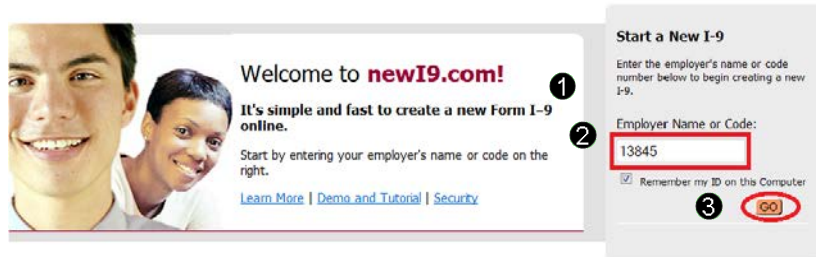


## Completing Your Electronic I-9 Employee Instructions

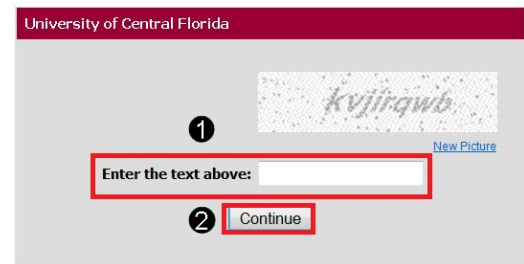
### Step 1: Open the New I-9 Website

1. Open the Web browser and type **www.newi9.com** or **http://www.newi9.com** in the address bar and press **Enter**.
2. On the **I-9 Welcome** page, enter the **5 digit employer code (13845)** 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 on the Social Security card must match what is entered in the Last (Family Name), First (Given Name), and Middle Initial field.**
2. Select **Location**: Confirm with Department
3. Select the appropriate citizenship option and if required, enter your last day you are eligible to work in the United States, Alien Number or I-94 Number, and Foreign Passport Number and Country of Issuance.
4. Click **Continue**

**Note:** A message will display with applicable fields if there are mistakes you need to correct.

Section 1. Employee Information and Attestation <small>(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.)</small>				
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)	
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 (optional)	Telephone Number (optional)	
<input type="radio"/> SSN Applied For				
Location				
<b>I attest, under penalty of perjury, that I am (check one of the following):</b>				
<input type="radio"/> A citizen of the United States				
<input type="radio"/> A noncitizen national of the United States (see instructions)				
<input type="radio"/> A lawful permanent resident (Alien Registration Number/USCIS Number):				
<input type="radio"/> An alien authorized to work until (expiration date, if applicable, mm/dd/yy):				
<input type="checkbox"/> Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization (see instructions)				
<small>For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.</small>				
1. Alien Registration Number/USCIS Number:				
<b>OR</b>				
2. Form I-94 Admission:				
<small>If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:</small>				
Foreign Passport Number:				
Country of Issuance:				
<input type="checkbox"/> Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)				

## Step 4: Review your information

- Carefully review your information. If any information is incorrect, click the **Change Information** link.
- Sign your I-9 electronically by selecting the check box.

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

- Click **Continue**.

**Employee Review**

[I-9 Instructions](#) [I-9 Instrucciones](#)

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

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

You must present a photo ID to prove your identity for the employer to complete Section 2. After completing Section 2 of your I-9 the employer will electronically verify your work authorization with the United States government.

Name: John Smith

**Other Names Used:**

U.S. Social Security Number: 145-67-8913

Date of Birth: 03/13/1986

Address: 123 Main St  
St. Louis, MO 63033

E-mail Address: jsmith@company.com

Telephone Number: 314-867-5309

Employment Date:

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Alien Work Until Date:

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

[Change Information](#)

**Employee Electronic Signature** [English](#) | [Español](#)

By checking this checkbox I attest to the following:

- 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 the form.
- I understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.

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

## Step 5: Logout

- Review the information in the **Employee Summary** section.
- Review the list of employment eligibility documents you will be asked to present to your hiring department. You must provide original documents to your hiring department no later than your third date of hire.

**Note:** The list of documents varies based on the citizenship status you entered in Section 1 of your I-9.

- Click **Logout**.

**IMPORTANT!** Within three business days of the date you begin work, you must present original documentation to your employer that proves your IDENTITY and AUTHORIZATION TO WORK in the U.S.

You may want to [print this page](#) as a receipt for your reference. [I-9 Instructions](#) [I-9 Instrucciones](#)

If any errors were made in creating the I-9, you may start over and enter a new I-9 to replace this one.

**Employee Summary**

Name: John Smith

**Other Names Used:**

U.S. Social Security Number: XXX-XX-8913

Date of Birth: 03/13/1986

Address: 123 Main St  
St. Louis, MO 63033

E-mail Address: jsmith@company.com

Telephone Number: 314-867-5309

Employment Date:

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Alien Work Until Date:

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

- You must present documentation to prove your identity and authorization to work in the United States for your employer to complete Section 2 of your Form I-9.
  - You may present 1 document from List A to prove identity and work authorization
  - OR
  - You may present 1 document from List B to prove identity AND 1 document from List C to prove work authorization
- All documents must be unexpired.
- E-Verify requires that your identity document include a **photograph** for your employer to complete Section 2 of your Form I-9.
- After your employer completes Section 2 of your Form I-9, your employer will electronically verify your work authorization with the United States government.
- You have authorized your Section 1 electronic signature to be automatically applied to the documents the employer will provide to you, should you contest/not contest the verification results.

**List A - Identity and work authorization**

U.S. Passport or U.S. Passport Card

List B - Identity	List C - Work authorization
Driver's License issued by State or Possession with Photo	Social Security Account Number Card Without Employment Restriction
ID Card Issued by State or Possession with Photo	Original Birth Certificate or Certified Copy with Official Seal
ID Card Issued by Federal, State, Possession or Local Government with Photo	Form PS-545 - Certification of Birth Abroad from Dept. of State
School ID Card with Photo	Form DS-1350 - Certification of Report of Birth from Dept. of State
Voter's Registration Card with Photo	U.S. Military Card
U.S. Military Card	Native American Tribal Document
Military Dependent's ID Card	Form I-197 - U.S. Citizen ID Card
U.S. Coast Guard Merchant Mariner Card	Form I-579 - ID Card for Use of Resident Citizen in the U.S.
Native American Tribal Document with Photo	Employment authorization document issued by DHS
Canadian Driver's license	

## Step 6: Close the Web Browser

- When this page opens, close the web browser to ensure your information is cleared from the browser's memory.
- Notify your hiring department that you have completed your I-9 information.

Thank you for using I-9 eXpress. You have successfully ended your online session. To log back in, [click here](#).

To completely clear your activity from your Internet browser's memory, we recommend that you close this window. Closing the window is especially important if you use a shared or public computer.

[Account Login](#)