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ADP eI-9

New Hire’s Guide for the Classic User Interface

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TABLE OF CONTENTS

1. About This Document 1

Document Organization 2

Document Conventions 3

2. Getting Started 5

Understanding the Form I-9 Submission Process 6

Navigating in the eI-9 Service 9

Getting Help in the eI-9 Service 10

Printing Information 11

3. eI-9 Section 1 13

Completing Section 1 of the Form I-9 14

A. Field Descriptions 25

Glossary 31

Index 35

LIST OF FIGURES

1. About This Document

2. Getting Started

Figure 1. eI-9 Submission Process Flow Chart. 6

3. eI-9 Section 1

Figure 2. Introduction page 15
Figure 3. Special Consideration page. 15
Figure 4. Employee Information and Attestation page 18
Figure 5. Duplicate Form I-9 warning 21
Figure 6. Electronic Signature page 22
Figure 7. Confirmation page 23

CHAPTER 1 ::

About This Document

In This Section…

- Document Organization
- Document Conventions

Overview

Welcome to ADP's eI-9 service—a web-based software program that uses information technology to assist companies in establishing a person's identity and eligibility to work in the United States (U.S.). The U.S. Immigration Reform and Control Act (IRCA) legally mandates that all U.S. employers verify the employment eligibility status of newly-hired employees.

To verify a person's identity and work eligibility, the Department of Homeland Security (DHS) U.S. Citizenship and Immigration Services requires that all new employees complete a Form I-9 (Employment Eligibility Verification form). For companies subscribing to the optional E-Verify program, ADP's eI-9 service works hand-in-hand with the DHS and Social Security Administration (SSA) to electronically verify a person's employment eligibility and to help companies avoid hiring unauthorized workers.

Purpose of This Document

The purpose of the *New Hire's Guide for the Classic User Interface* is to provide step-by-step instructions for electronically completing Section 1 of the Form I-9 and submitting it to ADP. The goal of the document is to enable you to become self-sufficient in submitting Form I-9 information electronically.

Who Should Use This Document

The *New Hire's Guide for the Classic User Interface* is intended for newly hired employees who need instructions about how to use the ADP eI-9 service to electronically submit Form I-9 information to ADP for processing by the DHS and for hiring managers who must respond to questions from newly hired employees regarding the eI-9 service.

The *New Hire's Guide for the Classic User Interface* supports the classic Form I-9 Section 1 user interface. In December 2014, the Section 1 user interface was redesigned with Help text embedded in the product. For help with the redesigned user interface, see the embedded Help text.

Document Organization

Introduction

This section describes how this document is organized.

In This Document

The *New Hire's Guide for the Classic User Interface* contains the following chapters.

Table 1. Chapter Descriptions

Chapter	Title	Description
2	Getting Started	Introduction to the eI-9 service.
3	eI-9 Section 1	Instructions for completing Section 1 of the Form I-9.
A	Field Descriptions	Alphabetical list of data stored in the eI-9 Administrator's Portal.
—	Glossary	Definitions of terms used in this document.
—	Index	Alphabetical list of subject matter contained in this document.

Product Documentation Set

The *New Hire's Guide for the Classic User Interface* is part of a set that includes the following eI-9 documents.

Table 2. eI-9 Documentation Set

Title	Description	Audience
eI-9 Client Administrator's Guide	Step-by-step instructions for configuring and maintaining the Form I-9 for a company.	Client administrators and practitioners who need to configure and maintain ADP's eI-9 service for their company.
eI-9 Inbound Data Mapping Reference	Information about the file format used to submit information from a third-party payroll system to the eI-9 database.	Client administrators and database administrators who need information about the inbound file format specifications of the ADP eI-9 database.
eI-9 Manager's Guide for the Classic User Interface	Step-by-step instructions for completing Sections 2 and 3 of the Form I-9 as well as viewing and managing both in process and completed Form I-9 records.	Client users and hiring managers who use the eI-9 service to perform onboarding activities for newly hired employees.

Document Conventions

Introduction

This section describes the standard document conventions used throughout the document.

Symbols Used in This Document

The *New Hire's Guide for the Classic User Interface* uses the following symbol conventions.

Table 3. Document Symbols

Symbol	Name	Usage	Example
< >	angle brackets	Placeholder for a value.	<file_name>
{ }	braces	Set of mutually exclusive arguments.	{Yes|No}
, :	comma, space, or colon	Separator between arguments in a command line.	dir /l /p
…	ellipsis	Arguments or elements omitted in a series or sentence, or text that continues in the next cell or line.	If you want to…
—	em dash	No information is applicable.	—
.	period	Separator between a file name and the file type or between a table and field name.	setup.exe
|	pipe	Separator between two mutually exclusive arguments.	{Yes|No}
#	pound sign	Keyword in a file.	#variable_list
" "	quotation marks	Reference to other sections of the document.	See "Document Organization."
/*	slash; star	Comment line that contains information related to a command.	/* Additional information about the command */
[ ]	square brackets	Optional argument or value.	help [command]
x	x	Variable number or numbers, such as in a software version.	10.*x*

Text Formatting Used in This Document

The *New Hire's Guide for the Classic User Interface* uses the following text formatting conventions.

Table 4. Text Formatting

Style	Usage	Example
Arial Bold	Device (such as a box, list, button, icon, menu, or command) that you click or select.	Click **Save**.
Blue	Hypertext to navigate through an electronic document.	www.adp.com
`Courier`	Information that is displayed on a page.	The following message is displayed: `File is saved.`
`Courier Bold`	Text that you type in a window.	Type the following command, and press ENTER: **`setup`**
Italics	Reference to a document; also indicates emphasis on certain words.	Do *not* delete this file
SMALL CAPS	Key that you press on a keyboard.	To advance to the next field, press TAB.
Underline	Text label.	Example:

Text Remarks

Labels indicate specific types of text remarks as defined in the following table.

Table 5. Text Remarks

Label	Description
Warning:	Warns that a specified action could result in serious harm to the hardware or software.
Caution:	Cautions that a specified action could result in loss of data.
Best Practice:	Suggests a standard operating procedure or implementation method.
Important:	Indicates information essential to completing a task.
Tip:	Helps you apply techniques and procedures described in the text.
Note:	Provides information that supplements the main text.
Information:	Identifies additional sources of information.
Website:	Provides the World Wide Web address of a company or organization.
Estimated Time:	Provides the approximate time required to carry out a procedure.
ADP Help Desk:	Suggests that you call the ADP Help Desk for assistance.

CHAPTER 2 ::

Getting Started

In This Section…

- Understanding the Form I-9 Submission Process
- Navigating in the eI-9 Service
- Getting Help in the eI-9 Service
- Printing Information

Overview

This chapter contains software requirements for running the eI-9 service and general information about navigating in the eI-9 service.

