Tracker I-9 Process Flow

```
[Department enters OnBoarding Portal & Workflow data on Offer Card] →
[Department submits offer to candidate] →
[Candidate accepts offer in PageUp] →
[Candidate completes and submits Base New Hire Employee Form] →
[PageUp communicates with Tracker I-9 and transmits candidate information] →
[Tracker I-9 sends email to candidate] →
[Candidate receives email from Tracker I-9]
```

```
[Candidate clicks link in email to open Tracker I-9] →
[Candidate completes Section 1 details for Form I-9] →
[Candidate submits Section 1 via Tracker I-9] →
[Tracker I-9 sends email to UP Front Desk staff] →
[UP Front Desk staff contact candidate to request employment verification docs] →
[Candidate uploads verification docs in ShareBase] →
[UP Front Desk staff complete Section 2 of Form I-9 in Tracker I-9] →
( END )
```
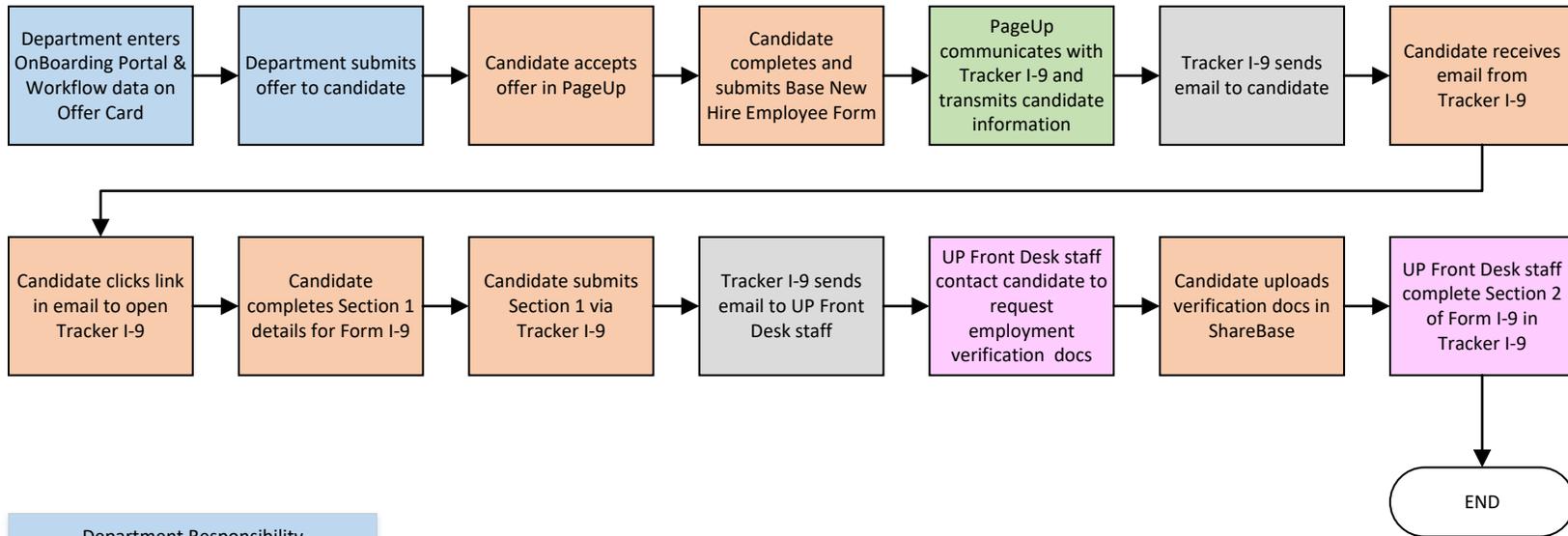
Legend:

- Department Responsibility
- Candidate Responsibility
- PageUp Function
- Tracker I-9 Function
- UP Front Desk Staff Responsibility