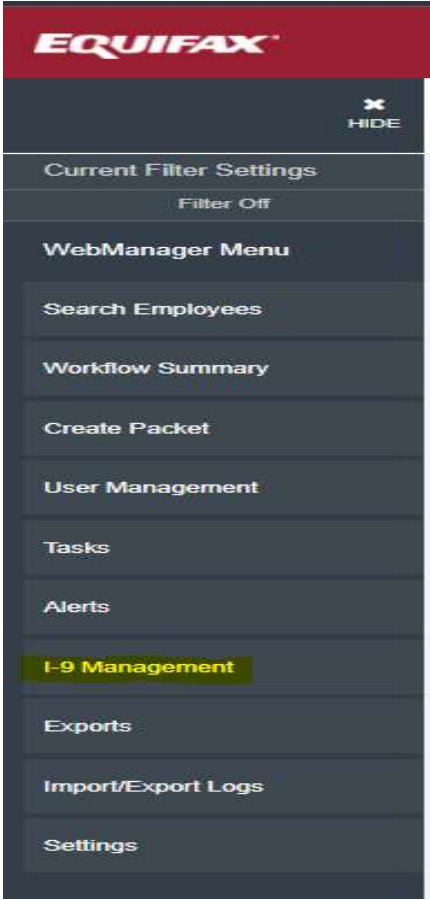
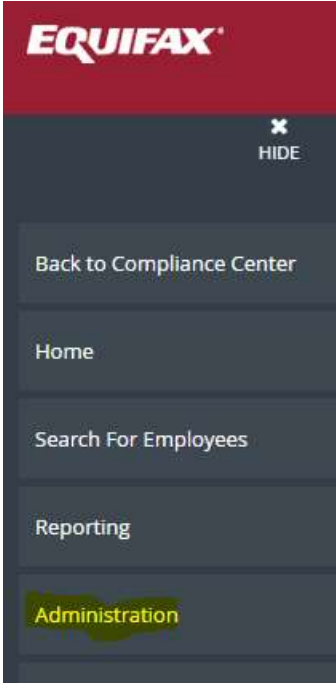
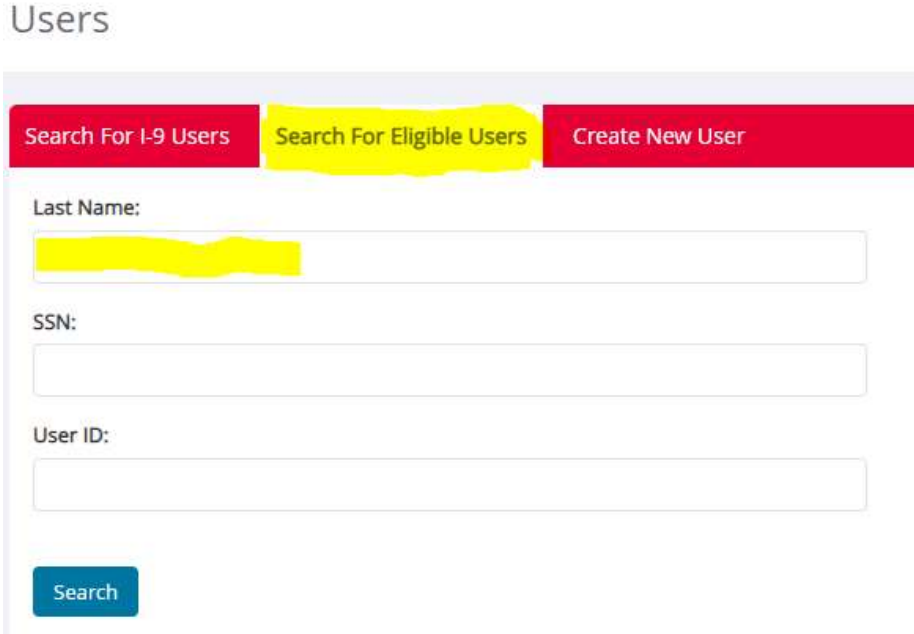

