Electronic I-9/E-Verify Guide
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Basic Electronic I-9 Processing Guide

Introduction

The information included in this manual can be used as a reference after you have completed the Electronic I-9 / E-Verify Training. In order for you to have access to the electronic I-9 system, you will need to first complete the I-9 training, which can be found under course name: “I-9” in the myUCF web portal. You will also need to complete the Electronic I-9 Security Access Form.

After the security access form and the training course have been completed, you will then be able to log into the electronic I-9 system.

It is important to note that the electronic I-9 system is comprised of two separate websites. The first website is the employee’s website of www.newi9.com, which is where the employee will go to complete Section 1 of the I-9 form. The second website is www.i9express.com, which is where you, the departmental user, will go to complete Section 2 of the I-9 form, view previously completed I-9s, and edit previous I-9s. You will want to send employees to newi9.com to begin the I-9 process and then you will go to i9express.com to complete it.
The Employee’s Website – Completing a New Electronic I-9

The following instructions will explain the steps that an employee will need to take to complete Section 1 of the electronic I-9 form for you. Please do not complete this step for the employee. Please send your employees the instructions in this section only and let them know that they must complete this step on or before their first day of work for pay.

**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: LOG-IN.**

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, First, and Middle Initial field.
2. Select **Location**: Confirm with your department.
3. Select the appropriate citizenship option, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.
4. Click **Continue**.

**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 Spanish, click the appropriate link.
3. Click **Continue**.
STEP 5: LOG-OUT.

1. Review your information in the Employee Summary section.
2. Review the list of employment eligibility documents.

STEP 5: CLOSE THE INTERNET EXPLORER WEB BROWSER

1. When this page opens, close the Internet Explorer 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.
Departmental Users: Logging into I-9 Express for the First Time

After the employee has completed Section 1 of his or her I-9 form, then you will be ready to log into your website at www.i9express.com to complete Section 2 of the form.

The first time that you log in will require more steps than your future log-ins due to the fact that you will have to create security questions, and change your PIN. We recommend that you set-up your account as soon as possible so that you are not trying to set it up when you are doing your first I-9.

The following information is a step-by-step guide that will show you have to log into i9express.com for the first time.

- Go to Website: www.i9express.com.
- Input Employer Code **13845** and Click **Go**.
- Input **Emplid** (all numbers: PID without the letter).
- Click **Continue**.

- For the first time logging in, input default **PIN** (Contact HR-Employment Services & Records if unsure of your default PIN).
- Click **Log In**
- **Confirm whether or not you will use this device in the future. Click Save.**
You will then be taken to a page where you can add your phone number and email address. These are required so that you can update your PIN should you forget it.

**Step 1:**

1. Click “+ Add Phone Number” link and add your phone number.

2. Click “+ Add E-Mail” and add an email address where you would want your password resets to be sent.

3. Click “Save”

**Step 2:**

1. You will need to create 6 security questions and answers so that you can reset your PIN should you forget it. Click “Save” when complete. These will be random questions that you will select from the provided drop down menus.
Step 3:

1. Create your PIN number.
   a. Enter your current default PIN
   b. Create a new 8 digit PIN. This PIN must be all numbers and it must be exactly 8 numbers. You cannot enter more or less than 8.
      \textbf{IMPORTANT: The system may let you enter more than 8 numbers, but you will not be able to sign I-9s with more than an 8 digit PIN.}
   c. Click Save.

Your account set-up is complete!
How to Search for an Employee’s I-9

When you are trying to locate an employee’s I-9 so that you can complete Section 2, you will want to take the following steps to search for the employee’s I-9.

**Log-In**

1. Navigate to [www.i9express.com](http://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**.
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.

After you select the employee’s name you will be taken into his or her I-9 Record.
Quick Guide: Department Instructions: Electronic I-9/E-Verify

This section of the manual will be a quick reference guide for you to see how to complete an I-9 from beginning to end.

Note: 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 logs in to www.i9express.com and complete Section 2 of the I-9 Form.
- I-9 is processed through E-Verify.

Log-In

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 in will be with your default pin. (Contact HR-Employment Services & Records for your default pin). Click on Enroll, 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.

