

Document Upload

Document Upload: Simplifying I-9 Compliance for Employers and Beneficiaries

Employers can seamlessly streamline their I-9 compliance process by uploading scanned documents directly into the I-9 compliance portal that in turn stores in a secure and accessible database.

This efficient method ensures that all essential documentation, such as employee identification and work eligibility records, is consistently available. By digitizing documents, they can eliminate the risk of misplacement or loss of crucial paperwork, thereby enabling easy retrieval and safeguarding compliance records for government audits and regulatory purposes.



Enhanced Accessibility

- ⬡ Uploaded documents and online forms are accessible 24/7 from any location with an internet connection, with the right access
- ⬡ Both beneficiaries and employers with the right permissions, have secure access to essential documents and online forms.



Feature highlights

- ⬡ **Efficiency:** Streamlines the document management process, reducing administrative burden.
- ⬡ **Risk Mitigation:** Eliminates the risk of misplacing or losing physical documents, enhancing data security.
- ⬡ **Efficiency:** Streamlines the document management process, reducing administrative burden.



How it Works

- ① Employees need to first choose the documents from List A, B and C in section 1 of the I-9 form that they want to upload.
- ② Employees can then upload and submit scanned documents in section 1, which are in turn stored in a secure database with access controls.
- ③ Once the employer completes section 2 and uploads necessary documentation, he/she can generate the completed I-9 form with all associated supporting documentation accessible anytime for future audits or checks.
- ④ Employer will be notified to verify all employee details and uploaded documents.



Conclusion

Document upload transforms I-9 compliance procedures, offering secure and accessible document management for both employers and beneficiaries. Enjoy streamlined processes, reduced risks, and convenient accessibility for compliance needs with Imagility by your side.

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