Completing Your Electronic I-9
Employee Instructions

Step 1: Open the New I-9 Website

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.
Step 4: Review your information

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

Note: To view the information in English or Espanol, click the appropriate link.
3. Click Continue.

Step 5: Logout

1. Review the information in the Employee Summary section.
2. 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.
3. Click Logout.

Step 6: Close the Web Browser

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