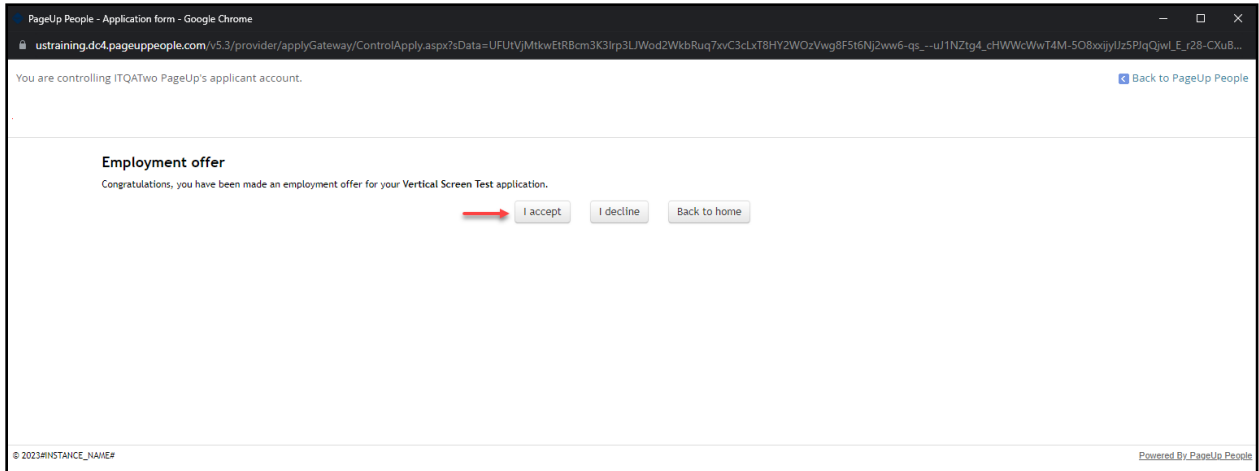
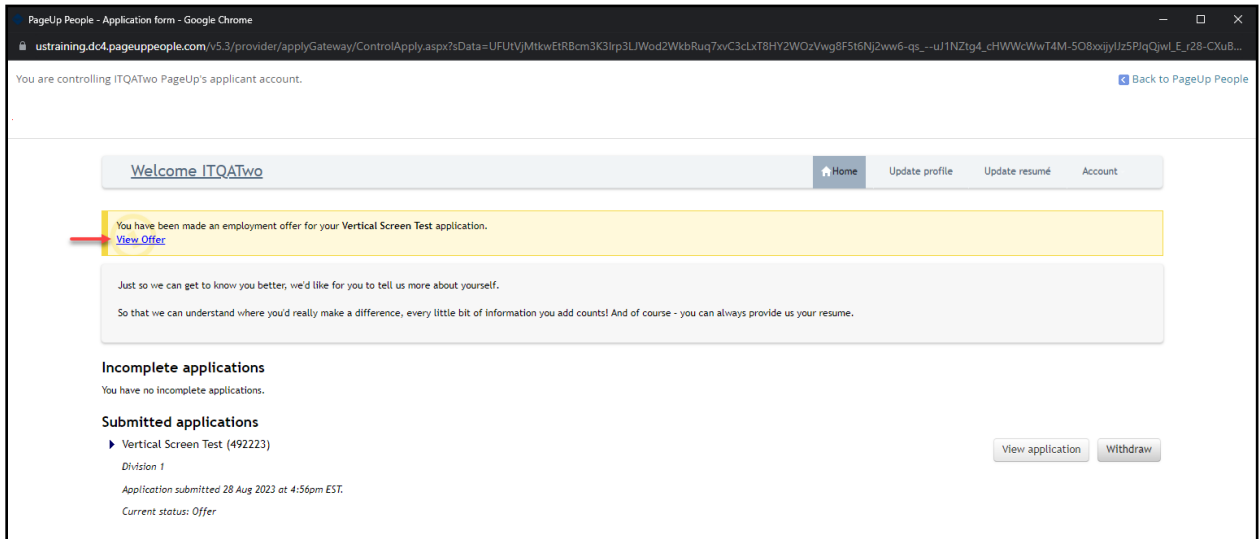


