

i9 AdvantageSM

Powering the New Age of I-9 Compliance

Paperless I-9 Management, Verification, Compliance and Storage System

i9 Advantage provides the most user-friendly and mistake-proof way to comply with Form I-9 employment eligibility verification and E-Verify® regulations. The i9 Advantage solution enables the paperless preparation, signing, management, auditing and virtual storage of all your Form I-9 records. The software fully integrates with the DHS's E-Verify system, to automatically submit employee data and receive real-time responses.

“The Obama administration will continue to enforce immigration laws to employers through I-9 audits, fines, debarments and other enforcement strategies.” - Secretary Janet Napolitano, the head of DHS

The I-9 Comply/E-Verify Program:

- Avoid penalties and fines ranging from \$110 to \$1,100 per Form I-9
- Digitally signs I-9 forms
- Facilitates step-by-step resolution process and open case tracking
- Provides an easy to use and user-friendly dashboard interface
- Provides compliance alerts and simplifies workflow with one-click access to a vast array of system features.
- Provides instantaneous E-Verify submission, with configurable options per worksite.
- Instantly checks for Form I-9 errors and signals invalid data entry as the user types, ensuring valid data entry, compliance and trouble-free E-Verify.
- Under- and over-documentation is eliminated in Section 2 by limiting the manager's view and selection to only the ID documents applicable to employee's selected citizenship status.
- Automates audit trail history of all required actions.
- Enables easy conversion from paper (archived) I-9s and supporting documents to a fully electronic solution.
- Simplified I-9 self-auditing through easily-customized reports.
- Eliminates missed deadlines with our “Notify Me” feature by alerting you to required re-verifications including Tentative Non-Confirmations (TNCs).
- Reduces audit risk exposure by systemically purging Form I-9s that should be eliminated according to the three-year/one-year rule.
- Commercial grade security and privacy by encrypting and storing Form I-9 data in a separate database for each customer and requiring complex passwords.
- 100% paperless and automated
- Bypasses the government two-hour mastery testing

Did you know:



- All employers are legally required to verify the identity and employment eligibility of all new hires in the United States, yet fraud and poor verification processes repeatedly result in compliance violations?
- I-9 violations can result in prison sentences, forfeiture of assets and civil fines?
- Full compliance is now fast and easy?
- In October of 2010, Abercrombie & Fitch was fined over \$1 million for paperwork violations and errors on their I-9s?
- Technical violations for errors, omissions and mistakes on an I-9s range from \$110 - \$1,100 per I-9?

The i9 Advantage system with optional E-Verify is available as:

- An integrated version that customers can integrate with their HRIS, payroll, onboarding, background checking or other system of record
- A stand-alone version



Compare the Benefits of i9 Advantage vs. Going Direct to E-Verify®

FEATURE	BENEFIT		i9 Advantage
Form I-9 Entry Validation – Real-time validation of data entered into fields on the Form I-9.	Reduction in fines & penalties due to incomplete forms. Automatically error-checks I-9 forms as they are being completed to eliminate human error.	NA	✓
One-time Data Entry – Users input data directly in the I-9 Comply system.	Electronic and paperless for one-time data entry with automated push to E-Verify (if applicable.)	NA	✓
Duplication Alert – User is advised when entering a form for an employee who already has a form on file.	Alerts employer of possible Social Security fraud or duplicate entry.	NA	✓
Audit Log – All actions (creation, view and print) relating to an I-9 Form are tracked and recorded.	Places high value on sensitive employee information.	NA	✓
Training Site – Use test data to “try” the system before entering live information.	Quick and efficient training. Start processing forms rapidly.	NA	✓
Tentative Non-Confirmation – Featuring a step-by-step process that pre-populates and tracks appropriate documents.	A standardized process that helps eliminate missed steps.	NA	✓
Digital Form I-9 Storage – Searchable for review, audits and re-verification.	Increased efficiency when action is needed on completed forms. All I-9 and E-Verify data is secured and stored for quick retrieval.	NA	✓
Data Tracking – Automatically tracks critical items and automatically deletes expired information.	Includes: (1) how many days left until work authorization documents and TNCs will expire and (2) which I-9s can be automatically purged once employees have been terminated.	NA	✓
Printable PDFs – Search for stored forms and print in PDF format.	Easily produce needed documents any time.	NA	✓
Go “Green” and Paperless with Online E-signatures – No need to keep separate signature files or forms.	Increases effectiveness in the logistics of physical storage and allows your organization to “go paperless” with electronic I-9 preparation and digital signatures.	NA	✓
Hosted – No servers needed or software to install. Immediate updates and always current	No additional equipment expense or maintenance needed. Integration or stand-alone options. Integrate with an applicant tracking system, your HRIS, or use it as a stand-alone process.	NA	✓
Required Testing – Mastery testing for each person who will use the government’s E-Verify program (estimated at 2 hours per person + ongoing continuing education).	Our system eliminates the need for each user to complete the online and mandated DHS Mastery tutorial and Testing to gain access.	✓	✓
Permissions – Multiple permission levels allowing optimal security throughout the company.	Employer maintains protection of confidential information.	✓	✓
Instant Employment Verification – Send employee’s data to E-Verify for immediate employment verification.	Instant knowledge of work authorization status.	✓	✓
Accessibility – Manage multiple company locations from one account through the internet.	Allows secure dissemination of information throughout the organization.	✓	✓

* (operated by the Department of Homeland Security in partnership with the Social Security Administration)