Employer Quick Reference Guide
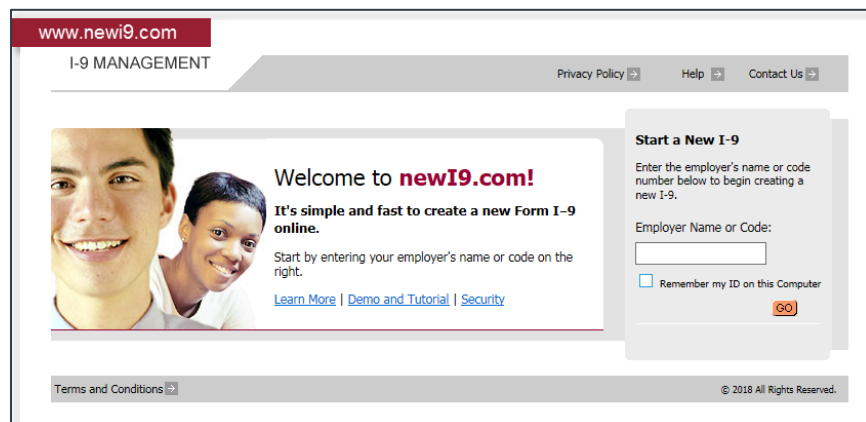
Completing an Electronic I-9 with a New Hire

Employer Instructions

The process for verifying a new hire's employment eligibility has changed. Effective immediately, your location will use a Web-based I-9 service to enter electronic I-9's and to ensure employment eligibility for new hires. As a result of this new **paperless** process, you no longer need to complete paper I-9 forms. The new employment verification process consists of four main steps:

Step 1:   Have the new hire enter their information in the **I-9 Management Service** (www.newi9.com)

Step 2:   Manager logs into the Administrator portion of the I-9 Service and locates the Pending I-9.

Step 3:   Manager completes Section 2 of the I-9 with the new hire.

Step 4:   Manager verifies that the employee is legally eligible to work in the U.S. through E-Verify.

Step 1: The new hire completes Section 1 on or before their first day of work
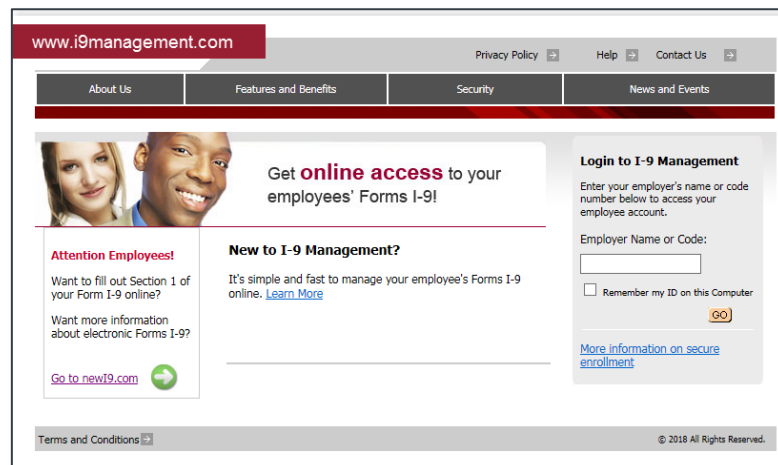
Employees can complete Section 1 of the Form I-9 any time after they have accepted a job offer. You must provide your employer specific URL or www.newi9.com plus your employer code to the new hire.

Step 2: The employer representative logs in to I-9 Management to complete Section 2

Go to www.i9management.com. Enter XXXXX in the **Employer Name or Code** field and click the **Go** button to log in.

Enter in the User ID and Pin provided to you by your Administrator. The first time you log in, you will go through a validation process. This may include entering in personal information, answering security questions, and/or changing your initial PIN.

If you forget your PIN in the future, you can click the **"Forgot your PIN?"** link to request a new one. The information you entered during the initial validation process will help you get logged in.

After logging in to I-9 Management, you can locate a pending I-9 by:

1. Searching for the employee *(by first name, last name, SSN, date range or location)*
2. Clicking on the number in the I-9 Pending Completion box.

After locating the employee you are looking for, click on their name to launch Section 2.

Type	Name	Location	SSN	Employment	E-Verify Status
P	Sample, Sue	Default	1122	01/15/2018	
P	SHAMBLIN, MARIN	Default	3015	07/16/2016	

Showing 1-2 of **2**

Step 3: The employer representative completes Section 2 with the new hire

1. On the Section 2 – Employer Review and Verification page, enter the Employment Date using today's date or actual hire date if the employee didn't present the I-9 documentation on day.
2. Select the location the employee will be assigned to.
3. Ask the employee to present their employment eligibility documents.
4. Under **Select the set of document(s) presented by the employee,** select documents from the drop-down fields that correspond to the documents the employee presented to you.
5. Click **Continue.**

NOTE: *Check the checkbox for Receipt if the employee provided a receipt for a lost, stolen, or damaged document only.*

Enter the required information for each document you selected in Step 3 above, and click **Continue.**

Tips:
- Please be aware that a picture ID document is required for list B for employers that use E-Verify.
- To see examples of each type of document listed, click **Sample Document.**
- For Permanent resident card that does not have an expiration date, please check the checkbox indicating the document does not have an expiration date.
- When a Driver's License is presented, you should enter the state as the issuing authority.
- Do not accept a Social Security card that says "Not Valid for Employment".

