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.

The Generate Kiosk Link form is displayed.
3. Right-click the web address (URL).
4. Select Copy Shortcut.

5. From your desktop, right-click any blank area and click Paste Shortcut. The shortcut is added.
When applicants click the shortcut, they will go to the I-9 Employment Eligibility Registration page.