

# Paperless Form I-9 / E-Verify

## Employment Eligibility Compliance

U.S. Immigration and Customs Enforcement (ICE) agents are turning up the heat when it comes to Form I-9 compliance. Employers must verify that all I-9 forms are complete, conduct re-verification where required, have a process in place to purge I-9 forms when employees are terminated, and have the ability to store and retrieve all completed I-9 forms and supporting documentation for audit purposes.



### Features

- Electronically complete, sign and store the Form I-9.
- Real-time validation of data entered into the Form I-9.
- Instant Employment Verification – send employee's data to E-Verify for employment verification. We can walk you through a step-by-step process for resolving tentative non-confirmations.
- Expiration Notices – email notification of an employee's expiring work authorization is sent before it becomes a problem.
- No servers or software to install or maintain.
- Easy Searching – search for stored forms to export or print a PDF.
- Audit Log – all actions (creation, viewing and printing) relating to a form are tracked in the audit log.
- Multiple permission levels for increased security.
- Duplication Alert – user is notified when entering a form for an employee who already has a form on file. Prevents employees from using the same SSN and tax reporting accounts by identifying current employees with mismatched Social Security numbers.

### 3 Step Compliance Solution

Electronic Form I-9 Employment Eligibility and Compliance keeps you in total compliance with all the capabilities your company needs from easy form management to simple integration with E-Verify.

#### 1. Get forms compliant.

Start the I-9 process right with every new hire. Our paperless solution lets you complete, sign and store all the documents electronically, coupled with error checking and guidance. Employee's data is sent directly to E-Verify for verification.

#### 2. Keep forms compliant.

With no servers or software to maintain, you can search, receive expiration notices, and keep compliant, audited logs of activity on each file.

#### 3. Make forms easy to find.

If ICE agents should ever show up at your door, you are one click away from proof of compliance.

### E-Verify

Take advantage of E-Verify at no additional cost.

We are a proud supporter of E-Verify and as an approved Designated Agent we have integrated our proprietary technology into the E-Verify database.

Now you can submit information collected from your Form I-9 process and receive real-time confirmation results directly on your dashboard absolutely free. Simple, fast, compliant and integrated! Our technology allows our clients to access a step-by-step, easy to use, innovative platform to process non-confirmation letters, track results, and receive expedient notices and updates from both the SSA and the DHS.

Our virtually fool proof process allows corporate administrators to manage the entire verification process while reducing fraud and enhancing overall compliance.

**For information contact Kim Kocher**

Phone: 614.754.4346

Email: [kkocher@delphiaconsulting.com](mailto:kkocher@delphiaconsulting.com)

# Paperless Form I-9 / E-Verify

Employment Eligibility Compliance

## Paperless Form I-9 vs. E-Verify

### Comparison Chart

Feature	Paperless Form I-9	E-Verify
<b>SSN Duplication Alert</b> A company-wide search of existing employees. Employer is informed of possible Social Security fraud.	Yes	No
<b>Expiration Notices</b> Email notification of an employee's expiring work authorization. Assists employers with the tedious task of keeping their workforce in compliance.	Yes	No
<b>Tentative non-confirmation</b> A step-by-step resolution process with simple instructions. A standardized method that eliminates confusion and possible discrimination.	Yes	No
<b>Termination Monitoring</b> Update termination dates individually or via file imports. Automatically remove I-9 forms that are past required retention dates.	Yes	No
<b>Digital Storage</b> Searchable database for all I-9 forms, including review, auditing and re-verification. Conversion of paper forms to digital allows management of existing and new I-9 forms.	Yes	No
<b>Multiple Locations and Levels</b> Unlimited locations to allow immediate access across the company. Multiple permission levels to provide optimal access while maintaining confidentiality.	Yes	No
<b>E-Signatures</b> E-Signature Act compliant, eliminating the need for separate signature files or forms.	Yes	No
<b>Real-Time Entry Validation</b> Forms are completed correctly the first time.	Yes	No
<b>Required Mastery Testing</b> Employees must complete a course and pass a test before they begin using the system.	No	Yes