



Form I-9 Submission Process Flow for Section 1 Employee

Step 1 – Basic & Important Information

STOP 😊 Please read!!!

1. Please identify any Cognizant employee (and their official email address) on U.S payroll from your work location who could physically verify your work authorization documents before you start filling the form. Section 1 has to be completed by you and Section 2 by the other Cognizant employee you have identified.
2. Kindly note that both Section 1 & Section 2 of the form have to be completed within 3 business days from your start date in the U.S. You will be responsible for the form to be completed in it's entirety since it is your employment eligibility verification form.
3. If you are unable to locate another Cognizant associate in your area, kindly send an email (mention your location (city, state)) to the I-9 team at i9submissions@cognizant.com

You will receive an email with the login procedures and instructions to submit Section 1 of the form I-9.

*****Please ensure that your pop-up blocker is turned off*****

Step 2 – Section 1 Completion




After logging in, please click on the “Employee” tab as shown in the below screen shot and proceed with Section 1 of the form.















A screenshot of the 'I-9 Service Center' web interface. The header is 'I-9 Service Center'. Below the header, it says 'In order to login, please select the activity you are going to complete:'. There are three options listed on the left: 'Complete your employee section of the I-9 Form', 'Verify document and data on I-9 Form', and 'Complete administrator activity within the I-9 Service Center'. To the right of these options are three blue buttons: 'Employee', 'Section 2 Reviewer', and 'Admin'. A red arrow points from the first option to the 'Employee' button.

I-9 Service Center	
In order to login, please select the activity you are going to complete:	
Complete your employee section of the I-9 Form	Employee
Verify document and data on I-9 Form	Section 2 Reviewer
Complete administrator activity within the I-9 Service Center	Admin

Step 3 – Section 1 Fields

1. Fill in all your personal information.

- ❖ All fields marked by  are mandatory and must be completed. If you have a valid Social Security Number, complete the  field marked .
- ❖ “Other Names Used” refers to other names you may have used in the past or present (e.g., maiden name) if any.
- ❖ If you have two last names (family names), include both. If you hyphenate your last name, include hyphen (-) between the names.
- ❖ If you have two first names (given names), include both. If you hyphenate your first name, include hyphen (-) between the names.
- ❖ Include your middle initial, if applicable.
- ❖ You must use a current physical U.S. street address. You cannot enter a P.O. Box address. If you currently staying in a hotel, you should enter your room number and the hotel address.
- ❖ Date of Birth must be entered as MM/DD/YYYY.
- ❖ **If you do not have a Social Security Number (SSN) at the time of I-9 completion, you may leave that field blank for now. Once you receive your SSN, you need to update it in the Form I-9. An SSN is required for E-verification. Please contact us upon receipt of your SSN.**

 Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 OMB No. 1615-0047 Expires 03/31/2016	
<p>▶ START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.</p> <p>ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</p>			
Section 1. Employee Information and Attestation <i>(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.)</i>			
Last Name (Family Name) 		First Name (Given Name) 	Middle Initial  Optional
Other Names Used (if any) 		None N/A if you have had no other names.	
Address (Street Number and Name) 		Apt. Number  Optional	City or Town 
State 		Zip Code 	
Date of Birth (mm/dd/yyyy) 	U.S. Social Security Number 	E-mail Address 	Telephone Number 

- ### 2. Choose your citizenship or immigration status in the U.S (Please ensure to have the appropriate work authorization documentations that can be reviewed by another Cognizant employee who submits Section 2 of the form).

Read the warning and attest to your citizenship or immigration status by checking the appropriate box below.

A Citizen of the United States

Is a person born in the United States and subject to the jurisdiction thereof, or a foreign born person naturalized as a citizen of the United States

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A noncitizen national of the United States

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

A lawful permanent resident

A lawful permanent resident is a person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you are a lawful permanent resident, type your Alien Registration Number (A-Number) or USCIS Number (a 9 digit number) in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.

An alien authorized to work

If you are not a citizen or nation of the United States or a lawful permanent resident, but are authorized to work in the United States

Alien Registration Number/USCIS Number refers to the A# listed on a Permanent Resident / EAD card

Admission # is the same as an I94 # (You do not have an EAD card)

All Authorized aliens should record the date that your employment authorization expires.

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 (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 Registration Number/USCIS Number): ⓘ

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . ☐ Indefinite ⓘ Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

3-D Barcode
Do Not Write in This Space

Kindly note that "Foreign Passport Number" and "Country of Issuance" should be mandatorily filled in by all aliens authorized to work.

