

EQUIFAX I-9 JOB AID

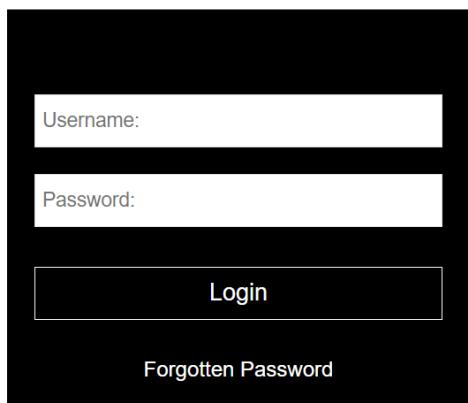
To complete Section 2 of the I9 – with the employee present – review their legal document(s). Verify that the document(s) is valid and belongs to the individual. The employee must have completed Section 1 of the I9 before you can complete Section 2. Once Section 1 is complete, follow the steps below to verify the employee's eligibility to work in the United States by logging into Equifax with the link below.

Please check to make sure you have access to Equifax before meeting with an employee.

[Click here](#) to log in to EssilorLuxottica's HR system – My Personal Desk

Username: your Luxottica ID

Password: your Luxottica password

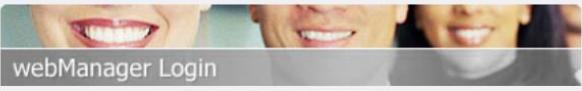


Click the Pre-Boarding Managers Only tile to access Equifax.



Username: your Luxottica ID

Password: your Luxottica password



webManager Login

Log in to Equifax |

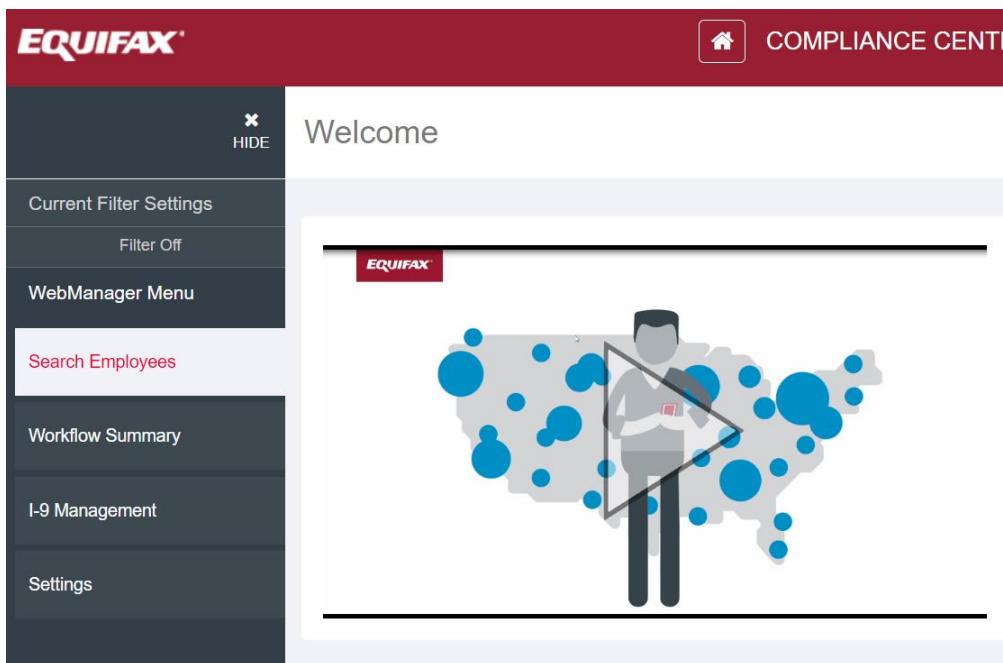
Username

Password

Log In

Please log in.

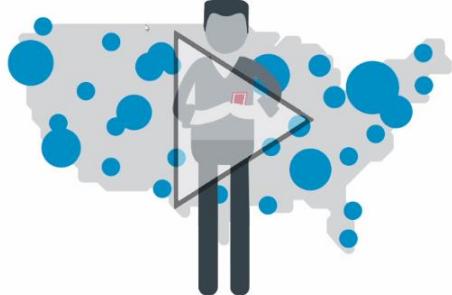
Select “Search Employees”



EQUIFAX COMPLIANCE CENTER

Welcome

EQUIFAX



Current Filter Settings

Filter Off

WebManager Menu

- Search Employees**
- Workflow Summary**
- I-9 Management**
- Settings**

Enter legal first and last name and click “View”

Search Employees

Last 4 of SSN

First Name * Last Name *

View

Select the employee's name via the hyperlink shown at the bottom of the screen.

Select the type of document(s) the employee has presented to you (must be original documents and not a photocopy); verify that the documents are valid and belongs to the person presenting to you, then enter the details in the system.

At the bottom of the Employee Detail Section there is a series of buttons – Click the Covid 19 Update button

Section 3 New I-9 Upload Paper I-9 Send to E-Verify Receipt Update **Covid19 Update**

Confirm that you inspected the document/s by clicking continue.

COVID19 Update

Confirm Physical Document Inspection.

Name:

The Employee's I-9 was completed under the COVID-19 workflow using the following document:

- U.S. Passport or U.S. Passport Card

Confirm document was physically inspected

Cancel

Continue

You will then receive the following message and everything is complete.

Covid19 I-9 attestation was updated successfully.

Ensure that the I9 was successfully updated.