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. To request Equifax access, please e-mail UTCHumanResources@utc.edu and provide the following:

- Name
- UTCID
- Office Phone #

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:


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.