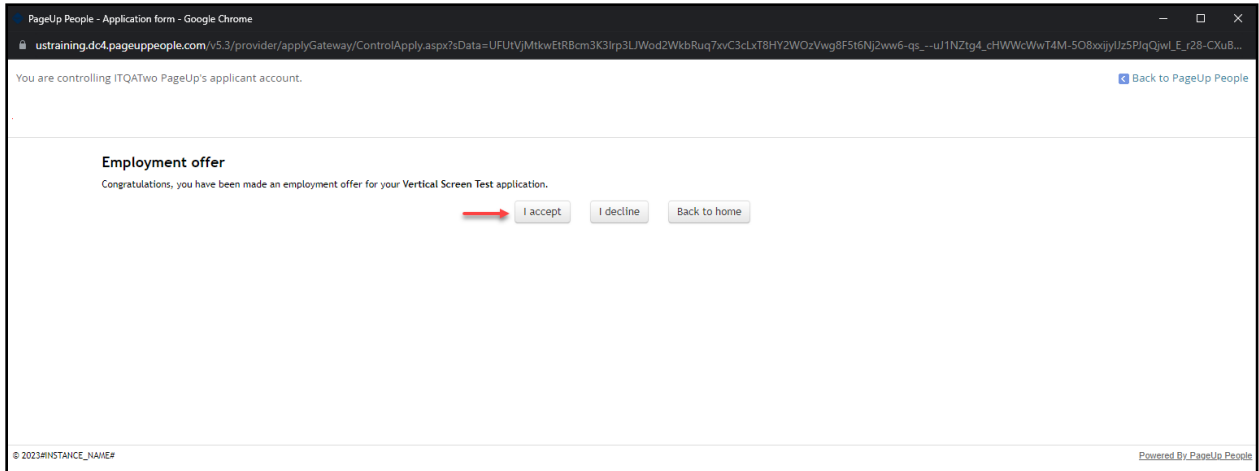
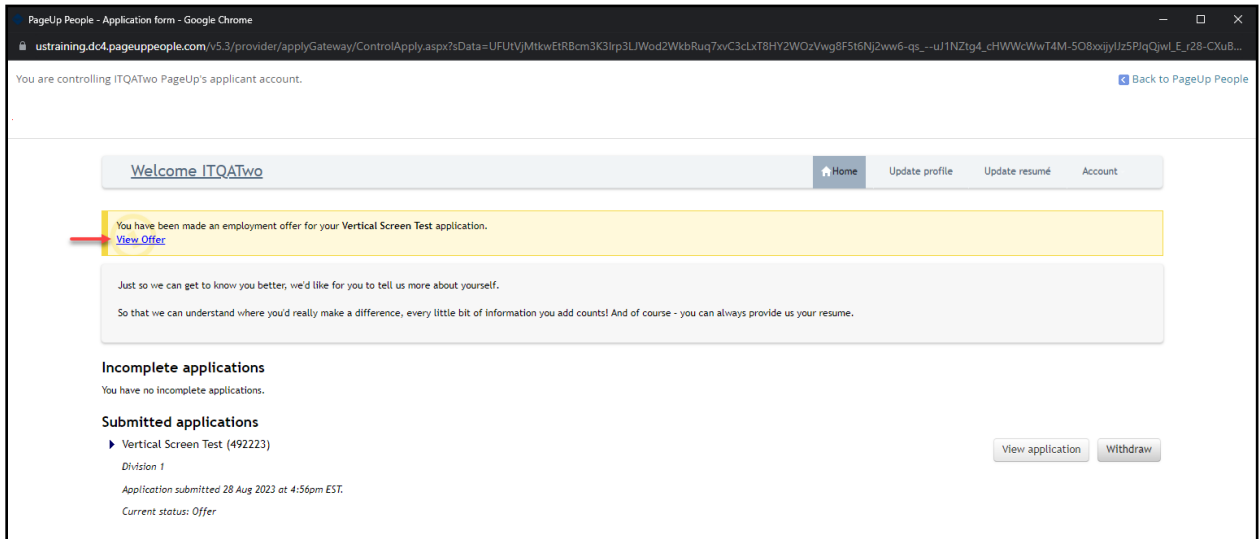


PageUp & i9Success Remote Network Workflow

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.



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:

