can a upper left corner of	lso access your tasks your portal. Close this Note
Address Not on File	My Inbox		_	
Phone Not on File	Task	Due Date	Status	
	Complete and Sign Form I-9	10/31/21	NEW	Start

I-9 Document Upload

The employee will be required to upload the front and back of their supporting documents as part of their Section 1 workflow. The employee might also be prompted to upload specific document images (*per USCIS M-274 – Handbook for Employers*). Click Next to proceed to the following step.

My Dashboard > Electron	ic Form I-9
File Upload	Acceptable Documents
Section 1 eSign Forms	In order to complete the I-9, an employee must present a document or combination of documents. You will be required to upload copies of the document(s).
	From the list below, please identify if you will provide a document from List A (which shows both identity and employment authorization) or one document from List B (which shows identity) and one document from List C (which shows employment authorization).
	For a full list of acceptable documents, please visit the USCIS Acceptable Documents page.
	File Upload
	What document(s) will you be providing for review?
	One document from List A
	One document from List B -AND- One document from C
	List A Documents
	List A Document Title *
	U.S. Passport ~
	Attach photo page of U.S. Passport *
	GA Upload a rile SMB size limit Previous/ Uploaded:
	US_Passport1.pdf
	Attach barcode page of U.S. Passport *
	5MB size limit
	Previously Uploaded: US_Passport2.pdf
	Next

Virtual Section 2 Review

When the employee clicks on the Complete Section 2 with ID.me button on the Section 1 screen, they are redirected to the ID.me waiting queue to meet with the Virtual I-9 Document Review Specialist.



1. Click Begin below, provide your name and email address, and then select Start chat. Be sure to use the same email address that you used for the Sterling Form I-9. 2. An I-9 Document Review Specialist will locate your record and provide a Zoom link in the live chat window. 3. During the video call, you will need to show the original copies of the documents you uploaded. The I-9 Document Review Specialist will review your documents.

lected in Section 1 of Form I-9

When you're ready, select Begin. Keep the chat window open while you wait for the I-9 Document Re

The employee is placed into the ID.me Help Center until an ID.me Virtual I-9 **Document Review Specialist becomes** available. When an employee is ready to meet with a Document Review Specialist, they should click Begin.

PLEASE NOTE:

If the employee logs off before connecting to an ID.me Virtual I-9 Document Review Specialist, the employee will receive daily reminder emails to complete Section 2 with a Virtual I-9 Document Review Specialist. A "Complete Section 2 with ID.me" link is provided in the reminder emails for easy accessibility.

How it works

What you need

outside our business hours, please return when an agent is av

Your unique identifier from the email Sterling se

 Original copies of the documents you see · Zoom downloaded on your device (click here to download)

Once the virtual meeting begins, the Virtual I-9 Document Review Specialist reviews the Section 1 details and the document copies provided.

If the Virtual I-9 Document Review Specialist finds that corrections or new document copies are required, they will send back Section 1 to the employee by clicking on the Return this Form I-9 to the employee link.

Form I-9 Section 1

This is the Form I-9 for John Doe

If you will not be able to complete this task, you may Delegate to another Verifier

You must review the information the employee provided in Section 1 as displayed to ensure that it was completed properly

If you identify errors in Section 1, you may Return this Form I-9 to the employee for correction

After the employee makes necessary changes or secures the proper documents, they are directed back to the ID.me Help Center and entered into the queue for the next available Virtual I-9 Document Review Specialist.

Once the document review is finished, the Virtual I-9 Document Review Specialist completes and signs Section 2.

The Form I-9 can be managed in the I-9 Monitoring Dashboard.

To learn more about the features of the I-9 Monitoring Dashboard, click <u>here</u>.

Sterling automatically creates a case in E-Verify. The employer manages the E-Verify case directly in the Sterling I-9 interface.

The Form I-9 record, and E-Verify case information are stored in a Sterling secure cloud system.

Scerling			-		
Dashboard Screen Onboard	ing Form I-9 Tasks Records	Reporting			
Form I-9 Dashboard Search I-9s	E-Verify Case Management Work Authorizat	tion Expirations			
»	Form I-9				
Find a Candidate		_	_		-
	3	1		4	
Quick Launch 💌	Alerts	In Pro	gress	Complete	
Recently Viewed					
Correctionthree, Anita Beula					
Correctionthree, Anita Beula	EVerify				
Ninetofive, Irene					-
Doodle, Yankee	0	C)	4	
Doodle, Yankee	Alerts	In Pro	gress	Complete	
Doodle, Yankee					
Doodle, Yankee					
	Work Authorization				
			-		_
	0	U	0	0	
	Overdue	Due in 30	Due in 60	Due in 90	

FORM I-9 SUPPLEMENT B

Launch Supplement B – Virtual I-9 Document Review

In the candidate profile, click Add Onboarding in the Onboarding History section and select I-9 Virtual Document Verification with w/E-Verify – Rehire/Reverification

Choose which type of Supplement B task is being completed – *Reverification* (work authorization document renewal) or *Update Form I-9* (name change).

Fill-in or modify all required fields. If Rehire or Reverification was launched for an existing employee record, previously used Name and Employee Email Address fields may be prepopulated if launched from the Action I-9 menu in the Candidate Profile.

The Employee Task Due Date is the date when the employee needs to complete their portion of the Form I-9 (Task 1/Employee Task).

Employee Profile Employee Name as entered of	n original Form I	-9	
First Name* John	Middle Initial	Last Name* Doe	Employee Email Address sbctwdemo+edvinJohnDoe@gmail.com
Employee Task Due Date	1		
mployee Task Due Date	;		
1M/DD/YYYY			
erifier Task Due Date*			
IM/DD/YYYY			

PLEASE NOTE:

If using the Virtual Document Review for Rehire/Reverification, the Employee Task or Task 1 cannot be bypassed as the employee is required to upload document(s) in Sterling I-9.

After the employee completes Task 1/Employee Task, they then click on the **Complete Form I-9 with ID.me** button on the splash page or email notification where they are redirected to the ID.me waiting queue to meet with the I-9 Document Review Specialist.

Virtual Review & Data Input

When the employee presents their documents on the video call, the document review/document inspection page is presented.

The I-9 Document Review specialist will click on the attached employeeuploaded document(s) and verify them against the document(s) that the employee is sharing on the video call screen.

