

LONGWOOD UNIVERSITY

Instructions for Completing Your Electronic I-9

The screenshot shows a web browser window with the URL newi9.com. The page features the Equifax logo, 'I-9 MANAGEMENT' text, and a 'NEED HELP?' button. The main content area has a background image of a person using a smartphone. Overlaid on this is a white box titled 'Start a New I-9' with the instruction 'Enter your Employer's name or code below to complete your Form I-9.' Below this is a text input field containing '18071', a checked checkbox for 'Remember my Employer Name/Code on this computer', and a blue 'GET STARTED' button. 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 a URL starting with newi9.com. The page is titled 'ONLINE NEW HIRE PACKET'. It has a 'Welcome to Onboarding.' section with a sub-header '(This site provides access to create your New Hire Packet.)'. Below this, it says 'To begin, enter your Location.' and 'Please enter your Location. This information is only used to identify your account and it is protected by industry standard SSL encryption.' There is a 'LOCATION' dropdown menu with 'LU Employees' selected. A 'CONTINUE' button is located below the dropdown. At the bottom, there is a 'Required fields' section and a footer with '©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*

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The screenshot shows a web browser window with the URL hrx24.com/uc/f/Welcome. The page has a light gray background with a white central box containing the following text:

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, US Employees
2 Forms to Complete

Personal Information

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At the bottom of the page is a green button labeled **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.

The screenshot shows the 'PERSONAL INFORMATION' form within the Employment Center. The form is titled 'PERSONAL INFORMATION' and includes a 'REQUIRED FIELD' indicator. The form is divided into two main sections: 'PERSONAL IDENTIFICATION' and 'PHYSICAL ADDRESS'.

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*

At the bottom of the form are two buttons: **< BACK** and **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.