



I-9 Handbook for Signatory / Remote Agent

Content:

1

Role as a signatory / Remote Agent

2

I-9 Process Flow

3

Section-2 Screen Shots

Role as a Remote Agent / Signatory

Section-2 needs to be completed by the Remote Agent or Authorized Signatory **before the end of 3 business days after the employees 1st day of employment at USA.***

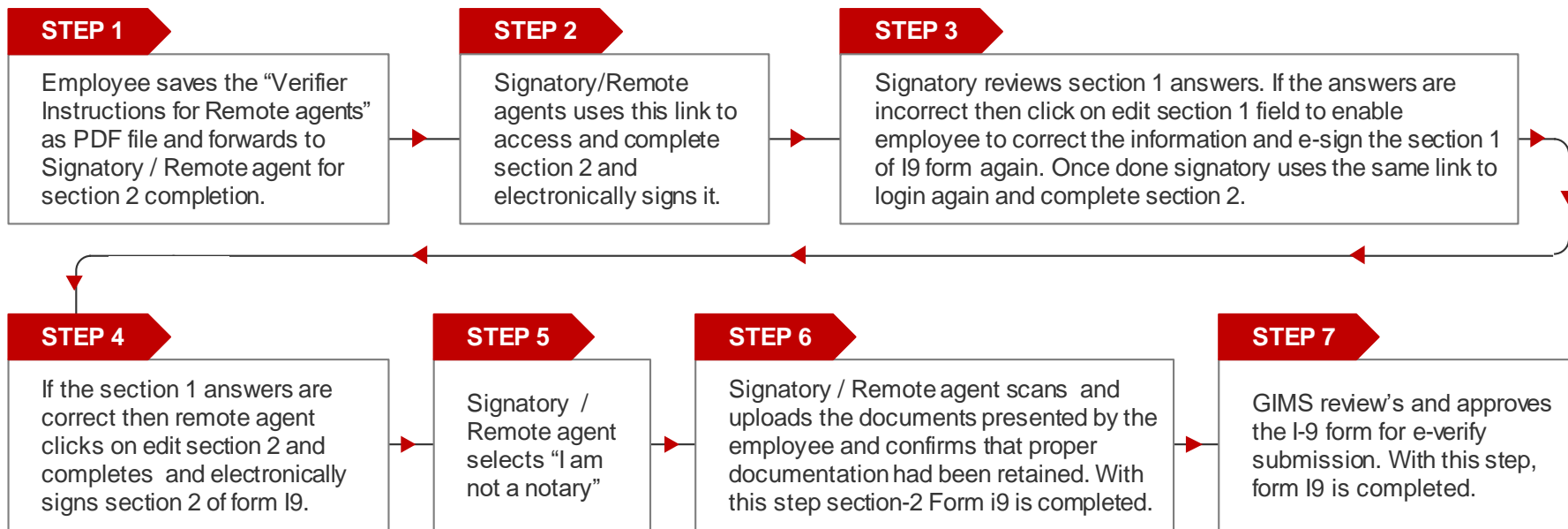
Authorized Signatory needs to...

- Check whether all information filled in by employee in section-1 is correct.
- If there is an error in section-1 then signatory can click on edit section 1 and ask employee to correct the information and e-sign again. Then proceed to complete section 2.
- Check whether the documents selected by the employee specified in List A,B or C matches the immigration status of the employee.
- Request the employee to present the originals of the identity and work authorization Documents identified while completing section1 of form I9. Check whether the documents and information entered in section 1 tally.
- Fill out section 2 after reviewing the original documents. E-sign the section 2.
- Once the signatory completes the section-2 of Form I9-the process is completed.

ONCE DONE...

Employee gets enrolled in Payroll, Reimbursements and Benefits.

Section - 2 | Process Flow



Signatory – Remote Agent Instructions for Section-2 Completion of Form I-9

The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employers to **complete I-9 Employment Eligibility Forms for all new hires.**

Wipro has adopted a paperless, web-based system for completing an electronic Form I-9 that meets with all federal government requirements.

- **Employee Name** has already started this process by using the electronic system to complete and digitally sign Section 1 of the I-9.
- We are asking you to act as our signatory for the sole purpose of reviewing original documents presented by **Employee Name** and completing and digitally signing Section 2 of the Form I-9 by accessing our online system.

You will need to use the below link to View, Approve and upload scanned employee I-9 Form

Please copy paste the link into the address bar of your internet browser.

https://www.perfectcompliance.com/4DCGI/WEB_Log_Login/AGT/C7BA1F8EC1015C4E9B735AFB056D01F10000001727

1

The system provides on screen guidance and instructions on completing this form, as well as links to official government instructions for the I-9.

