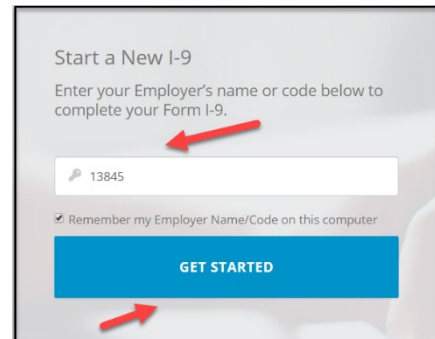


Completing Your Electronic I-9: Employee Instructions

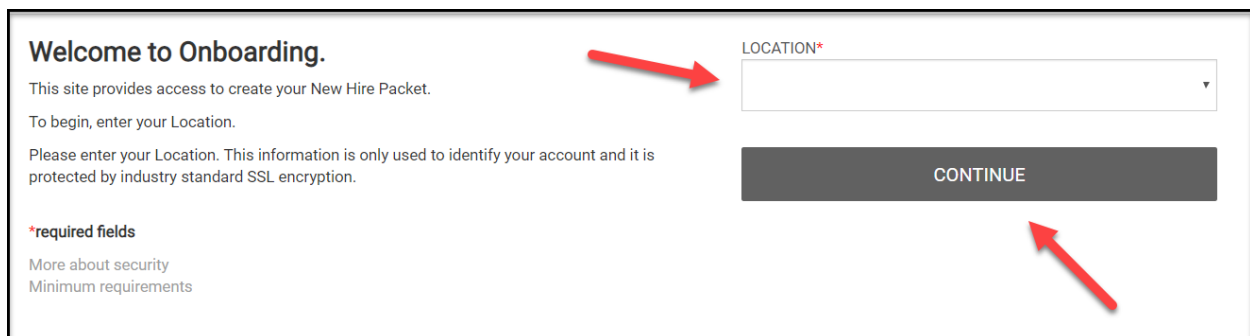
Step 1: Open the New I-9 Website

1. Open the Web browser and type **www.newi9.com** in the address bar and press **Enter**.
2. Enter the **5-digit employer code (13845)** in the **Employer Name or Code** field.
3. Click **Get Started**.

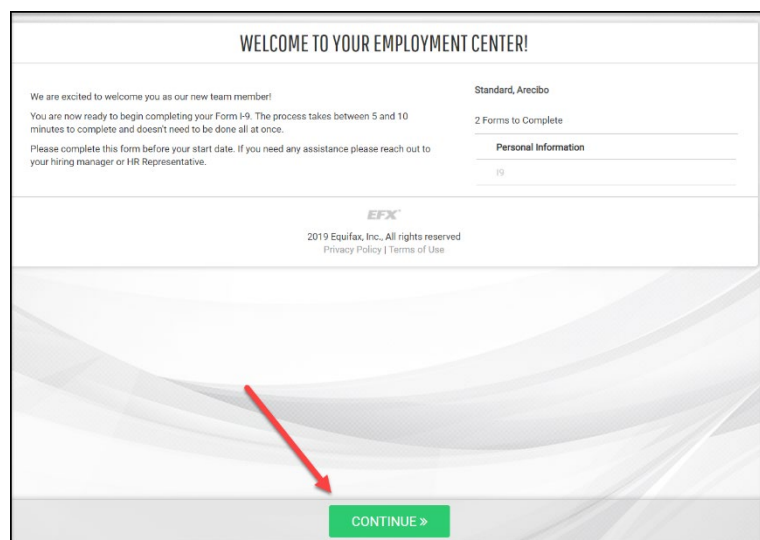


Step 2: Select Location

1. Select **Location** from the drop-down menu
2. Click **Continue**.



3. A new screen will open, click **Continue**.



Step 3: Complete Personal Information

1. In the fields provided, enter all the **required information**.
You must enter your name as it's listed on your Social Security Card.
2. Enter Your **Physical Address**
It cannot be a PO Box.
3. Type your **initials** for your signature.
4. Click **Continue**

The screenshot shows a 'Personal Information' form with three main sections: PERSONAL IDENTIFICATION, PHYSICAL ADDRESS, and SIGNATURE. Red arrows point to the SSN field, the Address fields, and the Signature field. At the bottom, there are 'BACK' and 'CONTINUE' buttons, with a red arrow pointing to the 'CONTINUE' button.

