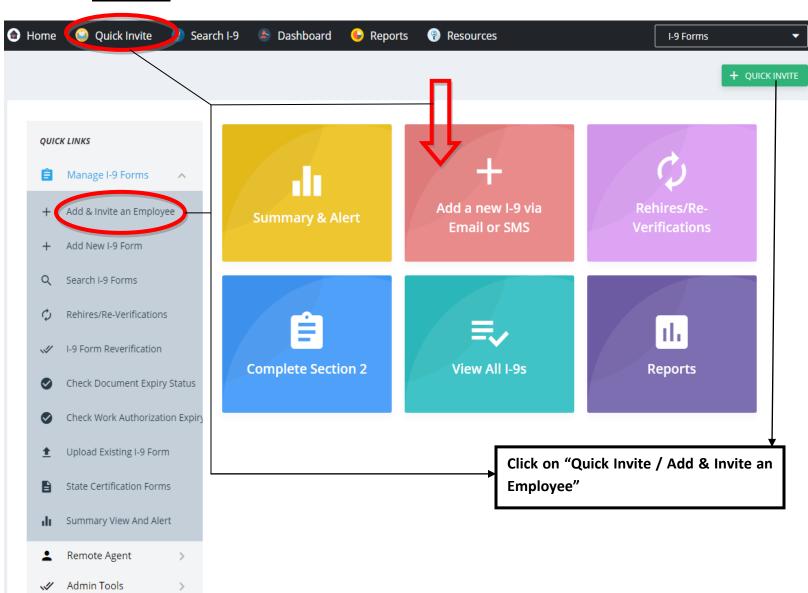


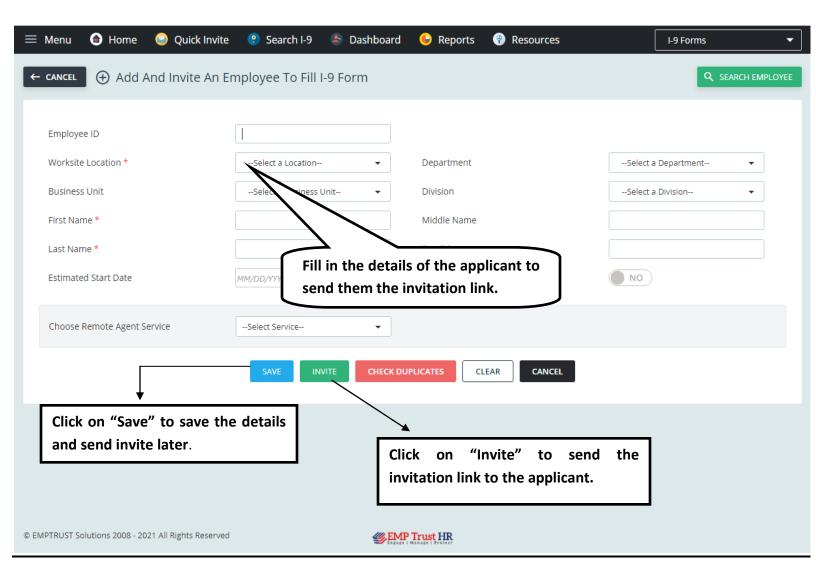
Add a New I-9 Record by Email Invitation

STEP 1:-



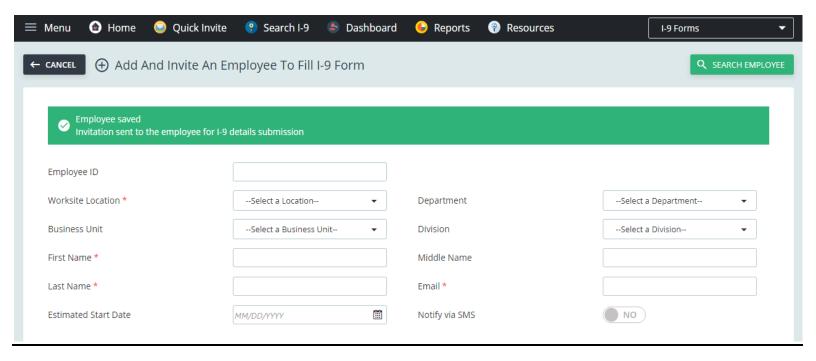
• Click on either "Quick-Invite or Add& Invite an employee" buttons as shown here.

STEP 2:-



- The "Check Duplicates" button searches for duplicate entries with the same data.
- "Clear" button clears the inserted data in the fields while "Cancel" cancels the process from being taken place now.

STEP 3:-



The following message would be displayed which would ensure that the new-hire would have received the invite link to fill their I-9 form.