Attention John Doe:

To complete your Form I-9, you must meet with our partner, ID.me. A Document Review Specialist will provide instructions to join a virtual video call to review and verify your Form I-9 documentation. This process could take about 5 minutes to complete (wait times may vary). Document Review Specialists are available **M-F 9AM-7PM ET**.

The Form I-9 must be completed on or before 10/04/2024.

ID.me Document Review Specialists are available M-F 9AM-7PM ET.

Complete Form I-9 with ID.me

Please refer to the following unique identifier 992662261.

If your Form I-9 has already been verified by an ID.me I-9 Document Review Specialist, disregard this email. If you have questions, or received this email in error, please click here to contact Sterling Talent Solutions.

If you have any questions, or received this email in error, please click here to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

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My Dashboard > Electronic I-9 Supplement B

Additional Action Required

To complete your Form 1-9, your must meet with our partner, ID me, A Document Review Specialist will provide instructions to join a virtual video call to review and verify your Form I-9 documentation. This process could take about 5 minutes to complete (wait times may vary). Document Review Specialists are available M-F 9AM-7PM ET. During the virtual video call, your wast show the original identification documents that you uploaded.

ID.me Document Review Specialists are available M-F 9AM-7PM ET.

<text><section-header><text><text><section-header><section-header>

If the employee-uploaded documents match what is seen on the screen, The attached document(s) MATCH the physical document(s) option will be selected.

If the employee-uploaded	Electronic I-9 Supplement B	
documents do not match what is on		
the screen, The attached	File Upload	Employee Helended Desumante
document(s) are DIFFERENT than	O Reverification/Rehire	Linuxyee opvaled booming to
the physical document(s) option will	O eSign Forms	Form I-9 Support Document Front - List_A2_Screenshot 2024-09-23 214954.pdf Form I-9 Support Document Back - List_A2_Screenshot 2024-09-23 215007.pdf
be selected. Clicking The attached		
document(s) are DIFFERENT than		Document Inspection
the physical document(s) will open a		Review the documents above - click on the document name/link to open a copy of the Employee's documents.
non-up to send back Task 1 of the		Now, compare the on-screen image of the documents with what the Employee has provided you.
Form I-9 to the employee so the		Which of these options is correct or applies in this situation?
approved document(c) con bo		The attached document(s) are DIFFERENT than the physical document(s) - or are MISSING
confect document(s) can be		
Uploaded for review. Return to Task O	wner ×	Check here if you are using an alternative procedure authorized by DHS to examine documents.
Return will send the Form ba included in Task Notification (ck to the selected Task owner. The required note will be email and will be visible to all Task Owners listed	I certify that I conducted a live video interaction with the individual presenting the document(s);
below.		Examined copies (front and back, if the document is two-sided) of Form I-9 documents or an accepted receipt to ensure that the documentation appears to be genuine and related to the individual; and
Task Owner		Retained, consistent with applicable regulations, a clear and legible copy of the documentation (front and back if the documentation
 Task 1: John Doe - Candi Return Note 	date 400	is two-sided).
		Next
	Close Submit	

Once the uploaded documents match those being presented by the employee, the document review specialist will click Next to proceed.

Next, the I-9 Document Review Specialist will be presented with the data input page for the reverification or rehire.

S File Upload	Form I-9 Supplement	в		
🚺 Reverification/Rehire 🛛 🔺	r onn r o cuppionent i			
eSign Forms	Instructions: This supplement reverification, is rehired within t change. Review the Form I-9 in Handbook for Employers: Guid	replaces Section 3 on the previous hree years of the date the original structions before completing this p ance for Completing Form I-9 (M-2	s version of Form I-9. Only use this page if Form I-9 was completed, or provides proc page. Additional guidance can be found in (274)	f employee requires of of a legal name the
	PDF versions of the complete F	Form I-9 in both English and Spani	sh are available from USCIS using the lini	ks below:
	Form I-9 Instructions - English Form I-9 Instructions - Spanis Form I-9 PDF - English Form I-9 PDF - Spanish	h h		
	Read instructions carefully	before completing this form. Th	e instructions can be viewed using the	links above.
	Reverification and Rehires	3		
	Employee Name from Section	1: John Doe		
	New Name (if applicable) ()			
	First Name	Middle Name	Last Name	
	Name has not changed	No Middle Name or Name	Name has not changed	
		has not changed		
	Reverification (if applicable)	o		
	Provide the information for the authorization. If employee is on down menu.	document from the List A or List C ly updating their name, choose the	the employee presented that establishes a "Name Change" category from the List A	current employment /C Document Title dr
	List A/C Document Title *			
	Permanent Resident Card (I-5	51)		~
	Document Number *			
	Category Select ~			
	Expiration Date *			
	Expiration Date *			

~

If the name is being updated on the Form I-9, the First Name, Middle Name and Last Name can be entered. If no changes are being made, then the form can be left as is with the "Name has not changed" being selected by default.

If a reverification is being completed, an applicable List A or List C document will need to be selected from the dropdown.

Once selected, the document information will need to be entered into the required fields, and the form will display alerts if any information is missing or inaccurate.

If necessary, additional details can be entered into the Additional Information box.

Reverification and Rehires

New Name (if applicable) 🛈

Name has not changed

Reverification (if applicable) (i)

Permanent Resident Card (I-551)

First Name

down menu. List A/C Document Title *

Document Number *

Document Number must be 3 uppercase alphabetic characters

ollowed by 10 digits (0-9).

SRC123456789

Category A02 ~ Expiration Date *

Employee Name from Section 1: John Doe

Middle Name

No Middle Name or Name

has not changed

Additional Information

This document does not have an expiration date

Use the Additional Information field to record any additional information required to complete Supplement B, or any updates that are necessary once Supplement B is complete. See the M-274 for more information. Such notations include, but are not limited to:

Last Name

Provide the information for the document from the List A or List C the employee presented that establishes current employment

authorization. If employee is only updating their name, choose the "Name Change" category from the List A/C Document Title drop-

Name has not changed

- · Those required by DHS, such as extensions of employment authorization or a document's expiration date.
- Replacement document information if a receipt was previously presented.
- · Additional documentation that may be presented by certain nonimmigrant employees
- You may also enter optional information, such as termination dates, form retention dates, and E-Verify case numbers, if
 applicable

Next, the First Name and Last Name of the I-9 Document Review Specialist is entered.

