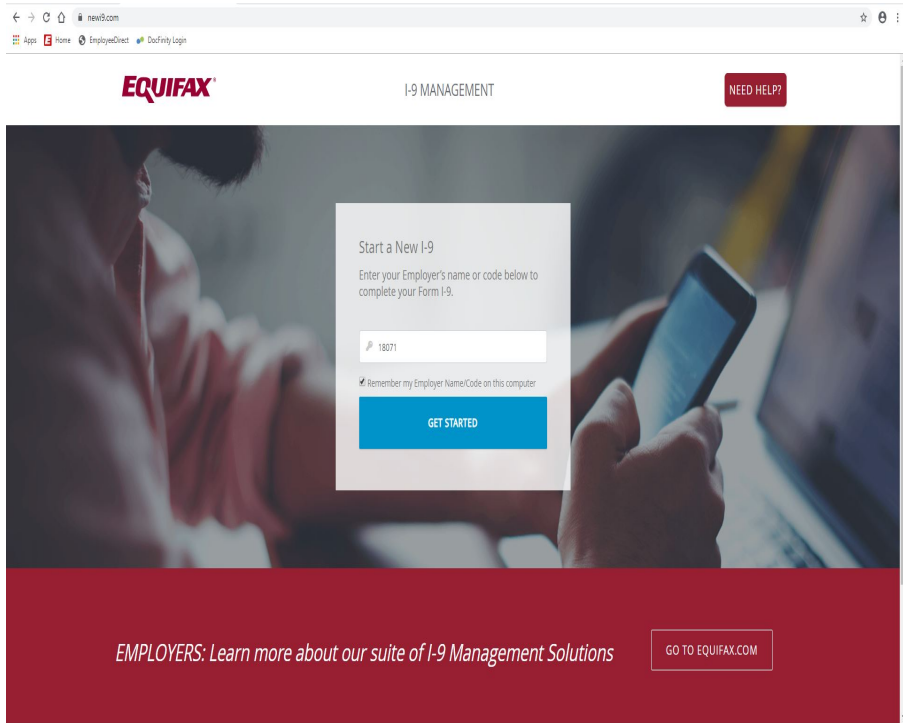


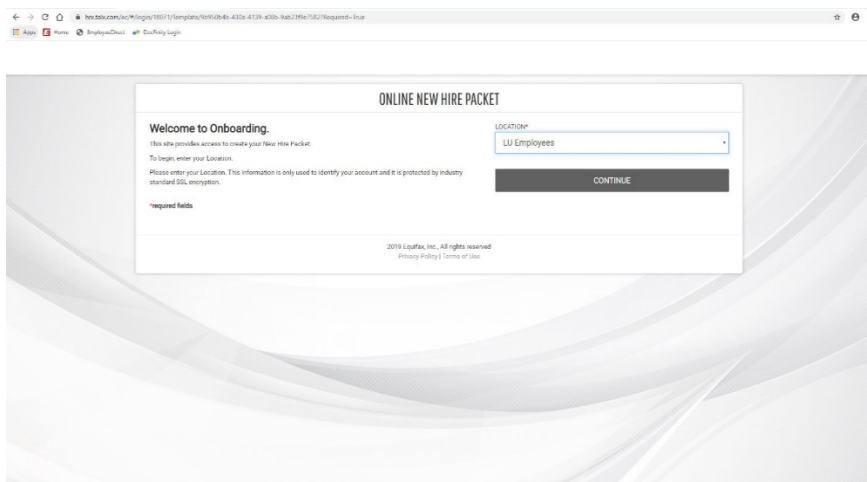
LONGWOOD UNIVERSITY

Instructions for Completing Your Electronic I-9



The screenshot shows a web browser window with the URL newi9.com. The page header includes the Equifax logo, "I-9 MANAGEMENT", and a "NEED HELP?" button. The main content area features a "Start a New I-9" form with the following text: "Enter your Employer's name or code below to complete your Form I-9." Below this is a text input field containing "18071" and a checked checkbox labeled "Remember my Employer Name/Code on this computer". A blue "GET STARTED" button is positioned below the form. At the bottom of the page, there is a red banner with the text "EMPLOYERS: Learn more about our suite of I-9 Management Solutions" and a "GO TO EQUIFAX.COM" button.

Log on to www.newi9.com. You will be directed to the main screen where you will type in Longwood's Employer code – **18071**



The screenshot shows a web browser window with the URL hr.btu.com/ncf/1/complete/1091046-4335-4139-a02b-9ab23f617502/Required--Inu. The page title is "ONLINE NEW HIRE PACKET". The main content area features a "Welcome to Onboarding." section with the text: "This site provides access to create your New Hire Packet. To begin, enter your Location. Please enter your Location. This information is only used to identify your account and it is protected by industry standard SSL encryption." Below this is a "LOCATION:" dropdown menu with "LU Employees" selected. A "CONTINUE" button is positioned below the dropdown. At the bottom of the page, there is a "Required fields" section and a footer with the text "© 2019 Equifax, Inc. All rights reserved. Privacy Policy | Terms of Use".

Once you get to this screen, select the correct employee location and then click "continue"

Employee Location:

**LU Employees for employees*

**LU Student Workers for student employment*

LONGWOOD UNIVERSITY

Instructions for Completing Your Electronic I-9

WELCOME TO YOUR EMPLOYMENT CENTER!

We are excited to welcome you as our new team member!
You are now ready to begin completing your Form I-9. The process takes between 5 and 10 minutes to complete and doesn't need to be done all at once.
Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HR Representative.

Standard, UI Employees
2 Forms to Complete
Personal Information

EFIXSM
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CONTINUE >

Click continue on this screen to begin filling out your I9 Section 1 information.

Remember: Section 1 needs to be completed on or before your first day of employment.

PERSONAL INFORMATION
Student, UI Employees

REQUIRED FIELD

PERSONAL IDENTIFICATION

Social Security Number* Confirm Social Security Number* -OR- SSN Applied For
First Name (Given Name)* Middle Initial* Last Name (Family Name)* Other Last Name Used
Email Address* Telephone* Date of Birth*
(xxx) xxx-xxxx MM-DD-YYYY

PHYSICAL ADDRESS

Street Address* Apt*
Zip code* City* State*
County*

< BACK CONTINUE >

Input all of the required information, checking to make sure it is correct. Once done, click “continue”. You will receive a code upon completion of Section 1. Once you have the code, you may close out of your browser.