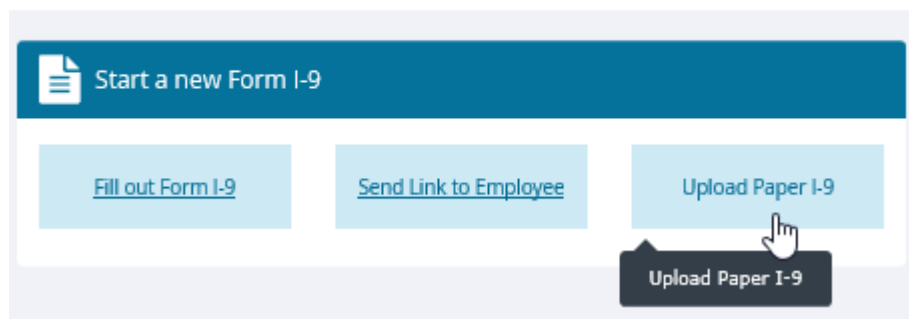


# Uploading a Paper I-9

A paper Form I-9 can be filled out, scanned and uploaded, if necessary, to retain the signed form electronically. Once the Form I-9 has been securely stored in an electronic format, the original paper Form I-9 can be destroyed.

Click Upload Paper I-9 from the dashboard menu to initiate the process.

Welcome to I-9



# Uploading a Paper I-9

Enter the employee information in Section 1 on the “Upload I-9 page and click Continue.

Upload Paper I-9

There is a maximum size of 2150 KB for the scanned Form I-9 image file you will upload. To complete the Upload Paper I-9 you will enter the Form I-9 information, upload the scanned image of the Form I-9, and then confirm the transaction.

**Section 1. Employee Information**

\* Required Field

\* Last Name  \* First Name  Middle Initial  Maiden and Other Names

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  Telephone Number

SSN Applied For

\* Citizenship/Immigration Status  Alien/USCIS Number  Form I-94 Admission Number

Work Until Date (mm/dd/yyyy)  Signature Date (mm/dd/yyyy)  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

**Preparer and/or Translator Information**

Last Name  First Name  Signature Date (mm/dd/yyyy)

Address (Street Number and Name)  City or Town  State  Zip Code

# Uploading a Paper I-9 Continued...

Section 2 – Employer Review and Verification page will display.

- Review the employment date, location code and Section 1 information.
- Select the documents presented by the employee and click Continue.

**I-9 MANAGEMENT**

**Section 2 - Employer Review and Verification**

Please enter the employment information in Section 2 of the I-9 to be uploaded. \* Required Field

[Review/Change Section 1 information](#)

SSN:

Employee ID:

test test

\* **Employment Date:**

**Location:**

**Full Middle Name:**

**\* 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. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A

**List A proves identity AND work authorization:**

Receipt (e.g., replacement) [What's This?](#)

List B and C

**List B proves identity:**

Receipt (e.g., replacement) [What's This?](#)

**List C proves work authorization:**

Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

# Uploading a Paper I-9 Continued...

Enter the document information presented by the employee in Section 2 of Form I-9 to be uploaded and click Continue.



## Section 2 - Employer Review and Verification

Enter the document information in Section 2 of the I-9 to be uploaded.

### List B document - Driver's License Issued by State or Possession with Photo

Issuing Authority:

Choose the State or Territory on the Drivers License...



Sample Document

Document #:

Expiration Date (mm/dd/yyyy):

### List C document - Original Birth Certificate or Certified Copy with Official Seal

Issuing Authority:

Sample Document

Document #:

