

Remote Process Steps (Section 1)

All of the following steps must be completed **on or before your date of hire** to satisfy the completion of Section 1:

- 1) Review the process steps below
- 2) Review the General Instructions on the right-hand side of the landing page
- 3) Review the attached List of Acceptable Documents that can be used to prove your identity and work authorization. (As the general instructions document explains, you must have either one of the List A documents or a combination of one List B and one List C document.)
- 4) Locate the original version of the document(s) you intend to record on the I-9 forms so that they are in your physical possession.
- 5) Create an electronic version of the document(s) you plan to share with the representative who will be completing Section 2. Acceptable formats: JPEG, PDF, TIF. In completing Section 1 of the form you will need to upload the one or two documents before signing out of the I-9 system.
- 6) Now that you have the system open, click button "Start I-9 Section 1" and insert your personal data into the relevant fields on the electronic form. *[If you have not been issued a US Social Security Number indicate "Pending" in all SSN data fields. You will need to update the I-9 form upon receipt of your SSN#]*
- 7) Electronically sign the form and validate your submission as prompted.
- 8) Upload the electronic versions of the document(s) mentioned above in step #3, 4, 5
- 9) Confirm if anyone helped you complete Section 1 (e.g. a translator or other) and insert the person's information if help was needed
- 10) Representative for Section 2: If prompted by the system, you may be asked to select or enter a representative's name who will be asked to complete Section 2 of the form. Only if prompted you may need to list a friend or family member and provide their contact information and would want to immediately reach out to them letting them know they will be receiving a similar e-mail request from the same e-mail sender.
- 11) Meet the representative identified to complete Section 2 and show them the original documents you uploaded into the system (when previously completing Section 1) – you **MUST** show original documents as copies for this in person meeting are **NOT** acceptable.

The system will automatically log you out once you have completed the above steps. If in the future you need to correct any information you originally entered in Section 1 you can log on using the same credentials provided in the first e-mail.

If you have questions, please reach out to your employer's representative as soon as possible.