2

According to I-9 requirements, you must physically inspect the original documents (fax or photocopies are not accepted) and determine whether the documents appear to be genuine and relate to the employee presenting them.

3

We are requesting that copies of the employee's documents be scanned and retained by electronic upload (Provided through the system)

**REMOTE AGENT
uses this link to
access and complete
Section 2.**

If you have any questions regarding the process, email to **US.Documents@wipro.com**

Section - 2 | Process Flow

Accessing Section 2

On the employee's I-9 **Details** tab we can see that Section 1 was completed and signed by the employee.

Guardian

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

I-9 for Andrews, Robert

[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)

I-9 Overview

This I-9 is not ready for Approval.
Section 2 has not been completed or signed by the company representative.

Section 1

Andrews, Robert

Signed: **Robert Andrews**
10/09/2020 @ 11:09:26

[View Section 1](#)

Preparer/Translator

No Assistance Provided

Signed:

[View Prep](#)

Section 2

Andrews, Robert
Hired: 10/09/2020

Signed:

[View Section 2](#)

Documents

U.S. Passport Note: Document Retention Required. **Uploaded**

Print Center

[View](#)

[Employee](#)

[Preparer/Translator](#)

Accessing Section 2

Click the **View Section 2** button.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert



View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

I-9 Overview

This I-9 is not ready for Approval.

Section 2 has not been completed or signed by the company representative.

Section 1

Andrews, Robert

Signed:

Robert Andrews

10/09/2020 @ 11:09:26

View Section 1

Preparer/Translator

No Assistance Provided

Signed:

View Prep

Section 2

Andrews, Robert

Signed:

Hired: 10/09/2020

View Section 2

Documents

U.S. Passport Note: Document Retention Required. **Uploaded**

Print Center



View



Employee



Preparer/Translator

Completing Section 2

Click **Review Section 1 Answers** to view the I-9 information entered by the employee.

LawLogix by Hyland

Announcements Help Robert Reaume Logout

Dashboard Start I-9 Employee E-Verify

Employer / Agent Review and Verification
To fulfill the requirements of the I-9 form, please inspect the documents that the employee has provided. Find the corresponding document and select either an item from List A or items from both List B and List C.

Section 2: Employer or Authorized Representative Review and Attestation
(Employers or their authorized representative must complete and sign Section 2 of the I-9 form. You must physically examine one or more documents from List A OR a combination of one document from List B and one document from List C.)

Employee Info from Section 1

Last Name (Family Name)	Andrews
-------------------------	---------

List A
Identity and Employment Authorization

Document Title	Document Title
Issuing Authority	Issuing Authority
Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)

OR

List B
Identity and Employment Authorization

Document Title	Document Title
Issuing Authority	Issuing Authority
Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)

List C
Employment Authorization

Document Title	Document Title
Issuing Authority	Issuing Authority
Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)

Section 1 Responses

Last Name: **Andrews**
First Name: **Robert**
Middle Initial: **N/A**
Other Names Used: **N/A**
Date of Birth: **01/01/1969**
Social Security No: **799-45-2857**

Attestation

- ☒ **US Citizen**
- ☐ **Noncitizen National of the US**
- ☐ **Lawful Permanent Resident**
- ☐ **An Alien Authorized to Work Until**

Authorized to Work until:
Alien no.: **N/A**
I-94 Admission no.: **N/A**

Review Section 1 Answers
Review I-9 Form Instructions

Completing Section 2

Click **Review I-9 Form Instructions** to access USCIS Form I-9 instructions.

LawLogix
by Federal

Dashboard

Start I-9

Employee

Employer / Agent Representative

To fulfill the requirements of the law, the employer has provided the following information to USCIS. Please select either an item from List A or a combination of one item from List B and one item from List C.

Section 2. Employer or Authorized Representative

(Employers or their authorized representative must complete this section. Employees must complete Form I-9 to document verification of the identity and employment authorization of each new employee.)

Employee info from Section 1

List A
Identity and Employment Authorization

Document Title

Issuing Authority

Document Number

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

USCIS Form I-9 Instructions

Instructions for Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
(04/09 No. 1415-0407)
Expires 06/01/2019

Anti-Discrimination Notice. It is illegal to discriminate against work-authorized individuals in hiring, firing, recruitment or referral for a job, or in the employment eligibility verification (Form I-9 and I-7) process based on that individual's citizenship status, immigration status or national origin. Employees CANNOT specify which document(s) the employer may present to establish employment authorization and identity. The employer must allow the employee to choose the documents to be presented from the List of Acceptable Documents, found on the last page of Form I-9. The refusal to hire or continue to employ an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-235-5688 (employees), 1-800-275-4151 (employers), or 1-800-237-2315 (TTY), or visit www.justice.gov/dhs/osc.