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 and input your PIN number. 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

After you have completed the I-9, we will also notice that an “E-Verify” message will appear on the screen. You will want to check the “status” to see if you can close the e-Verify case or if further action is necessary.

Employment Authorized: In most cases, the status will come back automatically as Employment Authorized and you will just need to close the case by clicking on view case details.

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 and you can close the case.

Department of Homeland Security Verification
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 happens with international employees.

Social Security Administration Tentative Non-Confirmation (SSA TNC) or Department of Homeland Security Tentative Non-Confirmation (DHS TNC) If you receive a DHS or SSA TNC or DHS Case Incomplete, contact records@ucf.edu.
Department Assisting Employee with I-9 Form/ Preparer/Translator

The preferred way is for the employee to login to www.newi9.com to complete Section 1 of the I-9 Form on their own. However, in the I-9 express system, the department has the capability to prepare Section 1 of the I-9 Form for the employee. The employee must be with the department to electronically sign the I-9 Form.

Log-In

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.

Create I-9 Form

Complete Section 1

1. In the fields provided, enter the employee's name, address, date of birth, and Social Security Number. Name on the Social Security Card must match what is entered in the Last, First, and Middle Initial Field.

2. Input Employment Date. (must match Hire Date on ePAF)

3. Select Location.

4. Select the appropriate citizenship option and if required, enter their Alien Number. (confirm with employee.)

Preparer and/or Translator Certification

1. Since you prepared the I-9 Form, click on Auto-Fill to input your information.

2. Click Continue.

Preparer and/or Translator Review

1. Carefully review the information. If any information is incorrect, click the Change Information link.

2. Sign the I-9 electronically as preparer by selecting the check box.

3. Click Continue.
Employee Review

1. The employee must carefully review the information. If any information is incorrect, click the “Change Information” link.
2. The employee must sign the I-9 electronically by selecting the check box.
3. Click Continue.

Complete Section 2 of the I-9 Form

1. Verify the Employment Date. The employment date must match the Hire ePAF effective date. Location will default to your Location.
2. Input Emplid if one has been created.
3. Ask the employee to present their original employment eligibility documents.
4. 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.
5. Click Continue.

6. Enter the required information for each document that you selected.
7. Click Continue.
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 and input your PIN number. Click **Continue**.

![I-9 Confirmation and Attachments](image)

**I-9 Confirmation and Attachments**

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

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

![Employee Detail](image)

**Employee Detail**

The I-9 was successfully added.
E-Verify Status

The final step is E-Verify. You should check to see what the “Current Status” says. In the screen shot below, you will see that this one is “Employment Authorized.”

**Employment Authorized:** In most cases, the status will come back automatically as Employment Authorized and you will just need to close the case by clicking on view case details.

However, you might also get one of the following results:

**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 and you can close the case.

**Department of Homeland Security Verification:** 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 happens with international employees.

**Social Security Administration Tentative Non-Confirmation (SSA TNC) or Department of Homeland Security Tentative Non-Confirmation (DHS TNC):** If you receive a DHS or SSA TNC, contact records@ucf.edu.
Reviewing I-9 Form

It is very important that the department reviews Section 1 and Section 2 of the I-9 Form prior to submitting the I-9 Form to E-Verify.

1. **Review** the employee’s **Section 1** of the I-9 Form. If you need to make any changes, click Change Information. The employee will need to be with you whenever a change to Section 1 of the I-9 is made so that the employee can check the box acknowledging the change.

2. Prior to the department electronically signing the I-9 Form, and inputting their PIN, **review the information** that was entered. If any information needs to be changed, then click the **back** button and update the information.
Correcting Section 1 of the I-9 Form

The employee has the ability to review Section 1 of the I-9 Form and make any changes prior to submitting it by clicking change information. If they realize they made a mistake after submitting the I-9, they can submit a new I-9 Form or the department can assist the employee with the correction of the error and have the employee electronically sign the change.

Change Section 1 Information

1. Department reviews Section 1 information and can click Change Information at the end when they are on the Employer Review page. (The employee should be with you when you click change information!)

