

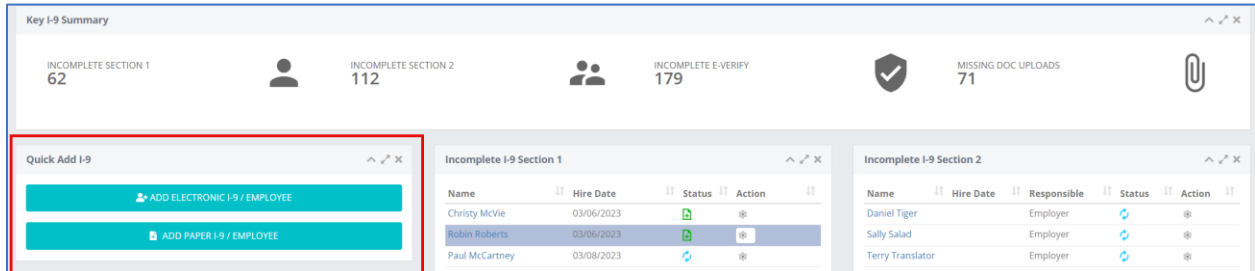


## **How to Quick Add an Employee**

Follow these instructions to use the **Quick Add I-9** option

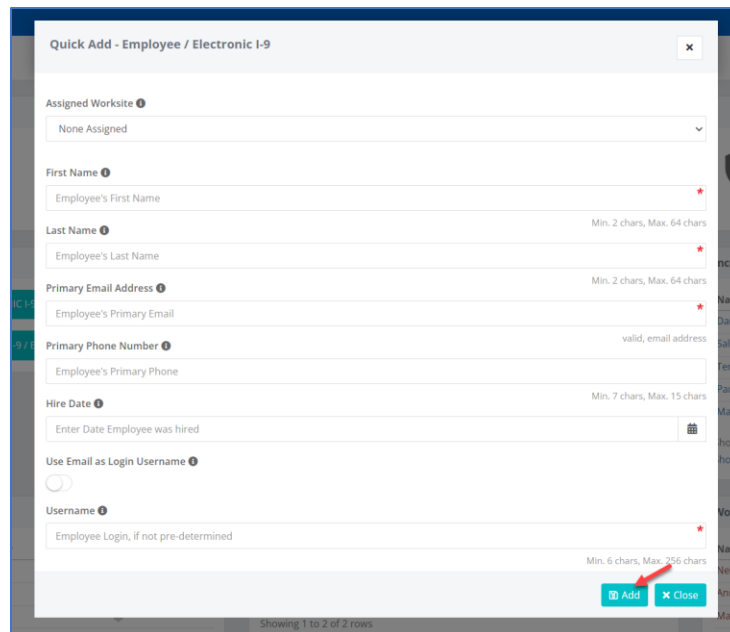
The **Quick Add I-9** is a widget that can be added to a user’s Dashboard. From here you can quickly add a new employee by using this option and minimum details.

1. Select **Add Electronic I-9/Employee** from the Quick Add I-9 Widget



2. Enter the Employee details:

- Assigned Worksite--not required
- **First Name--Required**
- **Last Name--Required**
- **Primary Email Address--Required** The primary contact email address for the employee **must be a valid email address**
- Primary Phone Number--not required The primary contact phone number for the employee
- Hire Date--not required
- **Username--Required** Username is the primary access identifier. Click on the **Use Email as Login Username**, if the employee’s email will be used as the username.



The screenshot shows a form titled 'Quick Add - Employee / Electronic I-9'. The form has the following fields:
 

- Assigned Worksite (dropdown menu, currently 'None Assigned')
- First Name (text input, placeholder 'Employee's First Name')
- Last Name (text input, placeholder 'Employee's Last Name', Min. 2 chars, Max. 64 chars)
- Primary Email Address (text input, placeholder 'Employee's Primary Email', Min. 2 chars, Max. 64 chars, valid, email address)
- Primary Phone Number (text input, placeholder 'Employee's Primary Phone')
- Hire Date (calendar icon, placeholder 'Enter Date Employee was hired', Min. 7 chars, Max. 15 chars)
- Use Email as Login Username (checkbox, currently unchecked)
- Username (text input, placeholder 'Employee Login, if not pre-determined', Min. 6 chars, Max. 256 chars)

 At the bottom right, there are 'Add' and 'Close' buttons. A red arrow points to the 'Add' button.

3. Click **Add** Once completed the employee will receive two emails, one with the URL login and their Username and one with their Password. The Employee can follow the instructions outlined in these emails to complete Section 1 of the Form I-9.