What is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizens and noncitizens) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizens and noncitizens) hired after November 27, 2011.

General Instructions

Both employers and employees are responsible for completing their respective sections of Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those contractors and referrers for a job who are agricultural associations, agricultural employers, or farm labor contractors, as defined in section 1 of the Migrant and Seasonal Agricultural Worker Protection Act, Public Law 95-470 (29 U.S.C. 1802). An "employee" is a person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term "employee" does not include those who do not receive any form of remuneration (volunteers), independent contractors or those engaged in certain casual domestic employment. Form I-9 has three sections. Employees complete Section 1. Employers complete Section 2 and, when applicable, Section 3. Employees may fill out the form if it is not properly completed, but it must be completed by the employer. Individuals may be penalized for knowingly and willfully entering false information on the form. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

These instructions will assist you in properly completing Form I-9. The employer must ensure that all pages of the instructions and List of Acceptable Documents are available, either in print or electronically, to all employees completing this form. When completing the form on a computer, the English version of the form includes specific instructions for each field and drop-down lists for universally used abbreviations and acceptable documents. To access these instructions, move the cursor over each field or click on the question mark symbol (?) within the field. Employees and employers can also access the full set of instructions at any time by clicking the instructions below at the top of each page when completing the form on a computer that is connected to the Internet.

Employers and employees may choose to complete any or all sections of the form on paper or using a computer, or a combination of both. Forms I-9 obtained from the USCIS website are not considered electronic. Forms I-9 under DHS regulations and, therefore, cannot be electronically signed. Therefore, regardless of the method you used to enter information into each field, you must print a hard copy of the form, then sign and date the hard copy by hand where required.

Employers can obtain a blank copy of Form I-9 from the USCIS website at <https://www.uscis.gov/identitydocuments/i9form> (3.3.20). This form is in portable document format (pdf) that is flexible and scalable. That means that you may download it, or simply print out a blank copy to enter information by hand. You may also export paper Forms I-9 from USCIS.

Certain features of Form I-9 that allow for data entry on personal computers may make the form appear to be more than two pages. When using a computer, Form I-9 has been designed to print as two pages. Using more than one page requires another transfer with add an additional page to the form, regardless of your method of completion. You are not required to print, retain or store the page containing the List of Acceptable Documents.

Review Section 1 Answers

Review I-9 Form Instructions

Document Title

Issuing Authority

Document Number

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

Completing Section 2

LawLogix
hybrid

Dashboard

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FG-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-796)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a State, county, municipal authority, or territory of the United States bearing an official seal		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

If you aren't sure a document provided by the employee is acceptable for Section 2, click **Lists of Acceptable Documents**.

[Review Section 1 Answers](#)

[Review I-9 Form Instructions](#)

ability documents
w. You will need to
information.

employee's first day of employment. You must physically examine one of the **Lists of Acceptable Documents**.

e)	M.I.	Citizenship/Immigration Status
	N/A	1

AND

List C
Employment Authorization

Document Title

Issuing Authority

Document Number

Expiration Date (Fanyj)mm/dd/yyyy)

Completing Section 2

Inspect the employee's supporting document(s) and select the appropriate Document Title(s) from List A **OR** List B and C.

LawLogix
by Hyland

Dashboard

Start I-9

Employee

E-Verify

Reports



Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided. Find the corresponding document in one of the lists below. You will need to select either an item from List A or items from both List B and List C and record the required information.

[Review Section 1 Answers](#)
[Review I-9 Form Instructions](#)

10

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

Employee Info from Section 1	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
------------------------------	------------------------------------	-----------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <input type="text"/>		Document Title <input type="text"/>
Issuing Authority <input type="text"/>		Issuing Authority <input type="text"/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number <input type="text"/>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>

Completing Section 2

The **Citizenship/Immigration Status** field will contain a number 1-4, corresponding to the employee's attestation in Section 1.

LawLogix
by HubSpot

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports



Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided. Find the corresponding document in one of the lists below. You will need to select either an item from List A or items from both List B and List C and record the required information.

[Review Section 1 Answers](#)
[Review I-9 Form Instructions](#)

10

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents".)

