



Questco HR Cloud User Access I-9 Temporary Authorized Representative

This User Request form is specifically for granting temporary access to approve I-9 Section 2. As such, the user will only be granted access until the specified expiration date mentioned in the request. If an expiration date is not provided, access will be valid for 5 calendar days. The user will solely have access for the purpose of completing and approving I-9 Section 2 for the specific location(s) mentioned in the request form.

Company ID: _____
Printed Name: _____
Email: _____

The following information is needed for the password reset feature:

Cell Number: _____
Access Expiration Date: _____
Worksite Location(s): _____

User Access Level:

I-9 Approval: Access to only verify and approve I-9 onboarding information.

HR Action Role:

I-9 Approver: User approves Section 2 of the I-9.

Access: You are requesting a username and password that will give the user access to sensitive employee information over the world-wide web (internet). We strongly recommend that the user memorize the password and not write it down. The User is responsible for keeping their password and employee information confidential. If the User believes their password has been compromised, they should call us immediately. The User shall always assume the entire responsibility for the supervision, management, control and confidentiality of their username and password and assume the entire risk for the fraudulent or unauthorized use of their username and/or your password. The User should understand that failure to protect their username and password may allow an unauthorized person or entity to access sensitive employee information for your company.

Third Parties: Neither we nor our service providers or other agents will be liable for any loss or liability resulting in whole or in part from any act or failure to act, of your equipment or software, or that of an Internet browser provider such as Microsoft (Microsoft Explorer browser), by an Internet access provider, by an online service provider or by an agent or subcontractor of any of them, nor will we or our service providers or other agents be responsible for any direct, indirect, special or consequential, economic or other damages arising in any way out of your access to or use of, or failure to obtain access to payroll information or input through the service.

Termination: Unless otherwise required by applicable law, we may terminate this Agreement and/or your access to any online service, in whole or in part, at any time. Access, in whole or in part, may be reinstated by us, at our discretion, at any time. If reinstated, then the current terms of this Agreement will control.

Indemnity: By requesting a username and password, you agree to hold us, our officers, employees, and agents harmless from all loss, liability, claims, demands, judgments, and expenses arising out of or in any way connected with the use of this username/password or the performance of our online service. This indemnification is provided without regard to whether our claim for indemnification is due to the use of the Service by you or your authorized representative.

Entire Agreement: This Agreement (including without limitation any future modification to this Agreement that we may provide to you) makes up the entire and only agreement between you and us concerning the subject matter of this Agreement. If any provision of this Agreement is held unenforceable, the remaining provisions of this Agreement will still be enforceable.

Printed Name: Owner, Partner, or Principal

Signature: Owner, Partner, or Principal

Company Name

Date