I-9 Anywhere

Please use the following instructions to complete your Form I-9. You’ll access your Form I-9 from your Workday inbox. If you are having trouble accessing Workday from home, please reach out to the HR Service Center at 1-877-750-4748.

1. Open your Form I-9 inbox task in Workday. To complete your Form I-9, click on the Equifax I-9 Remote User Link. **If you press the wrong link, you won’t be able to schedule an appointment for section 2.**

2. Select the location where you’ll be working. There are six options for Saint Alphonsus. If you are unsure, please ask your Employment Specialist.
   - **St Alphonsus Health System, Boise, ID** – select if working for the Health System, regardless of location
   - **St Alphonsus Med Ctr Baker Cty** – select if working in Baker City, Oregon
   - **St Alphonsus Med Ctr Ontario** – select if working in Ontario, Oregon
   - **St Alphonsus Med Ctr Nampa** – select if working in Nampa, Idaho
   - **St Alphonsus Reg Med Ctr, Boise, ID** – select if working in Boise, Idaho or SAMG MedNow Inc., Nampa, ID – select if working in a MedNow Pharmacy
3. Next, you’ll see the below instructions page. After reading through the information, press **Continue**.

4. Under **Personal Information** you’ll fill out all the below fields then scroll down to **Physical Address**.

5. Add your HOME address to the fields below **Physical Address**.
6. Scroll down to **Signature** and type in your initials, then press Continue.

7. Next, you’ll add your start date (orientation date) to the field below. You can find this in your offer letter.

8. Scroll down to the **Citizen Attestation** section and select one of the four (4) options that pertains to you. Next, you’ll select the option that pertains to you under **Preparer and/or Translator Certification**. Press Continue.
9. Review the information under Employee Review. *Double check your Date of Birth, Social Security Number and the spelling of your name. If any of this information is incorrect use the Edit Personal Info link shown below. Once the information has been reviewed and looks correct, check the box and press Continue.

10. Next, you’ll be prompted to schedule an appointment to get your documents verified for Section 2. Press Continue.
1. Nearest locations will populate based on the home address you entered on Section 1 of your I-9. If you’d like to use a different address to find an I-9 location use the search bar (pictured below).

2. Scroll through the locations on the left-hand side and select the location you’d like to go to. After you click on the location, you’ll scroll down to Set your Appointment. Click on the date for your appointment then select from the drop down for the times that are available. You’ll see your selections at the bottom.

*Note: Your appointment must be completed by the Wednesday before your start date (orientation date).
3. Confirm your appointment and press **Continue**.

![Appointment Confirmation](I9跚Remote.png)

4. Next, you’ll see your confirmation page. Your appointment information will also be emailed to you. Feel free to print this page. Press **Continue** after reviewing this information.

**Review the acceptable documents BEFORE you go to your appointment. You’ll need to take your acceptable documents with you to your appointment.**

![Confirmation Details](I9跚Remote.png)

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**ACCEPTABLE DOCUMENTS**

Please remember to bring ORIGINAL, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while List B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest that consent the TNC issued by either the Social Security Administration or Department of Homeland Security.
5. Once you see this page you are done with section 1!

6. Any questions? Reach out to Workforce Solutions Support for further assistance.
   Phone: 877-664-8778 Email: workforcesolutionssupport@equifax.com
   Hours: Monday-Friday, 7:00AM – 7:00PM, Central Time (excluding holidays)

7. You’ll receive the following email regarding your appointment. *Make sure to check your spam or junk mail inbox.
If you need to cancel or modify your appointment:

1. Scroll down through the email and click on the link (shown below). **You’ll need the appointment number to cancel or modify your appointment.

   **APPOINTMENT NUMBER:**
   
   You will need the following code to provide to the person that does your Section 2 completion. Please keep this for your records: 8624504

   Click [HERE](#) to modify or cancel your appointment.

   Link will expire 120 days after your appointment date. *If link has expired please contact Employer*.

2. After you click on the link you’ll have to provide the information below. *Remember, your appointment number is in the email. Add the information to each field then press submit.

   ![Equifax I-9 Management](image)

3. The **Schedule Management** page shows you your appointment details. If you need to cancel or modify your appointment use the links at the bottom of the page. **DO NOT CANCEL YOUR APPOINTMENT WITHOUT SCHEDULING ANOTHER.**

   ![Schedule Management](image)

4. You’ll receive another email showing the details or your canceled or modified appointment. Again, if you have any questions contact Workforce Solutions Support for further assistance.

   **Phone:** 877-664-8778  **Email:** workforcesolutionssupport@equifax.com

   **Hours:** Monday-Friday, 7:00AM – 7:00PM, Central Time (excluding holidays)