I-9 Administrative Users Quick Reference Guide

Website	https://hrx.talx.com/webmanager/LoginClientKey.aspx
Employer Code	15716

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ACCESSING THE APPLICATION

	Log In
1	• Log into the application – the web adress is on the first page of the document. • The employer code is always 15716. • Check the "Remember my Employer Code on this Computer?" box.
	User ID
2	• User ID = your 3 inititals (small letters)+ the last 5 digits of your EIN. If you do not have a middle initial, use the letter "x. • Example: John H. Smith, EIN 123456 – User ID = jsh23456 • Example Marie Parker, EIN 87457 – User ID = mxp87457
3	**PIN**
	• The default pin is the 4-digit year you were born + the last 4 of your social security number. • Click Log in after entering your PIN. • After you log in for the first time, you will be invited to answer 6 security questions and change your PIN.

	Forgot PIN
3	• Follow steps 1 and 2 above. • Click on the "Forgot your PIN?" link • One of your security questions will pop up • After you correctly answer the security question, a screen inviting you to create a new PIN will appear COMPLIANCE CENTER Home Privacy Policy **Log In** **State of Arizona** Enter your PIN. PIN: Forgot your PIN? < Back Log in Terms and Conditions y of Equifax

USER MANAGEMENT

	Create a User
4	• Log into the application • Click on User Management **COMPLIANCE CENTER** Privacy Policy → Logout → **State of Arizona** Current Filter Settings **Welcome** **Filter Off** Alerts 0 Tasks Not Started 0 **webManager Menu** Tasks Not Completed 0 Lookup Workflow Summary Create Packet User Management I-9 Management Exports Screening Management
5	• Click on "New User" Privacy Policy → Logout → Welcome: **Kimberly Adams** **ACTIVE DIVISION** State of Arizona Name * User ID * search * = partial values acceptable **Export All (CSV file)** **New User**
6	• Enter the user information **User Information** User Id abc12345 Default PIN 19805555 Confirm PIN 19805555 First Name Jane Last Name Doe Job Title Phone ( ) - Email jane.doe@azdoa.gov Role Select one ▼ Cancel/Back Save • User ID = 3 initials + last five digits of EIN • PIN = 4-digit year of birth + last 4 of social security number

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- Role = select a role from one of the following:

  CCViewNoI9 - User has Compliance Center access only (Onboard AZ only – no I9 access) with view only access of new hire forms. They have no access to the I9 application.

  CCCreateNoI9 – User has Compliance Center access only (Onboard AZ only – no I9 access) with the ability to Create and modify packets for new hires, reset their passwords, and resend their packets. They have no access to the I9 application.

  CCNoneI9Ver – User only has access to Compliance Center to verify I9s (I9 Verifier access only). They are unable to access any other functions of the Compliance Center (Onboard AZ).

  CCCreateI9Ver - User has Compliance Center access (Onboard AZ and I9) with the ability to Create and modify packets for new hires, reset their passwords, and resend their packets. They also have access to verify I9s.

  * **CCAdminNoI9** – User has Compliance Center access only (Onboard AZ only – no I9 access) with the ability to Create and modify packets for new hires, reset their passwords, and resend their packets. They also have Administrator access to Compliance Center to create new power users (can create new power users for the above roles only- they cannot create other Administrative users or select any role with Admin in it- this must be done through ADOA). They have no access to the I9 application and are not able to reset power user's passwords.

  * **CCNoneI9Admin** – User has Compliance Center access only to create new power users in Compliance Center but cannot create or modify new hire packets (No Onboard AZ- I9 access only). They have Administrator access to I9 Management allowing them to reset passwords for power users though the I9 Management link, in addition to all I9 functions including I9 verifier. They can create new power users (for the above non-Admin roles only- they cannot create other Administrative users or select any role with Admin in it- this must be done through ADOA). They have full access to the I9 application.

