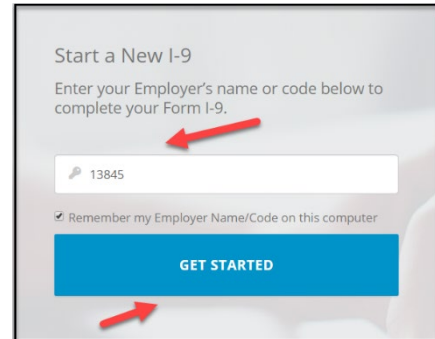


Completing Your Electronic I-9: Employee Instructions

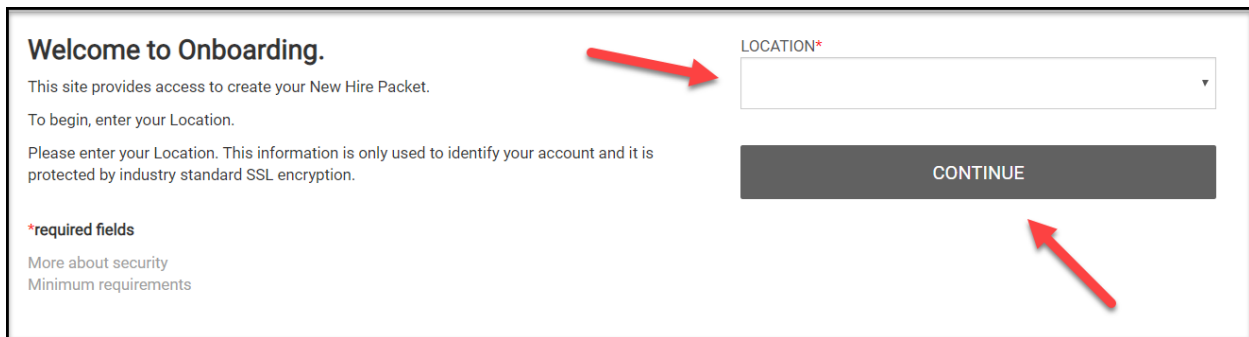
Step 1: Open the New I-9 Website

1. Open the Web browser and type **www.newi9.com** in the address bar and press **Enter**.
2. Enter the **5-digit employer code (13845)** in the **Employer Name or Code** field.
3. Click **Get Started**.

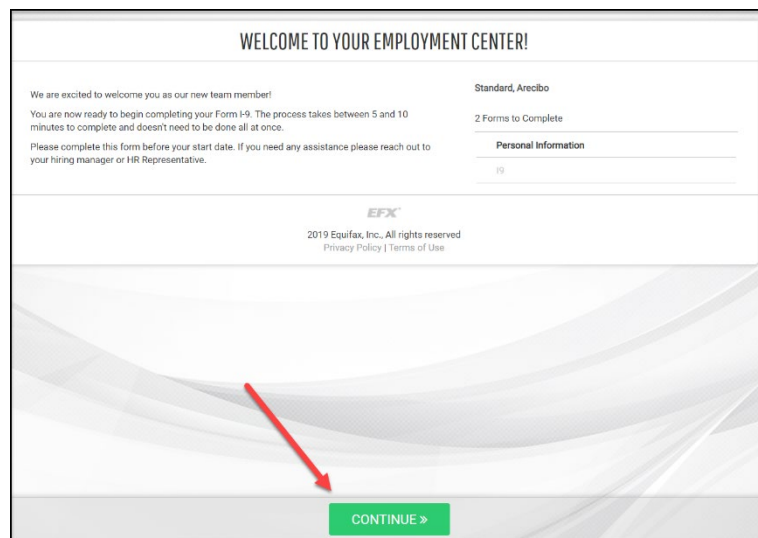


Step 2: Select Location

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**

The screenshot shows a web form titled "Personal Information" with three main sections: PERSONAL IDENTIFICATION, PHYSICAL ADDRESS, and SIGNATURE. The PERSONAL IDENTIFICATION section includes fields for Social Security Number, Confirm Social Security Number, First Name, Middle Initial, Last Name, and Other Last Name Used. The PHYSICAL ADDRESS section includes fields for Street Address, Apt, Zip code, City, State, and Country. The SIGNATURE section includes a text area for "Your Initials". At the bottom, there are two buttons: "« BACK" and "CONTINUE »". Red arrows point to the "Your Initials" field and the "CONTINUE" button.

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**.

The screenshot shows the "Section 1. Employee Information and Attestation" page. It includes a link for "I-9 Instructions in English" and "I-9 Instrucciones en Español". Below this, there is a "Citizenship Attestation" section with four radio button options: "1. A citizen of the United States", "2. A noncitizen national of the United States (see instructions)", "3. A lawful permanent resident", and "4. An alien authorized to work until". Below that is the "Preparer and/or Translator Certification" section with two radio button options: "I did not use a preparer or translator." and "A preparer(s) and/or translator(s) assisted the employee in completing Section 1.". At the bottom, there is a blue link "Edit Personal Info", a "« BACK" button, and a "CONTINUE »" button. Red arrows point to the citizenship and certification options, and a purple arrow points to the "Edit Personal Info" link.

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.**

The screenshot shows the 'EMPLOYEE REVIEW' section with the following information: Test T Test, Date of Birth: 03/02/1977, U.S. Social Security Number: 555-55-5555, Address: 123 Test Ave Sanford, FL 32773, and Work Status: A Citizen of the United States. Below this is the 'EMPLOYEE ELECTRONIC SIGNATURE' section with a checkbox for attestation and three bullet points. At the bottom are buttons for 'Edit Personal Info', '<< BACK', and 'CONTINUE >>'. Red arrows point to the 'Edit Personal Info' and 'CONTINUE >>' buttons, and a purple arrow points to the attestation checkbox.

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.**

The screenshot shows a 'You're almost done...' screen with instructions to click the continue button. It features a 'RECEIPT CODE' field with the code 't3nptensx' and an 'EMAIL RECEIPT CODE' button. Below is the 'ACCEPTABLE DOCUMENTS' section with detailed instructions. At the bottom are buttons for 'Edit Personal Info', '<< BACK', and 'CONTINUE >>'. A yellow arrow points to the receipt code field, and red arrows point to the 'Edit Personal Info' and 'CONTINUE >>' buttons.

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.

The screenshot shows a 'WELCOME TO YOUR EMPLOYMENT CENTER!' message with a 'Congratulations!' tab selected. The main text says 'Congratulations! You are finished with the process.' There are links for 'Personal Information' and 'I-9'.