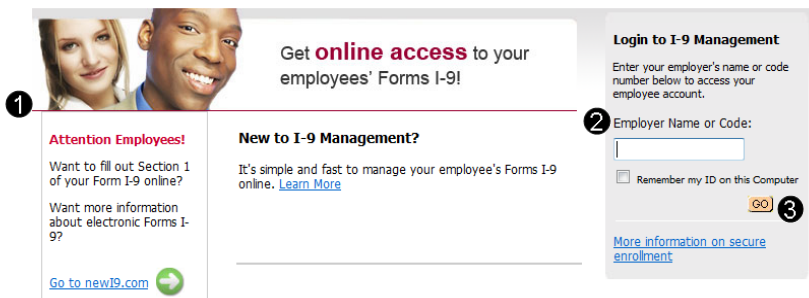


COMPLETING YOUR ELECTRONIC I-9

Employee Instructions

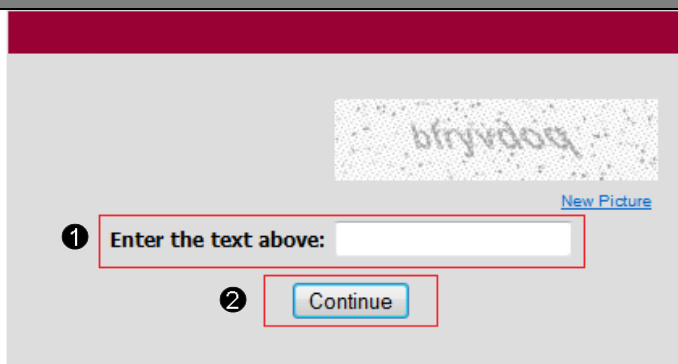
Step 1: Open the New I-9 Web site.

1. Open your Web browser and type **www.newi9.com** or **http://www.newi9.com** in the address bar and click **Enter**.
2. On the **I-9 Welcome** page, enter the University of Northern Iowa employer code **17853** in the **Employer Name or Code** field.
3. Click **Go**.



Step 2: Login.

1. In the **Enter the text above** field, enter the characters displayed in the picture above the field.
2. Click **Continue**.



Step 3: Complete the I-9 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.*

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

For the **Employment Date** field, enter your date of hire.

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. Click **Continue**.

Note: A message will display if there mistakes to to correct.

1		Last Name (Family Name)		First Name (Given Name)		Middle Initial		Other Names Used (if any)	
Address (Street Number and Name)		Apt. Number		City or Town		State		Zip Code	
Date of Birth (mm/dd/yyyy)		U.S. Social Security Number		E-mail Address (optional)		Telephone Number (optional)			
Location									
Employment Date (mm/dd/yyyy)									

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

- 2
- 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/yy):
 Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization (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:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

- Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

Step 4: Review your information.

- Carefully review your information. If any information is incorrect, click the **Change Information** link.
- Sign your I-9 electronically by selecting the check box.

Note: To view the information in English or Espanol, click the appropriate link.
- Click **Continue**.

Employee Review

[I-9 Instructions](#) [I-9 Instrucciones](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

You must present a photo ID to prove your identity for the employer to complete Section 2. After completing Section 2 of your I-9 the employer will electronically verify your work authorization with the United States government.

Name: John Smith
Other Names Used:
U.S. Social Security Number: 145-67-8913
Date of Birth: 03/13/1986
Address: 123 Main St
 St. Louis, MO 63033
E-mail Address: jsmith@company.com
Telephone Number: 314-867-5309
Employment Date:
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Alien Work Until Date:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:

[Change Information](#)

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

By checking this checkbox I attest to the following:

- 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 understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.

Step 5: Logout.

- Review your information in the **Employee Summary** section.
- 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 to the citizenship status you entered in Section 1 of your I-9.
- Click **Logout**.

IMPORTANT! Within three business days of the date you begin work, you must present original documentation to your employer that proves your IDENTITY and AUTHORIZATION TO WORK in the U.S.

[I-9 Instructions](#) [I-9 Instrucciones](#)

You may want to [print this page](#) as a receipt for your reference.
 If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one.

Employee Code: 12191 04/26/2013 09:02:57 AM Central Standard Time

Employer Name: New Employer Code for I-9 only

Employee Summary

Name: John Smith
Other Names Used:
U.S. Social Security Number: XXX-XX-8913
Date of Birth: 03/13/1986
Address: 123 Main St
 St. Louis, MO 63033
E-mail Address: jsmith@company.com
Telephone Number: 314-867-5309
Employment Date:
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Alien Work Until Date:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:

- You must present documentation to prove your identity and authorization to work in the United States for your employer to complete Section 2 of your Form I-9.
 - You may present 1 document from List A to prove identity and work authorization
 - OR
 - You may present 1 document from List B to prove identity AND 1 document from List C to prove work authorization.
- All documents must be unexpired.
- E-Verify requires that your identity document include a [photograph](#) for your employer to complete Section 2 of your Form I-9.
- After your employer completes Section 2 of your Form I-9, your employer will electronically verify your work authorization with the United States government.
- You have authorized your Section 1 electronic signature to be automatically applied to the documents the employer will provide to you, should you contest/not contest the verification results.

List A - Identity and work authorization	List B - Identity	List C - Work authorization
U.S. Passport or U.S. Passport Card	Driver's License Issued by State or Possession with Photo	Social Security Account Number Card Without Employment Restriction
	ID Card Issued by State or Possession with Photo	Original Birth Certificate or Certified Copy with Official Seal
	ID Card Issued by Federal, State, Possession or Local Government with Photo	Form I-943 - Certification of Birth Abroad from Dept. of State
	School ID Card with Photo	Form DS-1309 - Certification of Report of Birth from Dept. of State
	Voter's Registration Card with Photo	U.S. Military Card
	U.S. Military Card	Military Dependents ID Card
	U.S. Coast Guard Merchant Mariner Card	U.S. Coast Guard Merchant Mariner Card
	Native American Tribal Document with Photo	Form I-197 - ID Card for Use of Resident Citizen in the U.S.
	Canadian Driver's license	Employment authorization document issued by DHS

Step 6: Close the Internet Explorer Web browser.

- When this page opens, close the Web browser to ensure your information is cleared from the browser's memory.

Thank you for using I-9 eExpress. You have successfully ended your online session. To log back in, [click here](#).

To completely clear your activity from your Internet browser's memory, we recommend that you close this window. Closing the window is especially important if you use a shared or public computer.

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)