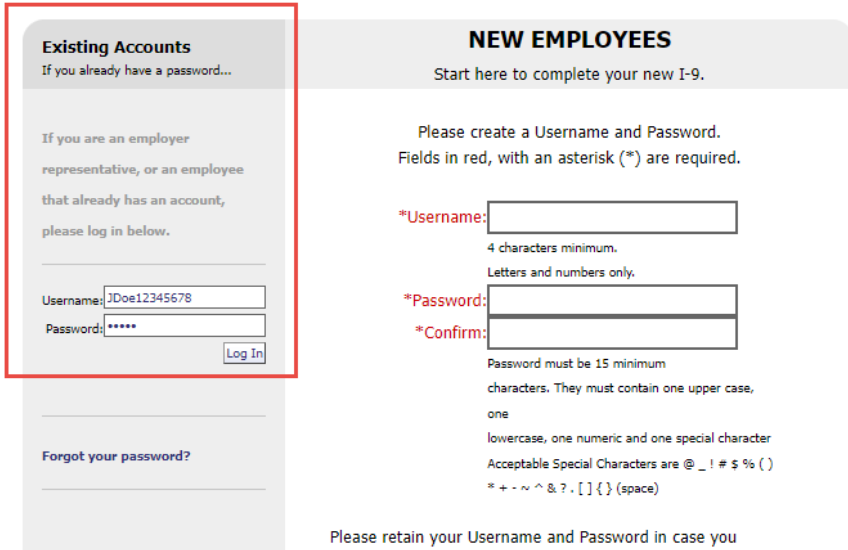


I-9 Instructions for Authorized Representatives

Thank you for your help in completing the I-9 Employment Eligibility Verification Form for a new employee at Northeastern University. If you have questions or need assistance, please contact Northeastern University Human Resources at taops@northeastern.edu or call 617-373-2230.

Verify Documents	
1.	Meet in person with the Northeastern University employee. An in-person meeting is required; video calls or phone calls are not sufficient.
2.	<p>Examine the document(s) the employee presents.</p> <ul style="list-style-type: none">a. Here is the list of acceptable documents: https://www.uscis.gov/i-9-central/form-i-9-acceptable-documentsb. The employee needs to present one document from List A or a combination of one document from List B plus one document from List C.c. All documents must be original versions. Photos, scans, or photocopies are not accepted.d. If the employee presents a List B identity document, it must have a photograph.e. If the document appears to be genuine and relate to the employee presenting it, you must accept the document as long as it fits the List A or B and C requirements. You may not request the employee to provide more documents than are necessary to establish identity and work authorization or to request particular documents.
3.	<p>Receipts for lost or stolen documents:</p> <ul style="list-style-type: none">a. If the employee lost a document or it was stolen, the employee may present a receipt showing that they applied for a replacement document.b. The initial I-9 may be completed with the receipt and the employee has 90 days from the start of their job to present the replacement document.c. Receipts cannot be used when the employee applied for a renewal of an expired document or applied for a change in status with the US Citizenship and Immigration Services (USCIS).
4.	<p>For additional information about the I-9 form, you can review the USCIS instructions here: https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf</p>

Log into the I-9 Service Center Website	
1.	Go to the log in page for the I-9 Service Center: https://northeastern.i9servicecenter.com/
2.	<p>You will need to log in on the left, in the grey area under Existing Accounts. Do not try to log in using the new employees area in the middle.</p>  <p>Existing Accounts If you already have a password...</p> <p>If you are an employer representative, or an employee that already has an account, please log in below.</p> <p>Username: <input type="text" value="JDoe12345678"/> Password: <input type="password" value="*****"/> <input type="button" value="Log In"/></p> <p>Forgot your password?</p> <p>NEW EMPLOYEES Start here to complete your new I-9.</p> <p>Please create a Username and Password. Fields in red, with an asterisk (*) are required.</p> <p>*Username: <input type="text"/> 4 characters minimum. Letters and numbers only.</p> <p>*Password: <input type="password"/> *Confirm: <input type="password"/></p> <p>Password must be 15 minimum characters. They must contain one upper case, one lowercase, one numeric and one special character Acceptable Special Characters are @ _ ! # \$ % () * + - ~ ^ & ? . [] { } (space)</p> <p>Please retain your Username and Password in case you</p>
3.	<p>Log in using the credentials from the I-9 Service Center.</p> <ol style="list-style-type: none"> You should have received two emails from i9servicecenter@fragomen.com. The first email has a subject line New I-9 Needs Completion. The link to the website is in bullet point 2 and the username is in bullet point 3. The username is typically your first initial and part of the last name and may have numbers at the end. The second email has a subject line Your New Account Password. The temporary password is at the end of the first paragraph. Log in using these credentials.
4.	<p>If you are having problems logging in:</p> <ol style="list-style-type: none"> The username is case sensitive and may contain several numbers after the name. Be careful when copy-pasting the temporary password to avoid accidentally picking up a space before or after the password. Do not click on the link in the temporary password email. Make sure this page is only on one browser tab. If there are multiple tabs open for the website, the log in can fail. Check for tabs with a tab name that has Northeastern in all caps. Try to use an Incognito browser window if you are having difficulties.