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3. Please fill in the "Preparer & Translator certification" section only if someone else assisted you with the Section 1 completion and then can proceed to the attestation section by clicking on the "Continue" button.
4. If you completed Section 1 by yourself, "Preparer & Translator Certification" section can be left blank and you can proceed to the attestation section. "Click on the "Continue" button to provide attestation for "Section 1".

Signature of Employee:	Click "Continue" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator complete the information below.	Date (mm/dd/yyyy):
------------------------	--	--------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) ⓘ

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

Signature of Preparer/Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First name (Given Name)	
Address (Street Number and Name)	City or Town	State	Zip Code

Click this Button to Continue > **Continue**

STOP Employer Completes Next Page **STOP**

5. Click the check box and enter your name (First, Middle (if any) & last name) as entered in Section 1 of the form to complete the attestation process. After entering your name, click on "Sign and Continue" button.

DIGITAL SIGNATURE

☒ 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 verify I am:

*Signature name must match name entered in Section 1 Employee in the Form I-9 and attestation checkbox must be checked. Please list your First Name then Middle Initial then Last Name as spelled in Section 1 in the field above.

< Back **Sign and Continue**

6. Please enter the Cognizant email address of Section 2 reviewer who will review your work authorization document and complete section 2 of the form.

*****Important Disclaimer – PLEASE READ!!!*****

Please enter the official email address of another Cognizant employee on U.S payroll from your location who can physically verify your original work authorization document.

If you work from a remote location or unable to locate another Cognizant associate in your area, kindly send an email (mention your location (city, state)) to the I-9 team at i9submissions@cognizant.com.

The screenshot shows the Cognizant I-9 Service Center interface. At the top, there is a header with the Cognizant logo and the text 'I-9 Service Center'. Below the header, there are navigation links: 'MyDetails', 'Logout', and 'Help'. The main content area is titled 'SECTION 2 PERSON' and contains a note: 'Please note, only a Cognizant Employee or a Notary Public can complete Section 2 of Form I-9.' Below this note, there are two input fields: '*Section 2 Reviewer's Email Address:' and '*Email Address Confirmation:'. A red instruction '(Do not enter your own email address)' is displayed below the second field. A 'Continue' button is located at the bottom right of the form area. At the very bottom, there is a small copyright notice: '©2015 Fragomen, Del Rey, Bernsen & Loewy, LLP Privacy Policy and Terms of Use | E-Verify Participation Notice'.

- Click on "Continue" once you've entered the email address to complete your attestation process and it takes you to the below screen.

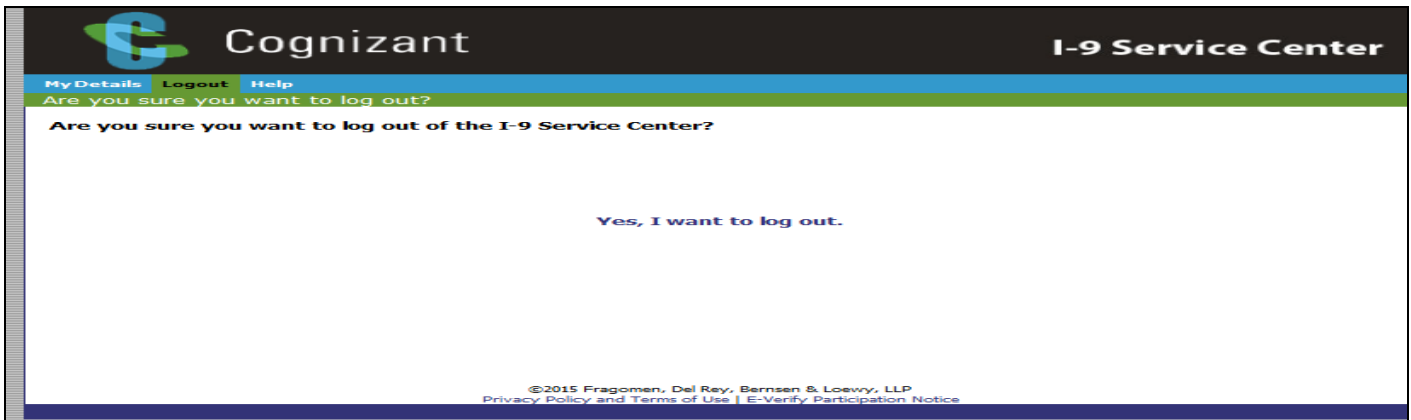
The screenshot shows the Cognizant I-9 Service Center interface. At the top, there is a header with the Cognizant logo and the text 'I-9 Service Center'. Below the header, there are navigation links: 'MyDetails', 'Logout', and 'Help'. The main content area is titled 'Digital Signature Received!' and contains the text: 'Your digital signature has been received and attached to the I-9. Please see your digital signature receipt below. Please print and keep a copy of the receipt for your records.' Below this text, there is a box containing the receipt information: 'I-9 Service Center', 'Electronic Signature Receipt #', 'CT236-1000001374-11-E1000001356', 'Employee: Last, First', 'Time: 2/23/2015 1:01:48 PM ET', and 'Section: 1 (employee)'. To the right of this box, there is a section titled 'You may select one of the following actions for your records:' with two options: 'Open a printer-friendly version of this receipt.' and 'Send me this receipt via email.' Below these options, there is a red instruction: 'After reviewing your receipt, click the "Continue" button -->'. A 'Continue >' button is located at the bottom right of the form area. At the very bottom, there is a small copyright notice: '©2015 Fragomen, Del Rey, Bernsen & Loewy, LLP Privacy Policy and Terms of Use | E-Verify Participation Notice'.

