



Add a New I-9 Record by Email Invitation

## STEP 1:-

The screenshot displays a dashboard interface for I-9 forms. The top navigation bar includes 'Home', 'Quick Invite', 'Search I-9', 'Dashboard', 'Reports', and 'Resources'. A dropdown menu for 'I-9 Forms' is visible on the right, with a '+ QUICK INVITE' button. The main content area features a grid of six colored buttons: 'Summary & Alert' (yellow), 'Add a new I-9 via Email or SMS' (red), 'Rehires/Re-Verifications' (purple), 'Complete Section 2' (blue), 'View All I-9s' (teal), and 'Reports' (dark purple). A left sidebar titled 'QUICK LINKS' lists various actions, with 'Add & Invite an Employee' circled in red. A red arrow points to the 'Add a new I-9 via Email or SMS' button. A black box with an arrow points to the 'Add & Invite an Employee' button in the sidebar, containing the text: **Click on "Quick Invite / Add & Invite an Employee"**

- Click on either “Quick-Invite or Add& Invite an employee” buttons as shown here.

## STEP 2:-

The screenshot shows a web application interface for adding and inviting an employee. The top navigation bar includes 'Menu', 'Home', 'Quick Invite', 'Search I-9', 'Dashboard', 'Reports', and 'Resources'. The main header contains a 'CANCEL' button, a '+ Add And Invite An Employee To Fill I-9 Form' title, and a 'SEARCH EMPLOYEE' button. The form fields include: Employee ID (text input), Worksite Location \* (dropdown), Business Unit (dropdown), First Name \* (text input), Last Name \* (text input), Estimated Start Date (text input with MM/DD/YYYY format), Department (dropdown), Division (dropdown), Middle Name (text input), and a 'NO' toggle. A 'Choose Remote Agent Service' dropdown is also present. At the bottom, there are five buttons: 'SAVE' (blue), 'INVITE' (green), 'CHECK DUPLICATES' (red), 'CLEAR' (white), and 'CANCEL' (black). Two callout boxes provide instructions: one pointing to the 'INVITE' button stating 'Fill in the details of the applicant to send them the invitation link.', and another pointing to the 'SAVE' button stating 'Click on "Save" to save the details and send invite later.'

- The “Check Duplicates” button searches for duplicate entries with the same data.
- “Clear” button clears the inserted data in the fields while “Cancel” cancels the process from being taken place now.

## STEP 3:-

The screenshot displays a web application interface for submitting I-9 forms. At the top, a navigation bar includes links for Menu, Home, Quick Invite, Search I-9, Dashboard, Reports, and Resources. The current page is titled 'I-9 Forms'. Below the navigation bar, there is a header area with a 'CANCEL' button, a '+ Add And Invite An Employee To Fill I-9 Form' button, and a 'SEARCH EMPLOYEE' button. A green success message banner reads: 'Employee saved. Invitation sent to the employee for I-9 details submission'. Below the message is a form with the following fields:

Employee ID	<input type="text"/>		
Worksite Location *	--Select a Location--	Department	--Select a Department--
Business Unit	--Select a Business Unit--	Division	--Select a Division--
First Name *	<input type="text"/>	Middle Name	<input type="text"/>
Last Name *	<input type="text"/>	Email *	<input type="text"/>
Estimated Start Date	<input type="text" value="MM/DD/YYYY"/>	Notify via SMS	<input type="radio"/> NO

The following message would be displayed which would ensure that the new-hire would have received the invite link to fill their I-9 form.