5. Change the password.

- a. The system will ask you to create a new password.
- b. The password must be at least 15 characters and include one lower case letter, one upper case letter, one number, and one special character from the following list:
@ _ ! # \$ % () * + - ~ ^ & ? . [] { } (space)

Passwords must be at least 15 characters long
and must contain one upper case, one lowercase,
one numeric and one special character
Acceptable Special Characters are @ _ ! # \$ % () * + - ~ ^ & ? . [] { } (space)

New Password:

Confirm Password:

[Change Password](#)

6. After the password was successfully changed, you will get a confirmation page. Click the blue hyperlink for **Click here to continue** on this page.

Employees Logout Help Switch to Classic View

Your password was changed successfully!

[Click here to continue.](#)

7. Navigate to the I-9 form:

- a. Now you should see the employee's name.
- b. Click on the name or click **Complete I-9**.

Employees Logout Help Switch to Classic View

Welcome

You are acting on behalf of Northeastern to complete the following I-9 action(s). To complete the I-9 verification, please click the link(s) in the Action column below.

I9 ID	Employee	Action
27820713	Doe, Jane	Complete I-9

[Back](#)

Complete Section 2

- 1.** After opening the I-9 to start Section 2, a welcome page appears with some basic instructions. Click **Proceed** on the right.

Completing Form I-9, Section 2

Federal law requires employers to verify the identity and work authorization of all US employees on the Form I-9. You are being asked to:

1. Meet with the employee in person;
2. Review their original document(s); and
3. Complete the requested information below.

Thank you for your assistance!

[Proceed](#)

2. Search for the document title for the document(s) that the employee is presenting.
- You can choose from the pull-down menu or you can start typing to search.
 - If you choose a List B document, the system will ask you to also choose a List C document.
 - After you selected the appropriate document title(s), the **Proceed** button will become blue
 - Click **Proceed**
 - Remember: the “Receipt” items are only in the case when an employee had a document and it was stolen or lost and the employee applied for a replacement. It cannot be used when a person applied for an extension for an expired document or for foreign nationals applying for a change or extension of status.
 - If the document doesn’t match the citizenship status the employee selected in Section 1, you will get an error message. If the employee made a mistake in Section 1, they will need to correct it before you can proceed. Call 617-373-2230 to for urgent assistance or taops@northeastern.edu

Please identify the document(s) the employee presented from the List of Acceptable Documents evidencing their identity and work authorization.

Please select a document.

passport

passport

Select a document below

U.S. Passport or U.S. Passport Card Press enter to select

Foreign Passport with Form I-94/I-94A

Passport from the Federated States of Micronesia (FSM) with I-94/I-94A

Please identify the document(s) the employee presented from the List of Acceptable Documents evidencing their identity and work authorization.

You have selected one identity document and one work authorization document. Please proceed to the next step.

State Driver's License x Original or Certified Copy of a US Birth Certificate x

Back Proceed

3. On the next page(s), fill out the document details.
- For example, for US Passport, you will need to enter the Passport Number and Expiration Date.
 - For State Driver's License, you will need to enter the Issuing Authority (state), the driver's license number, and the expiration date.
 - Once you filled out the information, click **Proceed**.

List A Document

Document Title ?

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

Issuing Authority ?

U.S. Passport Agency ✓

Document # ?

123456789 ✓

Expiration Date ?

10/31/2026 ✓

Please see the below sample document. The document provided by the employee may look different from the one in the sample image below. You must accept documents that reasonably appear to be genuine and to relate to the person presenting them.