Features and Benefits

Features and benefits of ADP's eI-9 service include:

Table 6. Features and Benefits of ADP's eI-9 service

Features	Benefits
• Guides you step-by-step and page-by-page through the form submission process	• Minimizes data entry errors
• Prompts you for information, and verifies data at each step of the process	• Ensures data consistency

Understanding the Form I-9 Submission Process

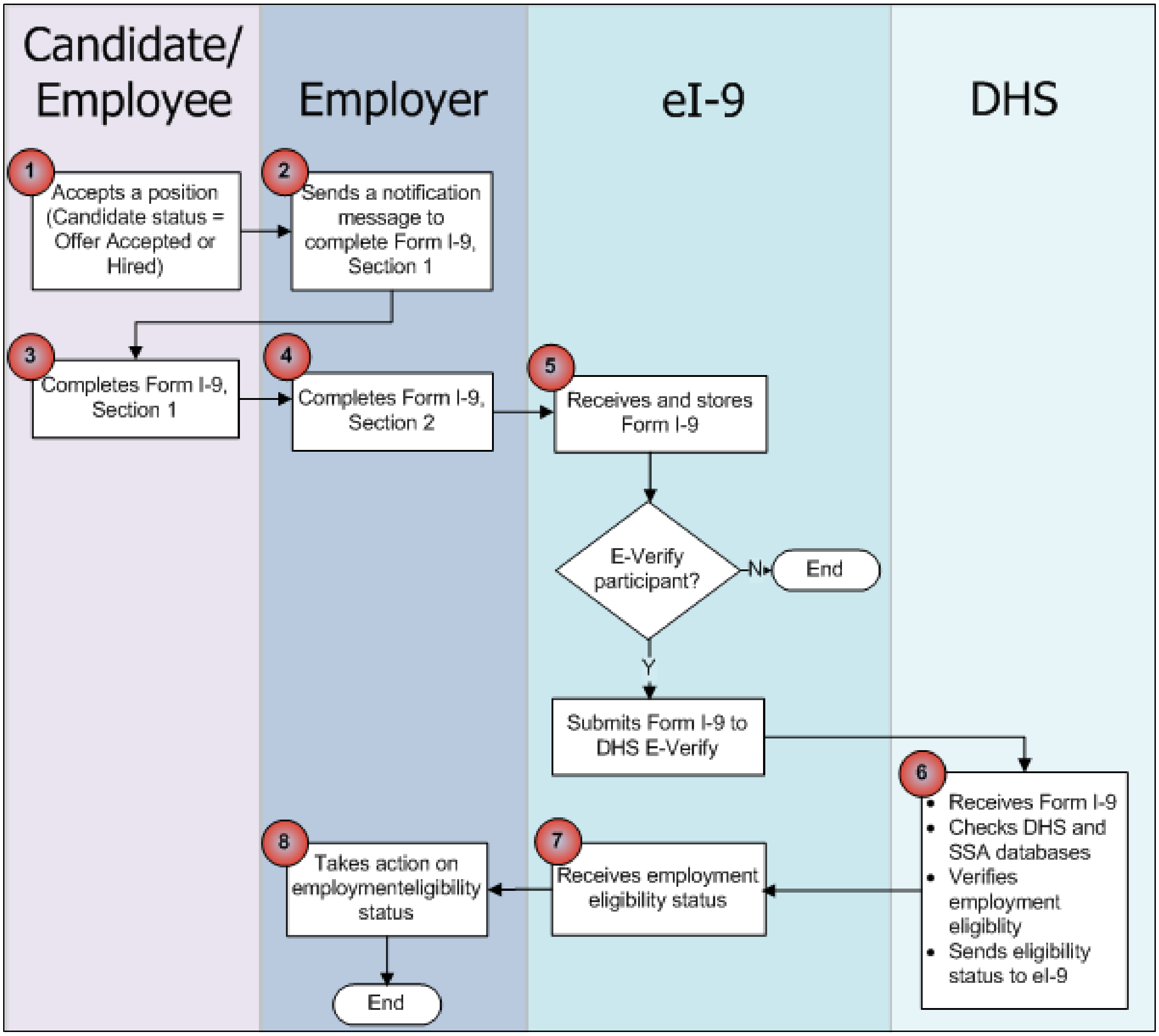
Introduction

This section illustrates and explains the sequence of the procedures involved in the process of submitting an electronic Form I-9 through ADP's eI-9 service to the DHS.

Illustration of the Form I-9 Submission Process

The sequence of the procedures in electronically submitting the Form I-9 are shown in the following illustration.

Figure 1. eI-9 Submission Process Flow Chart


Candidate/ Employee
Employer
eI-9
DHS
1
Accepts a position (Candidate status = Offer Accepted or Hired)
2
Sends a notification message to complete Form I-9, Section 1
3
Completes Form I-9, Section 1
4
Completes Form I-9, Section 2
5
Receives and stores Form I-9
E-Verify participant?
N
End
Y
Submits Form I-9 to DHS E-Verify
6
Receives Form I-9
Checks DHS and SSA databases
Verifies employment eligiblity
Sends eligibility status to eI-9
7
Receives employment eligibility status
8
Takes action on employmenteligibility status
End

Stages of the Form I-9 Submission Process

The following table describes the order of the procedures involved in processing the Form I-9.

Table 7. Stages of the Form I-9 Submission Process

Stage	Who/What	Description	When	See	Page
1.	Candidate	Accepts a position.	After employer offers a position.	—	—
2.	Employer/ Hiring Manager	Sends a notification message to the employee to complete Form I-9, Section 1.	After the employee has accepted the job.	—	—
3.	New Hire/ Employee	Completes Form I-9, Section 1.	At the earliest, when the employee has accepted the job, but no later than his or her first day of work for pay.	"Completing Section 1 of the Form I-9"	14
4.	Employer/ Hiring Manager	Completes Form I-9, Section 2.	After the employee has completed Section 1 of the Form I-9, and within three business days of the first day of work for pay.	*eI-9 Manager's Guide for the Classic User Interface*	—
5.	ADP eI-9 Service	Receives and stores the Form I-9. Does the company participate in the DHS E-Verify program? • If yes, submits the Form I-9 to the DHS E-Verify program. • If no, this process is complete.	After the employer/hiring manager has completed Section 2 of the Form I-9, and three business days of the first day of work for pay.	—	—
DHS E-Verify Participating Companies Only					
6.	DHS E-Verify	• Receives the Form I-9. • Checks the DHS and SSA databases, and verifies whether the employee is a U.S. citizen. • Verifies employment eligibility. • Sends employment eligibility status to the ADP eI-9 service.	After the ADP eI-9 service has submitted the Form I-9.	—	—
7.	ADP eI-9 Service	Receives employment eligibility status from the DHS E-Verify program.	Within three Federal Government workdays.	*eI-9 Manager's Guide for the Classic User Interface*	—

Table 7. **Stages of the Form I-9 Submission Process**

Stage	Who/What	Description	When	See	Page
8.	Employer/ Hiring Manager	Takes action on the employment eligibility status.	After employment eligibility status is received from DHS E-Verify.	*eI-9 Manager's Guide for the Classic User Interface*	—

Navigating in the eI-9 Service

Introduction

While you are using the eI-9 service, several user interface components and functions are consistently available to you. This section explains the primary components of the user interface as well as the functions that are available throughout the eI-9 service.