The Document Review Specialist acknowledges via the checkbox and clicks the Next button.

First Name of Employer or Authorized Representative	Last Name of Employer or Authorized Representative	
Sarah	Sterling	
I attest, under penalty of perju a. this employee is author b. and if the employee pre	y, that to the best of my knowledge ed to work in the United States, nited documentation, the documentation I examined appears to be genuine and to contend it.	o relat
I attest, under penalty of perju a. this employee is author b. and if the employee pre to the individual who pr	y, that to the best of my knowledge ed to work in the United States, ented documentation, the documentation I examined appears to be genuine and t sented it.	to relat

Then, the Document Review Specialist consents to using an electronic signature by clicking I Agree to Use an Electronic Signature via the eSign Form page.



They select or draw the signature and click Proceed to eSign Preview.



The I-9 Document Review Specialist will review the form to ensure all fields are complete and click Confirm and eSign Forms to sign.

If errors are identified, they can return to the form by clicking I need to correct my information before I sign.

Farme						
Forms						
n and eSign Form	s Save and Sin	n Later				I need to correct my information
1-9						
		Const.				
	D	Supplemen	it B,		USCIS Form L9	
	Reverincat	on and Kenire	formerly Section 3	s S	pplement B	
	U.S.	partment of Homel Citizenship and Imm	and security igration Services	OM	B No. 1615-0047 xires 07/31/2026	
	6701					
Last Name (Family Name) to	in Section 1.	First Name /Given A	ave/ hon Section 1.	Middle Indial (Fany) 5	or Bection 1.	
Doe		John		NA		
the employee's name in th ompleting this page. Ke landback for Employers	he fields above. Use a new op this page as part of the Guidance for Completing	section for each reverts employee's Form I-9 reco form I-9 (W-274)	cation or rehirs. Review the I ord. Additional guidance can	form 1-9 instruction be found in the	s before	
Date (http://doi.org/	Lost Name (Family Name)		First Name (Given Name)		Mettle Initial	
NA	NA		NA		NA	
levelfication: If the empty	ryes requires revertication, yo	ur employee can choose	Is present any acceptable Ltd A	or List C documents	aftern to show	
Document Title		Document Number (Eany)		Expension Date (if a	ty) (numidid/yyyy)	
Perm Resident Card (Fr	am 1-551)	SRC123456	17850	11/20/2025	and Miles	
ramen, under perany o	cumentation, the document	ation I examined appear	s to be genuine and to relate	to the individual wt	o presented it.	
employee preserved do		Signature of Employer of A	Authorized Representative	Today's Dat	a (mmiddlyyyy)	
Name of Employee or Author	and Representative					
Nens of Employer or Authori Samh Storling	and Representative	E-Signed by Sarah St	ening on September 24, 2024	09/24/20	14	
Addional Morration (in	and Representative	E-Signed by Sarah St	erting on September 24, 2024	Check here if afternative pro by Detil its on	you used an conture authorized prime decorrects	
Anno of Employer or Author Same of Employer or Author Same Storing Additional Information (in Date of flatters (if application	and Representative Itali and date each notation.)	E-Signed by Sarah St	ening on September 24, 2024	Check have 2 Check have 2 by DHS to ex	14 you used an ondure subhorized entre-documents.	
employee preserved do Nama of Employer or Author Sarah Storling Additional Information (in Date of Network Papellades) Date privrit@joyp1	Ital and bale each rolation.) New Nerw (Factor) Last Nerw (Factor)	E Signed by Sarah St	Find Name (Diver Name)	Check here if aftersative po by DHS to ex	4 you used an onlow subscipel inniw documents Mobile initial	
engoyee presented do Name of Exployer or Autor Serah Storing Additional Information (In Date of Network Propilation Date (Interest Propilation Date (Interest Propilation) Date (Interest Propilation)	and Representative dial and date each rollation.) New News (Faceback) Last News (Faceback) ges repares reverting foct, p	E-Signed by Serah St	Final Name (Clines Name)	Check here if Check here if afternative pro by DHS to ex-	4 you used an onders subhilitest entrie discorrents. Molde indus nition to show	
emproyee preserved and Name of Employee of Author Samb Storing Additional Information (Im Date of Hetres (Fagotunitie Date inverteb/syste) Levenfloaktory. This integrit internet employment and programmer	Ited Representative Iteal and date each rollation.) New News (Papploate) Last News (Panty News) yest reported revention of pro- procession. Enter the document	E-Signed by Sarah St	Find Name (Diver Name)	Checkheel # Checkheel # attenuitie pr by DHS to ex	4 you used an outware autocolouil intere documents Module initiar ilitere its selese ay; (remoto/yyyy)	
empage presented and Name of Employ or Author Samb Storing Additional Information (In Date of Henre (Papeloutie) Date of Henre (Papeloutie) Date of Henre (Papeloutie) Date of Henre (Papeloutie) Date (Papeloutie) Date (Papeloutie) Date (Papeloutie) Date (Papeloutie) Date (Papeloutie) Date (Papeloutie)	Ind Bepowertable Ital and date each notation.) [New News (Faceloads) Last News (Faceloads) upon requires (eventSocilion, your renzation, Enter the docume	E-Signed by Sarah St er employee can choose information in the sales Document Nectors if any	Pred Name (Over Name) Pred Name (Over Name) In present Wry acceptable Lat A & Network	Creatives if affective problems in the second secon	4 you can gan you can gan you can you	
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Once complete, the Document Review Specialist will see the final confirmation page. The window can be closed after completion.

Electronic	-9 Supplement B	
eSign	Forms	
⊗ es	Signing Complete	
	completed electronically signing the Form I 0 for John Dee	

Sterling I-9's Verifier Network

PLEASE NOTE: The Verifier Network is a contracted service. This option applies only to those clients that are contracted and set up for this service.

The Sterling I-9 Verifier Network solution is designed for remote completion of Form I-9 Section 2 by a partner network with locations in every state in the U.S. This partner network provides the ability for remote or off-site employees to schedule a session to complete Section 2. Additional information for Section 2 can be accessed <u>here</u>. The Verifier Network option is available with or without E-Verify. This service is available to clients set up for this option at an additional fee.

Ordering I-9 Using Verifier Network

From the candidate record, scroll down to the Add Onboarding section, and click Launch for the desired "Verifier Network" I-9 package.