Employee Info from Section 1	Last Name: (Family Name) Andrews	First Name: (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
------------------------------	-------------------------------------	------------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <input type="text"/>		Document Title <input type="text"/>
Issuing Authority <input type="text"/>		Issuing Authority <input type="text"/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number <input type="text"/>		Document Number <input type="text"/>
Expiration Date: (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date: (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date: (if any)(mm/dd/yyyy) <input type="text"/>

Completing Section 2

Documents inconsistent with the employee's status will either be listed between a set of two dashes (--) or will not be listed at all, depending on your Guardian site configuration.

LawLogix
by tyktoad

Dashboard

Start I-9

Employee

E-Verify

Reports

List A
Identity and Employment Authorization

OR

List B
Identity

Document Title	Document Title	Document Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Issuing Authority	Issuing Authority	Issuing Authority
<input type="text"/>	<input type="text"/>	<input type="text"/>
Document Number	Document Number	Document Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Information ⓘ		
<input type="text"/>		

Completing Section 2

Such documents cannot be selected. If the employee's status is incorrect have them edit their attestation on Section 1.

LawLogix
hybrid

Dashboard Start 1-9 Employee E-Verify Reports

List A OR List B AND List C

Identity and Employment Authorization Employment Authorization

Document Title
Permanent Resident Card (For

Issuing Authority

Document Number

Expiration Date: (if any)(mm/dd/yyyy)

Document Title

Issuing Authority

Document Number

Expiration Date: (if any)(mm/dd/yyyy)

Document Title

Additional Information

Please Note

Sorry, but the List A Doc is not valid for the employee's attestation type.
Please verify that employee has selected the correct attestation in Section 1.

Completing Section 2

After selecting the Document Title(s), **View Sample Document** can be clicked to view an example of the document and where to locate the **Document Number**, **Expiration Date** and **Issuing Authority**.

LawLogix by the cloud

Dashboard Start 1-9 Employee E-Verify Reports

List A Identity and Employment Authorization OR List B Identity

Document Title [View Sample Document](#)

U.S. Passport

☐ Replacement Receipt

E-Verify Copy Required

Issuing Authority: U.S. Department of State

Document Number: [Yellow box]

U.S. Passport Number

Expiration Date: (if any)(mm/dd/yyyy) [Yellow box]

The expiration date on this field must be recorded, and not

Document Title: N/A

Issuing Authority: N/A

Document Number: N/A

Expiration Date: (if any)(mm/dd/yyyy)

US Passport

Document Insights

- ✓ The U.S. Department of State issues the U.S. passport to U.S. citizens and certain non-nationals.
- ✓ The U.S. Passport number, indicated below, usually contains nine numeric characters. There are a few versions of the U.S. Passport still in circulation that vary from the version shown. In some cases, a U.S. Passport number contains eight characters—one letter followed by seven numeric characters.

PASSPORT

United States of America

We the People

USA

1 Issuing Authority 2 Document Number 3 Expiration Date

Completing Section 2

Enter the **Document Number**, **Expiration Date**, and the **Issuing Authority** (if not pre-populated), for each supporting document.

LawLogix
by Hyland

Dashboard

Start 1-9

Employee

E-Verify

Reports

List A Identity and Employment Authorization

Document Title [View Sample Document](#)

U.S. Passport

☐ Replacement Receipt ⓘ

E-Verify Copy Required ⓘ

Issuing Authority

U.S. Department of State

Document Number

123456789

U.S. Passport Number

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

01/01/2025

The expiration date on this field must be recorded, and not expired.

Document Title

N/A

Issuing Authority

N/A

Document Number

N/A

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

OR

List B Identity

Document Title

Issuing Authority

Document Number

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

AND

List C Employment Authorization

Document Title

Issuing Authority

Document Number

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

Additional Information ⓘ

Completing Section 2

Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Certain documents may not always have an expiration date. For such documents, use the provided **N/A** checkboxes, or manually enter N/A.

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: View Sample Document <input type="text" value="U.S. Passport"/> <input type="checkbox"/> Replacement Receipt ⓘ E-Verify Copy Required ⓘ		Document Title: <input type="text"/>		Document Title: <input type="text"/>
Issuing Authority: <input type="text" value="U.S. Department of State"/>		Issuing Authority: <input type="text"/>		Issuing Authority: <input type="text"/>
Document Number: <input type="text" value="123456789"/>		Document Number: <input type="text"/>		Document Number: <input type="text"/>
U.S. Passport Number: Expiration Date: (if any)(mm/dd/yyyy) <input type="text" value="10/10/2020"/> <small>The expiration date on this field must be recorded, and not expired.</small>		Expiration Date: (if any)(mm/dd/yyyy) <input type="text"/> <input checked="" type="checkbox"/> N/A		Expiration Date: (if any)(mm/dd/yyyy) <input type="text"/> <input checked="" type="checkbox"/> N/A
Document Title: <input type="text" value="N/A"/>		Additional Information ⓘ <div></div>		
Issuing Authority: <input type="text" value="N/A"/>				
Document Number: <input type="text" value="N/A"/>				
Expiration Date: (if any)(mm/dd/yyyy) <input type="text" value="N/A"/>				