Navigational Tools

Throughout the eI-9 service, the following navigational tools are available.

Table 8. Navigational Tools in eI-9 service

Tool	Name	Description
☒	Close	Closes the active window
? Help	Help	Displays online help
Blue Text	Hyperlink	Navigates to the specified component
X	Logout	Exits the eI-9 service
▶	Next	Moves to the next page of information.
✎	Notes	Opens the notes related to a record
◀	Previous	Moves to the previous page of information.
🖶	Print	Prints the active record

Caution: Do *not* use your browser's Back or Forward buttons ⬅➡ to navigate through the eI-9 service; otherwise, you could lose data.

Special Fields

Throughout the eI-9 service, the following symbols indicate special fields.

Component	Name	Description
◀ ▶	Arrow	Moves list items in the indicated direction
📅	Calendar	Displays an electronic calendar for selecting a date
Specific Clients ▾	List	Lists a single value for a field
🔒	Locked	Data cannot be modified
▶	Required	Indicates that data in the field is mandatory

Getting Help in the eI-9 Service

Introduction

Throughout the eI-9 service, online help is available to assist you. This section explains how to use the help.

Before You Begin

Before you can use online help, you must access the eI-9 service. For more information, see "Completing Section 1 of the Form I-9" on page 14.

Getting Help in the eI-9 Service

To get help in the eI-9 service:

1. On any page in the **eI-9 Servic**e, click **Help** ? Help.

   A Help window is displayed with the *eI-9 New Hire's Guide*.

2. When you are through viewing the information, click **Close** ☒.

   The Help window is closed.

Printing Information

Introduction

While you are in the eI-9 service, you can print information for future reference. This section explains how to print information stored in the eI-9 service.

Note: Product-specific print instructions are explained in the appropriate chapter.

Before You Begin

Before you can print information stored in the eI-9 service, make sure the that printer is online and connected to your computer. For more information about setting up your printer, see the printer documentation. In addition, the 🖨 Print button must be displayed.

Printing Information

To print information:

1. On any page where the Print 🖨 button is displayed, click **Print** 🖨.
2. Select the printer, print range, and page handling.
3. Click **OK**.

CHAPTER 3 ::

eI-9 Section 1

In This Section…

- Completing Section 1 of the Form I-9

Overview

After you accept a position at a company, you must complete the Form I-9 (Employment Eligibility Verification form). The Form I-9 verifies your identity and eligibility to work in the United States (U.S.). The Department of Homeland Security (DHS) U.S. Citizenship and Immigration Services requires that all persons complete a Form I-9 after accepting employment. This chapter explains how you use ADP's eI-9 service to complete Section 1 of the Form I-9.

Completing Section 1 of the Form I-9

Introduction

After you accept an offer of employment, you must complete a Form I-9 (Employment Eligibility Verification form). This section explains how to complete Section 1 of the Form I-9.

When to Complete Section 1 of the Form I-9

After you have accepted a job, but no later than your first day of work for pay.

Before You Begin

Before you can electronically complete Section 1 of the Form I-9, you will receive either an email message or other notification requesting that you complete the Form I-9. Access the ADP eI-9 service, Section 1 in one of the following ways:

- In the notification message that you received, click the following link to the ADP eI-9 service, Section 1:

  Click here to complete eI-9 form

  Or

- In the **Address** box of your web browser, type the address of the ADP eI-9 service, Section 1, and press ENTER.

  Or

- Log in to the company Career Center or onboarding site (if applicable).

Note: If a message is displayed that the system is unavailable, system maintenance is in progress and you can *not* log in to eI-9. Try again later.

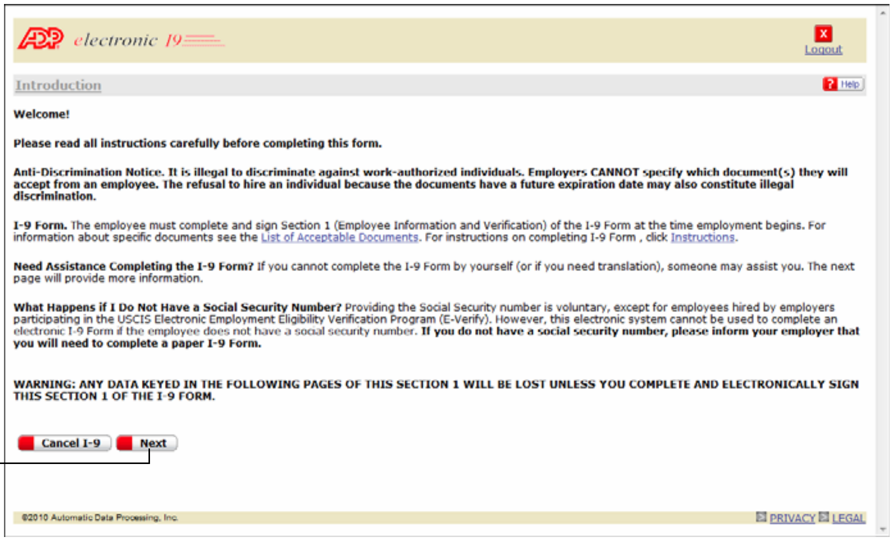
Completing Section 1 of the Form I-9

To electronically complete Section 1 of the Form I-9:

1. Use one of the methods listed in the Before You Begin section to access eI-9 Section 1.

The Introduction page is displayed.

Figure 2. Introduction page



Welcome!

Please read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

I-9 Form. The employee must complete and sign Section 1 (Employee Information and Verification) of the I-9 Form at the time employment begins. For information about specific documents see the List of Acceptable Documents. For instructions on completing I-9 Form , click Instructions.

Need Assistance Completing the I-9 Form? If you cannot complete the I-9 Form by yourself (or if you need translation), someone may assist you. The next page will provide more information.

What Happens if I Do Not Have a Social Security Number? Providing the Social Security number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). However, this electronic system cannot be used to complete an electronic I-9 Form if the employee does not have a social security number. **If you do not have a social security number, please inform your employer that you will need to complete a paper I-9 Form.**

WARNING: ANY DATA KEYED IN THE FOLLOWING PAGES OF THIS SECTION 1 WILL BE LOST UNLESS YOU COMPLETE AND ELECTRONICALLY SIGN THIS SECTION 1 OF THE I-9 FORM.

Click Next.

