

### Equifax Electronic I-9 Process

Employment at the University of Tennessee at Chattanooga 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.

#### Equifax Access for Hiring Departments

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](mailto:UTCHumanResources@utc.edu) and provide the following:

- Name
- UTCID
- Office Phone #

#### Accessing Section 1 of Form I-9 (New Employee)

- Section 1 of Form I-9 must be completed by the new employee **on or before their first day of work**. Below is a direct link to provide the new employee easy access to complete Section 1 on their computer or mobile device:
- [I-9 Section 1](#)

#### Accessing Section 2 of Form I-9 (Hiring Department)

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.

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

#### [Equifax Login](#)

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 in Equifax
7. HR will attach I-9 and e-verify documentation to employee record in DASH

If you have questions or need assistance with the electronic I-9 process, please contact UTC Human Resources at [UTCHumanResources@utc.edu](mailto:UTCHumanResources@utc.edu) or (423) 425-4221.