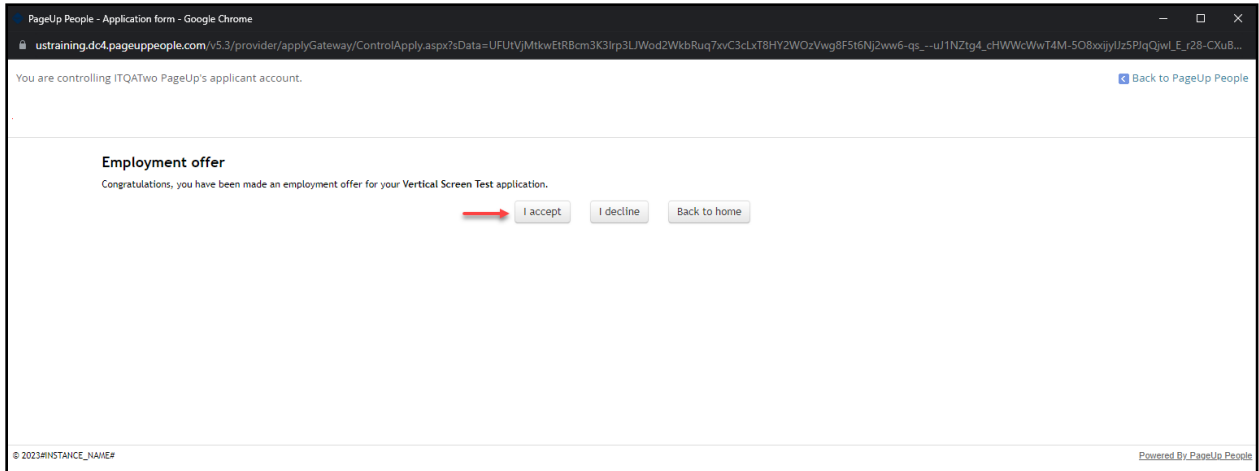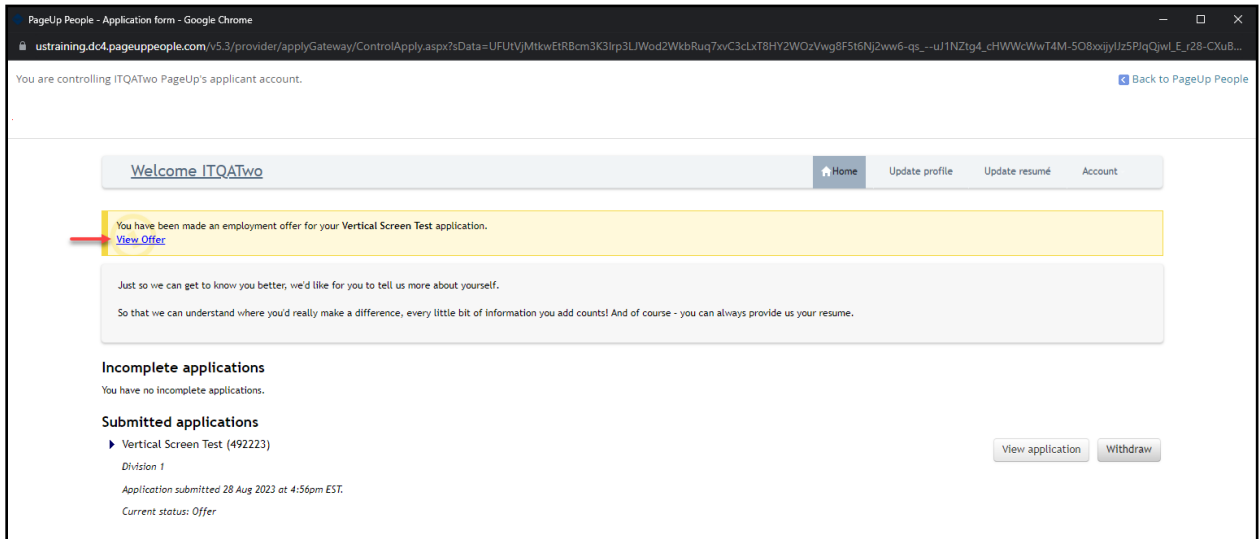# PageUp & i9Success Remote Network Workflow

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.*

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PageUp & i9Success Remote Network Workflow

2. The subject receives an email with instructions on accessing the scheduling website to schedule an appointment with a Fieldprint Representative to complete Section 2.