Lau	nch Onboarding	Close	×
	Price: \$0.00		
•	Electronic I-9 with E-Verify Price: \$0.00	Launch	
•	Reverify Electronic Form I-9 Price: \$0.00	Launch	
•	Rehire Electronic I-9 Price: \$0.00	Launch	
0	Electronic I-9 Price: \$0.00	Launch	
	I-9 Verifier Network Standalone Price: \$45.00	Launch	
•	I-9 Keyed in from Hard Copy (Rehire) Price: \$0.00	Launch	
0	I-9 Verifier Network with E-Verify Price: \$45.00	Launch	-

The Form I-9 ordering process is the same as described in the Sterling I-9 User Guide – <u>Ordering</u> <u>and Completing Section 1</u>, up through the completion of Section 1.

Review and click Submit to order.

Company Information			* Indicates required field
Company Profile*			
Sterling Talent Solutions	•		
Employee Profile			
First Name*	Middle Name	Last Name*	
Irene		Ninetofive	
Employee Email Address*			
sbctwdemo+JHILLIrene95	@gmail.com		
Employee Start Date*			
Nov ¥ 15 ¥ 20	21 🗸		
Order Tracking			
Organization Name*			
Sterling Talent Solutions	•		
Billing Code*			
Billing Code 1 🗸			

PLEASE NOTE:

There is no verifier choice to make as part of the ordering process. Additionally, there is no choice for remote/in-person completion of Section 1, as all Verifier Network orders are not at the organization's workplace

Employee Experience

The notification sent to the employee will be like the standalone Section 1 task assignment notification. There will be a call-out in the notification email indicating the need to schedule an appointment for Section 2 completion.

Attention Irene Ninetofive:

Please use the button below to begin filling and signing your Employment Eligibility Verification (Form I-9) online. The Form I-9 should be completed before the due date shown below. If you have previously signed in to the Sterling Talent Solutions, you will be able to use the permanent password you previously set, or use the **Forgot your password?** option on the sign-in page to receive a new temporary password.

Please note that after you complete Section 1 of the Form I-9, you will receive another email requiring you to schedule an appointment for completion of Section 2.

Task	Due Date	Status
Complete and Sign Form I-9	11/20/2021	New
Get Started		

If you have any questions, or received this email in error, please click here to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message

eSign Forms

eSigning Complete

You have completed electronically signing your Form I-9

Additional Action Required!

lease click the Schedule Section 2 button below to schedule a time to have Section 2 of your Form I-9 completed at one of our partner locatic ou may complete this task now using the Schedule Section 2 button, or you may use the scheduling task email link that will be sent to you and idow the instructionar provided to schedule your Form I-9 Section 2 completion.

You must bring original versions (not copies) of either one document from List A, or a combination of one document from List B and one document from List C to be inspected by one of our partner locations, who will then complete section 2 of the Form 1-9.

A list of acceptable list A, B, and C documents can be viewed as a PDF using the link below.

Schedule Section 2

LISTS OF ACCEPTABLE DOCUMENTS

Attention Irene Ninetofive:

Please use the button below to schedule a time to have Section 2 of your Form I-9 completed by one of our partner representatives.

The Form I-9 Section 2 must be completed on or before 11/05/2021.

Once you select the **Schedule Now** button, you will be taken to the partner website to select your location and appointment time.

Schedule Now

If you have any questions, or received this email in error, please click here to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

After clicking the Schedule Section 2 or the Schedule Now button, the employee is directed to the Sterling Verifier Network scheduling website.

The employee chooses Continue to proceed.

Scerling			
	Procedures & Terms	Select Location & Time	Confirm Appointment
		Form I-9 Scheduling Procedures	
	Before you schedule online, please be sure you read an	nd understand the instructions below.	
	When you have read and fully understand these instruc-	tions, please check the 'Continue' button below.	
	Please Note: All appointments must be scheduled at lea near you, then you should submit a seat request.	ast 24 hours in advance of the appointment date and time. If the	re are no seats available in the processing center
	SCHEDULING		
	Please arrive at the processing center fifteen (15) minu (15) minutes late for your scheduled appointment, the c	tes prior to the beginning of your appointment to allow time for the enter may not be able to accommodate you and your start date	he check-in process. If you are more than fifteen may be delayed.
	IDENTIFICATION		
	In accordance with the provisions of the Immigration Re and eligibility to work in the United States. For your con document(s) available for your appointment.	xform and Control Act of 1985, you will need to provide original, venience, below is a "List of Acceptable Documents." Please re	not photocopy, documents supporting your identity view it, so that you will have the appropriate
	You will need either:		
	One (1) document from List A		
1			CONTINUE >

The employee experience in Section 1 is the same as in the electronic I-9 service. The employee uses a secure login portal and completes Section 1 through the eSignature process.

Following eSignature, the employee is provided with further instructions and a link to Schedule Section 2.

The employee receives an email with their scheduling link upon completion of Section 1.

If the employee fails to schedule their appointment, reminder emails are sent on a regular basis.

The employee enters the desired location of their appointment and sets the search radius slider. The employee also sets an appointment date range and clicks Search.



The employee scrolls through the locations, viewing available times at each location.

The employee selects their scheduled meeting location and date/time.

The employee is prompted to enter their phone number, and review/confirm their appointment details. If needed, the employee can go back and change their appointment request. The employee may also view the specific appointment location on a map. When ready to schedule, employee clicks Schedule Appointment.



Procedures & Terms	Select Location & Time	Confirm Appointment
6165551212		
Form I-9 Employment Eligibility Ve	erification	
November 2, 2021 5:00 PM - 5:30 PM America/New Y	York (Eastern) (30 minutes)	
Location American Social Services of Uptown Ltd Evanston 1717 Howard Street Evanston, IL 60202		
VIEW MAP		
The selected time is for the current day. You will not b	e able to cancel this appointment. Do you wish to continue?	
		SCHEDULE APPOINTMENT

The employee is presented with the appointment instructions, including driving and parking details.

The employee has the option to reschedule or cancel the appointment if the appointment is scheduled more than 24-hours in advance. If the employee needs to reschedule the appointment, they can access this by clicking the Schedule Now link in the original email notification.

The employee receives a calendar invitation via email which includes location, date/time, and specific location information.

Included in the calendar invitation is a button/link to allow for rescheduling.