Completing Section 2

LawLogix
by Microsoft

Dashboard Start 1-9 Employee E-Verify Reports

List A Identity and Employment Authorization OR List B Identity

Document Title:

Issuing Authority:

Document Number:

Expiration Date: (if any)(mm/dd/yyyy):

Document Title:

Issuing Authority:

Document Number:

Expiration Date: (if any)(mm/dd/yyyy):

Attempting to enter List B/C information will automatically remove all List A information, and vice versa. This is by design, to avoid unnecessary over-documentation. Take care in only completing the required list(s).

Completing Section 2

Employees subject to E-Verify may only provide a List B document if it contains a photo. Click the checkbox to confirm the document contains a valid photo.

LawLogix
by myhr.com

Dashboard

Start 1-9

Employee

E-Verify

Reports

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title <input type="text"/>	Document Title View Sample Document <input type="text" value="US Driver's License"/> <input type="checkbox"/> Replacement Receipt ⓘ <input checked="" type="checkbox"/> I Confirm List B Document Contains Valid Photo ⓘ	Document Title <input type="text"/>
Issuing Authority <input type="text"/>	Issuing Authority <input type="text" value=""/>	Issuing Authority <input type="text"/>
Document Number <input type="text" value=""/>	Document Number <input type="text" value=""/>	Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>	Expiration Date (if any)(mm/dd/yyyy) <input type="text" value=""/> <small>The expiration date on this field must be recorded, and not expired</small>	Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>	Additional Information ⓘ <div></div>	
Issuing Authority <input type="text"/>		
Document Number <input type="text"/>		
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		

Completing Section 2

If the employee presents a receipt in lieu of an original document, select the **Replacement Receipt** checkbox. A 90 day expiration date will be automatically calculated.

List A
Identity and Employment Authorization

OR

List B
Identity

AND

List C
Employment Authorization

Document Title [View Sample Document](#)

U.S. Passport

☒ Replacement Receipt

E-Verify Copy Required

Issuing Authority

U.S. Department of State

Document Number

Receipt: 123456789

U.S. Passport Number

Expiration Date: (if any)(mm/dd/yyyy)

12/20/2020

Auto-calculated based on validity of receipt

Document Title

N/A

Issuing Authority

N/A

Document Number

N/A

Expiration Date: (if any)(mm/dd/yyyy)

Document Title

Issuing Authority

Document Number

Expiration Date: (if any)(mm/dd/yyyy)

Additional Information

Document Title

Issuing Authority

Document Number

Expiration Date: (if any)(mm/dd/yyyy)

Completing Section 2

LawLogix
by Hyland

Dashboard

Start I-9

Employee

E-Verify

Reports

Document Title

N/A

Issuing Authority

N/A

Document Number

N/A

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

N/A

Document Title

N/A

Issuing Authority

N/A

Document Number

N/A

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

N/A

Additional Information ⓘ

Certification: 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): [View planned start date](#) (See instructions for exemptions)

Signature of Employer or Authorized Representative

Date (mm/dd/yyyy)

Title of Employer or Authorized Representative

The **Additional Information** space may be used to include additional document(s) or information relating to employment authorization extensions for certain foreign national employees. The information entered will appear on the generated I-9 PDF.

Completing Section 2

Enter in the employee's first day of employment. Optionally, click **View planned start date.**

LawLogix
by eSaver

Announcements

Help ▾

Robert Resume ▾

Logout

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Document Title

N/A

Issuing Authority

N/A

Document Number

N/A

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

N/A

Certification: 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): **mm/dd/yyyy** [View planned start date](#) [See instructions for exemptions](#)

Signature of Employer or Authorized Representative

Date (mm/dd/yyyy)

Title of Employer or Authorized Representative

Trainer

Last Name of Employer or Authorized Representative

Resume

First Name of Employer or Authorized Representative

Robert

Employer's Business or Organization Name

Guardian Company - Robert's Site

Employer's Business or Organization Address (Street Number and Name)

456 Business Ln

City or Town

Phoenix

State

AZ

Zip Code

85022

When ready, click **Sign** to initiate the electronic signature process. It will be checked for errors automatically.

