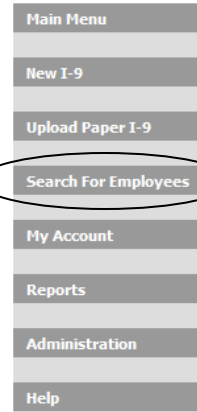
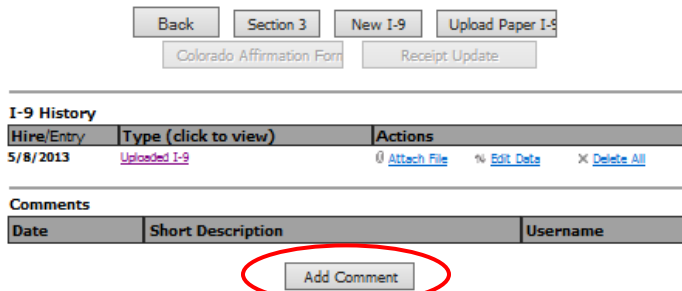


## Adding Comments/Notes to I-9s Electronically



1. Click "Search For Employees" on the left side of the window

2. Search for the employee using their first name, last name, SSN and/or document type
3. Click the blue link with the correct employee's name
4. The Employee Detail Page is displayed
5. Click the "Add Comment" button at the bottom of Employee Detail page



6. Enter a short description in the box provided (e.g. Late I-9 Submission, Date of Birth Change, etc.). Enter a more detailed description into the comment box. Press "Continue"

Comment:  
Short Description: *(Limit 100 characters)*

Comments:

7. The Employee Detail page is displayed. The comment has been successfully added and is available under "Comments" at the bottom of the page. To view the comment press the blue underlined short description link