  * **CCAdminI9Admin** - User has Compliance Center access to both create new power users in Compliance Center and also create or modify new hire packets (Onboard AZ and I9). They have Administrator access to both Compliance Center and I9 Management allowing them to create new power users and also reset their passwords though the I9 Management link. They have access to all I9 functions including I9 verifier. They can create new power users (for the above non-Admin roles only- they cannot create other Administrative users or select any role with Admin in it- this must be done through ADOA).

  * **CCNoneI9None** – User has no access to either the Compliance Center or I-9

  *All requests for roles with **Admin** in them must be submitted via the ADOA I9help mailbox at I9help@azdoa.gov.
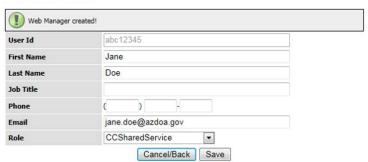
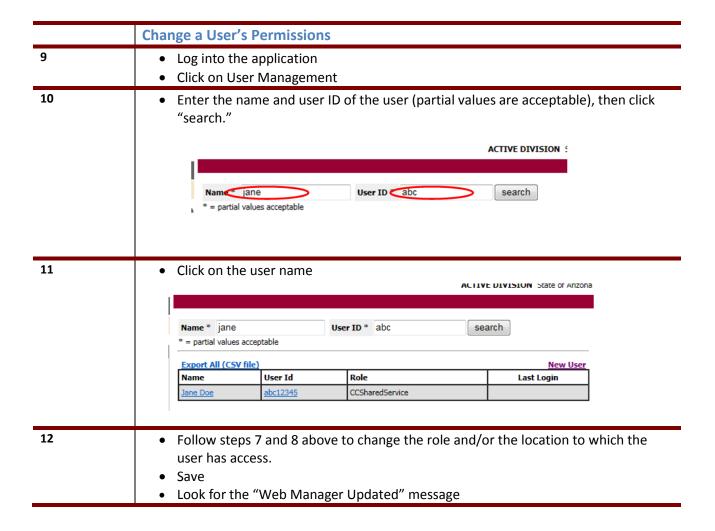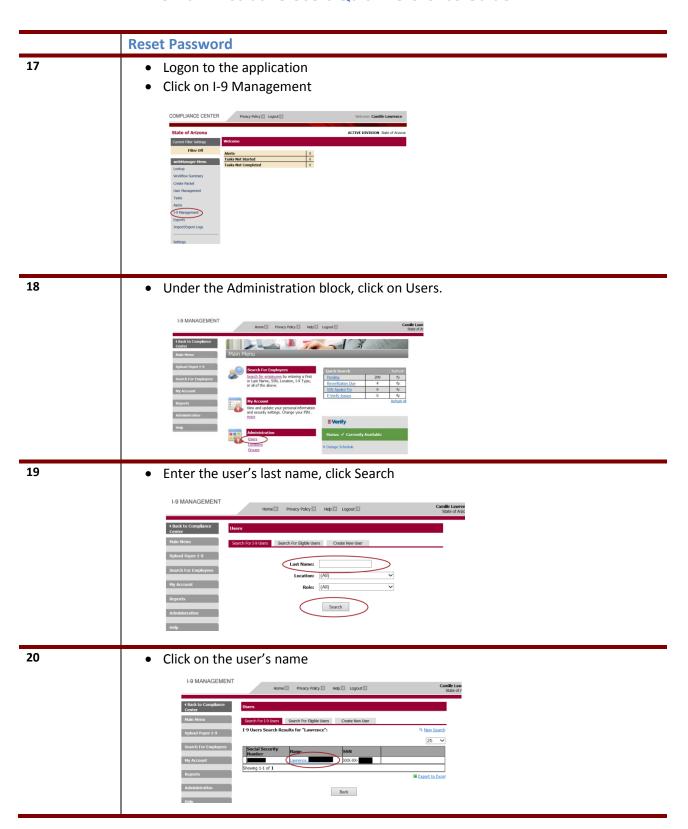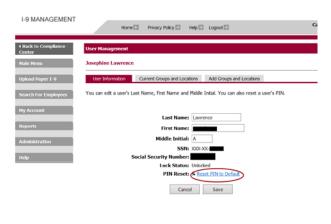| 8 | • Check the box next to the location the user should have access to- either an agency or a process level within the agency.
• If the agency is selected all the process levels under that agency will automatically be selected.

