

## Product Overview

OPENonline's **I-9 Manager™** provides a single solution for electronic employment eligibility management. By allowing employers to complete and store Form I-9 documents online, I-9 Manager™ ensures accurate data entry while saving time and reducing paperwork. Plus, I-9 Manager™ seamlessly integrates with E-Verify to satisfy state and federal regulatory requirements. In short, I-9 Manager™ helps protect employers from government audits, financial penalties and negative publicity by maintaining compliance with continually changing state and federal regulations.

## At-A-Glance

### KEY BENEFITS

- E-Verify Integration with the Department of Homeland Security (DHS)
- Electronic Form I-9 Document Management
- Federal and State Compliance

## Additional Information

### E-Verify Integration

**I-9 Manager™** satisfies E-Verify requirements for companies with federal contracts or state mandated use of the Federal E-Verify system while also providing the following features:

- **Instant Employment Verification:** Instant knowledge of work authorization status
- **SSN Duplication Alerts:** User is advised when entering a form for an employee who already has a form on file, alerting the employer of possible Social Security fraud
- **Expiration Notices:** Notified of an employee's expiring work authorization via email
- **Termination Monitoring:** Automatically remove forms past required retention dates

### Effortless Electronic Document Management

**I-9 Manager™** transforms the paper-based process into an easily managed and secure electronic solution.

- **Audit Log:** Tracks all actions (creation, view and print) related to the form, making them searchable
- **Real-Time Entry Validation:** Data entered into fields on the Form I-9 is validated in real time, ensuring the information is entered accurately from start to finish
- **Easily Retrieved:** Data is stored securely and is easily retrieved as needed or in the event of an audit

### Federal and State Compliance

Employers have felt the effects of non-compliance through heavy fines, revoked licenses and loss of employees.

- **Form I-9 Compliance:** Immigration and Customs Enforcement (ICE) has greatly increased Form I-9 audits, looking for mistakes made while completing and storing the forms. These mistakes have cost employers as much as \$1 million in fines and 50% of their workforce. Using **I-9 Manager™**, data entered into fields on the Form I-9 is validated in real time, reducing fines and penalties due to incomplete forms
- **E-Verify Compliance:** A number of states require employment verification through E-Verify. In addition, the federal government has mandated that contractors who win a federal contract containing the FAR E-Verify clause are required to enroll in E-Verify within 30 calendar days of the award date.



OPENonline is proudly accredited by the NAPBS Background Screening Credentialing Council