Cancel

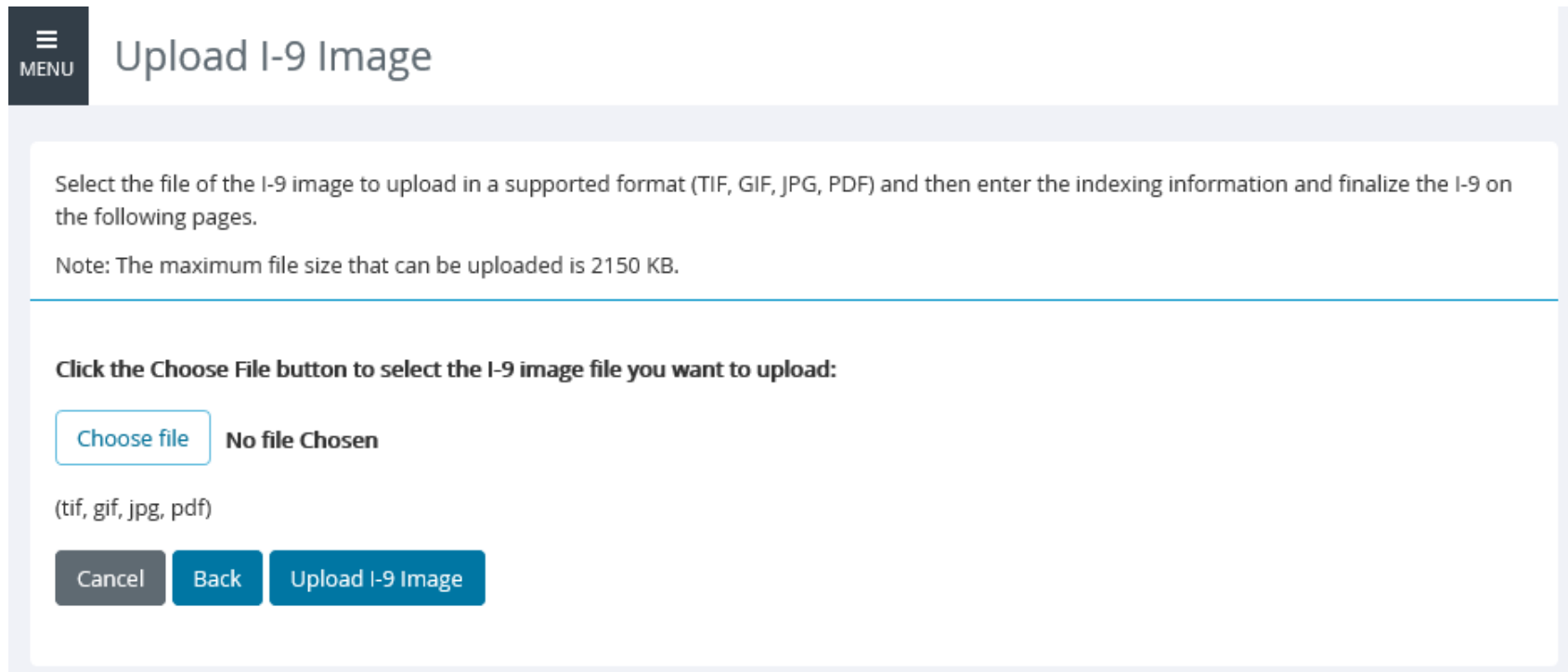
Back

Continue



# Uploading a Paper I-9 Continued...

The Upload I-9 Image page will display. Upload the scanned image of the Form I-9 by selecting the Choose file button. Browse to the file of the I-9 image and Click Upload I-9 Image. Do not upload any supporting documentation.



The screenshot shows a web interface for uploading an I-9 image. On the left, there is a dark blue menu icon with three horizontal lines and the word 'MENU' below it. The main heading is 'Upload I-9 Image'. Below the heading, there is a light gray box containing the following text: 'Select the file of the I-9 image to upload in a supported format (TIF, GIF, JPG, PDF) and then enter the indexing information and finalize the I-9 on the following pages.' Below this is a note: 'Note: The maximum file size that can be uploaded is 2150 KB.' A horizontal line separates this from the next section. The next section has the heading 'Click the Choose File button to select the I-9 image file you want to upload:'. Below this is a file selection area with a blue button labeled 'Choose file' and the text 'No file Chosen'. Below the file selection area, the supported file formats '(tif, gif, jpg, pdf)' are listed. At the bottom of the form, there are three buttons: a dark gray 'Cancel' button, a blue 'Back' button, and a blue 'Upload I-9 Image' button.

Review and change information if necessary. To confirm the submission complete the Employer Electronic Signature certification statement and click Continue.

Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information. After verifying that the information is correct, complete the signature block at the bottom of the page.  
**This information will only be displayed on the Employee Detail page if this is the active I-9 for the employee**  
 I-9 Image File:  
 03a10264-2284-4c6e-8a45-2db23f7bee7b.PNG  
 Click the file name to view the image.