Locations

☐ State of Arizona
    ☐ STATEWIDE SYSTEMS PROCESSING
    ☐ BOARD OF ACCOUNTANCY
    ☐ RADIATION REGULATORY AGENCY
    ☐ OFFICE OF EQUAL OPPORTUNITY
    ☐ DEPT OF AGRICULTURE
    ☐ COMMISSION OF AFRICAN-AMERICAN AFFAIRS
    ☐ ACUPUNCTURE BOARD OF EXAMINERS
    ☐ BOARD OF APPRAISAL
    ☐ ARIZONA STATE UNIVERSITY
    ☐ AUTOMOBILE THEFT AUTHORITY
    ☐ AUDITOR GENERAL
    ☐ BOXING COMMISSION
    ☑ DEPT OF ADMINISTRATION
        ☑ ADAZGAD-ARIZONA GOVERNMENT UNIVER
        ☑ ADBSDAD-BENEFITS SERVICES DIVISION
        ☑ ADCAPAD-CAPITOL POLICE (disabled)
        ☑ ADDIAAD-GRRC
        ☑ ADDIRAD-DIRECTOR'S OFFICE
        ☑ ADFSGAD-FINANCIAL SERVICES DIV GAO
        ☑ ADFSRAD-FINANCIAL SERVICES DIV RM
        ☑ ADFSSAD-FINANCIAL SERVICES DIV SPO
        ☑ ADGSAAD-GSD ACCOUNTING

• Click on Save
• Look for the "Web Manager Created" at the top of the screen
• The user is now active

User Information

ⓘ Web Manager created!

User Id: abc12345
First Name: Jane
Last Name: Doe
Job Title:
Phone: ( ) -
Email: jane.doe@azdoa.gov
Role: CCSharedService ▾

Cancel/Back Save |

	Change a User's Permissions
9	• Log into the application • Click on User Management
10	• Enter the name and user ID of the user (partial values are acceptable), then click "search." ACTIVE DIVISION Name jane User ID abc search * = partial values acceptable
11	• Click on the user name ACTIVE DIVISION State of Arizona Name * jane User ID * abc search * = partial values acceptable Export All (CSV file) New User | Name	User Id	Role	Last Login | Jane Doe | abc12345 | CCSharedService |
12	• Follow steps 7 and 8 above to change the role and/or the location to which the user has access. • Save • Look for the "Web Manager Updated" message

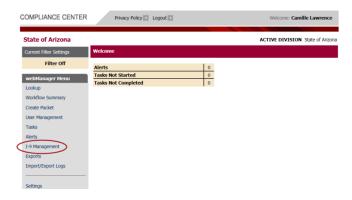|	Inactivate a User
13	• Log into the application • Click on User Management
14	• Follow steps 10 and 11 above to find the user
15	• Next to the employee's last name, type "DO NOT USE" in capital letters. • Select the following role: "CCNoneI9None" • Under "Locations" uncheck all the location boxes that the employee has access to.
16	• Save • Look for the "Web Manager Updated" message. • The user is no longer active *Note: Some staff members may have more than one profile in the system. It is recommended to inactivate all but the most current profile.*

	Reset Password
17	• Logon to the application • Click on I-9 Management
18	• Under the Administration block, click on Users.
19	• Enter the user's last name, click Search
20	• Click on the user's name

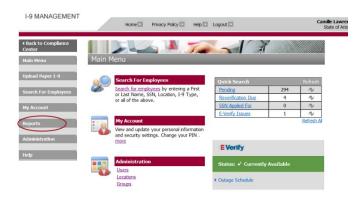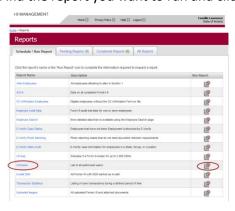| 21	• Click on Reset PIN to Default • The user's PIN is now reset to the default 4-digit year of birth + last 4 of social security number

