COMPLETING YOUR ELECTRONIC I-9

Employee Instructions
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Step 1: Open the New I-9 Web site.

2. On the I-9 Welcome page, enter the 5 digit Employer Code for your company (XXXXX) in the Employer Name or Code field.
3. Click Go.

Step 2: Login.

1. In the Enter the text above field, enter the characters displayed in the picture above the field.
2. Click Continue.
Step 3: Complete the I-9 information.

1. In the fields provided, enter your name, address, date of birth, and Social Security number. *Name on the Social security card must match what is entered in the Last (Family Name), First (Given Name), and Middle Initial field.*

2. Select the appropriate citizenship option, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.

3. In the Preparer and/or Translator Certification Box select either:
   - **I did not use a preparer or translator** (if you completed the I-9 by yourself.)
   - **A preparer(s) and/or translator(s) assisted the employee in completing Section 1** (if you completed the I-9 with a preparer or translator.)

   Click Continue.

   **Note:** A message will display with the applicable fields if there are mistakes you need to correct.
Step 4: Review your information and Sign.

1. Carefully review your information. If any information is incorrect, click the Change Information link.

2. Sign your I-9 electronically by selecting the check box.
   
   **Note:** To view the information in English or Espanol, click the appropriate link.

3. Click Continue.
Step 5: Logout.

1. Review your information in the Employee Summary section. You may print or email the page for your records.

2. Review the list of employment eligibility documents you will be asked to present on your first day of work.

   Note: The list of documents varies based on the citizenship status you entered in Section 1 of your I-9.

3. Click Logout.

Step 6: Close your browser.

When this page opens, close the Web browser to ensure your information is cleared from the browser’s memory.

Notify the hiring manager that you have completed your I-9 or if you were unable to complete your I-9.