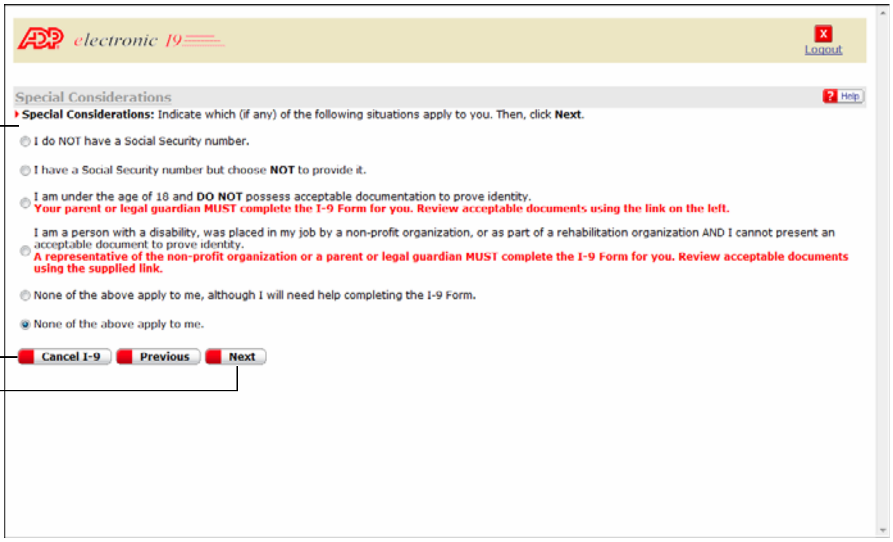
Information: To view definitions of the fields on the Form I-9, see "Appendix A :: Field Descriptions."

Tips:

- To view instructions about completing the Form I-9, click **Instructions**. To exit the instructions, click **Close** ☒.
- To view the documentation requirements, click **List of Acceptable Documents**. To exit the documentation requirements, click **Close** ☒.

2. Click **Next**.
3. Is the Special Consideration page displayed?

Figure 3. Special Consideration page



Special Considerations: Indicate which (if any) of the following situations apply to you. Then, click **Next**.

○ I do NOT have a Social Security number.

○ I have a Social Security number but choose **NOT** to provide it.

○ I am under the age of 18 and **DO NOT** possess acceptable documentation to prove identity.
Your parent or legal guardian MUST complete the I-9 Form for you. Review acceptable documents using the link on the left.

○ I am a person with a disability, was placed in my job by a non-profit organization, or as part of a rehabilitation organization AND I cannot present an acceptable document to prove identity.
A representative of the non-profit organization or a parent or legal guardian MUST complete the I-9 Form for you. Review acceptable documents using the supplied link.

○ None of the above apply to me, although I will need help completing the I-9 Form.

● None of the above apply to me.

1 Indicate whether you have special circumstances.

2 Click Next.

- If yes, continue to step 4.

Tip: To return to a previous page, click **Previous**.

- If no, skip to step 5.

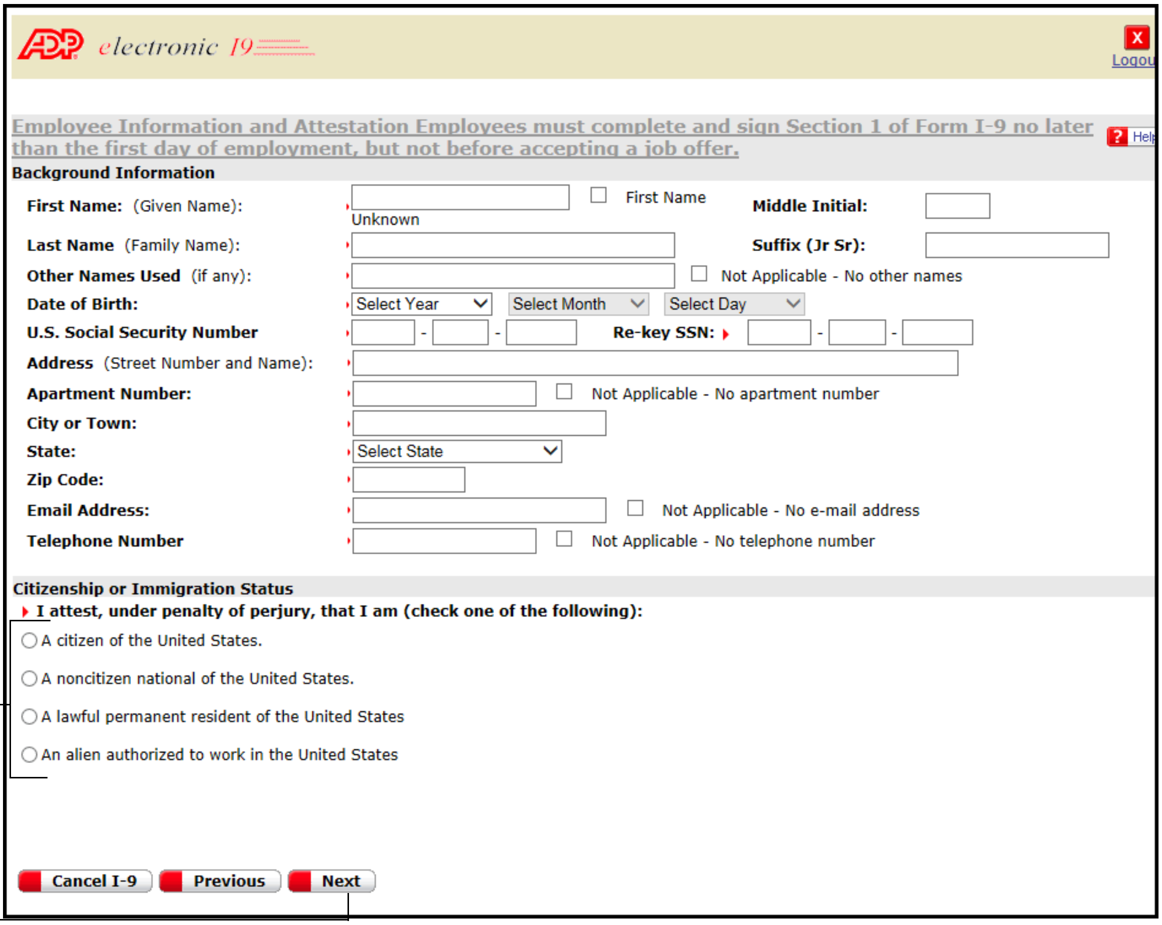
4. If the **Special Consideration** information is displayed, indicate whether you have special circumstances.

If you…	Then select…	And click Next…
do *not* have a Social Security number	**I DO NOT have a Social Security number**	The Paper I-9 Confirmation page is displayed. • Click **Finish**. The following message is displayed: `Are you sure you wish to end the I-9 Section 1 process? Click Yes to end. Otherwise click No to return to the page.` • Click **Yes**. Your session is ended, and the Introduction page is displayed. • With the Hiring Manager, complete a paper Form I-9, and send it to ADP.
choose *not* to provide your Social Security number	**I have a Social Security number but choose NOT to provide it**	
are younger than 18 and do *not* have an acceptable document	**I am under the age of 18 and DO NOT possess acceptable documentation to prove identity** **Important:** If your employer participates in the E-Verify program, you cannot select this response. You *must* provide an acceptable identity document from one of the following: • List A identity document with a photograph. or • List B identity document with a photograph, along with a List C Employment Authorization Document (EAD).	• Have your parent or legal guardian complete the remainder form on your behalf. **Important:** If anyone other than the employee completes Section 1, the preparer must complete the Preparer Information, and sign Section 1. A preparer must also complete this information if the employee is a minor (individual younger than age 18) or a person with a disability (who is placed in employment by a nonprofit organization, association, or as part of a rehabilitation program), who cannot present an identity document. • Continue to step 5.

