The below instructions are to update your I-9 location in your job card prior to submission of offer card, with this update when an offer is accepted the candidate will receive an I-9 link from Equifax.



Electronic I-9 Process Overview (New Hires/Rehires):

NOTE: If the location was not updated prior to submission of Offer, the HRC must send the employee link via email outside of this process.

Instructions:

 Go to the Admin Portal in the NSU Careers Dashboard> Under the Hamburger Menu> select Manage Jobs



2. Choose your filters> Search > select job

Manage jobs - PageUp People - Google Chrome					-	
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- 3. Job Card will appear, scroll down to I-9 Location:
 - a. Select the magnify glass
 - b. Type in center/ department activity code
 - c. Search
 - d. Click on site
 - e. Click "Okay"
- 4. You will see your update:

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5. Scroll Down and click "submit"

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