Employee Onboarding Process

Step 1. Pre-Boarding (New Hire Online Documents):
- Receive login ID and password via email from donotreply@equifax.com within 72 hours of start date.
- Complete the documents online via the University System of Georgia’s Employment Center.

Step 2. Onboarding (Form I-9, Part 2, and Security Questionnaire) within three days:
- Complete step 2 through one of the following options:

For Employees in the Metro-Atlanta Area:
- Book an appointment with the ASC through the Administrative Services portal.
- Visit ASC (500 Tech Parkway, Atlanta, GA 30318) for appointment.
- Present original documents to prove eligibility to work in the United States.
  - A list of acceptable original and unexpired documents can be found here: Identification Requirements

For Employees Outside of the Metro-Atlanta Area:

Option 1: Virtual ASC Onboarding Appointment
- Book a virtual appointment with the ASC through the Administrative Services portal.
- Prepare original documents to prove eligibility to work in the United States.
  - A list of acceptable original and unexpired documents can be found here: Identification Requirements
- Join appointment using the Microsoft Teams link provided by the ASC via email.
- Present original documents to prove eligibility to work in the United States.
- Print the Security Questionnaire.
- Sign the Security Questionnaire in front of a Notary.
  - Guidance on how to find a Notary can be found here: Find a Notary
- Mail a copy of documents used to prove eligibility, signed Form I-9, and signed and notarized Security Questionnaire to the address below.
  
  **Attention: Onboarding Team**
  **Georgia Tech Administrative Service Center**
  **500 Tech Parkway, Atlanta, GA 30318**

Option 2: College and University Professional Association (CUPA) Consortium Appointment
- Call the ASC at 404.385.1111 to request a CUPA Consortium appointment.
- Schedule an in-person appointment with a CUPA Consortium institution through the ASC representative.
- Print the Security Questionnaire.
- Sign the Security Questionnaire in front of a Notary.
  - Guidance on how to find a Notary can be found here: Find a Notary
- Visit CUPA Consortium institution for appointment.
- Present original documents to prove eligibility to work in the United States.
  - A list of acceptable original and unexpired documents can be found here: Identification Requirements
- Mail a copy of documents used to prove eligibility, signed Form I-9, and signed and notarized Security Questionnaire to the address below.
  
  **Attention: Onboarding Team**
  **Georgia Tech Administrative Service Center**
  **500 Tech Parkway, Atlanta, GA 30318**