

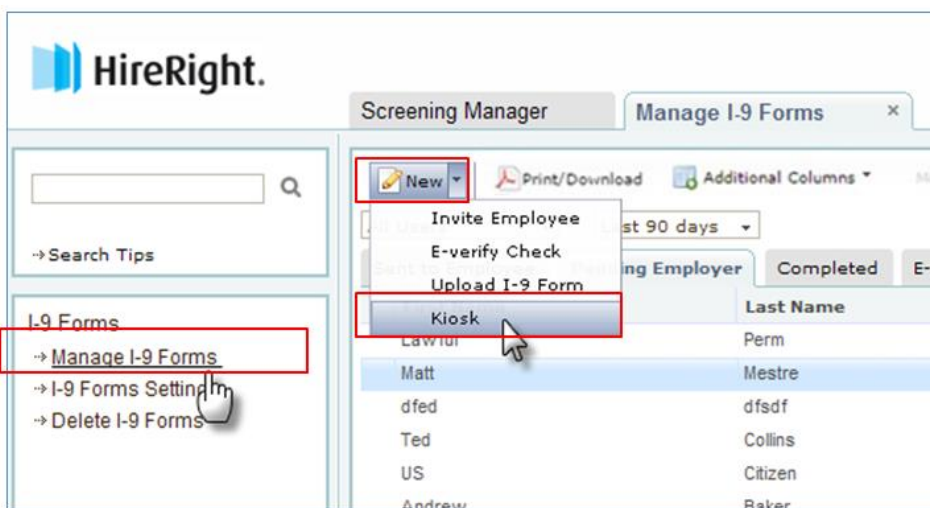
HireRight: Step-by-Step Guide

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**.

I-9 Employment Eligibility Form

Generate Kiosk Link

The kiosk link for this account is located below. You may either click on this link to launch the kiosk website, or email the kiosk link to save for future reference.

https://ows01.hireright.com/oseserv/entry?entry=i9_kiosk&code=SALES

First Name: *

Last Name: *

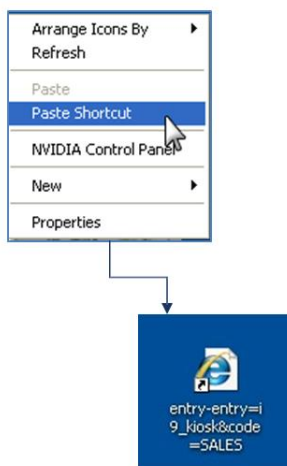
E-mail address: *

Subject: * Sales Demo I-9 Employment Eligibility Kiosk


Text: * Dear <--NAME-->,
Below you will find a link to the I-9 Employment Eligibility Form for account code <--ACCOUNT_CODE-->. This kiosk page may be used to allow employees to self register by creating a username and password. Once registered, they may login and complete Section 1 of the I-9 form.
This kiosk link may be emailed, stored in your browser, or stored as a shortcut on your desktop for easy access. This kiosk link may be
All special tags like <--PASSWORD-->, <--LINK-->, etc. will be substituted by the real values.


Send Cancel

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.





I-9 Employment Eligibility

Sales Demo :: I-9 Employment Eligibility Registration

New User

[Returning User](#)

Welcome to the I-9 Employment Eligibility Kiosk!
Please complete the information below and click "Sign In". Then you can complete your I-9 form online.

An e-mail will be sent to you with your username and password for future reference.

First Name:

Last Name:

User Name:

I don't have e-mail address:

☐

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:



Please enter the characters you see in the box below in all lowercase and without any spaces. This is for security purposes.

Sign In