

# COMPLETING YOUR ELECTRONIC I-9

## Employee Instructions

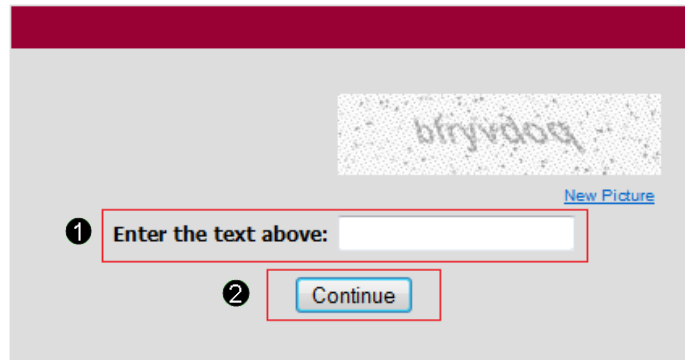
### Step 1: Open the New I-9 Web site.

1. Open your Web browser and type **www.newi9.com** or **http://www.newi9.com** in the address bar and press **Enter**.
2. On the **I-9 Welcome** page, enter the 5 digit Employer Code for your company **21037** 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.**

- 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*

1

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<small>(mm/dd/yyyy)</small>		<small>(optional)</small>	<small>(optional)</small>	
Employment Date (mm/dd/yyyy)				
<input type="text"/>				

- 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.

2

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number):
- An alien authorized to work until (expiration date, if applicable, mm/dd/yy):
- Employee is an alien whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau (see instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission:

OR

3. Foreign Passport Number:

Country of Issuance:

- 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.)

3

**Preparer and/or Translator Certification (check one):**

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

Last Name (Family Name)	First Name (Given Name)	
<input type="text"/>	<input type="text"/>	
Address (Street Number and Name)		
<input type="text"/>		
City or Town	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

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**.

### Employee Review

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**This information should be reviewed and completed by the employee who prepared the I-9 form.**

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

You must present a photo ID to prove your identity for the employer to complete Section 2. After completing Section 2 of your I-9 the employer will electronically verify your work authorization with the United States government.

**Name:** John Smith  
**Other Names Used:**  
**U.S. Social Security Number:** 145-67-8913  
**Date of Birth:** 03/13/1986  
**Address:** 123 Main St  
St. Louis, MO 63033  
**E-mail Address:** Jsmith@company.com  
**Telephone Number:** 314-867-5309  
**Employment Date:**  
**Work Status:** A Citizen of the United States  
**Alien Registration Number/USCIS Number:**  
**I-94 #:**  
**Alien Work Until Date:**  
**Foreign Passport Number:**  
**Country of Issuance:**  
**Obtained I-94 from USCIS:**

[Change Information](#) ①

**Employee Electronic Signature** ([English](#) | [Español](#))

②  By checking this checkbox I attest to the following:

- I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- I understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.

Back

Cancel

Continue

③

## 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 to the citizenship status you entered in Section 1 of your I-9.

3. Click **Logout**.

**IMPORTANT!** Within three business days of the date you begin work, you must present original documentation to your employer that proves your **IDENTITY** and **AUTHORIZATION TO WORK** in the U.S.

1

[I-9 Instructions](#) [I-9 Instruccion](#)

You may want to [print this page](#) as a receipt for your reference. If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one.

Employer Code: 12191 04/26/2013 09:02:57 AM Central Standard Time  
Employer Name: New Employer Code for I-9 only

**Employee Summary**  
**Name:** John Smith  
**Other Names Used:**  
**U.S. Social Security Number:** XXX-XX-8913  
**Date of Birth:** 03/13/1986  
**Address:** 123 Main St  
St. Louis, MO 63033  
**E-mail Address:** Jsmith@company.com  
**Telephone Number:** 314-867-5309  
**Employment Date:**  
**Work Status:** A Citizen of the United States  
**Alien Registration Number/USCIS Number:**  
**I-94 #:**  
**Alien Work Until Date:**  
**Foreign Passport Number:**  
**Country of Issuance:**  
**Obtained I-94 from USCIS:**

2

You must present documentation to prove your identity and authorization to work in the United States for your employer to complete Section 2 of your Form I-9.

You may present 1 document from List A to prove identity and work authorization

OR

You may present 1 document from List B to prove identity AND 1 document from List C to prove work authorization

All documents must be unexpired.

3

E-Verify requires that your identity document include a [photograph](#) for your employer to complete Section 2 of your Form I-9.

After your employer completes Section 2 of your Form I-9, your employer will electronically verify your work authorization with the United States government.

You have authorized your Section 1 electronic signature to be automatically applied to the documents the employer will provide to you, should you contest/not contest the verification results.

### List A - Identity and work authorization

U.S. Passport or U.S. Passport Card

### List B - Identity

Driver's License Issued by State or Possession with Photo  
ID Card Issued by State or Possession with Photo  
ID Card Issued by Federal, State, Possession or Local Government with Photo  
School ID Card with Photo  
Voter's Registration Card with Photo  
U.S. Military Card  
Military Dependent's ID Card  
U.S. Coast Guard Merchant Mariner Card  
Native American Tribal Document with Photo  
Canadian Driver's license

### List C - Work authorization

Social Security Account Number Card Without Employment Restriction  
Original Birth Certificate or Certified Copy with Official Seal  
Form FS-545 - Certification of Birth Abroad from Dept. of State  
Form DS-1350 - Certification of Report of Birth from Dept. of State  
Native American Tribal Document  
Form I-197 - U.S. Citizen ID Card  
Form I-179 - ID Card for Use of Resident Citizen in the U.S.  
Employment authorization document issued by DHS

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.

I-9 MANAGEMENT

[Home](#) [Privacy Policy](#)

Thank you for using I-9 Management. You have successfully ended your online session. To log back in, [click here](#).

To completely clear your activity from your Internet browser's memory, we recommend that you close this window. Closing the window is especially important if you use a shared or public computer.

[Account Login](#)

[Terms and Conditions](#)

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