**COMPLETING YOUR ELECTRONIC I-9**  
**Employee Instructions**

### Step 1: Open the I-9 Website

1. On or before your first day of work, click [here](#) to complete section 1 of your Form I-9.

2. For the **Location** field, select your employee group. If you will be working in one of the specific departments listed, select that location instead.

3. Click **Continue**.

### Step 2: Welcome Message

1. On the welcome message screen, click **Personal Information** to begin Form I-9.

### Step 3: Complete the Requested Information

1. In the fields provided, enter your name, address, date of birth, and social security number. **Name entered in the Last (Family Name), First (Given Name), and Middle Initial fields must match name as shown on your Social Security Card.**

2. In the signature box, enter your initials. Click **Continue**.  
   **Note:** A message will display if there is a mistake to correct.
Step 4: Enter Your Date of Hire and Citizenship Status

1. In the **Employment Date** field, enter your first day of work.

2. Select the appropriate citizenship option, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.

3. Select whether or not you utilized a preparer or translator to complete section 1 of Form I-9.

4. Click **Continue**.

Step 5: Review Information and Electronically Sign

1. Review your information in the **Employee Review** section to ensure it is correct. Click **Back** if there are errors. There is a link to view the information in Spanish.

2. In the **Employee Electronic Signature** section, sign your I-9 by selecting the check box and then click **Continue**.

3. You do NOT need to record or print the receipt code.

4. Review the list of employment eligibility documents you will be asked to present on or before your first day of work.

   **Note:** The list of documents varies based on the citizenship status you entered in Section 1 of your I-9.

5. Click **Continue**.
**Step 6: Logout and Close the Web Browser**

1. Click Logout in the upper right hand of the screen.
2. Close the Web browser to ensure your information is cleared from the browser’s memory.

**Step 7: Present Your Employment Eligibility Documents**

Present your employment eligibility documents in person at:

**Faculty, Staff, Seasonal Staff, and Graduate Assistants:** Human Resource Services (027 Gilchrist Hall)

**Student Employees:** Career Services (102 Gilchrist Hall)