# PageUp & i9Success Electronic (Traditional) Workflow

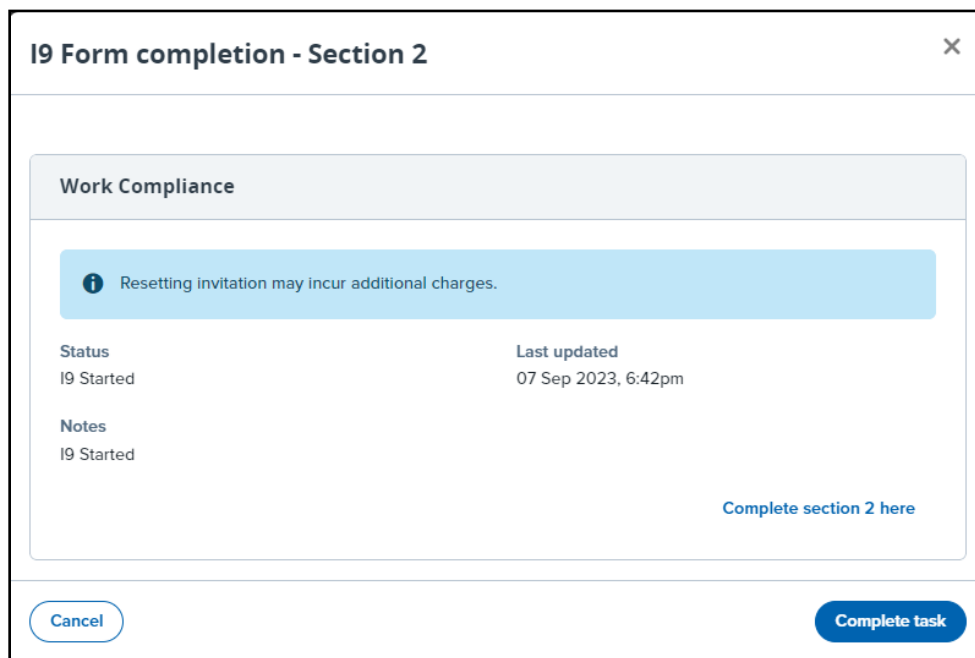
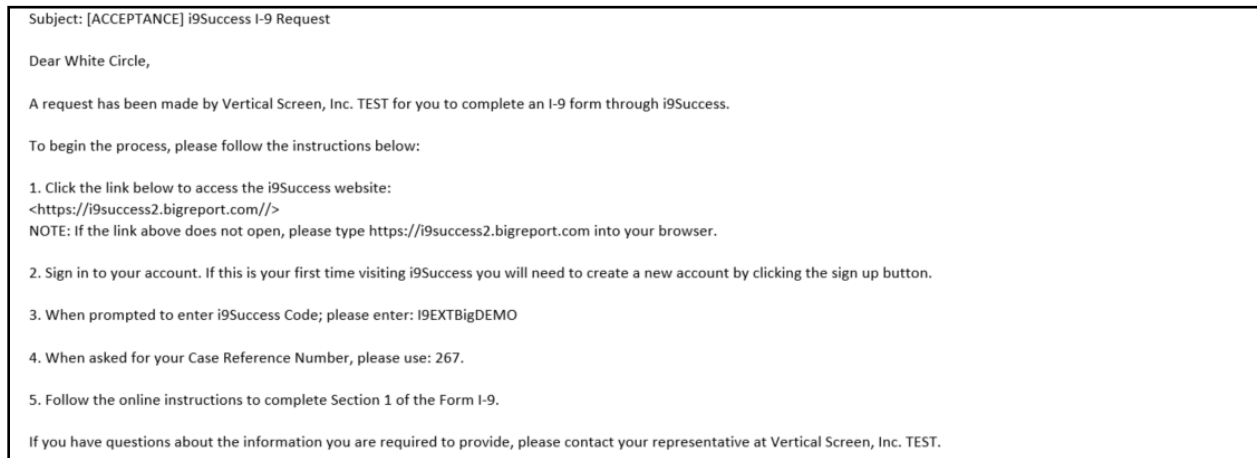
1. Once the subject accepts the offer in the PageUp platform, the Form I-9 request is sent to i9Success.

*Note: In order for the record to be successfully ordered through the integration, the subject will need a Start Date assigned to their profile.*



# PageUp & i9Success Electronic (Traditional) Workflow

2. Once the I-9 is ordered, an email is sent to the subject to complete Section 1. The status of the I-9 form completion module is updated to **“I9 Started”**



# PageUp & i9Success Electronic (Traditional) Workflow

- Once the subject completes Section 1, the user receives an email to complete section 2. They can use the link in the email or the **“Complete section 2 here”** link in PageUp.

- Once the Form I-9 is completed, the PageUp user can view the Form I-9 by clicking the link in PageUp. The user will be able to see the status updated to **“I9 Completed”**