Completing Section 2

If the planned start date is correct, click **Insert Planned Date**. Otherwise, click **Insert Another Date** and enter it manually into Section 2.

LawLogix
by Hyland

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Document Title

N/A

Issuing Authority

N/A

Document Number

N/A

Expiration Date: (if any)(mm/dd/yyyy)

N/A

Certification: I attest, under penalty

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): [View planned start date \(See instructions for exemptions\)](#)

Signature of Employer or Authorized Representative

Date (mm/dd/yyyy):

Title of Employer or Authorized Representative

Trainer

Last Name of Employer or Authorized Representative

Reaume

First Name of Employer or Authorized Representative

Robert

Employer's Business or Organization Name

Guardian Company - Robert's Site

Employer's Business or Organization Address (Street Number and Name)

456 Business Ln

City or Town

Phoenix

State

AZ

Zip Code

85022

When ready, click **Sign** to initiate the electronic signature process. It will be checked for errors automatically.

Planned Start Date

Below is the planned start date for this employee. If the date is correct, click 'Insert Planned Date' to insert the date in section 2 of Form I-9. If the start date has changed, click 'Insert Another Date' and enter the date directly on the form.

Planned Start Date: 09/30/2020

Insert Planned Date

Insert Another Date

Signing Section 2

Ensure the information in the Signature section is accurate. User and employer location information can be updated from the **My Settings** and **Administration** tabs, respectively, on the left-hand navigation menu.

LawLogix
by iMentat

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Document Title

N/A

Issuing Authority

N/A


Document Number

N/A

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

N/A

Certification: 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): 09/30/2020  [View planned start date \(See instructions for exemptions\)](#)

Signature of Employer or Authorized Representative

Date (mm/dd/yyyy)

Title of Employer or Authorized Representative

Trainer

Last Name of Employer or Authorized Representative

Reaume

First Name of Employer or Authorized Representative

Robert

Employer's Business or Organization Name

Guardian Company - Robert's Site

Employer's Business or Organization Address (Street Number and Name)

456 Business Ln

City or Town

Phoenix

State

AZ

Zip Code

85022

When ready, click **Sign** to initiate the electronic signature process. It will be checked for errors automatically.

Signing Section 2

Click the **Sign** button once Section 2 has been completed.

Document Title:

N/A

Issuing Authority:

N/A

Document Number:

N/A

Expiration Date: (if any)(mm/dd/yyyy)

N/A

Certification: 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): 09/30/2020  [View planned start date](#) (See instructions for exemptions)

Signature of Employer or Authorized Representative

Date (mm/dd/yyyy)

Title of Employer or Authorized Representative:

Trainer

Last Name of Employer or Authorized Representative

Reaume

First Name of Employer or Authorized Representative

Robert

Employer's Business or Organization Name

Guardian Company - Robert's Site

Employer's Business or Organization Address (Street Number and Name)

456 Business Ln

City or Town

Phoenix

State:

AZ

Zip Code

85022

When ready, click **Sign** to initiate the electronic signature process. It will be checked for errors automatically.

Go Back

Sign

Signing Section 2

Read and accept the signature statement by clicking the **I Accept** checkbox, enter in your Guardian password (or SSO credentials) and click **Electronically Sign**.

Dashboard

Start I-9

Employee

E-Verify

Reports

Signature of Employer or Authorized Representative

Date (mm/dd/yyyy)

Title

Last Name of Employer or Authorized Representative

Reaume

First Name of Employer or Authorized Representative

Robert

Employer's Business or Organization Name

Guardian Company - Robert's Site

Employer's Business or Organization Address (Street Number and Name)

456 Business Ln

City or Town

Phoenix

State

AZ

Zip Code

85022

Electronic Signature

The person who physically examines the employee's original document(s) and completes this Section 2 must electronically sign as indicated below. By signing Section 2 of this Form I-9, you attest under penalty of perjury that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States.

Please read the following statement, select "I Accept" to acknowledge your agreement, and enter your Password/SSO ID to electronically sign this section 2:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by typing my system Password/SSO ID below and by clicking on "I Accept" and clicking on the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

☒ I Accept

Password:

Electronically Sign

Go Back

Document Retention

LawLogix
by Hyland

Dashboard

Start I-9

Employee ▼

E-Verify

Reports

Document Retention Required

Our Organization maintains copies of the documents provided by the employee. Please ensure the employee provided.

Note: Document uploads are limited to 5 MB.