- Click on "Click here to log out of the I-9 Service Center" and then click on "Yes, I want to log out" which will finally log you out of the Fragomen I-9 Service center.

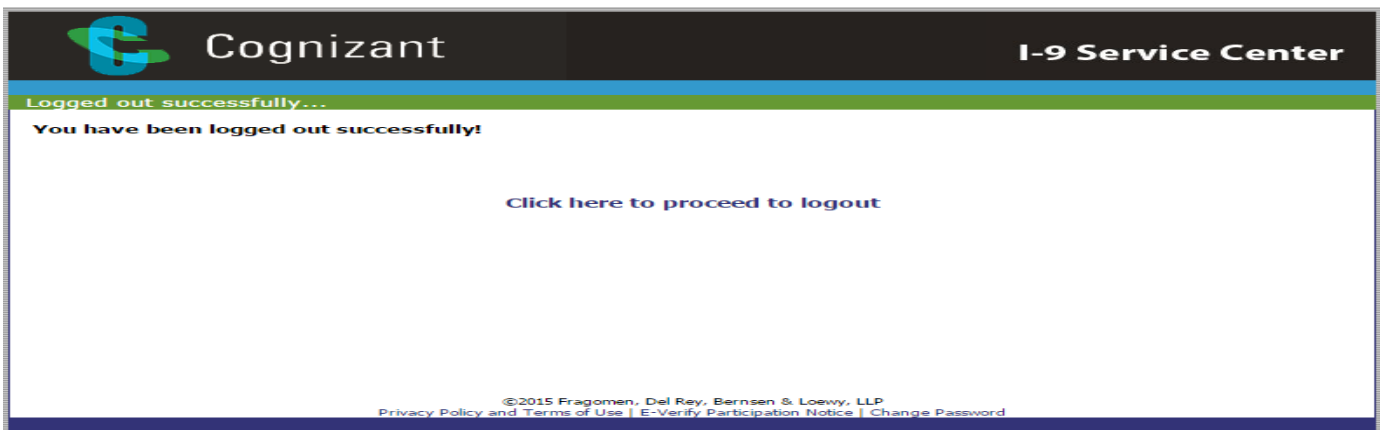
The screenshot shows the Cognizant I-9 Service Center interface. At the top, there is a header with the Cognizant logo and the text 'I-9 Service Center'. Below the header, there are navigation links: 'MyDetails', 'Logout', and 'Help'. The main content area is titled 'IMPORTANT INSTRUCTIONS' and contains the text: 'Section 1 of your I-9 has been delivered to Cognizant!'. Below this text, there is a section titled 'On your first day of employment, please bring...' with two options: 'one document from List A, below.' and 'OR one document from List B AND one document from List C, below.' To the right of this section, there is a text block: 'Please locate another Cognizant associate on US Payroll in order to complete Section 2 of the form. If you need assistance locating another Cognizant associate first request your Cognizant manager to help you locate an employee. If your manager still cannot locate another employee, please email i9submissions@cognizant.com indicating your exact street address.' Below this text block, there is a link: 'Click here to download a PDF of the LIST OF ACCEPTABLE DOCUMENTS for printing.' At the bottom, there is a button: 'Click here to log out of the I-9 Service Center.'

