



Paperless I-9 compliance, management, verification, immigration tracking and legal document storage system™

nowHIRE, the premier provider
of applicant tracking systems
since 1998

nowHIRE's Web-based I-9 compliance system:

Streamlines and automates your employee onboarding, management, verification and legal document storage, saving you time and money



**With worker
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I-9 compliance: fast, easy, automated and 100% paperless. Save your company time, money and legal issues.

All employers are legally required to verify the identity and employment eligibility of all new hires in the United States, yet fraud and poor verification and recordkeeping processes repeatedly result in compliance violations. I-9 violations can result in prison sentences, forfeiture of assets and civil fines up to \$50,000. With worker verification a top governmental priority, companies cannot afford to let compliance issues slide.

Until now, I-9 compliance has been a time-consuming and paper-heavy process. But with nowHIRE's online I-9 software tool, full compliance is now fast, easy, automated and 100% paperless.

- ◆ **Improve efficiency** – Save time and stay on top of compliance with one-time data entry, real-time data at your fingertips, automatic data tracking, expiration notices and more.
- ◆ **Reduce errors** – Eliminate incorrectly entered information, missed or duplicate data and Social Security mismatches. The nowHIRE I-9 compliance system automatically error-checks I-9s as they are completed by new hires.
- ◆ **Legal compliance** – Avoid painful audits, possible fines and jail terms by fully documenting all workers.
- ◆ **Digital signature capture** – Go “green,” go paperless and reduce copying and other paper costs with our digital signature feature [a green technology]. Completely eliminate paper I-9 form storage.

- ◆ **Secured legal document storage** – Electronically store and retrieve active and inactive I-9 forms, providing anytime, anywhere secure paperless access for updating, re-verification and governmental inspection as dictated by law.
- ◆ **Reduced exposure** – Immigration tracking cost-effectively reduces your exposure to government audits, financial penalties and negative publicity resulting from non-compliance.
- ◆ **Optional DHS E-Verify integration** – Through our proprietary software integration with the federal government's Employment Verification Program (E-Verify), we can conduct automated Form I-9 legal “right to work” verifications for employers in less than three (3) seconds. nowHIRE is a Federally Approved E-Verify Designated Agent.

The nowHIRE I-9 system will help your organization streamline your I-9 compliance into an automated, paperless and seamless legal document processing and storage system.



Cost-effectively reduce your exposure to government audits, financial penalties and negative publicity resulting from non-compliance.



Features and benefits of the nowHIRE I-9 Comply™ System.

Feature	Benefit
Data Tracking – Automatically tracks critical items and deletes outdated information.	Includes: (1) how many days left until supporting documents and processes will expire (i.e. visas, non-confirmation, etc.) and (2) which I-9s can be automatically purged after terminating employees.
Immigration tracking and compliance – Immigration management that provides coordination between your immigration cases and employee hiring information.	Offers complete electronic management of the Form I-9 records for your organization, ensuring accuracy, increased compliance, extreme time savings, reduced human errors and control. In addition to providing the tools needed to coordinate between your immigration cases and employee hiring information, provides automatic notification of immigration status changes requiring I-9 re-verification.
Digital Form I-9 Storage – Searchable for review, audits and re-verification.	Increased efficiency when action is needed on completed forms. All I-9 data, including copies of driver's licenses, Social Security cards, passports, etc., is secured and stored for quick retrieval.
Download or Print I-9 PDFs – Search for stored forms and print in PDF format.	Easily produce needed documents anytime and anywhere.
Form I-9 Entry Validation – Real-time validation of data entered into fields on the Form I-9.	Reduction in fines and penalties due to incomplete forms. Automatically error-checks your I-9 form as they are being completed to eliminate human error.
1-time Data Entry – Users input data directly in the nowHIRE I-9 Comply™ system.	HR will not need to transcribe data from a paper I-9 into the system; electronic and paperless.
Duplication Alert – User is advised when entering a form for an employee who already has a form on file.	Alerts employer of possible Social Security fraud.
Audit Log – All actions (creation, view and print) relating to a form are tracked and searchable.	Places high value on sensitive employee information.
Training Site – Use test data to “try” the system before entering live information.	Quick and efficient training. Start processing forms rapidly.
Expiration Notices – E-mail notification of an employee's expiring work authorization.	Effortlessly monitor your database and remain in compliance.
Go “Green” and Paperless with Online E-Signatures – No need to keep separate signature files or forms.	Increases effectiveness in the logistics of physical storage and allows your organization to “go paperless” with electronic I-9 preparation and digital signatures.
Permissions – Multiple permission levels allowing optimal security throughout the company.	Employer maintains control and protection of confidential information.
Accessibility – Manage multiple company locations from one account through the Internet.	Allows secure dissemination of information throughout the organization.
Hosted – No servers needed or software to install. Immediate updates and always current.	No additional equipment expense or maintenance needed.
Integration or stand-alone options	Integrated with our applicant tracking system, or use it as a stand-alone process.



