

STEPS ON COMPLETING THE I9 FORM.

You will receive a mail from DoNotReply@www.perfectcompliance.com.

The link would be at the bottom of the mail.

(Please read instructions given in the mail sent by US Compliance)



DoNotReply@www.perfectcompliance.com

Fri 25-03-2022 17:55

To: Keshab Panthi (HR Shared Services)

Please click or copy the link and paste it in the browser and it will take you to a page like this:

Guardian

Welcome Keshab!

Completing Your I-9

Today you will be walked through completing your section of Form I-9 and choosing your documents to verify your identity and employment eligibility.

Please be aware, you must complete your section of the form by 03/28/2022.

[Get Started](#)

Click on the Link and it will take you to the i9 form.

This is how the i9 form looks like.

Section 1: Employee Information and Attestation (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.)

Last Name (Family name)	First Name (Given name)	Middle Initial	Other LAST NAMES used (if Any)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> N/A		<input type="checkbox"/> N/A	

Address (Street Name and Number)	Apt. Number	City or Town	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> N/A				

Month	Day	Year	U.S. Social Security Number	E-mail Address	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth			<input type="checkbox"/> Awaiting Issuance of SSN	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

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.

Select, under penalty of perjury, that I am (Click one of the following boxes)

- ☐ 1. A citizen of the United States
- ☐ 2. A non-citizen national of the United States (See instructions)
- ☐ 3. A lawful permanent resident
- ☐ 4. An alien authorized to work

Most important thing to keep note of:

1. **Always choose the 4th Attestation. (An Alien Authorized to Work)**
2. **Fill in the details with your i94/ employment authorization Document and enter the admit until date given in the i94/EAD under the expiration Tab.**

I attest, under penalty of perjury, that I am (Check one of the following boxes):

☐ 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 ?

Work until (expiration date, if applicable) ?

Month Day Year ☐ N/A

Aliens authorized to work must provide only one of the following document numbers to cc Number

Select Document Type

Form I-94 Admission Number ▼

Form I-94 Admission Number

After completing with your details, it will take you to this page- **please make sure you choose all the checkboxes or it wont take your section 1 signature electronically:**

Section 1 Summary (Make Changes)

Full Name: PANTIK RESHAB
Date of Birth: 01/01/1999
Citizenship Status: Alien Authorized to Work in the U.S.

Electronic Signature

You, the employee, must sign the Form I-9 by checking the boxes below and providing the requested identity information. By signing this form, you are attesting under penalty of perjury that the information you provided on the Form I-9, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct.

You are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.

☒ By checking this box, I attest that I have read, understood, and agree to the statements above.

☒ By checking this box, I consent to provide an electronic signature in connection with this Form I-9 and understand that my electronic signature will be binding as though I had physically signed this document by hand.

Please enter a signature PII of your choice and click Electronically Sign to complete your electronic signature. ?

PII:

☒ Send me proof of my electronic signature


E-mail Address:

Electronically Sign

After completing the above step- Under the dropdown box – Choose the option: Foreign Passport and I94/194A and upload your document.

Document Upload

Choose Your Document(s) ?



Documents Must:

- Be Original
- Not Photocopies
- Unexpired

[View a complete list of acceptable documents.](#)

Select the document you will present to your employer from the list below.

Employment Eligibility and Identity Options


Foreign Passport and I-94/I-94A

Selected Document Upload


Foreign Passport and I-94/I-94A

Please upload an image of the document.

Foreign Passport-ID Page




I-94



After you complete the upload-You will be asked to enter the email Address of your verifier.

Please note that verifiers can be your friends, family members, colleagues based in the US.

 You're ready to meet with your verifier!

Next Steps

E-mail Instructions To Your Verifier

E-mail instructions to your chosen verifier to review your documents and complete Section 2.

E-mail Address

Send E-mail

[View Agent Instructions](#)

Internal to Wipro

