Quick Guide: Department Instructions: Electronic I-9/E-Verify

All new hires and employees who have been off of Payroll for more than 120 days must complete an Electronic I-9 Form and be processed through E-Verify.

- Department logins to www.i9express.com and complete Section 2 of the I-9 Form.
- I-9 is processed through E-Verify.

**Login**

1. Navigate to www.i9express.com
2. Enter the 5 digit employer code (13845) in the Employer Name or Code field.
3. Click Go.
4. Input Emplid.
5. Click Continue.
6. Input PIN Number.
7. Click Log In.

**Note:** The first time that you log will be with your default pin. (Contact Employment Services & Records for your default pin).

Enter your email and phone number, answer a series of security questions, reset your PIN and click save.

If you forget your PIN, click the Forgot your PIN link under the PIN field.

**Open the I-9**

1. On the Main Menu page, click Search for Employees.
2. On the Search for Employees page, enter the employee’s Social Security Number in the SSN field and click Search. Make sure Date Range is blank.
3. Under Search results, click the employee’s name.
Complete Section 2 of the I-9 Form

1. From the **Section 2-Employer Review and Verification** page, view employee’s information by clicking on **View and Print Employee Receipt**.

2. Input the **Employment Date**. The employment date must match the Hire ePAF effective date. Location will default to your Location.

3. Input **Emplid** if one has been created.

4. Ask the employee to present their original employment eligibility documents.

5. Under **Select the set of documents(s) presented by the employee**, select documents from the drop-down fields that correspond to the documents the employee presented to you.

6. Click Continue.

7. Enter the required information for each document you selected.

8. Click Continue.

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**Review Your Information**

1. On the **Employer Review** page, carefully review the Information that you entered. If any information is incorrect, click the **Change Information** link. Confirm the name and Social Security Number entered matches the info on the employee’s Social Security Card.

2. **Read the statements** and click the **I have read and agree with the Certification statement above** check box. **Click Continue.**
I-9 Confirmation and Attachments

1. You will receive a confirmation that the I-9 was successfully added and E-Verify case status.

2. You can scroll down to view the I-9 Form and/or attach documents. You must ONLY attach a copy of the U.S Passport/Card, Permanent Resident Card, or Employment Authorization Card.

E-Verify Status

**Employment Authorized:** In most cases, the status will come back automatically as Employment Authorized-Auto Closed

**Photo Matching:** If an employee provided a U.S passport/passport card, permanent resident card, or employment authorization card, it will ask you to verify the photo on the screen matches the photo of the document that you were provided. Make sure you have attached those documents. Once you answer the question, you will most likely receive an employment authorized status.

**DHS (Department of Homeland Security) Verification in Process**
This is not a Tentative Non-Confirmation, it's simply checking the records with DHS and a result will be received at a later time. Normally occurs with international employees. No additional action is required at this time.

**Unconfirmed Data**
Normally occurs due to a data entry error. Contact HR-Employment Services & Records. Do not close the case.

**SSA TNC (Tentative Non-Confirmation) or DHS TNC (Tentative Non-Confirmation)**
If you receive a DHS or SSA TNC, contact HR-Employment Services & Records. Do not close the case.

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