The E-Verify® program from nowHIRE

nowHIRE is the first applicant tracking system vendor to offer paperless I-9 compliance technology with an optional E-Verify component. E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). The system allows employers to electronically verify name, date of birth and social security number, along with immigration information for non-citizens, against Federal databases in order to verify the identity and employment eligibility of both citizen and non-citizen new hires.



The nowHIRE I-9 compliance system with the optional DHS E-Verify integrated component is available in three versions:

- ◆ A **Stand-Alone** version
- ◆ A **Standard** version that customers can easily attach to their nowHIRE ATS
- ◆ A **Configurable** version that can be integrated with customers' unique ATS implementations

The E-Verify Program from nowHIRE

- ◆ **Streamlines and automates** your hiring and I-9 compliance process with real-time integration with the government's E-Verify system
- ◆ **Significantly reduces** administrative time and is easy to use and learn
- ◆ Is a 100% paperless "**Green**" technology
- ◆ Stores E-Verify case histories and Form I-9 information in **your own private and secured database** on our servers
- ◆ Allows you to run **real-time reports** and audit work eligibility verification results within seconds
- ◆ Gives employment verification **results in seconds**
- ◆ Gives you the ability to **view and directly submit data to E-Verify**, so you can see results right away and take the necessary actions
- ◆ Provides an electronic workflow and audit trail for the **tentative non-confirmation process**
- ◆ **Extends the Optional Practical Training (OPT)** from 12 to 29 months for qualified F-1 non-immigrant students (science, technology, engineering and mathematics)
- ◆ Gives you a **step-by-step resolution process** to eliminate discrimination
- ◆ Features an intuitive **Web-based interface**
- ◆ **Bypasses** the government E-Verify Mastery Testing
- ◆ **Enables** automatic immigration tracking that reduces your exposure to government audits, financial penalties, and negative publicity
- ◆ **Improves the accuracy** of wage and tax reporting
- ◆ Virtually **eliminates Social Security mismatches**
- ◆ Has an acclaimed and extreme **customer service** approach
- ◆ Is a **certified E-Verify program**; nowHIRE is a federally approved **Designated Agent**
- ◆ **Helps your organization**
 - avoid penalties and fines ranging from \$275 to \$11,000
 - maintain a legal workforce
 - protect jobs for authorized U.S. workers

NOWHIRE E-Verify™
Paperless I-9 compliance, management, verification,
immigration tracking and legal document storage system™

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nowHIRE: A COMPLETE APPROACH

Since 1998, nowHIRE has provided industry-defining solutions that feature fully integrated, Web-based recruiting and applicant tracking software modules. Companies can configure the software to their specific recruiting needs — for hourly, salaried, internal or contingent employees, or any combination thereof. nowHIRE offers paperless recruiting, hiring and onboarding via SigCap, the first-of-its-kind digital signature pad that enables electronic signature capture and storage.

Find out how well nowHIRE's I-9 Comply™ and E-Verify system can work with you

800.724.8546



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