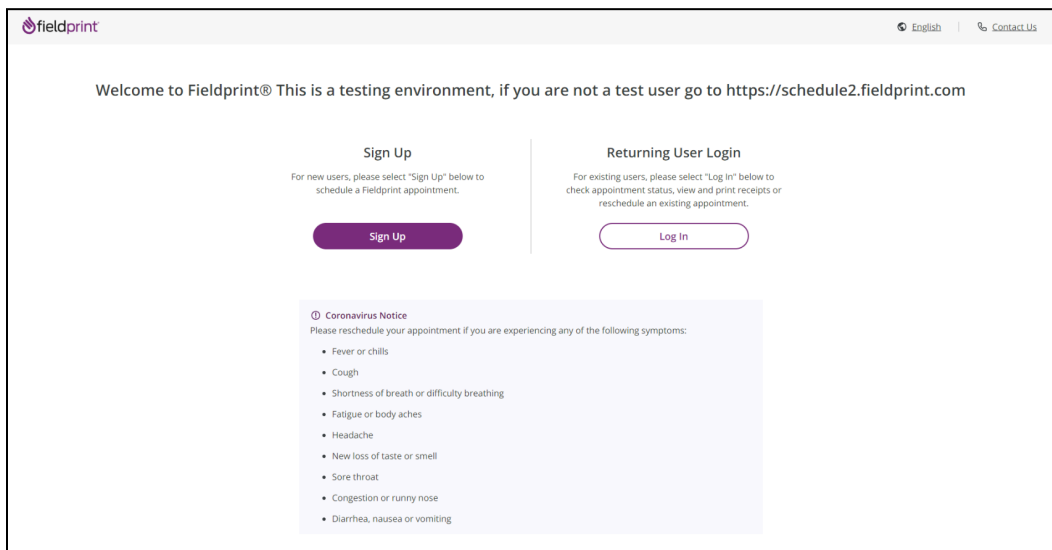
1. Click the link below to access the Fieldprint scheduling website:
<https://fieldprint.com?FPC=UniqueCode123>
2. Follow the online instructions to enter your information, complete Section 1 of your Form I-9, and schedule an appointment to complete Section 2 of your Form I-9 at a Fieldprint location.

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.



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.

The screenshot displays the USCIS Form I-9 Section 1 web form. The page title is "I-9 Form - Section 1" and the subtitle is "Please enter your personal information." The form is for "Employment Eligibility Verification" by the "Department of Homeland Security, U.S. Citizenship and Immigration Services." The form number is "USCIS Form I-9" with OMB No. 1515-0047, expiring 07/31/2026.

On the left, there is a "Data Collection" sidebar with options: "I-9 Form - Section 1" (selected), "Prepare and/or Transfer", and "Demographics". Below this are "Schedule Appointment" and "Email Us Now" buttons.

The main content area includes a "Start Here" section with instructions to read carefully. Below that is an "Anti-Discrimination Notice" stating it is illegal to discriminate against work-authorized individuals. A section titled "Instructions for Filling out I-9 Form" follows, with a sub-section "Section 1. Employee Information and Attestation" which states that employees must complete and sign Section 1 no later than the first day of employment.

The form contains several required fields marked with a red asterisk: Last Name (Family Name), First Name (Given Name), Middle Initial (if any), Other Last Names Used (if any), Address (Street Number and Name), Apt. Number (if any), City or Town, State (a dropdown menu), Zip Code, Date of Birth (Month, Day, Year dropdowns), Employer's Email Address (with an example: e.g. example@domain), and Employer's Telephone Number. There is also a field for U.S. Social Security Number with three radio button options: "I will provide my SSN during the appointment", "I have not been issued an SSN", and "I do not wish to provide my SSN".

A "Notice" section states: "I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form." Below this is an attestation statement: "I attest, under penalty of perjury, that I am (check one of the following boxes):" with four radio button options: "1. A citizen of the United States", "2. A noncitizen national of the United States", "3. A lawful permanent resident", and "4. A noncitizen authorized to work".

Option 3 includes an "Alien Registration Number/USCIS Number" dropdown menu. Option 4 includes a "Until expiration date, if applicable" field with Month, Day, and Year dropdowns, and a sub-section "if you check item Number 4, enter one of these:" with three radio button options: "1. Alien Registration Number/USCIS Number", "2. Form I-9 Admission Number", and "3. Foreign Passport Number". The "3. Foreign Passport Number" option includes a "Country of Issuance" dropdown menu.

At the bottom of the form are two buttons: "Cancel & Start New" and "Continue".

PageUp & i9Success Remote Network Workflow

- 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.

fieldprint English Contact Us

Data Collection

- ✓ I-9 Form - Section 1
- ✓ Preparer and/or Translator
- ✓ Demographics

Schedule Appointment

Confirmation

Fieldprint Location
Back to 20 Results

Schedule Appointment

Fieldprint - Acceptance Lab 1, 123 E Main St., Marlton NJ 08053
M TU W TH F SA SU 05:00 AM - 09:00 PM
3.39 mi

Notice
Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

Required Fields

Available Date * April 19 2024

Part of day * Morning (before 12 PM) 11:40 AM

Continue

fieldprint English Contact Us

Data Collection

- ✓ I-9 Form - Section 1
- ✓ Preparer and/or Translator
- ✓ Demographics

Schedule Appointment

Confirmation

Confirmation Details: (Appointment #6263004)

Print Confirmation Get Directions

Date and Time: Friday, April 19, 2024 11:40 AM

Location: Fieldprint - Acceptance Lab 1
123 E Main St., Marlton NJ 08053

QR Code Notice
Fieldprint uses a camera to scan the QR code and locate your unique appointment information. The camera does not save data or records.

Map Satellite
Christie Preschool

Google

Your registration information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint® at 877-614-4361.

Coronavirus Notice
Please re-schedule your appointment if you are experiencing any of the following symptoms:

- Fever or chills
- Cough

- 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"**.

I9 Form completion - Section 2

Work Compliance

Resetting invitation may incur additional charges.

Status: I9 Completed Last updated: 05 Sep 2023, 9:56am

Notes: I9 Completed

Complete section 2 here

Cancel Complete task