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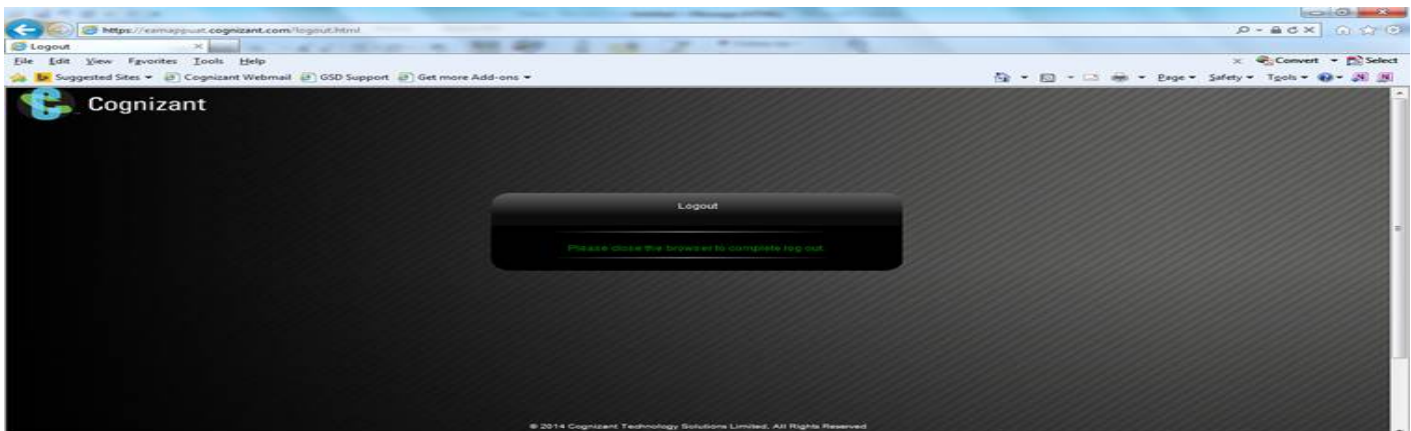
9. Click on “Yes, I want to log out”.



10. Click on “Click here to proceed to logout”



You have now successfully logged out and this brings you to the end of Section 1 completion. Please proceed with the Section 2 completion along with another Cognizant employee who can verify your work authorization document and attest to it.



*****End of completion of Section 1 of the form*****

Please follow up with the Section 2 reviewer to complete Section 2 of the form. Kindly note that the form (Section 1 & Section 2) has to be completed within 3 business days of your employment begin date in the U.S.



Form I-9 Submission Process Flow for Section 2 Reviewer

Step 1 – Basic & Important Information

You will receive an email with the login procedures and instructions to submit Section 2 of the form I-9 once you are assigned as Section 2 reviewer by Section 1 employee.

*****Please ensure that your pop-up blocker is turned off*****

Step 2 – Section 2 completion

After logging in, please click on the “Section 2 Reviewer” tab as shown in the below screen shot and proceed with Section 2 of the form.

I-9 Service Center

In order to login, please select the activity you are going to complete:

Complete your employee section of the I-9 Form

Verify document and data on I-9 Form

Complete administrator activity within the I-9 Service Center

Employee

Section 2 Reviewer

Admin

The Section 1 employee's form requiring Section 2 review will be listed in your main screen as shown in the below screen shot.

Cognizant I-9 Service Center

Employees Logout> Help

Main

Welcome User !

Click on an employee name below to complete the I-9.

I9 ID	Employee	Company/Location	I9-Status
1000001376	LASTLAST, FirstFirst		Awaiting Section 2

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Step 3 – Review & Verify the correct work authorization document

Section 2: Employer Review and Verification (Must be completed by Authorized Employer Representative – It can be any Cognizant employee on U.S payroll from your work location). If you are not able to locate another Cognizant employee from your work location, kindly reach out to I-9 team at i9submissions@cognizant.com

- To establish both identity and employment authorization, the Section 1 employee must present his/her Section 2 reviewer and combination of documents, if applicable, from List A (showing both identity & employment authorization); or one document from List B (showing only identity) and one document from List C (showing only employment authorization).
- Please refer the newly hired employee who completed section 1 to the List of Acceptable Documents below. The employee is free to choose to provide any document he or she may have from that list, but must provide **either one document from List A, OR one document each from List B and List C**. The employee must provide an original document(s) for you to review and you must ensure that it appears to be genuine and to relate to the employee. Please write the relevant document information from the document(s) you have reviewed in the appropriate fields in section 2 of the form.
- Please note: If the employee provides a restricted social security card that contains the following language, **"VALID FOR WORK ONLY WITH DHS/INS AUTHORIZATION"** it cannot be used in section 2 as a List C document.