If you…	Then select…	And click Next…
are disabled, placed in your job by either a non-profit or rehabilitation organization, and do *not* possess an acceptable document	**I am a person with a disability, was placed in my job by a non-profit organization, or as part of a rehabilitation organization AND I cannot present an acceptable document to prove identity** **Important:** If your employer participates in the E-Verify program, you cannot select this response. You *must* provide an acceptable identity document from one of the following: • List A identity document with a photograph. or • List B identity document with a photograph, along with a List C Employment Authorization Document (EAD).	• Have your parent, legal guardian, or the representative from the non-profit agency complete the form. on your behalf. **Important:** If anyone other than the employee completes Section 1, the preparer must complete the Preparer Information, and sign Section 1. A preparer must also complete this information if the employee is a minor (individual younger than age 18) or a person with a disability (who is placed in employment by a nonprofit organization, association, or as part of a rehabilitation program), who cannot present an identity document. • Continue to step 5.
need help completing the Form I-9	**None apply to me, although I will need help completing the Form I-9**	• Have a preparer complete the form on your behalf. **Important:** If anyone other than the employee completes Section 1, the preparer must complete the Preparer Information, and sign Section 1. • Continue to step 5.
do *not* have special circumstances	**None of the above apply to me** (the default choice)	• Continue to step 5.

The Employee Information and Attestation page is displayed.

Figure 4. Employee Information and Attestation page



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.

Background Information

First Name: (Given Name): Unknown ☐ First Name **Middle Initial:**
Last Name (Family Name): **Suffix (Jr Sr):**
Other Names Used (if any): ☐ Not Applicable - No other names
Date of Birth: Select Year Select Month Select Day
U.S. Social Security Number - - **Re-key SSN:** - -
Address (Street Number and Name):
Apartment Number: ☐ Not Applicable - No apartment number
City or Town:
State: Select State
Zip Code:
Email Address: ☐ Not Applicable - No e-mail address
Telephone Number ☐ Not Applicable - No telephone number

Citizenship or Immigration Status

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.
○ A lawful permanent resident of the United States
○ An alien authorized to work in the United States

1 Select your citizenship or immigration status.

2 Click Next.

Information: To view definitions of the fields on the Form I-9, see "Appendix A :: Field Descriptions."

---

5. Under **Background Information**, complete the your general information: **First Name**, **Middle Initial**, **Last Name**, **Suffix**, **Other Names** (if Other Names does *not* apply, select the **Not Applicable** check box), **Date of Birth**, **U.S. Social Security Number**, **Re-Key SSN**, **Address**, **Apt #**, **ZIP Code**, **City or Town**, and **State**, **Email Address** (if Email Address does *not* apply, select the **Not Applicable** check box), and **Telephone Number** (if Telephone Number does *not* apply select the **Not Applicable** check box).

6. Select the **Citizenship or Immigration Status** that you attest to.

If you…	**Select…**
Were born in the U.S. or certain territories or outlying possessions of the U.S., and subject to the jurisdiction of the U.S. or Were born abroad, but have a parent or parents who were citizens of the U.S. at the time of your birth or Are a naturalized citizen	**A citizen of the United States**. **Important:** Falsely attesting to U.S. citizenship may subject you to penalties, removal proceedings, and may adversely affect your ability to seek future immigration benefits.
Were born in American Samoa (a former citizen of the former Trust Territory of the Pacific Islands) or are a child of noncitizen nationals born abroad	**A noncitizen national of the United States**.
Are a noncitizen of the U.S. who is lawfully granted the privilege of residing and working permanently in the U.S. (also known as Permanent Resident Alien, Resident Alien Permit Holder, or Green Card Holder) by the United States Citizenship and Immigration Services (USCIS)	• **A lawful permanent resident of the United States**. • Enter your **Alien Registration Number/USCIS Number**. • Select the type of number. **Important:** Asylees and refugees should not select Lawful Permanent Resident, but should instead select Alien Authorized to Work in the United States.

If you…	Select…
Are a non-citizen of the U.S. who is - Allowed to work because of your immigration status - Granted work authorization by the U.S. Citizenship and Immigration Services (USCIS)	- **An alien authorized to work in the United States** - Select whether you are **Authorized to Work Indefinitely** or **Until** and enter the final work date when your employment authorization expires. **Tip:** In most cases, you can find your employment authorization expiration date on the documents that provide evidence of your employment authorization. Refugees, asylees and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, and other aliens whose employment authorization does not have an expiration date should select a value of Indefinitely in this field. - Enter one of the following Work Authorization numbers: – Enter your 7- to 9-digit Alien Registration Number/USCIS Number or – Enter your 11-digit Form I-94 Admission Number that you received from the U.S. Customs and Border Protection (CBP). or – Enter your Foreign Passport Number and the Country of Issuance.

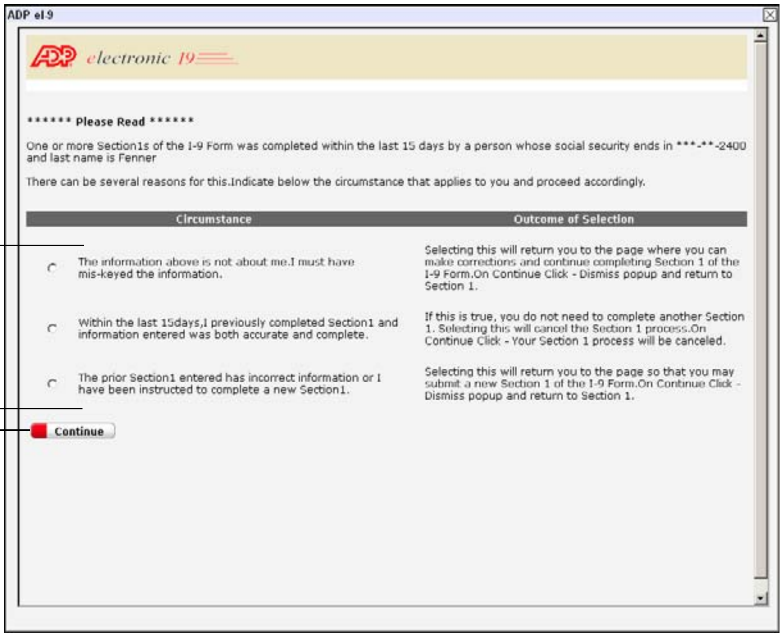
Note:	N/A will be printed in any fields left blank.

7. Click **Next**.

Caution:	Do *not* allow your session to become inactive for an extended period of time or close the Form I-9 without fully completing the Form I-9; otherwise, you will lose your data and you will have to start the process over.

8. Is a warning displayed, such as the following example, that one or more Forms I-9 have been completed within a specified number of days?
   - If yes, continue to step 9.
   - If no, skip to step 10.

Figure 5. Duplicate Form I-9 warning



****** Please Read ******

One or more Section1s of the I-9 Form was completed within the last 15 days by a person whose social security ends in ***-**-2400 and last name is Fenner

There can be several reasons for this.Indicate below the circumstance that applies to you and proceed accordingly.