REPORTS

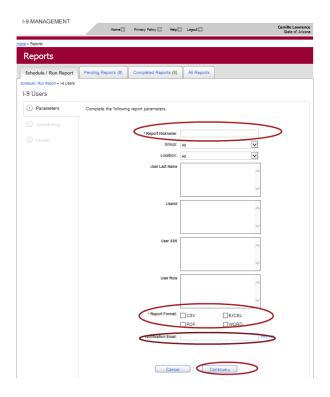| 22	• Logon to the Compliance Center and click on I-9 Management
23	• Click on Reports
24	• Find the report you want to run and click on the Run Report icon.

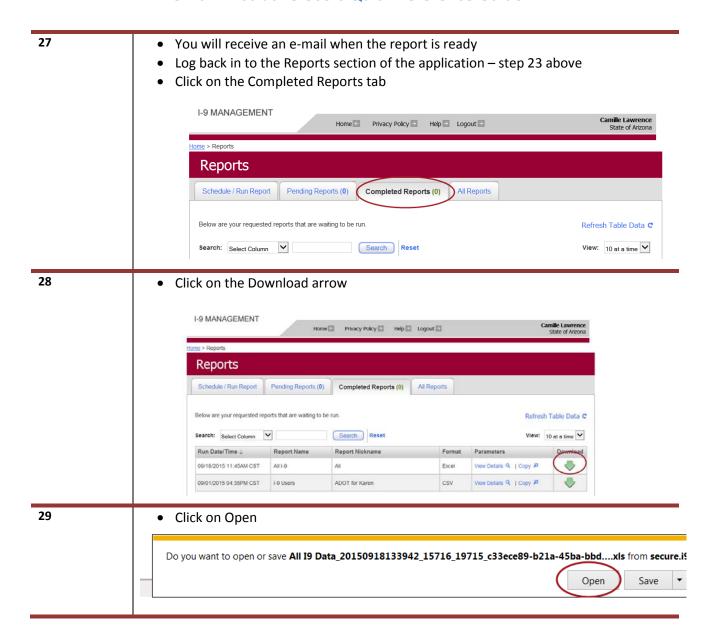|	
25	- Give a name to your report - To pull a report of all your agency's information, leave all the criteria field blank - Select an output format - Enter your e-mail address - Click on Continue
26	- Click on Next Available run time - Click on Submit

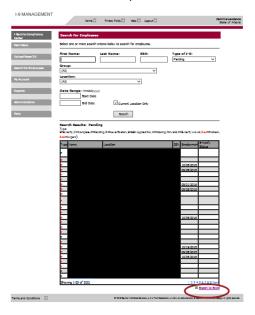| 27	• You will receive an e-mail when the report is ready • Log back in to the Reports section of the application – step 23 above • Click on the Completed Reports tab ![I-9 Management Reports - Completed Reports tab highlighted]
28	• Click on the Download arrow ![I-9 Management Reports - Download arrow highlighted]
29	• Click on Open ![Do you want to open or save All I9 Data_20150918133942_15716_19715_c33ece89-b21a-45ba-bbd....xls from secure.i9 - Open button highlighted]