Please refer to the List of Acceptable Documents

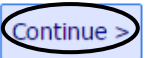
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United 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 FS-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-766)		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 Canadian government authority		
		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				

Important Disclaimer!!!

******Please refer ONLY to the original documents the Section 1 employee has presented to you and complete Section 2 in its entirety******

Section 2. Employer or Authorized Representative Review and Verification			
<i>(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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</i>			
Employee Last Name, First Name and Middle Initial from Section 1:			
①List A [Select Clear] Identity and Employment Authorization	OR	①List B [Select Clear] Identity	AND
②List C [Select Clear] Employment Authorization			
Document Title:		Document Title:	Document Title:
Issuing Authority:		Issuing Authority:	Issuing Authority:
Document Number:		Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title:		<div style="border: 1px solid black; padding: 10px; text-align: center;"> 3-D Barcode Do Not Write in This Space </div>	
Issuing Authority:			
Document Number:			
Expiration Date (if any)(mm/dd/yyyy):			
Document Title:			
Issuing Authority:			
Document Number:			
Expiration Date (if any)(mm/dd/yyyy):			

Enter your Cognizant designation followed by your Last & First Name in the Certification section once you have verified the original documents provided by the Section 1 employee. And then, click on "Continue".

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) 08/15/2014 (See instructions for exemptions.)				
Signature of Employer or Authorized Representative		Date (mm/dd/yyyy):	Title of Employer or Authorized Representative *Required	
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name Cognizant Technology Solutions U.S. Corp.	
Employer's Business or Organization Address (Street Number and Name) 211 Quality Circle		City or Town College Station	State TX	Zip Code 77845
Click this Button to Continue > 				

Click the check box and enter your first & last name as entered in Section 2 of the form to complete the attestation process. After entering your name, click on "Sign and Continue" button.

DIGITAL SIGNATURE
☐ I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on and that to the best of my knowledge the employee is eligible to work in the United States.
Colorado Attestation
I further affirm all four of the following: 1) I have examined the legal work status of the above named employee; 2) I have retained file copies of the employee's identity and employment authorization documents; 3) I have not altered or falsified the employee's identification documents; and 4) I have not knowingly hired an unauthorized alien.
I verify I am:

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


< Back

Sign and Continue

Scanned Document


Upload a copy of the Section 1 employee's document used in Section 2 of the form to show identity and work authorization. Then click on "Continue".

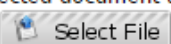
Mandatory - For forms submitted using US Passport, US Lawful Permanent Resident Card and Employment Authorization document

 **Cognizant** **I-9 Service Center**

Employees Logout Help

Main

 **Scanned Documents**
Action Required: You must now upload a scanned copy of the document(s) verified in Section 2.
Select the "document type" below, and upload the scanned version of the document used to complete Section 2.

