

**ALTO HR**

The workforce company built for the future of work

Host Employer Vetting Pack 2026

Prepared for J-1 sponsors · October 15, 2026

SECTION 1

About Alto HR

Alto HR is a workforce company built for the future of work, headquartered in Miramar Beach, Florida. Founded by former big-box retail operators, we recruit, prepare, pay and manage frontline and professional teams for retail, grocery, hospitality, warehouse and office employers, and run J-1 and H-2B seasonal programs with our partners.

Company detail

Legal name	Alto Etho LLC, doing business as Alto HR
Headquarters	495 Grand Boulevard, Suite 206, Miramar Beach, FL 32550
Phone	(850) 805-3774
Email	info@altohr.com
Website	www.altohr.com
Business clients served	45+
J-1 sponsor partners	4, each designated by the U.S. Department of State

SECTION 2

Built for how sponsors vet

Sponsors carry responsibility for every participant they place, so they vet host employers carefully: who the employer is, whether the jobs and worksites meet program rules, how participants will be paid, housed, supervised and protected, and what happens when something goes wrong.

Our vetting pack answers those questions in one place. The summary document downloads instantly and is generated fresh each time, so it always carries the current year and our current details. Certificates, registrations and per-opportunity details follow on request, typically within two business days.

SECTION 3

Company registration and standing

Florida business registration

Alto Etho LLC's registration with the Florida Division of Corporations, verifiable on Sunbiz.

Federal employer ID

IRS confirmation of our employer identification number (EIN).

Florida reemployment tax account

The state unemployment tax account held by every Florida employer.

Employment eligibility

Form I-9 for every associate, verified through E-Verify (enrolled since May 1, 2026), with our E-Verify company details on request.

SECTION 4

Insurance

Alto HR carries the coverage below. We provide current certificates of insurance on request, and can name your organization as certificate holder.

General liability

Commercial general liability coverage for our operations and worksites.

Workers' compensation and employer's liability

Coverage for every associate, as Florida law requires of employers, with employer's liability.

Umbrella liability

Additional liability limits above our primary policies.

Professional liability

Coverage for the professional services we provide to clients.

Automobile liability

Liability coverage for vehicles used in our operations.

SECTION 5

Program compliance

Where Alto is the host employer, our structure is designed to meet the conditions program rules set for staffing companies: participants are Alto employees, paid by Alto, with full-time Alto supervision on site at a worksite Alto controls.

Eligible roles only

Customer-facing and sales-floor roles. No warehouse or distribution work, no jobs worked mostly overnight, and no jobs needing a driver's license.

Paid properly

At least the applicable minimum wage, overtime as the law requires, and pay every two weeks.

Supervised on site

A named Alto supervisor at each worksite, with contact details for the sponsor.

Protected

No fees to participants, documents never held, and our human trafficking and misconduct reporting policies.

Cultural exchange

Support for participants' cultural activities, working with the sponsor's program.

Reachable

A local office in Miramar Beach and a direct line for sponsors throughout the season.

SECTION 6

For each host opportunity

Before placements, we prepare a file for every opportunity, covering:

Job description

Duties, the worksite address and the supervisor's name and contact details.

Schedule and hours

Expected weekly hours, shift times and program start and end dates.

Pay

The hourly rate, overtime rules, pay frequency and any lawful deductions.

Housing

The address, type of housing, weekly cost, deposit and what is included.

Transportation

How participants get to every shift without a car, and any cost.

Orientation

The first-day plan, safety training and who participants call for help.

SECTION 7**Document checklist**

Status of each document sponsors typically request. Items "on request" are sent within two business days of your request to info@altohr.com.

Document	How we provide it
This summary pack	Included (this document)
Florida business registration (Sunbiz)	On request, or verify directly at sunbiz.org
D-U-N-S number	132371326 (Alto Etho LLC)
IRS EIN confirmation	On request
Florida reemployment tax account	On request
E-Verify participation (enrolled May 1, 2026)	Company details on request; notices at altohr.com/e-verify
Certificate of insurance: general liability	On request, sponsor named as certificate holder if required
Certificate of insurance: workers' compensation and employer's liability	On request, sponsor named as certificate holder if required
Certificate of insurance: umbrella liability	On request

Certificate of insurance: professional liability	On request
Certificate of insurance: automobile liability	On request
Job description, schedule and pay	Per host opportunity, before placements
Housing and transportation details	Per host opportunity, before placements
Supervisor contacts and orientation plan	Per host opportunity, before placements
Human trafficking and misconduct policies	Included below; published at www.altohr.com

SECTION 8

Worker protection commitments

Alto HR has zero tolerance for human trafficking, forced labor and exploitation, in our own operations and among the clients, housing providers and partners we work with.

No fees, ever

Workers and program participants never pay Alto HR for a job, training, equipment or placement.

Documents stay with workers

We never hold passports or identity documents, and we require the same of every partner.

Clear terms first

Pay, hours, duties, housing and any costs are explained in writing before work begins.

Paid for every hour

Every associate is paid for all hours worked, on time, with lawful deductions only.

Freedom to leave

Workers can resign, change housing where their program allows, and move freely.

Safe housing

Housing we help arrange must be safe, sanitary and not overcrowded.

Anyone can report a concern, anonymously, through our misconduct report form, by phone or by email. National Human Trafficking Hotline: 1-888-373-7888 (text 233733). Department of State J-1 emergency helpline: 1-866-283-9090.

SECTION 9

Next steps

Request documents

Email info@altohr.com with the documents you need. We reply within two business days.

Review opportunities

We share a full file for each host opportunity before placements.

Talk to our team

Call (850) 805-3774, Monday to Friday, 8 AM to 5 PM Central.

Visit us

Our office is at 495 Grand Boulevard, Suite 206, Miramar Beach, FL.

This pack summarizes Alto HR's standards and documentation as of October 15, 2026. It is not a contract. Program eligibility is determined by the sponsor under U.S. Department of State rules.