Processing multiple I-9’s

You may have a need to initiate a large number of I-9’s at one time. If that is the case, you may enter the basic employee information and print their credentials on hiring day or up to 7 days in advance. On the hiring day, employees can log in to a computer and complete section 1 using their printed credentials. To utilize this process, follow the steps below:

1. From the menu on the left side of the dashboard, click “Initiate an I-9”

2. Choose “Add new employee”. Click “Next”
3. Enter the employee’s basic personal information
   a. Since the employee will be completing section 1 from a guest computer you do not need to enter an email address
4. Use the “Generate Username” option
5. Click “Print Credentials”
6. Print the credentials page. This is what you will give the employee on hiring day. Repeat steps for each employee.