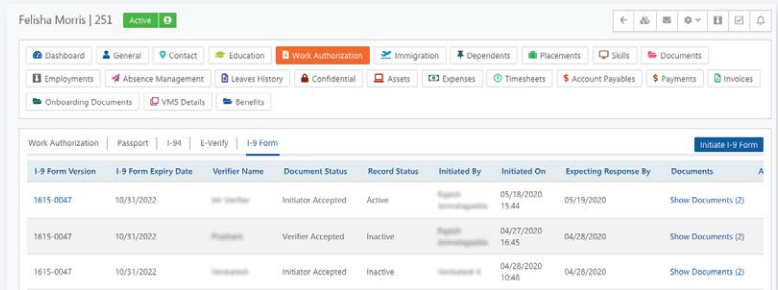WORKFORCE

End-to-End
I-9 Management

From start to finish, manage the I-9 process from one page. With CEIPAL, back office employees can now send pre-populated I-9 forms directly to both new hires and authorized representatives through the system. And—even better—employees and authorized representatives can submit all paperwork back through the system, for clean and simple documentation.

How does it work?

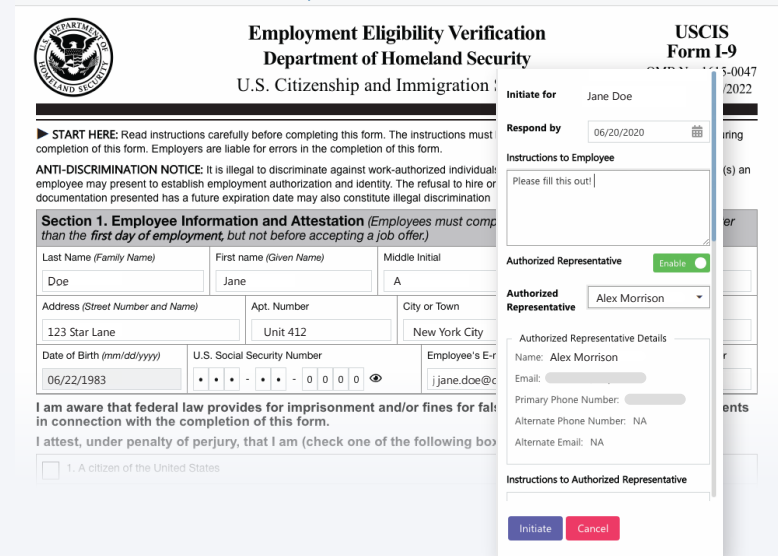## Manage everything from one paperless page.

Go simple with CEIPAL's paperless employee dashboards. Back office employees can track the entire I-9 process in a single glance.

Use the data you have.

Eliminate manual data entry as CEIPAL automatically pre-populates the entire I-9 form with information from your database.

Send out the request.

Send the I-9 form request to both the employee and your authorized representative of choice, specifying critical information like due dates as you go.

Track progress & retain documents.

See exactly when the form has been submitted and verified by your AR on the employee's dashboard.
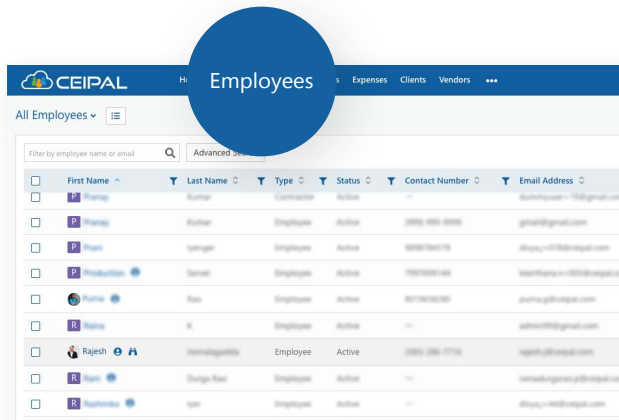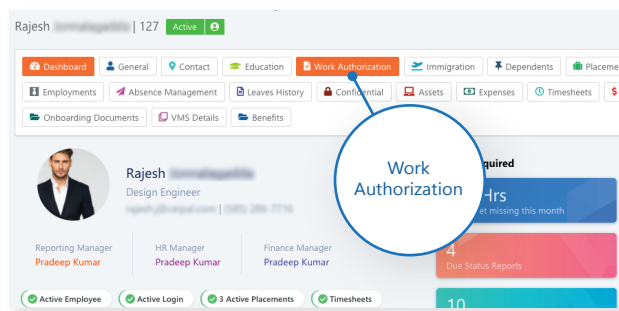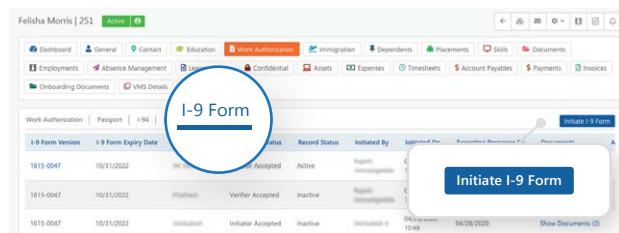
How do I use it?

1 Visit the **Employee** module and select an employee

2 Select the **Work Authorization** tab

3 Select **I-9 Form**, then select **Initiate I-9 Form**

4 Specify an authorized representation (or add a new one)

5 Initiate the process!