	Circumstance	Outcome of Selection
○	The information above is not about me.I must have mis-keyed the information.	Selecting this will return you to the page where you can make corrections and continue completing Section 1 of the I-9 Form.On Continue Click - Dismiss popup and return to Section 1.
○	Within the last 15days,I previously completed Section1 and information entered was both accurate and complete.	If this is true, you do not need to complete another Section 1. Selecting this will cancel the Section 1 process.On Continue Click - Your Section 1 process will be canceled.
○	The prior Section1 entered has incorrect information or I have been instructed to complete a new Section1.	Selecting this will return you to the page so that you may submit a new Section 1 of the I-9 Form.On Continue Click - Dismiss popup and return to Section 1.

1 Select the Circumstance.

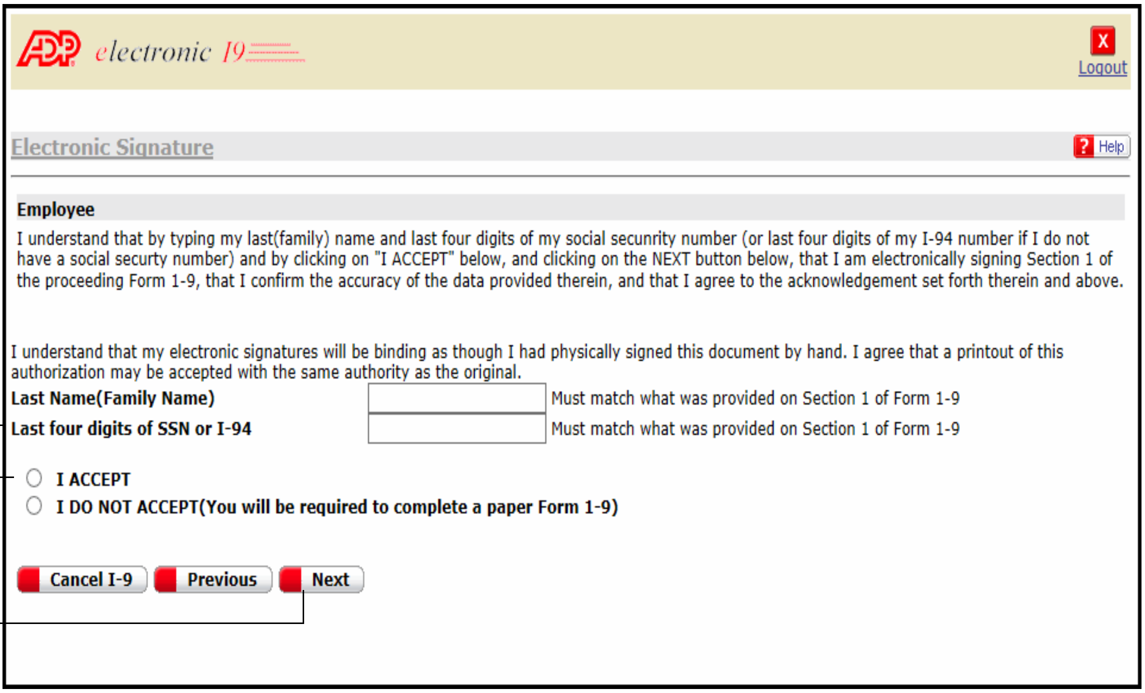
2 Click Continue.

9. Choose your next action based on whether the information displayed is a duplicate Form I-9 about you.

If the information displayed is…	And is…	Then select…
not about you	—	- **The information above is not about me**, and click **Continue**. - Continue to step 10.
about you	*not* correct or you were instructed to update the information	- **The prior Section1 entered has incorrect information or I have been instructed to complete a new Section 1**, and click **Continue**. - Continue to step 10.
	correct	- **Within the last 15 days, I previously completed Section 1 and information entered was both accurate and complete**, and click **Continue**. The procedure canceled; no further action is necessary.

The Electronic Signature page is displayed.

Figure 6. Electronic Signature page



Electronic Signature

Employee

I understand that by typing my last(family) name and last four digits of my social securnity number (or last four digits of my I-94 number if I do not have a social securty number) and by clicking on "I ACCEPT" below, and clicking on the NEXT button below, that I am electronically signing Section 1 of the proceeding Form 1-9, that I confirm the accuracy of the data provided therein, and that I agree to the acknowledgement set forth therein and above.

I understand that my electronic signatures will be binding as though I had physically signed this document by hand. I agree that a printout of this authorization may be accepted with the same authority as the original.

Last Name(Family Name) Must match what was provided on Section 1 of Form 1-9

Last four digits of SSN or I-94 Must match what was provided on Section 1 of Form 1-9

○ **I ACCEPT**

○ **I DO NOT ACCEPT(You will be required to complete a paper Form 1-9)**

1 Complete the Challenge Question and Answer, SSN or Employee ID.

2 Select the I ACCEPT statement.

3 Click Next.

10. Complete the identification information that you are prompted for. Depending on the configuration, one of the following questions is displayed:
    - **Challenge Question** and **Answer**
    - **U.S. Social Security Number (SSN)**
    - **Employee ID**
11. After reading the acknowledgment text and reviewing your information, select **I ACCEPT** to electronically sign the Form I-9.

Important: By signing this form, you attest under penalty of perjury (28 U.S.C. §1746) that the information that you provided, the citizenship or immigration status you selected, and all information and documentation you provide to your employer is complete, true and correct, and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or for using false documentation when completing this form.

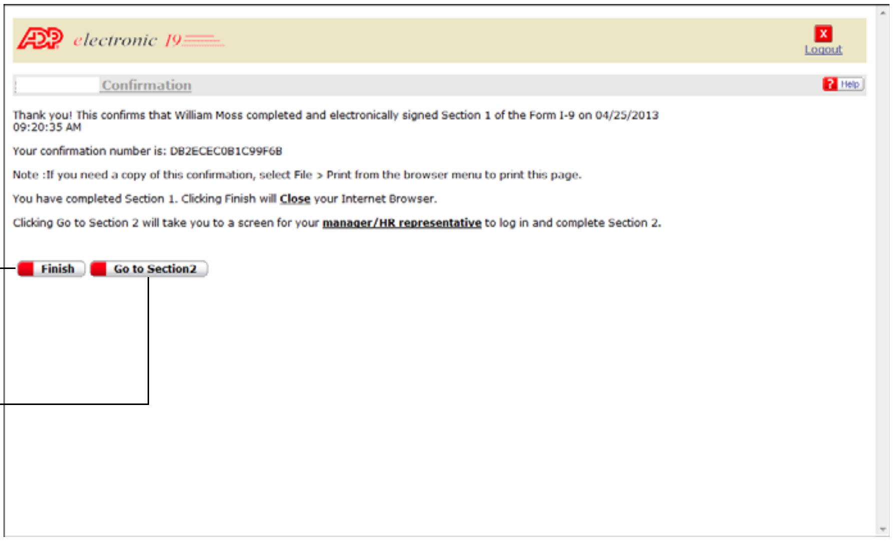
12. Click **Next**.

