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<td>Completing Section 1 (Landing Page Process)</td>
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<tr>
<td>Employer</td>
<td>Completing Section 2 (Landing Page Process)</td>
</tr>
<tr>
<td>Employer</td>
<td>New e-FormI-9 (Completing Section 1 &amp; 2 On-Site)</td>
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<tr>
<td>Employer</td>
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NEW HIRE | COMPLETING SECTION 1 (LANDING PAGE PROCESS)

- Access the UW-River Falls Landing Page
- Read the instructions and begin by clicking the Proceed button.
- Complete Section 1 of the Form I-9
  - Step 1: Employee Information
  - Step 2: Select Citizenship Status
  - Step 3: Complete the eSignature Process. Click Sign.
    - You will be prompted to select from a list of security questions. Read all instructions in the box, select and answer your security question. Click E-Sign Document.
  - Step 4: Completion Page
    - There will be instructions for bringing in the correct acceptable documents to complete Section 2 of the Form I-9.

Congratulations, you have completed Section 1 of the Form I-9.
(Please do not use your browser Back Button to return to or edit previous page)

On your first day of work, you will meet with the appropriate person (as designated below) to record the identity and employment authorization documents you provide them for Section 2 of the Form I-9.

If you are Student Help, please meet with your Department Payroll Coordinator.
If you are a faculty or staff hire, please go to Human Resources (216 North Hall).

Please bring original documents that demonstrate your identity and your eligibility to work in the United States.

Please click here to view acceptable, unexpired documents that establish identity and employment authorization. You must present one selection from List A, or a combination of one selection from List B AND one selection from List C.

When you are ready, you may close this page.

Back to TABLE OF CONTENTS
EMPLOYER | COMPLETING SECTION 2 (LANDING PAGE PROCESS)

❖ To complete the employee’s Section 2:

1. Log into the Form I-9 Site with your login credentials.

2. Once you are at the dashboard, locate the new hire's completed I-9 in either Section 1 Management or Section 1 Complete on the dashboard.

3. You will see multiple records, find the new hire’s record and click on the green paper icon to complete section 2 for this individual.

❖ Once the Form I-9 is open, you will see the completed Section 1.

   - Scroll down to complete Section 2.
   - Complete Section 2.

      1. Fill out the document section.
         - Click on the drop down arrow to select the appropriate document(s).
      2. Enter in the employee’s first day of employment.
      3. Fill out the employer / authorized representative section.
      4. Once all the mandatory fields are completed, the signature validation will highlight yellow. That is an indicator that section 2 is ready to be signed.
In the event the new hire shows up on the first day of employment and they have not completed Section 1 beforehand, we offer the ability to complete both Section 1 and Section 2 consecutively.

1. Log into the Form I-9 Site with your login credentials.
2. On the left hand side, click New eFormI-9.
3. New Hire will enter in his/her information in the User Info Popup
4. New Hire completes and signs Section 1
5. Employer Complete Section 2
   - Fill out the document section.
     - Click on the drop down arrow to select the appropriate document(s).
   - Enter in the employee's first day of employment.
   - Fill out the employer / authorized representative section.
   - Once all the mandatory fields are completed, the signature validation will highlight yellow. That is an indicator that Section 2 is ready to be signed.
The following is the process for Remote Hires:

1. Log into the Form I-9 Site with your login credentials.
2. On the left hand side, click Section 1 Management
3. Then click on Manage Access
4. Under “Create a Remote Access Invitation”, enter in the New Hire’s information:
   - Last Name
   - First Name
   - Email
5. Enter in the email of the individual that should receive a notification email once Section 1 is completed. (This email should be the individual that is going to be “Assigning” a designated representative to complete Section 2.) Once all the information is filled in, click Send Invitation

Manage Remote Access Invitations

Return to Section 1 Management
NEW HIRE | COMPLETING SECTION 1 (REMOTE PROCESS)

- Open the Email Invitation you received
- Read the instructions and click on the Log In Link Provided
- Enter in Log In Credentials provided in Email
  - First Name
  - Last Name
  - Login ID
- Complete Section 1 of the Form I-9
  - Step 1: Employee Information
  - Step 2: Select Citizenship Status
  - Step 3: Complete the eSignature Process. Click **Sign**.
    - You will be prompted to select from a list of security questions. Read all instructions in the box, select and answer your security question. Click **E-Sign Document**.
  - Step 4: Completion Page
    - There will be instructions for bringing in the correct acceptable documents to complete Section 2 of the Form I-9.
If your email was inputted in the “Send Confirmation To” once the New Hire completes their Section 1 portion, you will receive an email alert.