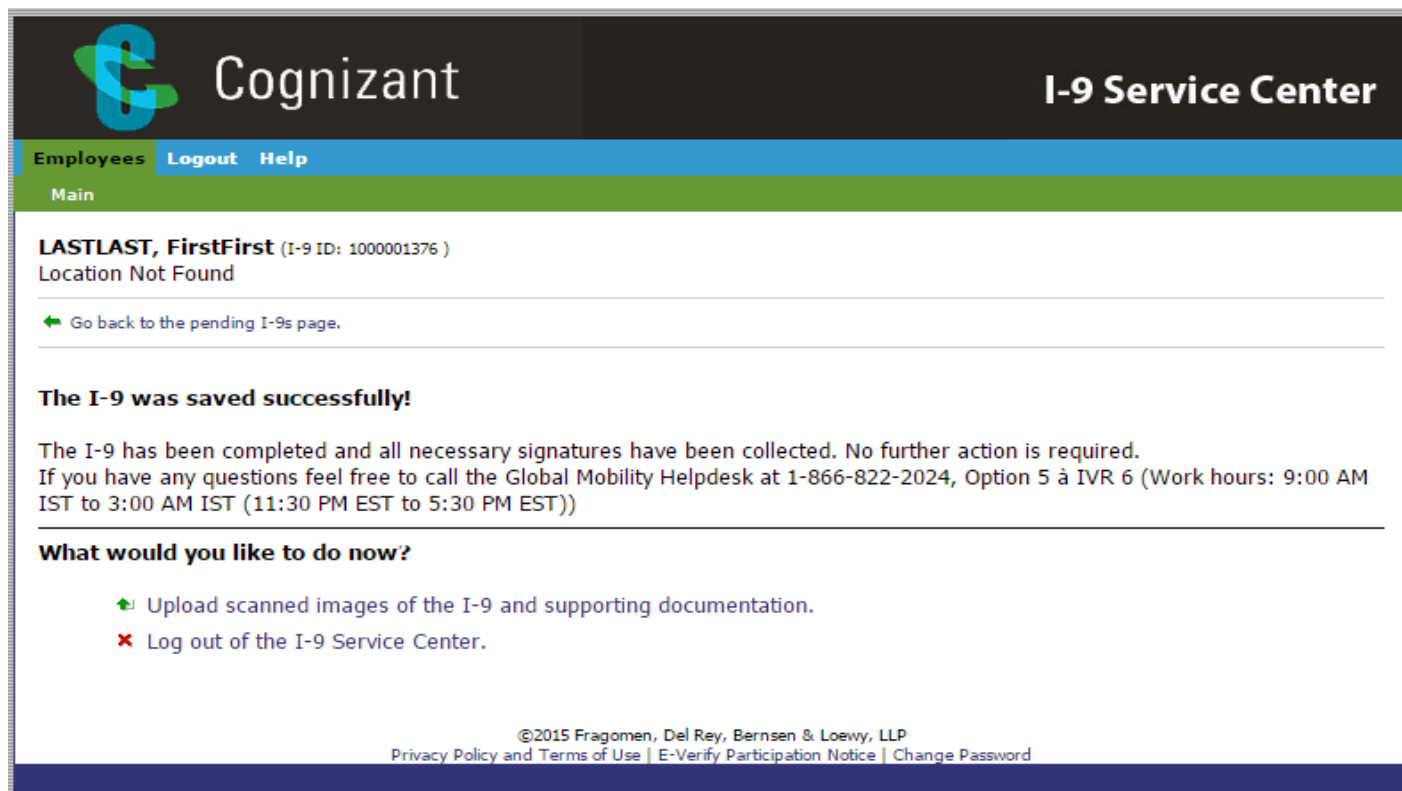
Choose 'Select File' for the selected document type:


No documents have been uploaded.

Continue

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Click on “Continue” to proceed further. Please wait until E-verify is processed and once you get to the below screen where it states “The I-9 was saved successfully”, then click on “Log out of the I-9 Service Center”.



The screenshot shows the Cognizant I-9 Service Center interface. At the top, the Cognizant logo is on the left and 'I-9 Service Center' is on the right. Below the logo is a navigation bar with 'Employees', 'Logout', and 'Help'. A green bar below the navigation bar contains the word 'Main'. The main content area displays the user's name 'LASTLAST, FirstFirst' and their I-9 ID '1000001376'. It states 'Location Not Found' and provides a link to 'Go back to the pending I-9s page.' Below this, a green checkmark icon is followed by the text 'The I-9 was saved successfully!'. A paragraph explains that the I-9 is completed and no further action is required, and provides contact information for the Global Mobility Helpdesk. A section titled 'What would you like to do now?' lists two options: 'Upload scanned images of the I-9 and supporting documentation.' and 'Log out of the I-9 Service Center.' The footer contains copyright information for 2015 and links to the Privacy Policy, Terms of Use, E-Verify Participation Notice, and Change Password.

Cognizant I-9 Service Center

Employees Logout Help

Main

LASTLAST, FirstFirst (I-9 ID: 1000001376)
Location Not Found

← Go back to the pending I-9s page.

The I-9 was saved successfully!