Form I-9 Employment Eligibility Verification Appointment Information
Irene Ninetofive November 2, 2021 5:00 PM - 5:30 PM America/New York (Eastern) (30 minutes)
Scheduling Procedures Trimit particles and an an and an and an an and an
Please Note All apportiments must be scheduled at least 24 hours in advance of the appointment date and time. If there are no seats available in the processing center near you, then you should submit a seat request.
SCHEDULING
Please arrive at the processing center fifteen (15) minutes prior to the beginning of your appointment to allow time for the check-in process. If you are more than fifteen (15) minutes late for your scheduled appointment, the center may not be able to accommodate you and your start date may be delayed.
IDENTIFICATION
In accordance with the provisions of the immigration Reform and Control Act of 1998, you will need to provide original, not photocopy, documents supporting your identity and eligibility to work in the United States. For your convenience, below is a "List of Acceptable Documents." Please review it, so that you will have the appropriate document(s) available for your appointment.
Location
Amendan Social Services of Uptions Ltd Evention 1171 Novem 5 (Service) Evention, 6, 0020 777.246-0435
Driving Directions

Attention Irene Ninetofive:

Please use the button below to schedule a time to have Section 2 of your Form I-9 completed by one of our partner representatives.

The Form I-9 Section 2 must be completed on or before 11/05/2021.

Once you select the **Schedule Now** button, you will be taken to the partner website to select your location and appointment time.

Schedule Now

If you have any questions, or received this email in error, please click here to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

Hello Irene Ninetofive,

You have been scheduled for an appointment for SterlingTalentSolutionsI9 to participate in Form I-9 Employment Eligibility Verification.

Your appointment details are listed below: The appointment being added to your calendar is a feature we offer as a courtesy to you. Due to the many variances in email programs and computer time settings, we cannot guarantee the accuracy of the calendar appointment. It is your responsibility to confirm your calendar appointment is correct and adjust your computer or email time zone settings if necessary.

When:

Tuesday, November 2, 2021 - 5:00 PM America/New York (Eastern)

Where:

American Social Services of Uptown Ltd. - Evanston, 1717 Howard Street Evanston, IL 60202

Driving Directions:

FROM SOUTH CHICAGO GOING NORTH, TAKE WESTERN AVE, TURN LEFT ON HOWARD STREET, DRIVE ABOUT QUARNTER MILE, 1717 HOWARD STREET, WILL BE ON YOUR RIGHT AND PARK ON THE STREET. FROM SOUTH CHICAGO GOING NORTH, TAKE CALIFORNIA AVE, TURN RIGHT ON HOWARD STREET, DRIVE ABOUT QUARNTER MILE, 1717 HOWARD STREET, WILL BE ON YOUR LEFT AND PARK ON THE STREET. COMING FROM DOWN TOWN CHICAGO ON LAKE SHORE DRIVR, EXIST ON HOLLYWOOD TO PETERSON, THEN TURN RIGHT ON WESTERN AVE, TURN LEFT ON HOWARD STREET, DRIVE ABOUT QUARNTER MILE, 1717



Client Scheduling Confirmation

Sterling I-9 users can verify appointment scheduling details from within the Sterling I-9 candidate record under Report View. Scroll down to the Scheduling section of the page for details.

	Report: Irene Ninet	tofive			
	Requested by	Prod Test Obvious Tokent Solutions	Report Status	Form I-9 Required	
		(425) 492-8117	Request Submitt	ed Nov 2, 2021 6:24 AM	
	Package Title	1-9 Verifier Network with E-Verify			
	Report ID	225262160	Address	1234 North Etraet St, #N/A	
	Name	Irene Ninetofive	Billion Code	Chicago, IL ecece	
	Social Security Number	3031-301-6677	Constitution	17235 - Starling Talant Solutions	
	Date of Birth	6/1/1905	Company Profile	Screening Direct	
	Report	Contents		Co	nplete Status
	1 Form 1-0				in Progress
	2 Schedul	ing			Review Below
	Form 1-9				
	Form I-9 Status	In Progress			
2 Sched	uling				
Scheduled					
Conodalod					
The candidate	has scheduled th	neir appointment for 11/02/2021 at (04:00 PM at American Social Services of L	Jotown I td Evanston, F	Evanston II 60202
	E3 188.2	Verifier	Vendor Authorized Representative		Waiting to be Sched
	2 Scheduling				
	Scheduled				
	The candidate has scheduled	d their appointment for 11/02/2021 at 04:00 PM at American Social	Services of Uptown Ltd Evanston, Evanston , IL, 60202.		

If the employee indicates that they did not receive or lost their scheduling email notification, the scheduling email can be sent to employee via the Report View.

Irana Ninatofiya

Task 2	Verifier	Vendor Authorized Representative	
2 Scheduling			
Ready to be Scheduled			
Pending Candidate Scheduling.			
Send Email			
⊗ Status Notes			

Incomplete Status

For I-9 Verifier Network appointments with an Incomplete status displayed in the Scheduling area, please read the status description details below and check for any follow-up actions.

For statuses Incomplete-Canceled, Canceled, and No Show, the Sterling I-9 user will need to cancel the current package and launch a new one.

- You will be billed at full cost if the employee does not cancel within the 24-hour notice period or fails to show up for their appointment (No Show).
- If for any reason the employee's appointment cannot be completed due to an employee error (failed to bring documents, made an error in Section 1, etc.), you will be billed for the package and a new package will need to be launched and scheduled.
- If for any reason the employee's appointment cannot be completed due to an error by Sterling or the Verifier Network, you will not be billed for the package. However, a new package will need to be launched and scheduled.

Billing for each transaction will appear on the standard monthly Billing Report.