Show Samples

Back Proceed

Tips:

- For driver's licenses and state IDs, look for a license number or customer number. Do not use the DD number.
- For birth certificates, you can put the document number as N/A if there is no obvious document number available.
- Permanent Resident Cards (green cards) have the document number on the back. The document number has 3 letters and 10 number and starts in the middle of the first row of letters/numbers in the back. For example, in the example below, the document number would be LIN0000000310.



4. Tip: On all of the pages, there are **blue circles with question marks** that provide additional information. On the document information pages, there is a **Show Samples** button that also provides examples of documents.

5. Enter the **employees' first date of employment**. This is the date when they start(ed) performing work, not when they accepted the job offer. Then click **Proceed**.

Section 2 Date of Hire
The employee's first day of employment

Date of Hire
10/31/2022

Please enter the date the employee began, or expects to begin, employment.

Back Proceed

6. On the **Employer or Authorized Representative Information** page:
- The **Title of Employer or Authorized Rep** should be **Authorized Representative**.
 - The **Last Name** and **First Name** boxes should already be filled in with your name. This is the person completing Section 2 (the authorized representative), not the new employee who is being hired. If the name is incorrect, contact Northeastern University at taops@northeastern.edu or call 617-373-2230 so we can update the system. You will not be able to sign the form if the name we have for you is not correct.
 - The Employer's Business or Organization Name should be **Northeastern University**.
 - The Employers' Address should be **360 Huntington Ave, Boston, MA 02115**. Use this address regardless of the employee's work location.
 - Click **Proceed**.

[Employees](#) [Logout](#) [Help](#) [Switch to Classic View](#)

Employer or Authorized Representative Information

Please review the information below for accuracy. Please contact Northeastern if any of this information appears to be incorrect.

Title of Employer or Authorized Rep Authorized Representative ?		
Last Name (Family Name) Patel ?		First Name (Given Name) Amar ?
Employer's Business or Organization Name Northeastern University ?		Employer's Business Street Address 360 Huntington Ave ?
City or Town Boston ?	Select State MA ?	Zip Code 02115 ?

Back

Proceed

7. On the **Electronic Signature** page, read the attestation, if you agree with it, check the checkbox and type in your First Name and Last Name. Click **Sign and Continue**.

ELECTRONIC SIGNATURE
for Section 2 Employer

☒ 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.

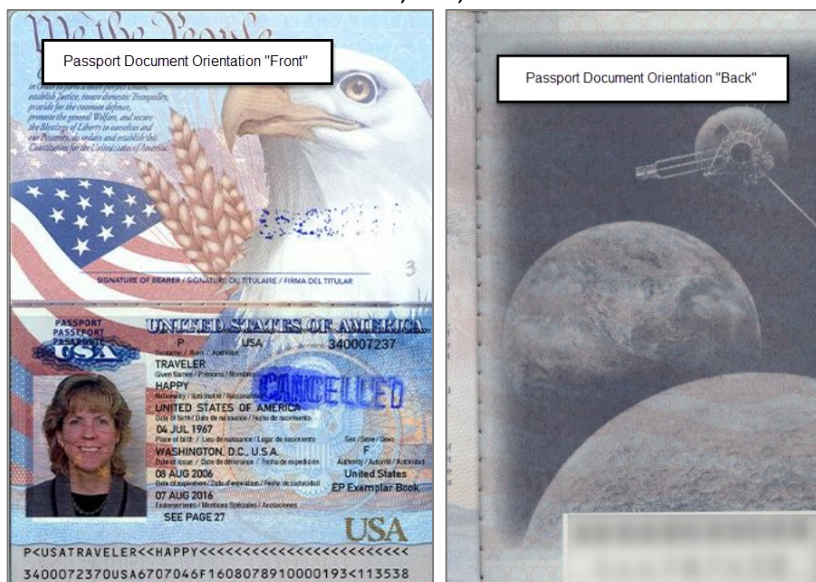
I verify I am: ✓ ?

Please type your name, as stated in section 2, in the field above.

Back
Sign and Continue

Upload Documents

1. If the document you used in the verification was a US Passport, a US Passport Card, a Permanent Resident Card, or an EAD card, the system will ask you to upload pictures.
- For cards, you will need to upload a scan of the front and the back of the card.
 - For the US Passport, you will need to upload a scan of the biographical (photo) page, and a scan of the bar code page (inside back cover). See examples below.
 - The scans need to be in PDF, JPG, or PNG file format and the file size must be under 4 MB.