To “Assign” a designated representative to complete Section 2 of the Form I-9:

1. Log into the [Form I-9 Site](#) with your login credentials.

2. On the left hand side, click **Section 1 Management**

3. Then click on **Manage Access**

4. Find the new hire you would like to “Assign” a designated representative to and click on the “Section 2 Email Invite” Icon

5. A popup will appear and this is where you will input the designated representative’s information.
   - Last Name
   - First Name
   - E-mail

6. In field #2 you will enter in the E-mail address of the individual who should receive the Section 2 completion e-mail alert.

7. Once all the fields are complete, click **Send Invitation**
Open the Email Invitation you received

Read the instructions and click on the Log In Link Provided

Enter in Log In Credentials provided in Email

- First Name
- Last Name
- Login ID
- Scroll down to complete Section 2.

Complete Section 2.

1. Fill out the document section.
   - Click on the drop down arrow to select the appropriate document(s).
2. Enter in the employee’s first day of employment.
3. Fill out the employer / authorized representative section.
4. Once all the mandatory fields are completed, the signature validation will highlight yellow. That is an indicator that section 2 is ready to be signed.
5. The employer’s email address that was inputted in the “Send Confirmation E-mail” field will receive an email alert that Section 2 has been completed.
**EMPLOYER | SECTION 3 REVERIFICATIONS AND REHIRES**

- Completing a Section 3 Reverification or Rehire
  1. Click **Add New Section 3** at the bottom of the Form I-9.
  2. Complete only the **Applicable** block(s).
     1. Block A - New Name
     2. Block B - Rehire
     3. Block C - Document Update
  3. Employer / Authorized Representative information
  4. Save
  5. Choose the appropriate signature type
  6. Click Signature Validation to electronically sign the Section 3 (If Electronic Signature is selected)

**EDITING FORM I-9 SECTION 1 & 2**

- Once a section of the Form I-9 is completed and signed, all of the data fields become locked.
- In order to edit either section, there is an **Edit** button available in both sections.
  1. Click the **Edit** button in the section where a correction needs to be made.
2. Enter in the information of the user making the correction.
3. Make the correction.
4. Save the information.

- Note: If there is an error in Section 1, the employer should have the employee correct the error.

RECEIPT DOCUMENTS

- Sometimes, employees will present a “receipt” in place of a List A, List B, or List C document.

- A receipt shows that the individual has applied to replace a document that was lost, stolen or damaged.

  - Your employee may present a receipt for the application for the replacement of any List A, List B, or List C document. This receipt is valid for 90 days from the date of hire (meaning, first day of work for pay) or in the case of reverification, 90 days from the date employment authorization expired. Within 90- days, the employee must show you the replacement document for which the receipt was given.

  - When the employee provides the replacement document, you will use the edit feature to replace the receipt document with the replacement document information on the Form I-9.
# List of Acceptable Documents

**Lists of Acceptable Documents**

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>List A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td></td>
</tr>
<tr>
<td>b. Form I-484 or Form I-484A that has the following:</td>
<td></td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td></td>
</tr>
<tr>
<td>(2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td></td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-124 or Form I-144, indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B</th>
<th>Documents that Establish Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>3. School ID card with a photograph</td>
<td></td>
</tr>
<tr>
<td>4. Voter’s registration card</td>
<td></td>
</tr>
<tr>
<td>5. U.S. Military card or draft record</td>
<td></td>
</tr>
<tr>
<td>6. Military dependent’s ID card</td>
<td></td>
</tr>
<tr>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
</tr>
<tr>
<td>8. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>9. Driver’s license issued by a Canadian government authority</td>
<td></td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

<table>
<thead>
<tr>
<th>List C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
<td></td>
</tr>
<tr>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
</tr>
<tr>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-445, FS-240)</td>
<td></td>
</tr>
<tr>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
</tr>
<tr>
<td>4. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
</tr>
<tr>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
<td></td>
</tr>
<tr>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
<td></td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
If you have any questions or need any assistance at all, please feel free to contact us via E-Mail or Phone:

We’re available M-F | 6:30AM PST – 5:30PM PST

Form I-9 Compliance
Email:
support@formi9.com
Phone: 1-866-359-4949