Completing Your Electronic I-9: Employee Instructions

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

2. Enter the 5-digit employer code (13845) in the Employer Name or Code field.
3. Click Get Started.

**Step 2: Select Location**

1. Select Location from the drop-down menu
2. Click Continue.

3. A new screen will open, click Continue.
**Step 3: Complete Personal Information**

1. In the fields provided, enter all the **required information**. You must enter your name as it's listed on your Social Security Card.
2. Enter Your **Physical Address**
   It cannot be a PO Box.
3. Type your **initials** for your signature.
4. Click **Continue**

**Step 4: Employee Information and Attestation**

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

1. Select appropriate citizenship status.
2. Select appropriate choice in Preparer and/or Translator Certification section.
3. You can edit your personal information by selecting the blue hyperlink.
4. Click **Continue**.
Step 5: Employee Review and Electronic Signature

1. **Review your information** is correct. If any changes are needed, select the blue hyperlink “Edit Personal Info” at the bottom of the page and make the necessary changes.
2. Select "Back" if you need to make changes to the citizenship or preparer translator section.
3. **Check the box,** "Attesting that I have read, understand, and agreement to the statements appearing in the form I-9.
4. **Select Continue.**

![Employee Review and Electronic Signature](image)

Step 6: Submit I-9 Form

1. You can view your receipt code and email it to yourself if you would like.
2. Review the list of employment eligibility documents. You must provide **original documents** to your hiring department within 3 days of your start date.
3. **Select Continue.**

![Submit I-9 Form](image)

**The I-9 form has been submitted.** You will receive the below message, “Congratulations! You are finished with the process.” You may close your browser.