Note: If you click **Next** without selecting the check box, the following prompt is displayed, and you will *not* be allowed to continue until you select the check box, and click **Next** again:

```
You must electronically sign before continuing
```

The Confirmation page is displayed.

Figure 7. Confirmation page



Thank you! This confirms that William Moss completed and electronically signed Section 1 of the Form I-9 on 04/25/2013 09:20:35 AM

Your confirmation number is: DB2ECEC0B1C99F6B

Note :If you need a copy of this confirmation, select File > Print from the browser menu to print this page.

You have completed Section 1. Clicking Finish will **Close** your Internet Browser.

Clicking Go to Section 2 will take you to a screen for your **manager/HR representative** to log in and complete Section 2.

If the Hiring Manager is not available, click Finish.

If the Hiring Manager is available, and you have the required documents, click Go To Section2.

Tip: To print a confirmation page for your records:

- On the **Browser** menu, click **File > Print**.

  The Print dialog box is displayed.
- Modify the print options, and click **Print**.

---

13. Choose your next action depending on whether Hiring Manager is available to complete Section 2 and you have the required documents with you.

If the Hiring Manager is…	And you…	Then click…
available	have the required documents	• **Go to Section 2**. The Connect to Gateway dialog box is displayed. • Let the Hiring Manager take over the session, and log in to Section 2. For more information, see the *eI-9 Manager's Guide for the Classic User Interface.*
	do *not* have the required documents	**Finish.** The eI-9 service is closed.
not available	—	

What to Do Next

- Provide your required documents to the Hiring Manager so that he or she can complete the Form I-9, Section 2.
- Complete any additional onboarding documents that you are notified about.

APPENDIX A ::

Field Descriptions

Overview

This chapter provides an alphabetical list of the data submitted in Section 1 of the eI-9 service.

Legend

The following table describes the information provided for each field listed in this appendix.

Item	Definition
Field	Label on a page identifying a field.
Description	Explanation of the information contained in the field.
Values	List of values in a list box. **Note:** If a list is extremely long, or varies, then the values are not listed but, a variable describing the list is shown (for example: <Document Set>.
Table	Database table where the field is stored (essential information for creating custom reports).

Field Descriptions

Field	Description	Values
A		
Address (Street Number and Name)	Physical address where you reside. If your residence does not have a physical address, enter a description of the location or provide a Post Office box number. Example: 5 miles south of Anytown post office, near the lighthouse	—
Alien Registration Number/USCIS Number	Alien registration number or US Citizenship and Immigration Services number of the employee.	—
Answer	Answer to the challenging question.	—
Apt #	Letters or numbers that identify your apartment or unit. If you do not have an apartment number, select **Not Applicable**.	—
Authorized to Work	Code identifying the length of time that the alien is authorized to work in the U.S. If you select a value of Until, you are prompted to enter the ending date of authorization.	Until Indefinitely
B		
C		
Challenge Question	Identification question selected by an employee.	—
Citizenship or Immigration Status	Code identifying the citizenship or immigration status of the employee and that the employee attests to.	A citizen of the United States A noncitizen national of the United States A lawful permanent resident of the United States An alien authorized to work in the United States
City or Town	Your City or Town is the city, town, or village of your address. If your residence is not located within one of these districts, enter your county, township, or reservation. **Border Commuters from Canada:** Enter your city and province in this field. **Border Commuters from Mexico:** Enter your city and state in this field.	—
City name begins with	First few characters in the name of a city.	—
Country of Issuance	Name of the country issuing the employee's foreign passport.	—

A B C D E F G H I J K L M N O P Q R S T U V W XYZ

Field	Description	Values
D		
Date of Birth	Year, Month, and Day of your date of birth.	—
E		
Email Address	Enter either your personal or work **Email Address**. Your email address is optional, but you cannot leave this field blank. If you do not have an email address or do not want to provide it, select **Not Applicable**. If your employer participates in the E-Verify program, and the DHS finds a discrepancy between the information that you provided on the Form I-9 and the information contained in the DHS or Social Security Administration (SSA) records, the DHS may use your email address to send you a message with information about how to begin to resolve the discrepancies. **Format:** name@site.domain **Example:** tara.obrien@mycompany.com	—
Employee ID	Identification number of the employee.	—
F		
First Name	Your (employee) legal given name. If you have only one name (mononymous), select **Unknown** as your **First Name**, and enter your single name in the **Last Name** field. **Examples of Correctly Formatted First Names:** Tonio, John-Paul, D'Ann	—
Foreign Passport Number	Number of the employee's passport	—
Form I-94 Admission Number	Form I-94 Alien Admission number of the employee.	—
G H I		
I ACCEPT	Code indicating that you have fully read and reviewed Section 1 of the Form I-9.	Yes No
J		
Job Title	Job title of a person.	—

Field	Description	Values
K		
L		
Last Name (employee)	Your (employee) legal family name or surname. If you have two last names or a hyphenated last name, enter both names. If you have only one name, enter it in the **Last Name** field, and select **Unknown** as your first name. **Examples of Correctly Formatted Last Names:** Jackson Smith, Willis-Parsons, D'Onofrio, De La Cruz, Anson	—
M		
Middle Initial (employee)	First letter of either your (employee) middle name or second given name. If you have more than one middle name, enter the first letter of your first middle name. If you do not have a middle name or second given name, select **Not Applicable**.	—
N		
Not Applicable (Apt #)	Code indicating that the Apt # box is not applicable.	Yes No
Not Applicable (email address)	Code indicating that the Email Address box is not applicable.	Yes No
Not Applicable (foreign passport)	Code indicating that the Foreign Passport Number box is not applicable.	Yes No
Not Applicable (middle initial)	Code indicating that the Foreign Passport Number box is not applicable.	Yes No
Not Applicable (other names)	Code indicating that the Other Names box is not applicable.	Yes No
Not Applicable (telephone number)	Code indicating that the Telephone Number box is not applicable.	Yes No
O		
Other Names (employee)	Any other last names that you have used (for example, a maiden name or, if you legally changed your last name, your original last name). If you have never used a different last name, select **Not Applicable**.	—

A B C D E F G H I J K L M N O P Q R S T U V W XYZ

Field	Description	Values
P Q R		
Re-Key SSN	Social Security Number (SSN) of the employee. The SSN is hidden for identity protection. To prevent you from submitting an incorrect number, you must enter the same number in both the U.S. Social Security Number and the Re-Key SSN boxes.	—
S		
Special Consideration	Code identifying any unique circumstances that affect the employee's ability to complete the Form I-9.	I DO NOT have a Social Security number I have a Social Security number but choose NOT to provide it I am under the age of 18 and DO NOT possess acceptable documentation to prove identity… I am a person with a disability, was placed in my job by a non-profit organization, or as part of a rehabilitation organization AND I cannot present an acceptable document to prove identity… None apply to me although I will need help completing the I-9 Form None of the above apply to me
State	State or territory of your address. **Border Commuters from Canada or Mexico:** Select your country at the end of the list.	<State list>
Suffix	Additional descriptors used after your last name, such as Jr., Sr., I, II, and so on. If your name does not include a suffix, leave the field blank.	—
T		
Telephone Number	Your 9- or 10-digit Telephone Number. Your telephone number is optional, but you cannot leave this field blank. If you do not have a telephone number or do not want to provide it, select **Not Applicable**.	—

