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.**

COMPLETE FORM I-9

To begin, please select your Employee Group in the Location field. If you will be working in one of the specific departments listed, select that as your Location instead. This information is only used to identify your account is protected by industry standard SSL encryption.

*required fields

LOCATION*

[CONTINUE]

Step 2: Welcome Message

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

WELCOME TO THE UNIVERSITY OF NORTHERN IOWA

We are excited to welcome you as an employee!

You are now ready to begin completing your Form I-9. The process takes between 5 and 10 minutes to complete.

Please complete this form on or before your first day of work. Click **Personal Information** to begin. When you have completed this form, please present your employment eligibility documents in person at:
Faculty, Staff and Graduate Assistants: Human Resource Services (027 Gilchrist Hall)
Student Employees: Career Services (102 Gilchrist Hall)

Standard, 02 Faculty, Staff, & Seasonal Employees

2 Forms to Complete

Personal Information

I9

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 mistakes to correct.

PERSONAL INFORMATION
Standard, 01 Student Employees

Summary

EMPLOYMENT CENTER
Personal Information
I9

PERSONAL IDENTIFICATION

Social Security Number*   Confirm Social Security Number*   - OR -   SSN Applied For

First Name (Given Name)*   Middle Initial   Last Name (Family Name)*   Other Last Name Used

Email Address   Telephone (xxx) xxx-xxxx   Date of Birth* MM-DD-YYYY

PHYSICAL ADDRESS

Street Address*   Apt

Zip code*   City*   State*

County*

SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials:*

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.
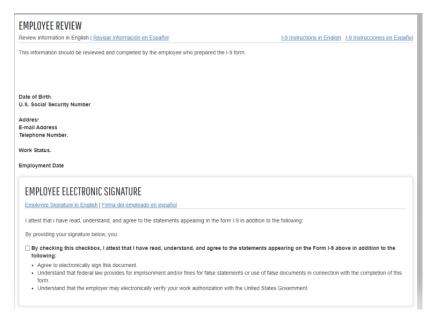
4. Click **Continue**.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶ START HERE. Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation
Review information in English | Revisar información en Español   I-9 Instructions in English   I-9 Instrucciones en Español

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.

▶ View Employee Information
Employment Date *(mm/dd/yyyy)*

Citizenship Attestation

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

○ 1. A citizen of the United States ❷

○ 2. A noncitizen national of the United States *(see instructions)* ❷

○ 3. A lawful permanent resident ❷

○ 4. An alien authorized to work until ❷

Preparer and/or Translator Certification ❷

○ I did not use a preparer or translator.

○ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

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 to the citizenship status you entered in Section 1 of your I-9.

5. Click **Continue.**

EMPLOYEE REVIEW
Review information in English | Revisar información en Español   I-9 Instructions in English   I-9 Instrucciones en Español

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

Date of Birth.
U.S. Social Security Number
Address:
E-mail Address
Telephone Number.

Work Status.

Employment Date

EMPLOYEE ELECTRONIC SIGNATURE
Employee Signature in English | Firma del empleado en español

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

☐ By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

- Agree to electronically sign this document.
- Understand 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.
- Understand that the employer may electronically verify your work authorization with the United States Government.

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)