<b>Corrected field</b>	<b>Other Names Used:</b>	<b>U.S. Social Security Number:</b>	<b>Date of Birth:</b>
<b>Name:</b> test test		Applied for	01/01/2000
<b>Address:</b> 1407 ABC Way	<b>City, State &amp; Zip:</b> East Lansing, MI 48823	<b>E-mail Address:</b>	<b>Telephone Number:</b>
<b>Employment Date:</b> 01/24/2009			<b>Work Status:</b> A Citizen of the United States
<b>Alien Registration Number/USCIS Number:</b>	<b>I-94 #:</b>	<b>Receipt Due Date:</b>	<b>Receipt Due Document:</b>
<b>Alien Work Until Date:</b>	<b>Reverification Due Reason:</b>	<b>Foreign Passport Number:</b>	<b>Country of Issuance:</b>
<b>Obtained I-94 from USCIS:</b>		<b>Receipt Code:</b>	<b>I9 Data Id:</b>
<b>Group:</b> None	<b>Location:</b> Default		
<b>Full Middle Name:</b>			

[Change Information](#)

Document Information Summary

<b>List B document:</b>	Driver's License Issued by State or Possession with Photo
<b>Issuing Authority:</b>	Michigan
<b>Document #:</b>	td123456789
<b>Expiration Date (mm/dd/yyyy):</b>	01/24/2021
<b>List C document:</b>	Original Birth Certificate or Certified Copy with Official Seal
<b>Issuing Authority:</b>	state of michigan
<b>Document #:</b>	0123456

Employer Electronic Signature [\(English\)](#) [\(Español\)](#)

\*I attest, under penalty of perjury, that the Form I-9 information entered is correct and relates to the employee.

I also attest to the following:

- The image of the Form I 9 being uploaded relates to the information on this page.
- I or an authorized representative has or will require that the employee named on the Form I 9 provide verbal and/or written authorization to affix the employee's electronic signature to any documents required to be provided to the employee regarding the employee's decision to contest/not contest the results of the verification of the employee's work authorization by the United States government.
- I authorize my electronic signature to be automatically affixed to any documents provided to the employee should the employee contest/not contest the results of the verification of the employee's work authorization by the United States government.
- 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.

[Cancel](#) [Back](#) [Continue](#)

The Employee Detail page will display indicating the I-9 was successfully added.

The original paper Form I-9 can be destroyed.

Employee Detail

The I-9 was successfully added.

<p><b>Name:</b> test test</p> <p><b>Address:</b> 1407 ABC Way</p> <p><b>Employment Date:</b> 01/24/2020 <a href="#">Change Employment Date</a></p> <p><b>Alien Registration Number/USCIS Number:</b></p> <p><b>Reverification Due Date:</b></p> <p><b>Obtained I-94 from USCIS:</b></p> <p><b>Group:</b> None</p> <p><b>Form I-129 Filing Date:</b> <a href="#">Change Extension Of Stay</a></p>	<p><b>Other Names Used:</b></p> <p><b>City, State &amp; Zip</b> East Lansing, MI 48823</p> <p><b>TWN Hire Date</b></p> <p><b>I-94 #:</b></p> <p><b>Reverification Due Reason:</b></p> <p><b>Location:</b> Default <a href="#">Change Location</a></p> <p><b>Full Middle Name:</b> <a href="#">Change Full Middle Name</a></p>	<p><b>U.S. Social Security Number:</b> Applied for <a href="#">Change SSN</a></p> <p><b>E-mail Address:</b></p> <p><b>Termination Date:</b> <a href="#">Change Termination Date</a></p> <p><b>Receipt Due Date</b></p> <p><b>Foreign Passport Number:</b></p> <p><b>Receipt Code:</b></p> <p><b>Previous Locations:</b></p> <p><b>Audit Report:</b> <a href="#">View/Download</a></p>	<p><b>Date of Birth:</b> 01/01/2000</p> <p><b>Telephone Number:</b></p> <p><b>Work Status:</b> A Citizen of the United States</p> <p><b>Receipt Due Document</b></p> <p><b>Country of Issuance:</b></p> <p><b>I9 Data Id:</b> 47927660</p>
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Section 3
New I-9
Upload Paper I-9
Receipt Update