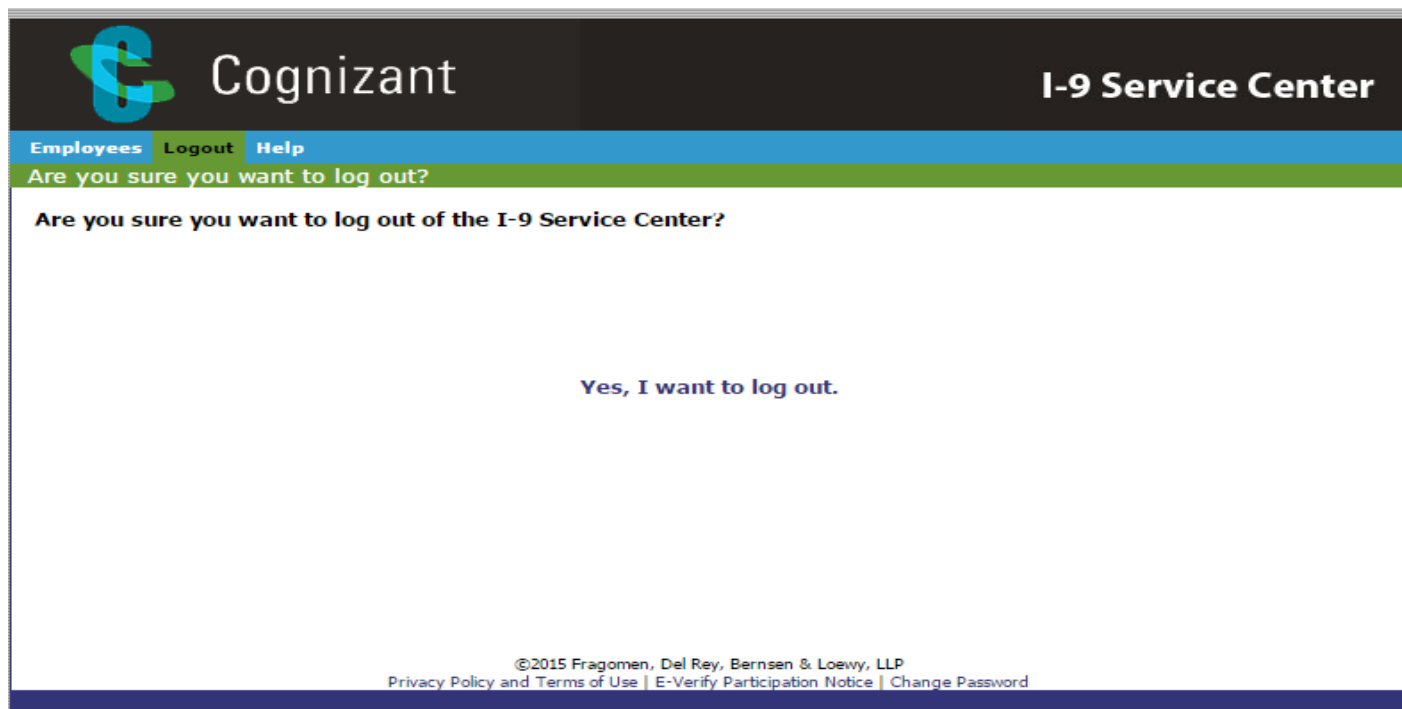
The I-9 has been completed and all necessary signatures have been collected. No further action is required.
If you have any questions feel free to call the Global Mobility Helpdesk at 1-866-822-2024, Option 5 à IVR 6 (Work hours: 9:00 AM IST to 3:00 AM IST (11:30 PM EST to 5:30 PM EST))

What would you like to do now?

- Upload scanned images of the I-9 and supporting documentation.
- ✖ Log out of the I-9 Service Center.

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Click on “Yes, I want to log out”.



The screenshot shows the Cognizant I-9 Service Center interface. At the top, the Cognizant logo is on the left and 'I-9 Service Center' is on the right. Below the logo is a navigation bar with 'Employees', 'Logout', and 'Help'. A green bar below the navigation bar contains the text 'Are you sure you want to log out?'. The main content area displays the text 'Are you sure you want to log out of the I-9 Service Center?'. Below this, a blue button labeled 'Yes, I want to log out.' is visible. The footer contains copyright information for 2015 and links to the Privacy Policy, Terms of Use, E-Verify Participation Notice, and Change Password.

Cognizant I-9 Service Center

Employees Logout Help

Are you sure you want to log out?