NOTE: *If an employee is terminated before the I-9 is completed, click on the radio button to indicate on the Section 2 document selection page.*

Employer Review

Promotion Checkout Account is a demo employer.>

* Required Field

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

After verifying that the information is correct, complete the signature block at the bottom of the page.

[C] Corrected field

Name:	**Other Names Used:**	**U.S. Social Security Number:**	**Date of Birth:**
Anne Example	000000003		05/05/1985
Address:	**City,State & Zip**	**E-mail Address:**	**Telephone Number:**
123 Main St	St. Louis, MO 63146		
Employment Date:			**Work Status:**
01/17/2018			A Citizen of the United States
Alien Registration Number/USCIS Number:	**I-94 #:**	**Receipt Due Date**	**Receipt Due Document**
Alien Work Until Date:	**Reverification Due Reason**	**Foreign Passport Number:**	**Country of Issuance:**
Obtained I-94 from USCIS:			
Group:	**Location:**		
None	Default		

[Change Information]

On the **Employer Review** page, carefully review the information you entered. If any information is incorrect, click the **Change Information** button.

Document Information Summary

List B document:	Driver's License Issued by State or Possession with Photo
Issuing Authority:	Missouri
Document #:	123456789
Expiration Date (mm/dd/yyyy):	08/08/2020
List C document:	Social Security Account Number Card Without Employment Restriction
Issuing Authority:	Social Security Administration
Social Security Number (XXX-XX-XXXX):	444-55-8888

Employer Electronic Signature (English | Español)

*I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. The employee's first day of employment (mm/dd/yyyy): 1/17/2018

I also attest to the following:

- I understand the employee's work authorization may be verified elec...
- If the employee's work authorization is verified with the United St... ...e employee contest/not contest the verification results.
- I am not using government verifications for pre-screening p...

☐ I have read and agree with the certification statement a...

Enter PIN:

[   ]

[Cancel] [Back] [Continue]

If all of the information is accurate, electronically sign Section 2 by clicking "**I have read and agree with the certification statement above",** click the check box and enter your **PIN/Password. Then click Continue.**

E-Verify Status = Employment Authorized

Click "Close Case" in the E-Verify History section on the Employee Detail page.

Follow the on screen instructions to close the E-Verify case.

Choose whether or not the employee is currently employed, then the specific case closure option and close the case. Then add the reason for closing out the case.

The most common response is "Yes", then "The employee continues to work after receiving an Employment Authorized result."

Click **Close Case**.

E-Verify

Origination Date:
01/17/2018

Current Status Date:
01/17/2018

Current Status:
Employment Authorized.

Photo Matching Document:
N/A

This employee has been authorized by E-Verify. To complete the process, click the **Close Case** button below.

[History] [Close Case] ⬅

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

Is the employee currently employed?

◉ **Yes - The employee IS currently employed with this company.**

  ⦿ The employee continues to work after receiving an Employment Authorized result.

  ○ The case is invalid because another case with the same data already exists.

  ○ The case is invalid because the data entered is incorrect.

○ **No - The employee IS NOT currently employed.**

[Back] [Close Case] ⬅

E-Verify Status = Photo Match

This response will only be returned if the employee presents a I-551 (Permanent Resident Card), I-766 (Employment Authorization Document) or U.S. Passport or Passport Card.
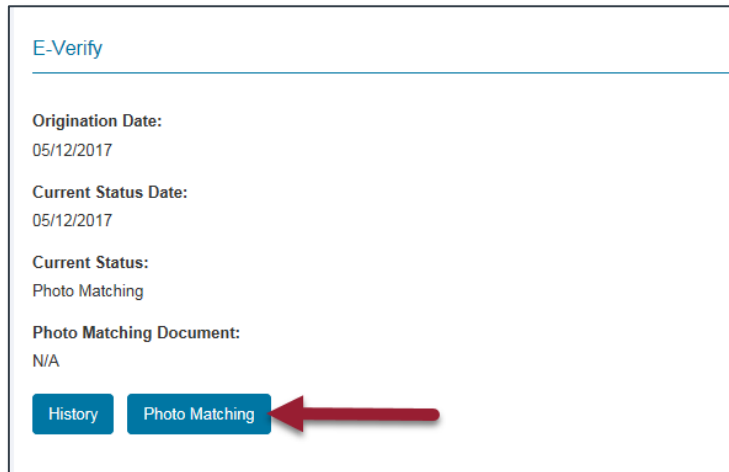
In the E-Verify history section, click **Photo Matching.**

E-Verify

Origination Date:
05/12/2017

Current Status Date:
05/12/2017

Current Status:
Photo Matching

Photo Matching Document:
N/A

History   Photo Matching

You will compare the photo on the screen to the photo on the I-551, I-766 or U.S. Passport or Passport Card presented by the employee. Do not compare the photo from E-Verify to the employee directly.

