

HireRight: Step-by-Step Guide

Creating a Form I-9 Link on a Kiosk Desktop

When an employee has limited access to the internet, or you have large groups of employees needing to complete a Form I-9, you can provide a desktop link at an alternate computer (kiosk) for employees to access and fill out the form. In these cases, you will need to copy and paste the link to a desktop computer.

To create a desktop link:

- 1. Log in to your account and click I-9 Forms, then Manage I-9 Forms from the left-side navigation menu.
- 2. From the **New** drop-down menu, select **Kiosk**.

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The Generate Kiosk Link form is displayed.

- 3. Right-click the web address (URL).
- 4. Select Copy Shortcut.

enerate Kiosk Link				
	his account is located below. You may either click on the ve for future reference.	is link to launch the kiosk website		
https://ows01.hire	right.com/oseserv/entry?entry=i9_kiosk&code=SALES			
First Name: * Last Name: *		Open Open in New Window Save Target As Print Target		
E-mail address: *		Cut Copy		
Subject: *	Sales Demo I-9 Employment Eligibility Kic	Copy Shortcut Paste		
Text: *	Dear <name>,</name>	Add to Favorites		
	Below you will find a link to the I-9 Employment Elig	Properties		
	for account code <account_code>. This kiosk used to allow employees to self register by creating and password. Once registered, they may login and Section 1 of the I-9 form. This kiosk link may be emailed, stored in your browse a shortcut on your desktop for easy access. This kio</account_code>	a username i complete er, or stored as osk link may be		
	All special tags like <password>, <link/>, et substituted by the real values.</password>	c. Will be		
	Send			

5. From your desktop, right-click any blank area and click **Paste Shortcut**. The shortcut is added.



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When applicants click the shortcut, they will go to the I-9 Employment Eligibility Registration page.

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	Nev	/ User	Returning User			
Employment Eligibility			en you can complete your I-9 form online. ord for future reference.			
	First Name:					
	Last Name:					
	User Name:					
	l don't have e-mail addres	s:				
	E-mail Address:					
	Confirm E-mail Address:					
	Password:		At least 8 characters, must include an upper case letter, a lower case letter and a number Cannot contain your email address.			
	Confirm Password:					
	Verification code:	hw kfcp	Please enter the characters you see in the box below in all lowercase and without any spaces. This is for security purposes.			