



Equifax Electronic I-9

Employment at UTC is contingent upon documentation of citizenship and/or work authorization, as required by the Immigration Reform and Control Act of 1986. UTC utilizes an electronic I-9 process through Equifax.

Section 1 of Form I-9 must be completed by the new employee on or before their first day of work.

The hiring department must view and verify the **original** and **unexpired** eligibility [supporting documents](#) and complete **Section 2** of Form I-9 within 3 business days of the employee's start date.

Requesting Access to Equifax System

All UTC employees that have responsibility for completing Section 2 of Form I-9 will need Equifax system access. Please request access [HERE](#), and HR will facilitate granting access to the Equifax system.

Accessing Section 2 of Form I-9 (Equifax system access required – see above “Requesting Access to Equifax System”)

Hiring Departments, please log into Equifax using the Equifax button under “Employee Tools” on the [HR Homepage](#) or via the following link:

<https://federationx.talx.com/ClaimsAwareHelper/?whr=https://idp.utk.edu/idp/shibboleth&wctx=i9eXpress>

1. Click on “**Search for Employees**”
2. Enter employee Social Security Number (SSN) and click search
3. Location – Select “**UT Chattanooga**”
4. View and make copies of new employee's **original, unexpired** [supporting documents](#)
5. Complete and electronically sign Section 2
6. Attach new employee's supporting documents
7. Print I-9, supporting documents, and e-verify history page and attach to new hire paperwork for HR processing

Updated New Hire Paperwork

The [HR Forms](#) webpage has been updated to include weblinks to the electronic I-9 and Direct Deposit forms. As a reminder, Duo two- factor authentication is required for Direct Deposit, so a weblink is also provided to enroll in Duo. New employees may complete the electronic forms by clicking on the weblinks; or as an alternative, QR codes for cell phone completion are provided in the “New Hire Packet – PRINT ALL FORMS.”

Electronic I-9 Training Videos

[What is Form I-9?](#) (3:32 minutes)

[How to Complete Section 1 of Form I-9](#) (5:27 minutes)

[How to Complete Section 2 of Form I-9](#) (3:37 minutes)

[How to Securely Attach I-9 Documents using Your Cellphone](#) (1:24 minutes)

[Common E-Verify Cases and Tentative Non-Confirmation](#)

If you have questions or need assistance with the electronic I-9 process, please contact UTC Human Resources at (423) 425-4221.