If the photos **MATCH**, select "Yes." Employers must retain a copy of the I-551, I-766 or U.S. Passport or Passport Card. After the photo match result, you will receive a new E-Verify status to handle.

If the photos **DO NOT MATCH**, select "No." This case status will change to a DHS Tentative Nonconfirmation. Follow the Contest/Not Contest Process for Tentative Nonconfirmations.
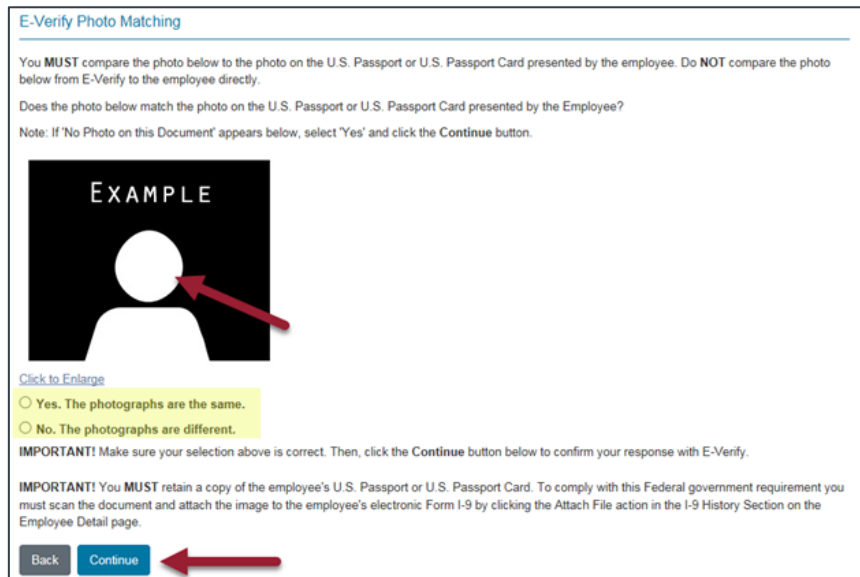
Click **Continue**.

E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the U.S. Passport or U.S. Passport Card presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the U.S. Passport or U.S. Passport Card presented by the Employee?

Note: If 'No Photo on this Document' appears below, select 'Yes' and click the **Continue** button.

EXAMPLE

Click to Enlarge
○ Yes. The photographs are the same.
○ No. The photographs are different.

IMPORTANT! Make sure your selection above is correct. Then, click the **Continue** button below to confirm your response with E-Verify.

IMPORTANT! You **MUST** retain a copy of the employee's U.S. Passport or U.S. Passport Card. To comply with this Federal government requirement you must scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page.

Back   Continue

Do you have additional questions?   Click the Help link on your Main Menu to search for video tutorials on how to handle different E-Verify responses in I-9 Management.

Frequently Asked Questions

Q: Do I need to print information from the I-9 Service or make copies of employment eligibility documents?

- For E-Verify Photo Matching, you must retain copies of the documents ONLY if the employee presents an I-551, I-766 or U.S. Passport of passport card. For all other documentation, please refer to your internal company policy.

Q: An employee, who was determined Employment Authorized, is appearing in the "reverification due" link. How does this affect their employment eligibility?

1. You must **reverify** an employee in the I-9 Service if their work eligibility is about to expire. To reverify, refer to the following steps:
2. Search for the employee using Quick Search/Reverification Due link, and then click, the employee record.
3. On the **Employee Detail** page, click the **Section 3** button.
4. On the **Updating and Reverification** page, verify that the displayed information is correct and select the appropriate document in the **List A or List C Documents** field.
   a. Click **Continue.**
   b. Enter the required information for the document you selected in Step 3 and click **Continue.**
5. From the **Employer Review** page, verify that the employee's information is correct.
   a. Select **"I have read and agree with the certification statement above"** check box and complete the PIN field.
6. Click **Continue.**

Q: How do I enter a name change?

- Locate the existing I-9 by searching for the employee by their SSN or previous name. Click on their record to access the employee detail page. Update the name by clicking on the **Section 3** button. If there is no I-9 in the system, you will need to create a new I-9 using the original date of hire.

Q: What do I need to do with a rehired employee?

- If your policy requires a New I-9 for rehires, have the individual complete a new electronic.
- If the employee already has an I-9 in the electronic database, you will be asked if this is the "Same" or a "Different" employee. If the new I-9 is for the "Same" employee, click **SAME**, enter **REHIRE** date, document information, sign the I-9 and click **Continue**.

Please contact your HR representative for any assistance.