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Status	Client Facing Message	Definition	Action Needed	Client Billed
Incomplete	The employee was unable to complete their appointment due to technical difficulties with our partner. Pending reschedule by the employee. To resend the scheduling email, please click the Send Email button in the Report View.	The new hire did not complete the session due to an issue under the test center's responsibility	Employee needs to reschedule their appointment	The client can be billed upon completion, No Show or late cancel of the I-9 at full cost
Incomplete - Cancelled	The employee was unable to complete their appointment upon arrival. Please launch a new Remote I-9 package for this employee from the Candidate Record.	The new hire did not complete due to an issue he/she is responsible for (such as improper ID)	The package needs to be canceled and a new order launched	Yes
Complete	The employee has cancelled their appointment outside of the allowed grace period of 24 hours. Please launch a new Remote I-9 package for this employee from the Candidate Record	The appointment has been cancelled outside of the allowed grace period	The package needs to be canceled and a new order launched	Yes
No Show	The employee failed to show up for their scheduled appointment. Please launch a new Remote I-9 package for this employee from the Candidate Record	The new hire failed to show up to the proctored center	The package needs to be canceled and a new order launched, if needed.	Yes

Verifier Network – Other Statuses

Status	Client Facing Message	Definition	Action Needed	Client Billed
Scheduled	The employee scheduled their appointment for <enter date=""> at <enter time=""> at <enter location="">.</enter></enter></enter>	The appointment is scheduled (or rescheduled) at a specific time and place	None. The employee must arrive at their scheduled appointment time and location	The client will be billed upon completion, No Show, or late cancel of the I-9 at full cost
Awaiting Reschedule	The employee cancelled their appointment within the allowed grace period of 24 hours. Pending reschedule by the employee. To resend the scheduling email, please click the Send Email button in the Report View.	The appointment is cancelled within the allowed grace period, but not yet rescheduled	Employee needs to reschedule their appointment	The client will be billed upon completion, No Show, or late cancel of the I-9 at full cost
Complete	The employee has attended their appointment and Form I-9 Section 2 is now complete	The new hire successfully completed the proctored appointment and has been checked out	None	Yes
Incomplete	The employee is unable to complete their appointment due to technical difficulties with our partner. Pending reschedule by the employee. To resend the scheduling email, please click the Send Email button in the Report View.	The new hire did not complete the session due to an issue under the Verifier Network's responsibility	Employee needs to reschedule their appointment	Client is not billed for Verifier Technical difficulties
Incomplete	The employee is unable to complete their appointment due to technical difficulties with Sterling I-9. Pending reschedule by the employee. To resend the scheduling email, please click the Send Email button in the Report View.	The new hire did not complete the session due to a technical issue under Sterling's responsibility	Employee needs to reschedule their appointment	Client will not be billed for technical difficulties with Sterling I-9 system



Cancellations and Scheduling

- Employees may cancel their appointment at no cost to the client if canceled with at least 24hours' notice.
- Employees may cancel or reschedule from the scheduling link in the original scheduling email if outside of the 24-hour notice period.
- If the appointment is canceled or rescheduled with less than 24-hours' notice, the account is charged the full cost of the I-9 Verifier Network Package.
- If the user decides they no longer want to use Verifier Network for an individual Form I-9 that has already been launched and they would prefer to verify Section 2 instead, they must cancel the package and launch the desired I-9 service instead. If the package is cancelled with less than 24-hours' notice from when the employee scheduled their appointment, the account is still billed.

Sterling I-9's Notary Network

PLEASE NOTE: The Notary Network is a contracted service. This option applies only to those clients that are contracted and set up for this service.

The Sterling I-9 Notary Network solution is designed for remote completion of Form I-9 Section 2, by an agent from Sterling's network of notary agents throughout the United States. This is a great verification option for completion of Section 2 of Form I-9 for remote or off-site employees. The Notary Network option is available with or without E-Verify and must be selected accordingly at the time of Form I-9 order. This service is available to clients set up for this option at an additional fee.

Ordering Notary Network I-9

From the candidate record, scroll down to the Add Onboarding section, and click Launch for the desired Notary Network I-9 package.

au	nch Onboarding	Close
0	Reverify I-9 Remote Network Price: \$10.00	Launch
•	Rehire I-9 Remote Network Price: \$10.00	Launch
8	I-9 Notary Network Price: \$90.00	Launch
8	I-9 Notary Network URGENT Price: \$180.00	Launch
8	I-9 Notary Network w/E-Verify Price: \$90.00	Launch
8	I-9 Notary Network w/E-Verify URGENT Price: \$180.00	Launch
	Stand-Alone Form I-9 Reverity Price: \$9.95	Launch

PLEASE NOTE:

Notary Network standard orders include agent initial contact within 2-5 business days from the date of Section 1 completion. URGENT service can be ordered (additional fees apply) which has a 1-2 business day timeframe from Section 1 completion to agent contact with the employee.

The Form I-9 process is the same as described in the Sterling I-9 User Guide – <u>Ordering and</u> <u>Completing Section 1</u>, through the completion of Section 1.

Review order details and make edits/corrections as necessary. Click Submit to order.

ashboard Screen	Onboarding	Form I-9 Tasks	Records	Reporting	
9 Notarv Netw	ork				
					Package includes the following
imployee Prome					 I-9 Notary Network
first Name*	Middle Name	Last Name*			
Anita		Eyenine			
Employee Email Address*					
sbctwdemo+JHILLAnita	@gmail.com				
Employee Start Date*					
May 🗸 9 🗸 :	2022 🗸				
edit links.	-				
Order Details	🥒 edit				
Company Profile:	N3 prot	ile			
Employee:	Anita E	venine (sbctwdemo-	+JHILLAnita@d	mail.com)	
Start Date:	5/9/202	2	0.		
Reference Code:	Central	→ Yellow Stone →	Dept_8		

PLEASE NOTE:

There is no verifier choice to make as part of the ordering process. Additionally, there is no choice for remote/in-person completion of Section 1, as all Notary Network orders are not verified at the organization's workplace.

Employee Experience

The notification sent to the employee is like the usual Section 1 task assignment notification.

There is a call-out that an additional email will be sent to the employee prompting them to schedule their verifier appointment.

-					
Your Email Address for Sign-In: sbctwderno+JHILLAnita@gmail.com Your Temporary Password: FvI					
Please use the button below to begin filling and signing your Employment Eligibility Verification (Form I-9) online. The Form I-9 should be completed before the due date shown below. If you have previously signed in to the Sterling Talent Solutions, you will be able to use the permanent password you previously set, or use the Forgot your password? option on the sign-in page to receive a new temporary nassword?					
Please note that after you complete Section 1 of the Form I-9, you will receive another email requiring you to schedule an appointment for completion of Section 2.					
Task	Due Date	Status			
Complete and Sign Form I-9 Get Started	05/09/2022	New			
Complete and Sign Form I-9 Get Started If you have any questions, or received th Solutions.	05/09/2022 is email in error, please clici	New k here to contact Sterling Ta			

The employee experience in Section 1 is the same as in the electronic I-9 service. However, the employee is asked to provide specific location information for assigning a Notary Network agent for Section 2 completion.

