

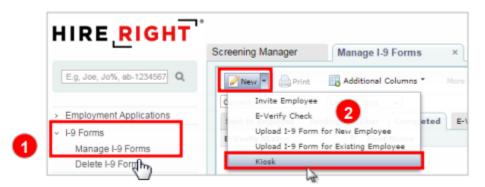
## HireRight: Step-by-Step Guide

## 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).

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4. Select Copy Shortcut.

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First Name: *       Open         Last Name: *       Open in New Window         Last Name: *       Print Target         E-mail address: *       Cut         Subject: *       Sales Demo I-9 Employment Eligibility Kic         Text: *       Dear <name>,         Below you will find a link to the I-9 Employment Elig       Properties         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</account_code></name>			is link to launch the kiosk website		
First Name: *       Open in New Window         Last Name: *       Print Target         E-mail address: *       Cut         Subject: *       Sales Demo I-9 Employment Eligibility Kic         Text: *       Dear <name>,         Below you will find a link to the I-9 Employment Elig       Properties         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</account_code></name>	https://ows01.hire	right.com/oseserv/entry?entry=19_kiosk&code=SALES_			
E-mail address: *  Subject: *  Sales Demo I-9 Employment Eligibility Kic  Paste  Add to Favorites  Properties 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</account_code>			Open in New Window Save Target As		
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Below you will find a link to the I-9 Employment Elig Properties 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</account_code>	Subject: *	Sales Demo I-9 Employment Eligibility Kic			
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used to allow employees to self register by creating a username and password. Once registered, they may login and complete					
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		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			
All special tags like <password>, <link/>, etc. will be substituted by the real values.</password>			c. will be		

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



## HCM Step-by-Step Guide

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

	Sales Demo :: 1-9 Em	Sales Demo :: I-9 Employment Eligibility Registration				
	New	User	Returning User			
9 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 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:	hw kfcp	Please enter the characters you see in the box below in all lowercase and without any spaces. This is for security purposes.			