U.S. Passport



U.S. Passport- ID Page

Select File

Upload Document

See Document Example



U.S. Passport-

Select

Upload D

See Document

U.S. Passport

U.S. Passport- ID Page

Select File

Upload Document

See Document Example

U.S. Passport- Second Page

Select File

Upload Document

See Document Example

Confirmation

Copies of the document(s) specified above must be retained to meet I-9 and/or E-verify compliance requirements. However, if you are unable to upload the documentation at this time, please select the checkbox below in order to proceed. The I-9 process will remain incomplete.

☐ If no, I am unable to upload document copies at this time.

Proceed

If **Document Retention** is required, click the **Upload Document** button(s) to upload the employee's scanned document(s).

- OR -

If the document is **not** able to be uploaded at this time, indicate so by selecting the appropriate checkbox.

Document Re

LawLogix
by NetScout

Dashboard

Start I-9

Employee



Document Retention Required



Our Organization maintains copies of documents that the employee provided.

Note: Document uploads are limited to 5 MB.

U.S. Passport



U.S. Passport- ID Page

Select File

Upload Document

See Document Example



U.S. Passport- Barcode Page

Select File

Upload Document

See Document Example

Confirmation

If the employee is subject to E-Verify, users will be required to upload the front *and* back of documents that require **DHS Photo Matching** during the E-Verify submission.

These documents are:

1. **U.S. Passport/Passport Card**
2. **I-765 Employment Authorization Document (EAD Card)**
3. **I-551 Permanent Resident Card (Green Card)**

Document Retention

If desired, click **See Document Example** to review a sample of the document requiring retention.

LawLogix
by Hyland

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports



employee. Please upload a legible copy of the document(s) the

U.S. Passport- Barcode Page

Select File

Upload Document

See Document Example

Document Retention

After clicking **Upload Document**, click **Select File** to locate the supporting document(s).

LawLogix
by NetScout

Announcements Help Robert Reaume Logout

Dashboard

Start 1-9

Employee

E-Verify

Reports

Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

Close

Upload Document

See Document Example

Upload Document

See Document Example

Confirmation

Document Retention

If needed, continue to upload additional documents for retention.

LawLogix
REGISTERED

Announcements

Help ▾

Robert Reaume ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

U.S. Passport



The document has been uploaded



Delete

U.S. Passport- Barcode Page

Select File

Upload Document

See Document Example

Document Retention

Click **Proceed** once all documents requiring retention have been uploaded.



Delete



Delete

Confirmation



Thank you for providing the required documentation.

Proceed

Document Retention

If the **Enforce Document Capture** Admin setting is set to **Yes** users will be taken directly to the completion step.

Click **Review the I-9** to check the I-9 for mistakes. When ready, click **Mark Completed**.

LawLogix

Dashboard Start I-9 Employee

I-9 for Andrews, Robert

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is ready for Completion.

Before clicking the **Mark Completed** button, you should **Review the I-9** for mistakes.

Please carefully check the documents provided by the employee and compare them to the information on this form.

If there are mistakes in Section 1, go to **Section 1** and have the employee make these changes.

If there are mistakes in Section 2, go to **Section 2** and make the necessary corrections.

Once completed, you or your authorized company representative can approve the I-9.

I-9 Information

I-9 No: **2,674,921 (Primary)** I-9 Location: **Branch 5678**

Type: **Electronic I-9**

Version: **3/17/20** I-9 Hire Date: **09/30/2024**

Expires: **09/30/2025**

Date Completed: **09/30/2024**

Date approved: **09/30/2024**

E-Verify

Employee is eligible for E-Verify

Employment Eligibility Verification

U.S. Citizenship and Immigration Services

Section 1. Employee Information and Attestation (Employee must complete and sign before the start of employment. Do not submit accepting a job offer.)

Employee Name: **Andrews, Robert** First Name (Given Name): **Robert** Middle Initial: **N/A** Other Last Names (Last of Any): **N/A**

Address (Street Number and Street): **123 Elm St** Apt. Number: **N/A** City or Town: **Phoenix** State: **AZ** ZIP Code: **85022**

Date of Birth (mm/dd/yyyy): **01/01/1988** U.S. Social Security Number: **760-44-2887** Employee's E-mail Address: **N/A** Employee's Telephone Number: **N/A**

I am aware that federal law prohibits for employment 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 (check one of the following boxes):

☒ 1. A citizen of the United States

☐ 2. A permanent resident of the United States (See instructions)

☐ 3. A lawful permanent resident (Alien Registration Number (A-Number): **N/A**)

☐ 4. An alien authorized to work (Alien registration date, if applicable, mm/dd/yyyy): **N/A**