2. Update any information that needs to be corrected. Click Continue.

3. You will Click Continue as the Preparer. (You are the Preparer due to the fact that you assisted with the completion of Section 1. If you prefer to not be the preparer, then please have the employee start a brand new I-9 form on newi9.com.)
4. You will then **check box** and **electronically sign** as Preparer. Click **Continue**.

5. The change made to Section 1 of the I-9 Form will be shown by a red **C**. Please note that the **employee must acknowledge the change by checking the box and click Continue**.
Update I-9 Form: Receipt to Document

An employee may provide a receipt for a lost or stolen document for the I-9 Form. The employee has 90 days to provide the original document. Once the employee provides the document, the department will need to update the I-9 Form.

1. Login to www.i9express.com
2. On the Main Menu page, click Search for Employees.
3. 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.
4. Under Search results, click the employee’s name.

5. Click Receipt Update.
6. Click Continue.
7. Click **the box** that the number on the document is the same. Click **Continue**.

8. You will receive confirmation that the I-9 Receipt was updated successfully and in most cases you will receive an Employment Authorized E-Verify result. Click on **view case details** to **Close the Case**.

9. You can scroll down to view the updated I-9 by clicking Receipt Update.
Change Employee’s Hire Date

Occasionally after employee’s paperwork has been processed and finalized by HR, you are notified that their hire date has changed. You will need to update the hire date on the I-9 Form. Please note that in order to change the hire date on the I-9 Form, the E-Verify case must be closed.

1. Login to www.i9express.com.
2. On the Main page, click Search for Employees.
3. On the Search for Employees page, enter the employee’s Social Security Number and/or Name and click Search. Make Sure Date Range is Blank.
4. Under Search results, click the employee’s name.
5. Click on Change Employment Date.
6. Type over current employment date and input revised hire date.
7. Click Continue.

8. You will see confirmation that the Employment Date was successfully updated.
9. You can scroll down to view the updated I-9 by clicking on Employment Date Change.
Troubleshooting Messages

**Date of Birth Errors:** You will receive an error of “The Preparer and/or Translator block must be completed when the new hire does not satisfy the employer’s minimum age requirement” when the employee defaults the year of his birth to the current year. (For Example: Employee’s Data of Birth is 03/02/1977, but they input 03/02/2012)

To correct this error, the employee can either complete a new I-9 Form or the department can click Change Section 1 information and the employee acknowledges and electronically signs the change.

![Change Section 1 Information]

**Duplicate SSN Message.** If you receive this message, confirm it’s the same person, Click Same. If they are not the same person, click Different and the SSN in Section 1 needs to be updated.

![Duplicate SSN]
E-Verify

E-Verify Fact Sheet

An internet-based system operated by the U.S Department of Homeland Security (DHS), U.S Citizenship and Immigration Services (USCIS) in partnership with the Social Security Administration (SSA) that allows employers to verify the employment authorization of employees.

E-Verify checks the information provided on an employee’s Form I-9 electronically against records contained in DHS and SSA’s databases.

Features of E-Verify

Photo Matching: Prompts you to compare an employee’s photo ID with a photo displayed in E-Verify. This will occur when an employee provides a U.S Passport, U.S Passport Card, Permanent Resident Card, or Employment Authorization for I-9 Form documentation. Simply compare the photo displayed on the screen to the photo on the employee’s document. A copy of the document must be attached to the Electronic I-9 Form.

Tentative Non-Confirmation (TNC): Results when the I-9 information submitted to E-Verify doesn’t initially match the information in the SSA or DHS records. A TNC doesn’t mean the employee is not authorized to work in the U.S. The employee continues to work during the TNC Process. The employee has 8 Federal Business Days to resolve the TNC.

Initial Case Results: The information entered on the completed I-9 Form is checked against SSA (Social Security Administration) and DHS (Department of Homeland Security) records. You will receive one of the following results:

1. **Employment Authorized**: Employee’s information matched SSA and/or DHS Records.
   You can **Close the Case**.