-----Original Message-----
From: i9success@bigreport.com <I9success@bigreport.com>
Sent: Thursday, March 14, 2024 1:47 PM
To: Employee <Employee@pageup.com>
Subject: Scheduling of your Form I-9

Dear Employee,

A request has been made by COMPANY for you to schedule an appointment to complete your Form I-9 through Fieldprint.

To begin the process, please follow the instructions below:

1. Click the link below to access the Fieldprint scheduling website:
https://fieldprint.com?FPC=UniqueCode123

2. Follow the online instructions to enter your information, complete Section 1 of your Form I-9, and schedule an appointment to complete Section 2 of your Form I-9 at a Fieldprint location.

NOTE: If the link above does not open, please type https://fieldprint.com into your browser and sign in as a New User. When prompted to enter a Fieldprint Code, please enter: UniqueCode123

This is a one-time use Fieldprint code. If you are receiving an error when attempting to use the provided code, please contact Fieldprint customer service to have this code reset. They can be reached at 877-614-4364. When calling, please have your Fieldprint code available.

If you have questions about the information you are required to provide, please contact your representative at COMPANY.

3. The subject will create a Fieldprint account or log in if they already have an account.

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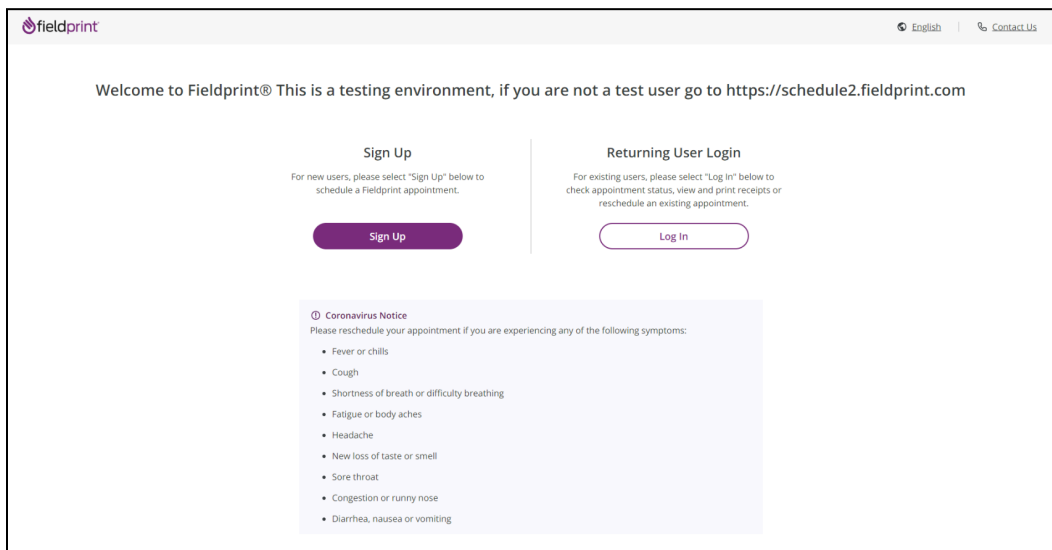
PageUp & i9Success Remote Network Workflow

4. After the subject successfully logs in they will be taken to Form I-9 Section 1 to provide the required information.

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5. The subject will select a date and time to schedule their remote appointment. Once the appointment date and time is selected the subject will receive a confirmation page.

6. Once the subject completes their Form I-9 appointment, a **Complete** status is sent to PageUp. The user can view the Form I-9 by clicking the link in PageUp, and will be able to see the status updated to "**I9 Completed**".