



Now part of  **ADVOCATE HEALTH**

Welcome to Atrium Health Wake Forest Baptist!

For us to start your stipend payment on your first day in your new role, you will need to provide right-to-work documents so that we can process your stipend through our payroll system. On the next page, you will find the documents that you need to submit to a Human Resources Representative. Your HR Representative will be in contact with you to discuss the I9 process and documentation that is needed. Please see below for instructions to complete this process.

1. Using the link below, please log into Equifax to complete your I9.

Equifax: <https://hrx.talx.com/ec/#/login/18106/Template/a18fe02f-8cfe-4985-b771-d42f59c21ab4?location=LC0001950>

2. On the home page, click continue at the bottom of the screen.
3. Enter your name and demographic information and then sign at the bottom of the page.
4. Complete the Employment Eligibility Verification.
5. Review acceptable documents list and click continue.
6. Upload your documents to the portal.
7. Complete I9 Verification in Equifax.
8. Your HR Representative will contact you for virtual verification of the documents you submitted to complete your I9.