

## Employee Onboarding Process

### Step 1. Pre-Boarding (New Hire Online Documents):

- Receive login ID and password via email from [donotreply@equifax.com](mailto:donotreply@equifax.com).
- 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 Services 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**

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500 Tech Parkway, Atlanta, GA 30318**