Section 1	Section 2 Contact Information
Section 2 Contact Information	A part of the next steps in your rectrict 9 supporting documents and complete Section 2 of your Form I-9. In order to match you with an agent to 9 supporting documents and complete Section 2 of your Form I-9. In order to match you with an agent to to you, please provide us a location where you can regularly be reached Monday-Finday RAN-6PM. This location MIGHT BE different than your home address (ex: If you are not typically near your home address during the M-F 8A-6p timeframe). Please note - actual location of meeting will be discussed with your assigned agent. PLEASE REVIEW AND MODIFY ALL FIELDS BELOW BEFORE PROCEEDING
	City* State* Zip Code* Select State/Territory ♥
	Telephone Number * Email *
	Failure to provide <u>accurate information</u> can result in additional charges to your employer as well as delay expected employment start date.
	Previous Next Sav

Following the signature step in Section 1, the employee is provided with further information about the process for scheduling their Section 2 appointment.

The employee also receives an email with the instructions to schedule their Section 2 appointment.

This appointment must be completed in a timely manner - please work with agent to find a time that is agreeable as soon as possit Agent will recommend a public meeting location to complete your Form H3 (ex: coffee shop, public ibrary, etc.) Your must still thing the original (privacial versions (inc) decess) of either one selection from List B and one selection from List B on the selection from List B on the complete sector by a representative of your employer, who will then complete sector A list of acceptable list A, B, and C documents can be viewed as a PDF using the link below List of Accentable Doc Attention Ivana Ninetofive Thank you for completing Section 1 of your Form I-9 for Sterling Talent Solutions In the next 5 business days, you should be contacted by an Agent to complete Section 2 of your Form I-9. This Agent is from an organization called N3 and may contact you via phone or text to schedule an appointment. Please note: This appointment must be completed in a timely manner - please work with agent to find a time that is agreeable as soon as possible · Agent will recommend a public meeting location to complete your Form I-9 (ex: coffee shop, public library, etc.) You must still bring the original, physical versions (not copies) of either one selection from List A. or a combination of one selection from List B and one selection from List C to be inspected by a representative of your employer, who will then complete section 2 of the Form I-9. If you have any questions, or received this email in error, please click here to contact Sterling Talent Solutions

This email has been automatically generated. Please do not reply to this message

In the next 5 business days, you should be contacted by an Agent to complete Section 2 of your Form I-9. This Agent is from an organiz N3 and may contact you via phone or text to schedule an appointment. Please note:

Automated Notary Text Message

After the employee completes Section 1, Notary Network will receive the request for a Section 2 Verification appointment. When the Notary Network assigns an agent that is in proximity of the location indicated by employee in Section 1, the following automated message is texted to employee by Notary Network:

Text comes from phone number: 414-269-6379

Sample Message:

John, this is N3 Notary contacting you on behalf of [CLIENT NAME]. Paul has been assigned as your Agent to assist you in completing your I-9. Paul can be reached at 111-222-1234.

eSign Forms

SeSigning Complete

Additional Action Required!

ur Form L9

You can review Paul's profile page here:

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https://secure.n3notary.net/ReachHire/Agent/AgentProfile.php?OrderID=2396222

Prior to meeting with the Agent, we ask that you complete Section 1 of the electronic I-9. If you have any questions, contact your employer Rep.

Sample Agent Profile Page: <u>https://secure.n3notary.net/ReachHire/Agent/AgentProfile.php?OrderID=2396222</u>

Agent Appointment Scheduling

Typically, within 1 to 2 business days, the employee will receive a text or phone call from the Notary Network agent seeking coordination of a meeting time and location. The Notary Network agent will propose meeting in a public location – often a coffee shop, restaurant, or public library.

The employee is expected to work directly with the agent to determine the best possible meeting location and meeting time to complete Section 2 verification. Most appointments last no more than 10 to 15 minutes.

Agents are not able to provide advice or recommendations on documents to bring to
the Section 2 appointment. Questions should be directed to the employer prior to
appointment.

Challenges with Appointments - "Client Action Needed"

There are times when errors and messages are relayed back to the employer from the Notary Network. Some of the messages require employer input and response; others require current order cancellation, and a new Notary Network order would be required for completion. When Sterling I-9 receives such action needed updates from Notary Network, the Form I-9 initiator will receive an email message.

PLEASE NOTE:Orders that require cancellation after an appointment has been scheduled or
appointment has started will be charged to client as billable appointment attempt.
New orders would incur another charge to client.

Some "trouble" statuses for Notary Network orders include:

- Employee has questions which cannot be answered by Notary Network
- Employee is unable to meet at/near location which was provided in Section 1
- Employee no longer requires Notary Network services
- Employee could not provide necessary documents at appointment
- Employee was no-show for scheduled appointment
- Other technical issues prevented completion of appointment
- Employee cancelled appointment after Notary was in transit

Employee Has Questions

2 Scheduling
Notary Network - Client Action Needed
Notary Network has indicated that employee has questions that cannot be answered. Client must contact employee to answer questions before appointment can take place. Please contact employee. Once questions are resolved, please check here and press Submit
I have resolved employee questions. Please proceed with Notary Network appointment. Submit
Cancel Notary Network Order



The employee has shared with the Notary Network agent or service that they do not have the necessary information to schedule the appointment. The employer needs to contact the employee and help answer questions for the scheduling process to continue. (Example: Employee is unsure which document to bring to their appointment.)

Available next steps:

- Update the Sterling I-9 solution indicating that the employee's questions have been answered and that scheduling process can proceed.
- Cancel the Notary Network order.

Employee Unable to Meet at Location

2 Scheduling	
Notary Network - Client Action Needed	
Notary Network has indicated that employee cannot meet in the origin	nally chosen location. Client must contact employee to determine new arealocation before appointment can take place. Please contact employee. Please indicate new desired location (street address, city, state, zip code) and press Submit.
,	
Submit	
Cancel Notary Network Order	

The employee has shared with the Notary Network agent or service that they could not meet based on the original employee-entered desired meeting location (city/state/zip).

Available next steps:

- Update the Sterling I-9 solution with the employee's desired city, state, and zip location which creates a new Notary Network order.
- Cancel the Notary Network order.

