

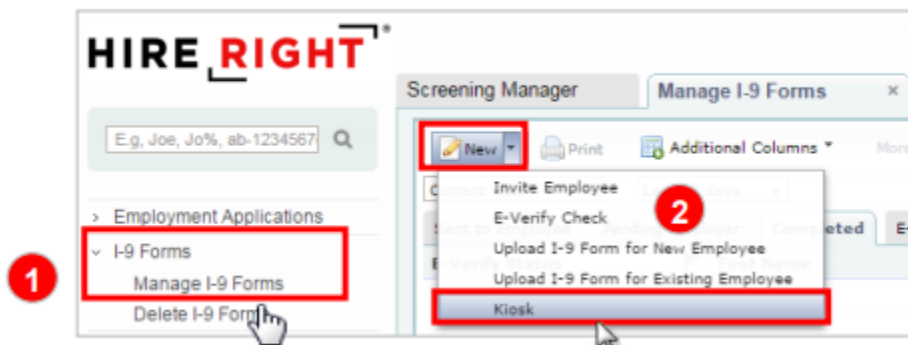
# HireRight: Step-by-Step Guide

## 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:

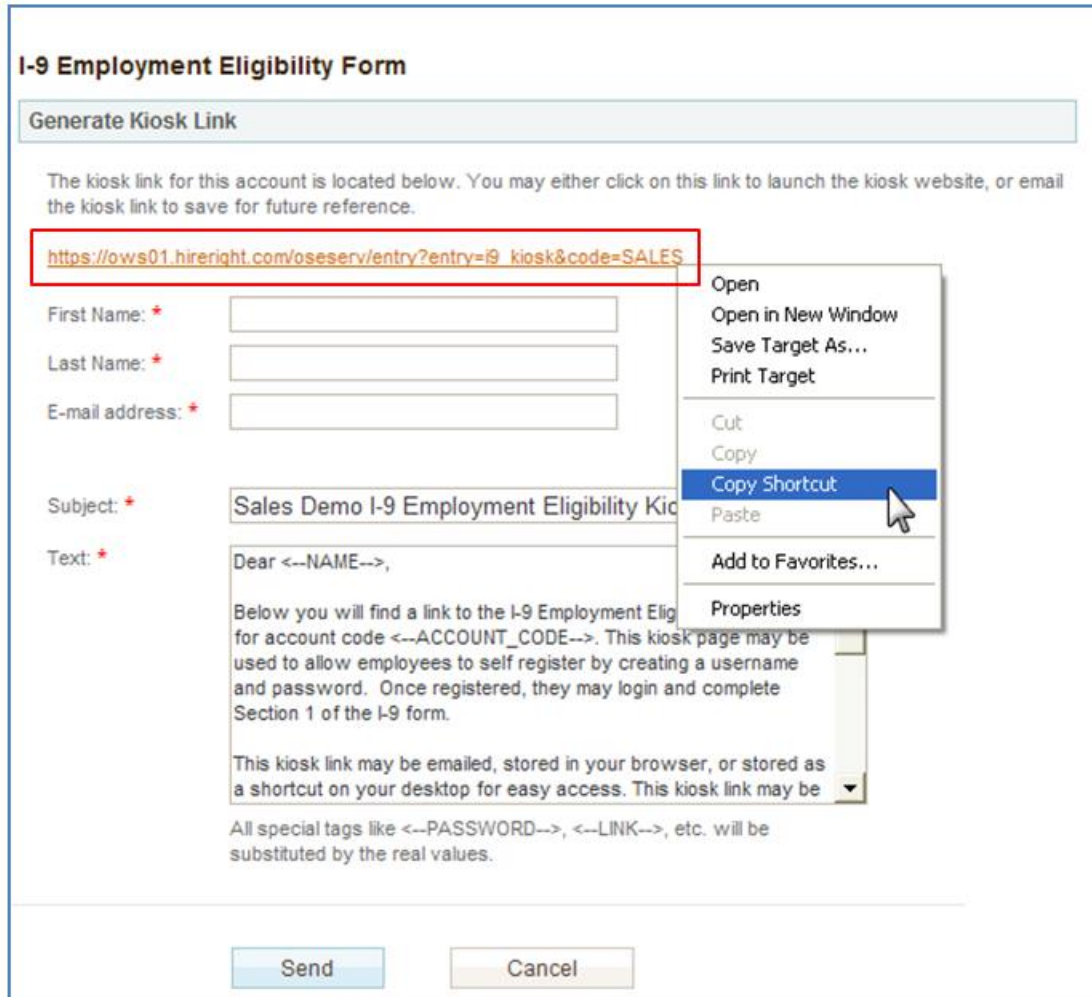
1. Log in to your account and click **I-9 Forms**, then **Manage I-9 Forms** from the left-side navigation menu.
2. From the **New** drop-down menu, select **Kiosk**.



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.

**HireRight.**

**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.

**hw kfcp**