Alien authorized to work must provide one of the following document numbers to complete Form I-9: Alien Registration Number (A-Number) OR Form I-9-A Alien Number (OR Foreign Passport Number)

1. Alien Registration Number (A-Number): **N/A**

OR

2. Form I-9-A Alien Number: **N/A**

OR

3. Foreign Passport Number: **N/A**

Country of Issuance: **N/A**

Signature of Employee: **Electronically Signed by R. Andrews** Today's Date (mm/dd/yyyy): **09/30/2024**

Preparer and/or Translator Certification (check one):

☒ I am not a preparer or translator. ☐ I, a preparer or translator, attest that the employee is completing Section 1 correctly. I am not a preparer or translator. ☐ I, a preparer or translator, attest that the employee is completing Section 1 correctly. I am not a preparer or translator. ☐ I, a preparer or translator, attest that the employee is completing Section 1 correctly.

I attest, under penalty of perjury, that I have reviewed the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: **Electronically Signed by R. Andrews** Today's Date (mm/dd/yyyy): **09/30/2024**

1. Last Name (Family Name): **Andrews** First Name (Given Name): **Robert**

Address (Street Number and Street): **123 Elm St** City or Town: **Phoenix** State: **AZ** ZIP Code: **85022**

Document Retention

If the **Enforce Document Capture** Admin setting is set to **No**, click the confirmation **checkbox**.

Proceed with the completion process, as shown on the previous slide.

LawLogix^{by Oracle}

Dashboard Start I-9 Employee E-Verify Reports

I-9 for Andrews, Robert


Details OnDocs Issues Amendments

I-9 Overview

Documents

U.S. Passport- ID Page


The document has been uploaded



Enlarge

U.S. Passport- Barcode Page

The document has been uploaded



Enlarge

☒ I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

Complete & Approve the I-9

LawLogix
by Oracle

Dashboard

Start I-9

Employee

E-Verify

Reports

I-9 for Andrews, Robert



Details

OnDocs

Issues

Amendments

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete

Approve I-9

Instructions

Please note:

You are about to approve this **Electronic I-9** for **Robert Andrews**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, [Review the I-9](#).

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.



View
I-9

Employee is eligible for E-Verify.

Cancel

Approve This I-9

I-9 OnDocs

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
09/21/2020	09:03:24	Adobe Acrobat	I9 #2674921 Snapshot [Mark Completed]	408.7
09/21/2020	08:59:25	Image/JPEG	U.S. Passport-Barcode Page	175.0
09/21/2020	08:58:04	Image/JPEG	U.S. Passport-ID Page	262.0

Prior to approving the I-9 click **Review the I-9** to check for mistakes, as well as compare to any uploaded supporting documents by clicking the PDF icons. Editing is locked after it has been approved.

Complete & Approve the I-9

LawLogix
by Hyland

Dashboard

Start I-9

Employee

E-Verify

Reports

I-9 for Andrews, Robert



Details

OnDocs

Issues

Amendments

Approve I-9

Instructions

Please note:

You are about to approve this **Electronic I-9** for **Robert Andrews**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, [Review the I-9](#).

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.



View
I-9

Employee is eligible for E-Verify.

Cancel

Approve This I-9

I-9 OnDocs

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
09/21/2020	09:03:24	Adobe Acrobat	I9 #2674921 Snapshot [Mark Completed]	406.7
09/21/2020	08:59:25	Image/JPEG	U.S. Passport-Barcode Page	175.0
09/21/2020	08:58:04	Image/JPEG	U.S. Passport-ID Page	262.0

When ready click **Approve This I-9**, which will "lock" the form. The I-9 cannot be edited after it has been approved, except by using the **Amendments** tool. Approval permissions may be restricted to only certain Guardian users.

Complete & Approve the I-9

Employees subject to **E-Verify** will be automatically submitted.

LawLogix
by Wipro

Announcements

Help ▾

Robert Reaume ▾

Log Out

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

E-Verify for: Robert Andrews



Submission in Progress

A request was submitted to E-Verify and is waiting a response. It may take a few seconds to appear.

Case Verification Number: 2020265160517AG

E-Verify Summary

Case Status

Status: **Processing**

Initiated By: **Robert Reaume**

Initiated On: **09/21/2020**

Employee Information

First Name: **Robert**

Last Name: **Andrews**

Date of Hire: **09/30/2020**

Citizenship Status: **U.S. Citizen**

[View More Employee Information](#)

Document Information

Document Type: **U.S. Passport or Passport Card**

Document Number: **123456789**

Document Expiration: **01/01/2025**

[View On Docs](#)

[Go Back](#)



LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 	<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security



Thank you