

Virtual I-9 Verification for New Hires



The government requires Reliant to verify that all new hires are eligible to work in the United States using a Form I-9 within 3 days after their start date. Reliant has partnered with **WorkBright** which is a secured online platform that allows you to have your I-9 verified *anywhere, anytime and on any device*. This process will only take about 10 minutes to complete. You will receive an email to your Reliant account from WorkBright with instructions on how to complete your I-9 after you have been deputized at training. Below you will find how to best prepare for your I-9 verification and what the email will look like.

If you have any questions about this process please email payroll@reliant.org. You may also view this [video](#) on behalf of WorkBright with a visual of the process. Thank you!



The I-9 should be completed together with you, your trusted individual and your unexpired [acceptable I-9 documentation](#). You cannot be hired until your I-9 is completed. You will receive reminder emails from WorkBright until your I-9 is completed & signed.

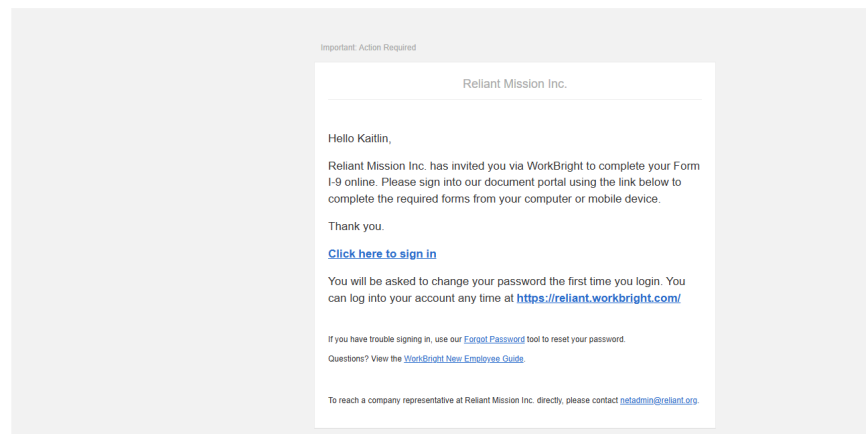
1

Follow the instructions in the email below once you receive it to your Reliant email. You will be prompted to sign into your WorkBright account, enter some personal information that will go on your I-9 and begin the I-9 verification process.

Access your required paperwork for Reliant Mission Inc. [inbox](#)

Reliant Mission Inc. via WorkBright <noreply@workbright.com>
to me

9:53AM (0 min)



1.

Welcome to the Reliant Mission Inc. onboarding portal, Kaitlin!

You can use this portal to complete important documents for Reliant Mission Inc.. Before you continue, please verify and update your profile information.

Next →

2.

Your Profile

Please verify and update your information below:

Legal Name
Enter full legal name, including middle name (as it appears on passport, social security card, etc.), otherwise paperwork may be rejected.
 I don't have a middle name

Address

Phone

Gender

Birthdate

SSN
 I don't have an SSN yet, but I have applied for it
Check this ONLY if you have actually applied for your SSN

Preferred Name

Text messaging Yes No

3.

2

Have the physical, unexpired and original document(s) from the I-9 list of acceptable documents. You will need to upload or take a picture the document(s) you use to verify your I-9.

- See [I-9 Lists of Acceptable Documents](#)

3

Have someone you trust that is at least 18 years old **in person with you** to verify your documents in Section 2, after you complete Section 1. They will need to be physically with you (ie. parent, spouse, best friend, coworker, etc..). This process will only take about 10 minutes!

- For detailed instructions on what this process looks like, please visit "[Section 2 Guide for Staff Members](#)" linked here provided by WorkBright
- The 18+ requirement exists because verifying an I-9 is a **legal attestation with potential liability**, so it has to be done by someone legally recognized as an adult



Your I-9 is not complete until you documents have reviewed by someone & they have signed section 2. You will not be hired until this step is complete



If you have any questions about this process or having issues with WorkBright, please email payroll@reliant.org and we will be happy to help you!



If you have the rig...ake it away 2.0.pdf



E-Verify Participa...sh and Spanish.pdf