Employee Could Not Provide Documents

2 Scheduling
Notary Network - Client Action Needed
Notary Network has indicated that employee did not provide proper identification for completion of I-9. Client must contact employee to advise on proper documentation. Please confirm that you've contacted employee and press Submit.
Employee advised on proper documentation. Please order new Notary Network appointment. Submit
Cancel Notary Network Order

During the scheduled Notary Network appointment, the employee was unable to provide proper documentation to support the successful completion of Form I-9.

Available next steps:

- Cancel & Reorder a Notary Network Order.
- Cancel the Notary Network Order.

Employee No-Show for Appointment

2 Scheduling
Notary Network - Client Action Needed
Notary Network has indicated that employee did not show for scheduled appointment time. Please confirm that you've contacted employee and press Submit.
Employee contacted. Please order new Notary Network appointment Submit

For the scheduled Notary Network appointment, the employee did not show or contact the agent for their scheduled appointment time.

Available next steps:

- Cancel & Reorder a Notary Network Order.
- Cancel the Notary Network Order.

Other Technical Issues

2 Scheduling	
Notary Network - Client Action Needed	
Notary Network has indicated that there were technical issues that prev	rented the completion of the I-9. Please contact employee and provide an update here and Submit.
Submit	

There were technical issues that prevent the Notary Network agent from successfully completing the Form I-9.

Available next steps:

- Cancel & Reorder a Notary Network Order.
- Cancel the Notary Network Order.

Document Review and Upload – Special Note

To help preserve employee confidentiality and support data privacy, Notary Network agents will NOT be able to view or upload electronic documents that were uploaded by employees in Form I-9 Section 1 completion. If the **Retain E-Verify Required Documents only** or the **Retain All Documents** preference setting is enabled in Sterling I-9, the employee is *required* to upload their documents in the Section 1 completion process.

The noted option is NOT available for Notary Network Form I-9 orders.



If the employer is unsure about their current preference setting – or wishes to make changes to preference settings, please contact your Client Success representative, or Sterling I-9 Support for Assistance.

Reporting

To help report on the various status and levels of completion for Notary Network orders, users have multiple tools.

Inflight Order Review – Report Page

The Sterling I-9 user verifies Notary Network order details from within the Candidate Record under Report View.

Report: Fed	Sdfed						Select a
Report 130							Object a
Requested by	Hpm Test Talentwise Tes	t		Report Status	Form I-9 Required		
	(206) 111-2222			Request Submitted	Apr 27, 2022 7:09 AM		
Package Title	I-9 Notary Net	work w/E-Verify URGENT					
Report ID	236759093			Reference Code	NorthWest → Bellevue →	Dept_2	
Name	Fsd Sdfsd			Company Profile	N3 profile		
	Report Contents					Complete	Status
1	Form I-9						In Progress
2	Scheduling						Review Below
3	I-9 Notary Network E-Ver	ify URGENT					Waiting on Form I-9
1 Form I-9							
Form I-9 Status		In Progress					
Initiator		Hpm Test (hpm-test@talentwise.com)					
Employee Start D	late	06/08/2022 🧪 Edit Date					
Form I-9 Due Date	e	06/13/2022					
Status Summar	у						
Sequence		Role	Signer				Status
🛨 Task 1		Employee	candyFirstFname CandyFirstLn sbctwdemo+JASZ450@gmail.c	name com			Complete
🛨 Task 2		Verifier	Vendor Authorized Representat	tive			Waiting to be Scheduled
2 Schedulin	g						
In Progress							

Search I-9s – Advanced Filtering

Go to Form I-9 and then Search I-9s. Open/Expand Advanced Search Options.

Dashboard Screen Onboar	ding Form I-9 Task	s Records R	eporting	
Form I-9 Dashboard Search I-9s	E-Verify Case Management	Work Authorization Exp	pirations Term & Purge	
Eind a Candidate	Search I-9s	Show me new a	ind updated reports only	
Name, ID or Email	Select Saved Search	Save New Sear	ch Update Saved Search	
Quick Launch 👻	Report ID	Last Name	First Name	SSN
Recently Viewed	Report Date	From	То	
Candyfirstiname,	Last 60 Days 🗸	03/03/2022	105/02/2022	
Candyfirstiname, Candyfirstiname, Candyfirstiname P Candyfirstiname,	Advanced Search (Options Sea	rch Clear All	
Candyfirstfname P				
Ninetofive, Ivana	I-9s 1 - 10 of 47			
Delaware, Jyoti A	<u>Name</u>		Package	v
🔝 Delaware, Jyoti A	C Teststpro (2370132	d, Tetsst 176)	E Verify I9	M Bj

In the pop-down menu for the Status filter, choose any of the status choices that begin with (NN). These are the various Notary Network workflow statuses.



After filtering for the desired records, use the Download in Excel Format link to access the spreadsheet.

The data extract includes the status details in the new Workflow Status column

Download in Excel Format 😰

D	E	F	G	н
Date Searched	Search By	Status	Workflow Status	Status Date
4/29/2022 3:51	Hpm Test	Canceled	(NN) In Progress - Canceled	
4/29/2022 3:32	Hpm Test	Form I-9 Required	(NN) In Progress - Canceled	
4/29/2022 3:26	Hpm Test	Canceled	(NN) In Progress - Canceled	
4/28/2022 21:08	Hpm Test	Form I-9 Required	(NN) In Progress - Received	
4/27/2022 7:20	Hpm Test	Complete	(NN) In Progress - Attempted	4/27/2022 11:57
4/27/2022 7:19	Hpm Test	Complete	(NN) In Progress - Attempted	4/27/2022 11:56
4/27/2022 7:17	Hpm Test	Form I-9 Required	(NN) In Progress - Received	
4/27/2022 7:11	Hpm Test	Form I-9 Required	(NN) In Progress - Received	
4/27/2022 7:09	Hpm Test	Form I-9 Required	(NN) In Progress - Received	
4/27/2022 4:47	Hpm Test	Form I-9 Required	(NN) In Progress - Canceled	
4/27/2022 4:44	Hpm Test	Form I-9 Required	(NN) In Progress - Canceled	
4/27/2022 4:42	Hpm Test	Form I-9 Required	(NN) In Progress - Canceled	
4/27/2022 4:11	Hpm Test	Form I-9 Required	(NN) In Progress - Canceled	

Additional I-9 Resources

Looking for something specific? Click on the <u>Sterling I-9 User Guide Resource Page</u>.