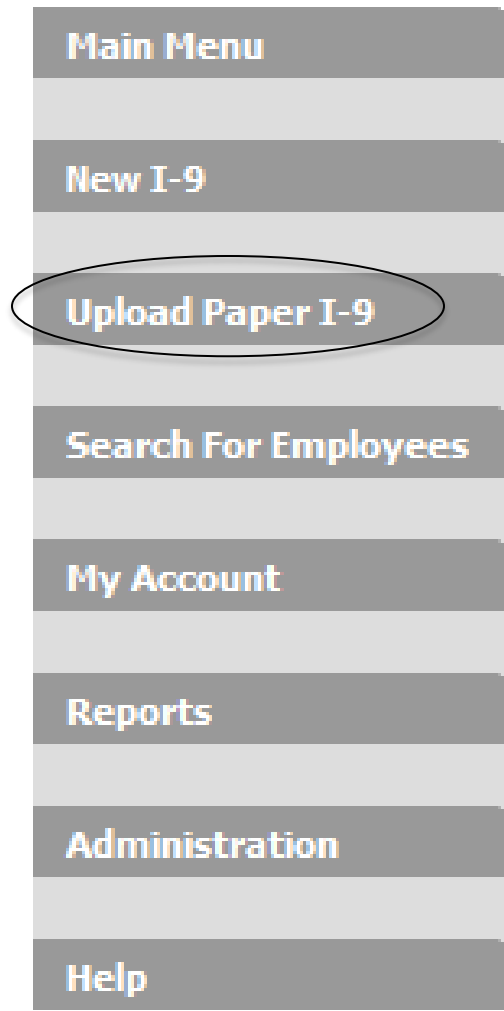


Uploading a Paper I-9

A paper Form I-9 can be filled out, scanned and uploaded to retain the signed form electronically. Once the Form I-9 has been securely stored in an electronic format, the original paper Form I-9 can be destroyed.

Click Upload Paper I-9 from the menu to initiate the process.



Uploading a Paper I-9

The Upload Paper I-9 page will display. Enter the Section 1 Form I-9 Information and Click Continue.



Upload Paper I-9

There is a maximum size of 1536 KB for the scanned Form I-9 image file you will upload. To complete the Upload Paper I-9 you will enter the Form I-9 information, upload the scanned image of the Form I-9, and then confirm the transaction.

Section 1. Employee Information

Last Name	First Name	Middle Initial	Maiden and Other Names	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address (Street Number and Name)	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="text"/>
Date of Birth (mm/dd/yyyy)	U.S Social Security Number	E-mail Address	Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> SSN Applied For				

Citizenship/Immigration Status

<input type="text"/>	
Allen/USCIS Number	Form I-94 Admission Number
<input type="text"/>	<input type="text"/>
Work Until Date (mm/dd/yyyy)	Signature Date (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>
Foreign Passport Number	Country of Issuance
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport	

Preparer and/or Translator Information

Last Name	First Name	Signature Date (mm/dd/yyyy)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address (Street Number and Name)	City or Town	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>

Uploading a Paper I-9 Continued...

The Section 2 – Employer Review and Verification page will display. Enter the Section 2 Form I-9 Information and Click Continue.

Section 2 - Employer Review and Verification

Please enter the employment information in Section 2 of the I-9 to be uploaded.

Employee: John M Doe **SSN:** XXX-XX-6788

Employment Date:

Location:

[Review/Change Section 1 Information](#)

Visa Type:

Full Middle Name:

Select the set of document(s) presented by the employee:
 The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.
 A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

List A

List A proves identity AND work authorization: Receipt (e.g., replacement) [Whats This?](#)

List B and C

List B proves identity: Receipt (e.g., replacement) [Whats This?](#)

List C proves work authorization: Receipt (e.g., replacement) [Whats This?](#)

Uploading a Paper I-9 Continued...

Enter the document information in Section 2 of Form I-9 to be uploaded and Click Continue.

Section 2 - Employer Review and Verification

Enter the document information in Section 2 of the I-9 to be uploaded.

List A document - U.S. Passport or U.S. Passport Card

Issuing Authority:

U.S. Department of State

[Sample Document](#)

Passport #:

Expiration Date (mm/dd/yyyy):

Back

Cancel

Continue

Uploading a Paper I-9 Continued...

The Upload I-9 Image page will display. Upload the scanned image of the Form I-9 by clicking the Browse button. Browse to the file of the I-9 image and Click Upload I-9 Image. Do not upload any supporting documentation.

Upload I-9 Image

Select the file of the I-9 image to upload in a supported format (TIF, GIF, JPG, PDF) and then enter the indexing information and finalize the I-9 on the following pages.

Note: The maximum file size that can be uploaded is 1536 KB.

Click the Browse button to select the I-9 image file you want to upload:

C:\Users\molli15\Desktop\Practice Browse...

(TIF, GIF, JPG, PDF)

Back

Cancel

Upload I-9 Image

Review and confirm the transaction by completing the Employer Electronic Signature and clicking Continue.

[C] Corrected field

Name: John M. Doe

Other Names Used:

U.S. Social Security Number: 123-45-6788

Date of Birth: 05/12/1982

Address: 1234 Main st

Lansing, MI 48911

E-mail Address: doejohn@gmail.com

Telephone Number: 5174567894

Employment Date: 05/08/2013

Work Status: A Citizen of the United States

Group: 10002044G

Location: 10002044

[Change Information](#)

Visa Type:

Full Middle Name: Mary

Document Information Summary

List A document: U.S. Passport or U.S. Passport Card

Issuing Authority: U.S. Department of State

Passport #: 1234567895

Expiration Date
(mm/dd/yyyy): 05/08/2015

Employer Electronic Signature [English](#) | [Español](#)

I attest, under penalty of perjury, that the Form I-9 information entered is correct and relates to the employee. I also attest to the following:

- The image of the Form I-9 being uploaded relates to the information on this page.
- I or an authorized representative has or will require that the employee named on the Form I-9 provide verbal and/or written authorization to affix the employee's electronic signature to any documents required to be provided to the employee regarding the employee's decision to contest/not contest the results of the verification of the employee's work authorization by the United States government.
- I authorize my electronic signature to be automatically affixed to any documents provided to the employee should the employee contest/not contest the results of the verification of the employee's work authorization by the United States government.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

Back

Cancel

Continue

The Employee Detail page will display indicating the I-9 was successfully added. The original paper Form I-9 can be destroyed.

Employee Detail

The I-9 was successfully added.

Name: John M. Doe

Other Names Used:

U.S. Social Security Number: XXX-XX-6788 [Change SSN](#)

Date of Birth: 05/12/1982

Address: 1234 Main st
Lansing, MI 48911

E-mail Address: doejohn@gmail.com

Telephone Number: 5174567894

Employment Date: 05/08/2013 [Change Employment Date](#)

Termination Date: [Change Termination Date](#)

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Reverification Due Date:

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

Group: 10002044G

Location: 10002044 [Change Location](#)

Previous Locations:

Visa Type: [Change Visa Type](#)

Form I-129 Filing Date:

Full Middle Name: Mary [Change Full Middle Name](#)

Audit Report: [View/Download](#)

Section 3

New I-9

Upload Paper I-9

Colorado Affirmation Form

Receipt Update

I-9 History

Hire/Entry	Type (click to view)	Actions
5/8/2013	Uploaded I-9	Attach File Edit Data Delete All

Comments

Date	Short Description	Username
<div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0; display: inline-block;">Add Comment</div>		