Field	Description	Values
U		
U.S. Social Security Number	Your Federal Government-issued Social Security number (SSN). Providing your Social Security number (SSN) is voluntary, unless your employer participates in the DHS E-Verify program. If your employer participates in the E-Verify program, you must provide your SSN because the DHS requires it to electronically verify your identity and eligibility to work in the U.S. Your SSN is hidden for identity protection. If you do not provide your SSN, you cannot complete the electronic Form I-9. Instead, you must download a paper Form I-9, manually complete the Section 1 of the form, and submit it to your employer. If you have applied for, but do not yet have an SSN, leave this field blank until you receive your SSN. To prevent you from submitting an incorrect number, you must enter the same number in both the U.S. Social Security Number and the Re-Key SSN boxes.	—
Unknown (first name)	Code indicating that the employee does not have a First Name.	Yes No
V W XYZ		
ZIP Code	Your 5- or 9-digit postal code associated with your address. **Border Commuters from Canada:** Enter your 6-character postal code. **Border Commuters from Mexico:** Enter your 5-digit postal code.	—
ZIP Code begins with	First few numbers in a ZIP Code.	—

A B C D E F G H I J K L M N O P Q R S T U V W XYZ

GLOSSARY

A

B

C

D

data	Information that can be processed by a computer.
date and time stamp	Dataset that contains the date and time of an event.
default	Option or value that a hardware component or software program automatically selects if you do not specify a different one.
Department of Homeland Security (DHS)	Cabinet department of the United States (U.S.) Federal Government with the primary responsibility of protecting the territories of the U.S. from terrorist attacks and responding to natural disasters.
DHS	See "Department of Homeland Security (DHS)."
digital certificate	An attachment to an electronic message that authenticates the sender to the receiver.
download	To receive a file from another computer on a network.

E

e-mail	See "electronic mail (e-mail)."
E-Verify	Internet-based software program operated by the U.S. Department of Homeland Security (DHS) in conjunction with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees.
electronic mail (e-mail)	Messaging feature of an electronic communication system.
employee	Individual who works for a company for compensation.
Employment Eligibility Verification form	See "Form I-9 (Employment Eligibility Verification form)."

F

field	Group of bits that describe a component of a database record.

Form I-9 (Employment Eligibility Verification form)	United States (U.S.) Department of Homeland Security (DHS) U.S. Citizenship and Immigration Services form used to establish a person's identity and eligibility to work in the United States.

G

H

I

Immigration Reform and Control Act (IRCA)	Legal mandate that U.S. employers verify the employment eligibility status of newly-hired employees. IRCA makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. Employers must keep each I-9 form on file for at least three years, or one year after employment ends, whichever is longer.
input	Data supplied to a computer process.
input/output (I/O)	Transfer of data into or out from a computer.
Internet	Worldwide system of computers linked together through telecommunication lines.
Intranet	Private computer network that uses Internet protocols and network connectivity to securely share information with an organization's employees.
IRCA	See "Immigration Reform and Control Act (IRCA)."

J

K

L

link	Object connecting two or more entities.
log in|on to	Process of identifying and authenticating oneself to gain access to a computer system.
log off|out from	Process of terminating a session with a computer system.

M

Microsoft Internet Explorer	Web browser developed by Microsoft Corporation. **Website**: www.microsoft.com

N

network	System connecting two or more computers that enables sharing of hardware resources (such as printers and disk drives) and software resources (such as programs and data).

O

online	Device that is functioning and ready to perform a task.

output	Data produced as a result of a computer process.

P

password	Combination of characters that is used to gain access to a system through a user ID.
printer	Device that processes computer data and outputs to paper.

Q

R

S

Social Security Administration (SSA)	Agency of the United States (U.S.) Federal government that administers a social insurance program for retirement, disability, and survivor's benefits.
SSA	See "Social Security Administration (SSA)."

T

U

upload	To send a file to another computer on a network.
user ID	Identification code assigned to a computer user that, when combined with a password, authenticates you to a computer system.

V

W

web browser	A program that runs on a computer that is connected to the Internet and provides access to the World Wide Web (WWW).
window	Frame through which you can view a document, worksheet, database, or program.
World Wide Web (WWW)	Global hypertext-linked computer system that uses the Internet to transport information.
WWW	See "World Wide Web (WWW)."

XYZ

A B C D E F G H I J K L M N O P Q R S T U V W XYZ

INDEX

C

Completing Section 1 of the Form I-9 14

D

Document
  formatting conventions 3
  key 3
  organization 2
Document set, eI-9 2
  eI-9 Client Administrator's Guide 2
  eI-9 Inbound Data Mapping Reference 2
  eI-9 Manager's Guide for the Classic User Interface 2, *7*, *8*, 23
  eI-9 New Hire's Guide for the Classic User Interface 1, 10

E

eI-9, Section 1, overview 13
eI-9 service
  benefits 5
  features 5
  getting help in 10
  getting started in 5
  navigating in 9
  navigational tools 9
  special fields 9

F

Field descriptions 25
  Address 18, 26
  Alien Registration Number/USCIS Number 19, 26
  Answer 22, 26
  Apartment Number 18
  Apt # 26
  Authorized to Work 20
  Challenging Question 22, 26
  Citizenship or Immigration Status 19, 26
  City name begins with 26
  City or Town 18
  City orTown 26
  Date of Birth 18, 27
  Email Address 18, 27
  Employee ID 22, 27
  First Name 18
  First Name (user) 27
  Foreign Passport Number 27
  I ACCEPT 22, 27
  Job Title 27
  Last Name 18
  Last Name (employee) 28
  Middle Initial 18
  Middle Initial (employee) 28
  N/A 18
  Not Applicable (Apt #) 28
  Not Applicable (email address) 28
  Not Applicable (foreign passport) 28
  Not Applicable (middle initial) 28
  Not Applicable (other names) 28
  Not Applicable (telephone number) 28
  Other Names Used 18, 28
  Re-Key SSN 18
  Re-key SSN 29
  Social Security Number 18, 22
  Special Consideration 29
  Special Considerations 16
  Start Date From 26
  Start Date To 26
  State 18, 29
  Suffix 18, 29
  Telephone Number 18, 29
  U.S. Social Security Number 30
  Unknown 30
  ZIP Code 18, 30
Form I-9
  completing Section 1 14
  printing a Confirmation page 23

Form I-9 Admission Number 27
Form I-9 submission process, understanding 6

G

Getting started in the eI-9 service 5
Glossary 31

H

Help, getting in the eI-9 service 10

I

Information, printing 11

N

Navigating in the eI-9 service 9
Navigational tools, eI-9 service 9

P

Printing a Form I-9 Confirmation page 23
Printing information 11

S

Special fields, eI-9 service 9

U

Understanding the Form I-9 submission process 6