

FORM I-9 COMPLIANCE SUITE OF SERVICES

SERVICE	DESCRIPTION
<p>Electronic, Error Detecting Form I-9</p> <p><i>New Hires</i></p>	<p>Fi9 provides the most comprehensive outsourced electronic, error-detecting Form I-9 solutions which virtually eliminate human error. Our solution is completely web-based, requiring little or no employer upgrade. Employers can create a centralized I-9 management process utilizing reports, central database with hierarchy, assigned User roles and permissions for secure access.</p> <ul style="list-style-type: none"> • The Fi9 system offers an error-detecting electronic I-9 Form, which virtually eliminates human error • Seamless one-click E-Verify submission from the electronic Form I-9 • Automated 90/60/30 day expiring document alerts sent to management • Remote Hire Options - Section 1 employee completion options • Full Compliance with 8 CFR part 274a; Electronic signature and storage of the Form I-9 – final rule effective August 23, 2010 • Real time, excel reporting options; I-9 audit log and employee receipt options • Termination Capabilities – Pursuant to the Department of Homeland Security retention guidelines
E-Verify® Option	<p>Fi9 is one of the first E-Verify® Web Services Employer Agents. E-Verify is the internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration which is accessible through our seamless interface with E-Verify®.</p> <ul style="list-style-type: none"> • Streamlined process for submitting E-Verify® queries • One-Click submission from our error-detecting electronic I-9 Form • Results within 3 – 5 seconds • Step-by-Step E-Verify user instructions • Automated management alerts for E-Verify processes and status changes
<p>Comprehensive I-9 Auditing Services</p>	<p>Professional Fi9 auditors use a non-provisional patent pending electronic I-9 Auditing application to identify missing I-9s, extra I-9s and record all I-9 errors, omissions, and/or discrepancies. This Audit Program effectively identifies specific weaknesses in the employer's I-9 Form processes and makes targeted recommendations for corrective actions for each I-9 Form that is Audited. A payroll file is used to identify any missing, extra or purge able I-9 Forms.</p> <p>Upon completion of the Comprehensive Audit:</p> <ul style="list-style-type: none"> • The highlighted I-9 Forms will be returned to the employer organized in binders; • Employer will receive a comprehensive I-9 Audit result (a statistical summary of errors, omissions and document discrepancies); • Employer will receive Final Audit communication detailing Fi9's Audit findings.
<p>Electronic Capture</p>	<p>Employers can achieve a totally paperless I-9 Compliance process by utilizing our Electronic Capture service. To help Employers achieve a paperless I-9 process we:</p> <ul style="list-style-type: none"> • Scan and index historical I-9 Forms and supporting documents (if applicable) • Upload records to the Fi9 system for total access 24/7 <p>Benefits of Electronic Capture:</p> <ul style="list-style-type: none"> ▪ Records are retrievable 24/7; ▪ Provide 90/60/30 day expiring document alerts; ▪ Reporting and termination/purge options.
<p>Social Security Number Verification System (SSNVS)</p>	<p>Employers can utilize Fi9's Social Security Number Verification System (SSNVS) web application, which preemptively identifies an employer's exposure to Social Security number (SSN) No-Match issues. Upon receiving the SSNVS results, the employer will make a good faith effort to correct and verify the names and Social Security numbers of the current workforce. SSNVS improves the accuracy of payroll data and payroll tax reporting by virtually eliminating SSA inquiries concerning unmatched SSNs.</p>

Electronic Data Interchange	<ul style="list-style-type: none"> • Custom Electronic Data Interchange (EDI) process: <ul style="list-style-type: none"> ○ Missing I-9's ○ Terminated I-9's ○ Transfer I-9's ○ Hire Date Discrepancy • Termination/Purge Capabilities • Enhances the Employer's Management Capabilities to Monitor Compliance
System Customizations	System customizations are available and billed per programming hour as mutually agreed upon.
I-9 Consulting	I-9 Compliance consulting services available as requested and billable at agreed upon terms.