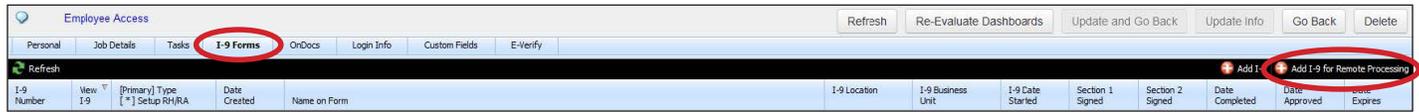


Creating an I-9 for Remote Hire

Step 1: Search the employee in Guardian and select the I-9 Forms tab.

Step 2: Select Add I-9 for Remote Processing.



Step 3: Change the Remote Hire HR Contact to your name and send out the two emails “Review Agent Instructions” and “Review Notary Instructions” by clicking on them individually. Do not send out: “Review Employee Instructions” — the link does not work.

Step 4: Select Go Back so you’re on the I-9 page and then select View Employee

Employee Information

Employee Name: **Test, Test1**
 Location: **University**
 Date Hired: **01/14/2021**

Responsible Parties

Please Assign the Remote Hire HR contact from the popup below.

Responsible HR/Group: **HR Admin**

Remote Hire HR Contact: **Doe, Jane** (This HR will be listed on the support documents as the point of contact)

Documents

Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions: **Review Agent Instructions** [Login](#)
Review Notary Instructions

Employee Instructions: **Review Employee Instructions** [Login](#)

[Update Info](#) [Go Back](#) [Disable Remote Hire Process](#)

Step 5: Click on the Login Info tab and then Reset Login & Password. You can change verbiage at that point and finally press Send Email.

[Reset Login & Password](#)

Click the Reset Login button to generate a random login and password, and send an E-mail to the employee.

[Send Email](#)