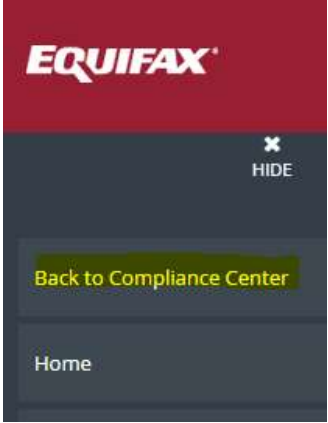


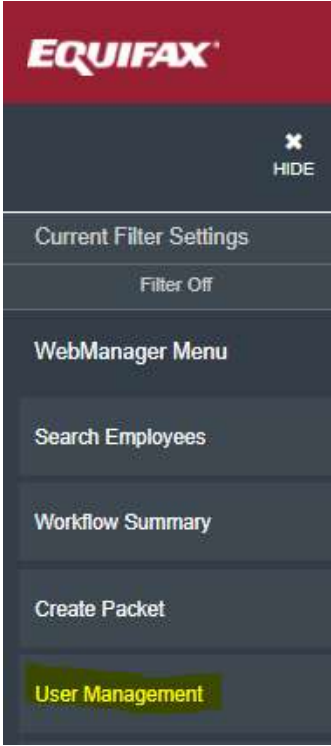
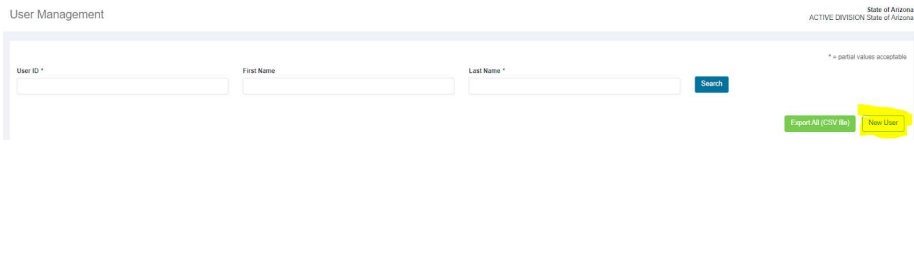
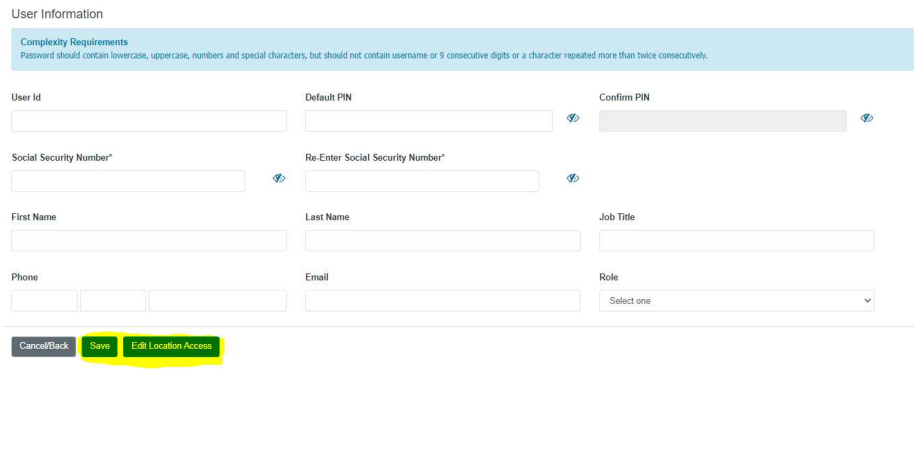
Process Name:	I-9 Add New User	Functional Area:	
Process Purpose:	Step by step of how to process a new user in I-9 compliance	Operator:	
		Frequency:	
		REVIEWER HISTORY	
KSAOs/ prerequisites:		Approver:	
Trigger:		Author:	Jennifer Melton
Related Files:		Date:	02/02/2022