2. On the **Review Employee's Uploaded Document(s)** page, search for the document title.

Review Employee's Uploaded Documents(s)

Since the uploaded images do not match the documents you verified, please upload images of the documents now.

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

For US Passport Cards, Permanent Resident Cards(I-551), and Employment Authorization Documents(I-766) please scan and upload both the front and back of the document.

For US Passports, please scan and upload both the front page and the back barcode page (Required).

Please select the document orientation before uploading the document.

Select Document Orientation:

3. Next, **Select Document Orientation**. If a single PDF file has the scans of both the front and back (or both the biographical page and the bar code page), then select Both. Otherwise, select Front or Back.

4. Upload the files one at a time.

- Click the button **Click here to upload a file for the selected document type** that is in blue in the center of the page.
- Select the file on your computer.
- You should be able to see that you uploaded the file near the bottom of the page: there is a grey row showing the document title and orientation.
- If you need to upload a second file, change the document orientation, and then click the **Click here...** button again, and upload the second file.
- Click **Confirm and Proceed** when you are done.

The screenshot displays the 'Review Employee's Uploaded Documents(s)' section of the I-9 system. At the top, a navigation bar includes 'Actions', 'Classic View', 'Employee Page', 'Audit I-9', 'Designate Agent', and 'Transfer Control Section 1'. Below this, a message states: 'Since the uploaded images do not match the documents you verified, please upload images of the documents now.' A dropdown menu is set to 'U.S. Passport or U.S. Passport Card'. A light blue instructional box provides guidance: 'For US Passport Cards, Permanent Resident Cards(I-551), and Employment Authorization Documents(I-766) please scan and upload both the front and back of the document. For US Passports, please scan and upload both the front page and the back barcode page (Required). Please select the document orientation before uploading the document.' Below this, a 'Select Document Orientation:' dropdown is set to 'Front'. A large blue button in the center reads 'Click here to upload a file for the selected document type.' At the bottom, a table shows the current upload: 'U.S. Passport or U.S. Passport Card' with orientation 'Front' and a trash icon. A 'Confirm and Proceed' button is located at the bottom right.

Actions Classic View Employee Page Audit I-9 Designate Agent Transfer Control Section 1

Review Employee's Uploaded Documents(s)

Since the uploaded images do not match the documents you verified, please upload images of the documents now.

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

For US Passport Cards, Permanent Resident Cards(I-551), and Employment Authorization Documents(I-766) please scan and upload both the front and back of the document.

For US Passports, please scan and upload both the front page and the back barcode page (Required).

Please select the document orientation before uploading the document.

Select Document Orientation:

Front

Click here to upload a file for the selected document type.

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

Front

Confirm and Proceed

Finish the Process	
1.	<p>If the employee started their job more than three days ago, you will need to explain why the I-9 verification was delayed.</p> <ol style="list-style-type: none"> Use the pull-down menu that appears to select a reason for the delay. If you choose Other, you will need to enter an explanation into the text box. After you enter the explanation into the text box, hit the Tab key on the keyboard or click outside the text box to make the Continue button turn green. Click the Continue button.
2.	<p>Now you should be on the Electronic Signature Received page.</p> <ol style="list-style-type: none"> You can email yourself the receipt using the link just above the Next Steps button, but you are not required to keep the receipt. <div data-bbox="282 648 1062 1341" data-label="Form"> <p>Electronic Signature Received!</p> <p>Please keep a copy of this receipt by choosing one of the options below.</p> <div data-bbox="342 821 651 1102" data-label="Form"> <p>I-9 Service Center</p> <p>Electronic Signature Receipt # SP21203493-27409330-21- A1372801</p> <p>Employee: Test, Test Time: 11/2/2022 10:30:59 AM ET Section: 2 (employer)</p> </div> <p>Open a printer-friendly version of this receipt.</p> <p>Send me this receipt via email.</p> <p>Continue</p> </div>
3.	<p>Now that the process is complete, log out of the system with the Logout menu option on the top left corner in the grey menu bar. Confirm that you want to log out by clicking Yes, I want to log out. Close the browser tab.</p>
4.	<p>Return the documents to the employee and delete any document photo / scan files from your device (unless you weren't able to upload the files and emailed taops@northeastern.edu for help).</p>

Thank you for your help in completing the I-9 Section 2 document verification process!