1. If section one was completed by employee, he/she can be found by using the “pending I-9” or “search for employees” function. If the employee completed section one on their own, once you click on their name, it will take you directly to section two.

2. If you need to complete section with the employee, click “Create I-9”.

3. Acceptable document combinations:
   
   - LPR Card: List A
   - Driver’s license/ID and SS card: List B & C
I-9 has been saved as pending.

Please enter the employment information and the document(s) presented by the employee. The employee must provide a photo ID to prove their identity.

Hire Date: 5/24/2013  Location: 30010 PV-VA Fnd/Humanities

Enter Permanent resident for visa type

Select the set of document(s) presented by the employee:
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A OR 1 List B and 1 List C document. A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-765 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

List A proves identity AND work authorization:
- Receipt (e.g., address) What’s This?
  Form I-551 - Permanent Resident Card or Alien Registration Receipt Card

List B proves identity:
- Receipt (e.g., replacement)

List C proves work authorization:
- Receipt (e.g., replacement)

Employee terminated before completing I-9

Back  Cancel  Continue
4. Verify that alien # is correct.
5. Enter expiration date of card.
6. Enter document number, this will begin with EAC, SRC, LIN, MSC.
7. Hit continue.
8. Verify information is correct.

9. Hit continue.
Employer Electronic Signature  (English | Español)

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. The employee’s first day of employment (mm/dd/yyyy): 5/24/2013

I also attest to the following:

- I understand the employee’s work authorization may be verified electronically with the United States government.
- If the employee’s work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

[ ] I have read and agree with the certification statement above.

[Back] [Cancel] [Continue]

10. Attach copy of LPR card to employees I-9.

<table>
<thead>
<tr>
<th>Hire/Entry</th>
<th>Type (click to view)</th>
<th>E-Verify</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/24/2013</td>
<td>Original I-9</td>
<td></td>
<td>Attach File</td>
</tr>
</tbody>
</table>
11. Click attach file.

12. Choose LPR card.

13. Attach image.