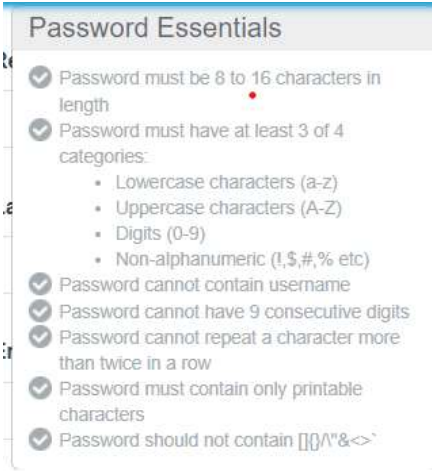
STANDARDIZED WORK

#	ACTIVITY	KEY POINTS	✓
1	Log in to Eqifax Compliance Center	https://hrx.talx.com/webmanager/LoginClientKey.aspx Employer code: 15716	
2	Click on "I-9 Management"		

<p>3</p>	<p>Click on "Administration"</p>	 <p>The screenshot shows the Equifax mobile app interface. At the top is the Equifax logo. Below it is a dark grey menu with a close button (X) and the word 'HIDE'. The menu items are: 'Back to Compliance Center', 'Home', 'Search For Employees', 'Reporting', and 'Administration'. The 'Administration' item is highlighted with a yellow background.</p>	
<p>4</p>	<p>Click on "Users"</p>	<p>Administration</p> <p>Users - Search for and edit existing users, or add a new user.</p> <p>Locations - Search for and edit existing locations, or add a new location.</p> <p>Groups - Search for and edit existing groups, or add a new group.</p> <p>Invalid SSN Maintenance - Update employees with invalid SSNs.</p> <p>Termination Date Maintenance - Maintain Termination Date for Employees.</p> <p>Search EV Case Number - Search E-verify case numbers</p>	

<p>5</p>	<p>Click on "Search for Eligible Users" and search by last name</p>		
<p>6</p>	<p>Ensure that the Name matches along with the last 4 of the SSN if available. You will then highlight and copy that User ID and click the "back" button</p>		
<p>7</p>	<p>Click "Back to Compliance Center"</p>		

<p>8</p>	<p>Click "User Management"</p>		
<p>9</p>	<p>Click the "New User" button</p> <p>To update a user (i.e. locations or OTP info and/or unlock account): Enter their ID or last name and click "Search"</p>		
<p>10</p>	<p>Paste the copied User ID, input all of the information and click "Edit Location Access" and add the correct locations for the specific agency then click "Save"</p> <p>**you will want to follow the guideline for the "Default PIN" exactly. **see below</p> <p>Only a super user can update roles</p>		

		 <p>Password Essentials</p> <ul style="list-style-type: none"> ✓ Password must be 8 to 16 characters in length ✓ Password must have at least 3 of 4 categories: <ul style="list-style-type: none"> • Lowercase characters (a-z) • Uppercase characters (A-Z) • Digits (0-9) • Non-alphanumeric (!,\$,#,% etc) ✓ Password cannot contain username ✓ Password cannot have 9 consecutive digits ✓ Password cannot repeat a character more than twice in a row ✓ Password must contain only printable characters ✓ Password should not contain []/^\"<>` 	
11	It will ask if it is the same person, click "Same person"		
12	Click "Save" one more time and it should state at the top that an account has been created.	<p>A Super User or Admin can't update another Super User/Admin (CCAdminI9Admin)</p> <p>Most commonly used User account is: CCCreatel9Ver (regular user)</p>	
13	Extra valuable information	<p>Adding a user that was a transfer: User ID does not change, Ensure not to add another user as they will not have access, Update their I-9 to the new location(should be auto populated), Change location access, ** Send a ticket to workforce solutions to change the email address on the web manager access. workforcesolutionssupport@equifax.com</p>	
14		<p>Adding a previous user that had an account years ago at another agency labeled(do not use): Needs to be unblocked/unlocked from Equifax(workforcesolutionssuppor@equifax.comt) to restart the account.</p> <p>Send the roles and location access in the email to have it updated at the same time.</p>	
15		<p>Updating a user that had an account previously but now does not have access: if it was previous to Equifax I-9 usage or they were separated previously, they will need a new account created(ID will be created from the I9 onboarding packet) - Can make a new account with this new ID</p>	