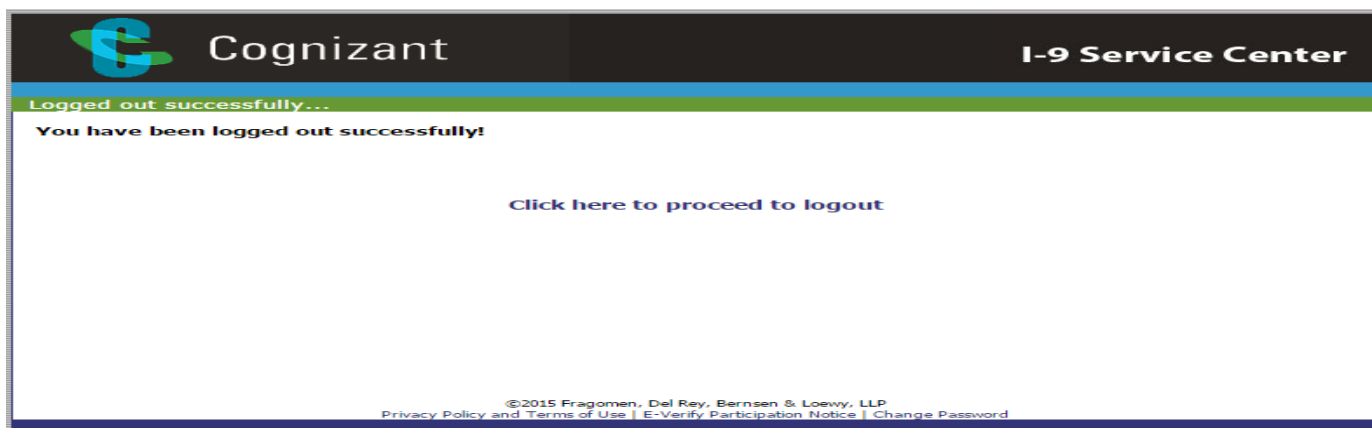
Are you sure you want to log out of the I-9 Service Center?

Yes, I want to log out.

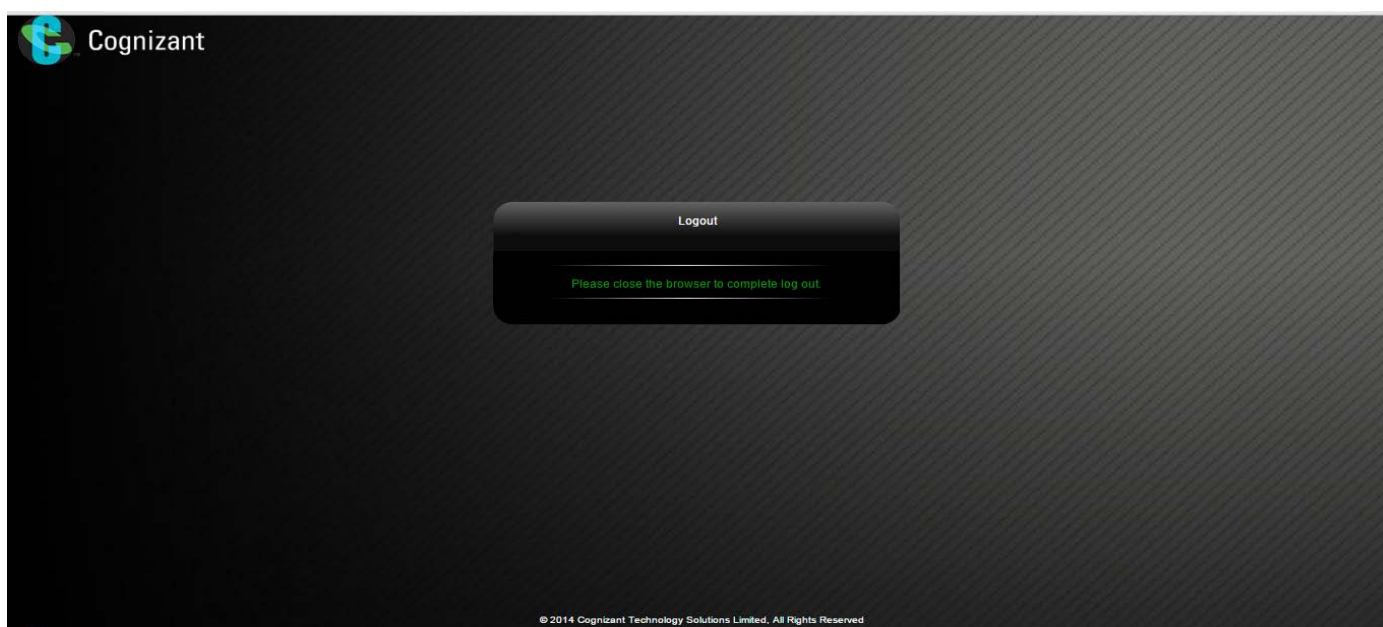
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Privacy Policy and Terms of Use | E-Verify Participation Notice | Change Password

Privileged and Confidential

Click on "Click here to proceed to logout".



You have now successfully logged out and this brings you to the end of Section 2 completion.



*****End of completion of Section 2 of the form*****