THE I-9 DASHBOARD

Daily Monitoring the I-9 Activity for your Agency

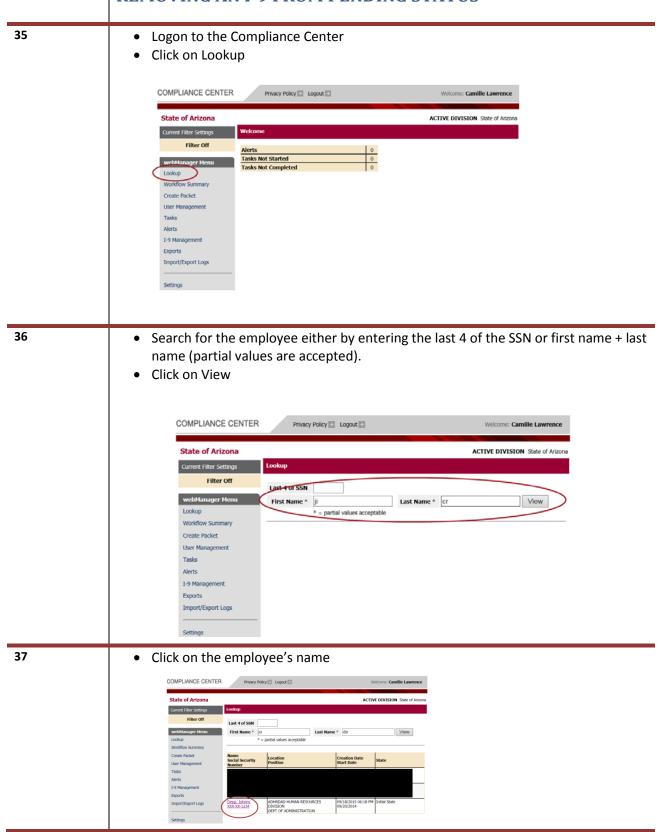| 30	• Logon to the Compliance Center and click on I-9 Management – step 22 above. • The Dashboard screen displays • Click on Refresh All ![I-9 Management Main Menu screenshot]

Dashboard Quick Search Box – Pending

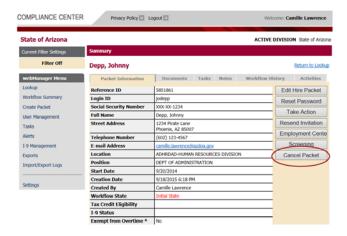| 31	• Click on Pending • Pending I-9s are future hires. They completed section 1 and waiting for section 2 to be verified. • Check the "Employment" column. If the record is still pending 3 days after the Employment date, then section 2 is past due verification (if employee started to work on Monday, section 2 must be completed by Thursday at the latest. • You can also export these records to an Excel spreadsheet. Scroll to the bottom of the screen and click on "Export to Excel" ![I-9 Management Search for Employees screenshot]

	Dashboard Quick Search Box – Reverification Due
32	- Click on Reverification Due - Cases that require reverification will populate. - To see the reverification deadline, click on "Export to Excel" - The deadline is shown in the "EE Work Expiration Date" column. Reverification must be completed before that deadline.

Search Results: Reverification Due
Type:
E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing, I=Invalid, F=E-Verify w/o I-9
(Red=Problem, **Bold**=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
R		**CH271CH-TRAINING PROGRAM**		09/14/2015	
R		**PR400PR-DIRECTOR'S OFFICE**		08/24/2015	
R		**CH271CH-TRAINING PROGRAM**		09/14/2015	
R		**CH271CH-TRAINING PROGRAM**		09/14/2015	

Showing 1-4 of **4**

Export to Excel |
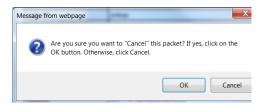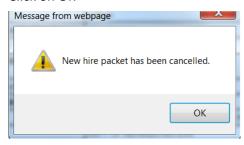| | **Dashboard Quick Search Box – SSN Applied For** |
33	The State does not use this option.
	Dashboard Quick Search Box – E-Verify Issues
34	- The number showing on this line should always be zero. - If a number other than zero appears, this means that an E-Verify issue exists and it must be resolved. - Click on E-Verify Issues - The name of the employee will populate - Click on the employee name - Review all information in both sections 1 and 2 of the I-9 to ensure there are no errors - Investigate and correct any errors.

REMOVING AN I-9 FROM PENDING STATUS

35	• Logon to the Compliance Center • Click on Lookup

36	• Search for the employee either by entering the last 4 of the SSN or first name + last name (partial values are accepted). • Click on View

37	• Click on the employee's name

38	• Click on Cancel Packet
	• Click on OK
	• Click on OK
39	• Click on Complete I-9

40	• Select "Employee Terminated before completing I-9" • Click on Continue • Digitally sign the I-9 • The packet is now entirely cancelled and the I-9 has been removed from Pending Status