

# COMPLETING YOUR ELECTRONIC I-9 *Employee Instructions*

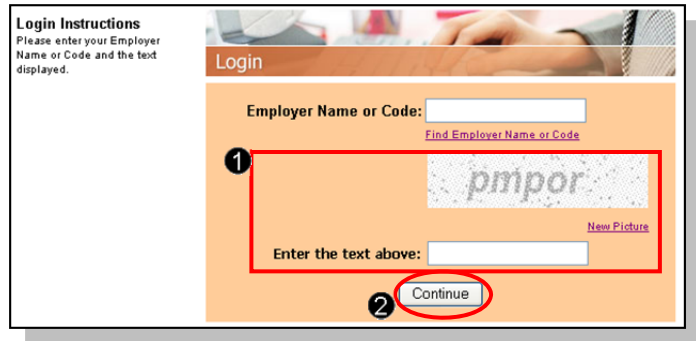
## Step 1: Open the New I-9 Web site.

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 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, First 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. Click **Continue**.

**Section 1. Employee Information and Verification.**  
To be completed and signed by employee at the time employment begins.

Last	First	Middle Initial	Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Street Name and Number)		Apt. #	Date of Birth (mm/dd/yyyy)
<input type="text"/>		<input type="text"/>	<input type="text"/>
City	State	Zip Code	Social Security #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note:** A message will display with applicable fields if there are mistakes need to correct.

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 #) A

An alien authorized to work

(Alien #) A  (I-94 #)

Expiration Date (if applicable)  (mm/dd/yyyy)

Employee is Asylee, Refugee, Micronesia Citizen or Marshall Islands Citizen

## Step 4: Review your information.

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**  
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 Q Doe  
Maiden Name:  
Social Security #: 999-88-8333  
Birth Date: 01/01/1950  
Address: 123 Main St.  
Anywhere, OH 44444  
Employment Date: 03/11/2009  
Work Status: A Citizen or national of the United States  
Alien #:  
I-94 #:  
Alien Work Until Date:

[% Change Information](#)

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

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 will electronically verify my work authorization with the United States government.
- I authorize my Section 1 electronic signature to be automatically applied to the documents that employer will provide me should I contest/not contest the verification results.

Back Cancel **Continue**

## Step 5: Logout.

1. Review your information in the **Employee Summary** section.

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**.

**Thank you!** You have completed Section 1 of your I-9.

**IMPORTANT!** On your first day of work you must present original documentation to your employer that proves your **IDENTITY** and **AUTHORIZATION TO WORK** in the U.S.

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

09/31/2006 11:31:21 AM

**Employee Summary**

Name: John A Smith  
Maiden Name:  
Social Security #: XXX-XX-6789  
Birth Date: 09/09/1970  
Address: 123 Main St.  
Lapeer, MI 48146  
Employment Date: 09/31/2006  
Work Status: A Citizen or national of the United States  
Alien #:  
I-94 #:  
Work Expiration Date:

You must bring either 1 item from List A or a combination of 1 item from List B and 1 item from List C.

**List A - Identity and work authorization**  
U.S. Passport (unexpired or expired)

**List B - Identity**

- Clinic, doctor or hospital record
- Day-care or nursery school record
- Driver's license or ID card issued by a state
- ID card issued by federal, state, or local government agency
- Military dependant's ID card
- Native American tribal document
- School ID card with a photograph
- School record or report card
- U.S. Coast Guard Merchant Mariner Card
- U.S. Military card of draft record
- Voter's registration card

**List C - Work authorization**

- Certification of Birth Abroad from U.S. Dep. of State (Form FS-545 or DS-1350)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Native American tribal document
- Original or certified copy of a birth certificate
- Social Security card receipt
- U.S. Citizen ID Card (Form I-197)
- U.S. Social Security card issued by SSA (not stating not valid for employment)
- Unexpired employment authorization doc issued by DHS (other than List A)

Logout

## Step 6: Close the Internet Explorer Web browser.

1. When this page opens, close the Internet Explorer Web browser to ensure your information is cleared from the browser's memory.

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

Thank you for using I-9 eXpress. 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