



Employment Eligibility Management System

Are your organization's I-9 Forms fully compliant?
Is your *entire* workforce legally eligible to work in the US?

I-9 Manager™ from OPENonline can help.



CAN COMPANIES KNOW THEY ARE COMPLIANT?

I-9 Manager™ from OPENonline provides all the features your company needs from easy I-9 form management, with simple integration with E-Verify. This helps to protect you from the ever increasing financial penalties, imprisonment and forfeiture of assets by DHS. You will feel confident that you are completely compliant.

THE PROBLEM.

- In 1986 the Immigration Reform and Control Act required all U.S. employers to verify the identity and work authorization or eligibility for all individuals, whether U.S. citizens or not, hired after November 6, 1986.
- Employers must make sure all required fields on the I-9 Form are completed.
- Re-verifications need to be monitored and kept current.
- A routine to purge I-9 Forms for terminated employees 3 years after hired or one year after termination, whichever is later.
- Access to any I-9 Form or supporting documentation at any time.
- The need to store supporting documentation along with the I-9 Form.
- Automatic monitoring of any action taken on the form to allow an internal auditing routine of tracked actions.
- The ability to train anyone responsible for completing an I-9 Form.

OPENonline, LLC.

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E-VERIFY FEATURES INCLUDED WITH NO ADDITIONAL CHARGES

We give you the ability to submit information collected in the I-9 process to return real-time results directly into your dashboard.

Let us show you how to simplify the non-confirmation process through a step-by-step approach to resolution and expedient notices for all SSA and DHS responses.

Learn how our preference panel allows corporate administrators the flexibility to force the attachment of documentation for all new hires or deny the attachment of documentation for all new hires.

To better help you identify and reduce fraud, we maintain a database of all Social Security Numbers within your company and alert you when a duplicate has been recognized.

THE SOLUTION.

- You can process an I-9 Form electronically or paper-based and store them digitally for centralized review.
- With real-time field validation, you will be confident all of your I-9 Forms have each required field completed.
- Know you are up to date with tracking of expiring work authorizations beginning 180 days out and notification either by email and/or live results on our dashboard.
- Be assured with automatic purging of any I-9 Forms past the required retention times, eliminating exposure to unnecessary audits of expired forms.
- A summary file that allows you to review all supporting documentation within the corporation whenever you wish.
- With *unlimited digital* storage of I-9 Forms and any supporting documents in a central location, it is easy to retrieve any documents you may need, with *no additional fee*.
- Detailed audit tracking of any actions affecting the I-9 Form. Including viewing, printing and modifications.
- Our included web-based training site is attached to the E-Verify test system to allow practice with live results *before* actual I-9 Forms are submitted.

I-9 Manager™

I-9 Manager™ serves as a single source solution for employers wishing not only to bring their employment verification records up to government recordkeeping standards, but also seeking to insure future compliance with the myriad changes in state and federal laws affecting the verification of employment.

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