COMPLETING YOUR ELECTRONIC I-9

Employee Instructions

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


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.
Step 4: Review your information.

1. Carefully review your information. If any information is incorrect, click the Change Information link.

2. Sign your I-9 electronically by selecting the check box.

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

3. Click Continue.

Step 5: Logout.

1. Review your information in the Employee Summary section.

2. 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.

3. Click Logout.

Step 6: Close the Internet Explorer Web browser.

1. When this page opens, 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)