PERSONAL IDENTIFICATION

Social Security Number* Confirm Social Security Number* - OR - SSN Applied For

First Name (Given Name)* Middle Initial Last Name (Family Name)* Other Last Name Used

Email Address Telephone (xxx) xxx-xxxx Date of Birth* MM-DD-YYYY

PHYSICAL ADDRESS

Street Address* Apt

Zip code* City* State*

County*

SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials*

« BACK CONTINUE »

Step 4: Employee Information and Attestation

Note: To view the instructions in English or Espanol, click the appropriate link.

1. Select appropriate citizenship status.
2. Select appropriate choice in Preparer and/or Translator Certification section.
3. You can edit your personal information by selecting the blue hyperlink.
4. Click **Continue**.

The screenshot shows 'Section 1. Employee Information and Attestation'. It includes links for 'I-9 Instructions in English' and 'I-9 Instrucciones en Español'. A note states that employees must complete this section on the first day of employment. There are two main sections: 'Citizenship Attestation' with four radio button options, and 'Preparer and/or Translator Certification' with two radio button options. Red arrows point to the 'Citizenship Attestation' section, the 'Preparer and/or Translator Certification' section, and the 'CONTINUE' button at the bottom. A blue arrow points to the 'Edit Personal Info' link.

Section 1. Employee Information and Attestation

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

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.

► [View Employee Information](#)

Citizenship Attestation

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

☐ 1. A citizen of the United States ⓘ

☐ 2. A noncitizen national of the United States (see instructions) ⓘ

☐ 3. A lawful permanent resident ⓘ

☐ 4. An alien authorized to work until ⓘ

Preparer and/or Translator Certification ⓘ

☐ I did not use a preparer or translator.

☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

[Edit Personal Info](#) « BACK CONTINUE »

Step 5: Employee Review and Electronic Signature

1. **Review your information** is correct. If any changes are needed, select the blue hyperlink **"Edit Personal Info"** at the bottom of the page and make the necessary changes.
2. Select **"Back"** if you need to make changes to the citizenship or preparer translator section.
3. **Check the box**, "Attesting that I have read, understand, and agreement to the statements appearing in the form I-9."
4. **Select Continue.**

The screenshot shows the 'EMPLOYEE REVIEW' section with the following information: Test T Test, Date of Birth: 03/02/1977, U.S. Social Security Number: 555-55-5555, Address: 123 Test Ave Sanford, FL 32773, and Work Status: A Citizen of the United States. Below this is the 'EMPLOYEE ELECTRONIC SIGNATURE' section with a checkbox for attestation. A red arrow points to the checkbox, and a purple arrow points to the 'Edit Personal Info' link at the bottom. A green 'CONTINUE' button is also visible at the bottom.

EMPLOYEE REVIEW

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

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

Test T Test

Date of Birth: 03/02/1977
U.S. Social Security Number: 555-55-5555
Address: 123 Test Ave Sanford, FL 32773
Work Status: A Citizen of the United States

EMPLOYEE ELECTRONIC SIGNATURE

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

☐ By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

- Agree to electronically sign this document.
- Understand 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.
- Understand that the employer may electronically verify your work authorization with the United States Government.

[Edit Personal Info](#) « BACK CONTINUE »

Step 6: Submit I-9 Form

1. You can view your receipt code and email it to yourself if you would like.
2. Review the list of employment eligibility documents. You must provide **original documents** to your hiring department within 3 days of your start date.
3. **Select Continue.**

The screenshot shows the 'You're almost done...' screen. It includes a 'RECEIPT CODE' section with the code 't3nptensx' and an 'EMAIL RECEIPT CODE' button. Below this is the 'ACCEPTABLE DOCUMENTS' section with instructions on what to bring to the appointment. A yellow arrow points to the receipt code, and a red arrow points to the 'CONTINUE' button at the bottom.

You're almost done...

Click the continue button at the bottom of the screen to finish.

THINGS YOU NEED TO REMEMBER

You will need to provide a receipt code to your employer or employer's agent upon request.

RECEIPT CODE

t3nptensx

EMAIL RECEIPT CODE

Please remember to bring this with you to your appointment!

ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

[Edit Personal Info](#) « BACK CONTINUE »

The I-9 form has been submitted. You will receive the below message, "Congratulations! You are finished with the process." You may close your browser.

The screenshot shows a 'WELCOME TO YOUR EMPLOYMENT CENTER!' message. It includes a 'Congratulations' tab and a 'Test T Test, Standard, Arecibo' section. Below this is a 'Personal Information' section with a lock icon. A green message says 'Congratulations! You are finished with the process.'

WELCOME TO YOUR EMPLOYMENT CENTER!

Welcome Congratulations

Test T Test, Standard, Arecibo

Personal Information

Congratulations! You are finished with the process.