2. **DHS Verification in Process**: Employee’s information didn’t match U.S DHS records.
   It’s automatically referred to DHS for further verification. Within 24 hours, case will come back as Employment Authorized or DHS Tentative Non-Confirmation.
3. **SSA or DHS Tentative Non-Confirmation:** Information doesn’t initially match SSA or DHS records. Contact records@ucf.edu ASAP. The employee must meet with an Employment Services & Records team member to complete necessary paperwork. The team member will assist the employee in resolving the TNC by contacting E-Verify Customer Support (customer support will only speak with an employee with the employee present).

**Final Non-Confirmation:** Only occurs when E-Verify cannot verify an employee’s employment eligibility after an employee has visited the SSA field office of contacted DHS during the TNC referral process. At that time, the employee will be terminated in accordance with E-Verify.
Attaching a Photo Matching Document to the I-9 Form

When you receive a Passport, Permanent Resident Card, or an EAD Card, the E-Verify result will say “Photo Matching.” This Photo Matching result means that you **should** attach a copy of the employee’s document to the I-9 form. Please do not attach any documents to the I-9 form other than Photo Matching documents.

**Step 1: Click “Attach File”**

This is a blue link at the very bottom of an employee’s I-9 record/ “Employee Detail screen” next to his or her Original I-9 form.

The “Attach File” link is shown in the image to the right. The link is next to the paperclip icon and has been circled in red for your reference.

**Step 2: You will now be on a new screen where you can upload a copy of the document.**

Please see the image to the right for an example of what this screen will look like.

Use the drop down menu to select the document type.

Click “browse” to look in your computer’s files to find where you have saved a scanned copy of the I-9 supporting document.
Step 3: Once you have selected the document image that you would like to upload, you will click the upload button as shown below:

![File Information]

Step 4: You will be taken to a screen that asks you to confirm whether or not the document uploaded is the correct document. See the example below:
Step 5: After you confirm that the document is correct, you will be taken back to the upload screen and everything will be blank.

After you have clicked “Finished”, you will be taken back to the employee’s I-9 record and you are done attaching a copy of the document.
E-Verify Photo-Matching

The system will ask you if the photo on the computer matches the photo on the document that you were provided. Currently this occurs only when the employee provides a U.S Passport, U.S Passport Card, Permanent Resident Card, or Employment Authorization Card. You must attach a copy of those documents to the Electronic I-9 Form.

**Photo Matching Result Process**

1. You will see the message of Photo Matching.
2. Click on **View Case Details**.
3. Click **Photo Matching**.
4. Scroll Down to E-Verify Photo Matching.
5. Click **Yes if the photographs on the screen matches the photo on the document** or Click No if the photographs are different. Click **Continue**.
6. In most cases, you will then receive a status update of **Employment Authorized** and you will need to **Close the Case**.

7. **Scroll** to the bottom of the page and **Click Close the Case**.

8. **Click “Yes”** the employee is currently employed.

9. **Click the employee continues to work** after receiving an **Employment Authorized result**.

10. **Click Close Case**. You are done!
Employment Authorized: Closing Cases

All E-Verify Cases must be closed once an Employment Authorized Result is received.

1. **Click** View Case Details.

2. **Scroll** to the bottom of the page and **click Close Case**.

3. You will need to answer **Yes** that the employee is currently employed.

4. **Click** the **employee continues to work** after receiving an Employment Authorized result.

5. **Click** Close the Case.

6. You will view the case has been resolved. You are done!
Social Security Administration (SSA) or Department Homeland Security (DHS) Tentative Non-Confirmation (TNC)

If you receive the following SSA Tentative Non-Confirmation or DHS Tentative Non-Confirmation result, you need to contact records@ucf.edu ASAP. The employee continues to work during this time.

Employee Detail

⚠️ E-Verify
Current Status: SSA Tentative Non-confirmation

This E-Verify case requires further action. Click view case details to review the case and take the appropriate action.
SSA Case Incomplete

An SSA Case Incomplete E-Verify status provides you a chance to correct the employee’s name, SSN, and/or Date of Birth prior to receiving a Tentative Non-Confirmation response.

1. Click on View Case Details

2. Click on Review/Edit Case

3. Update any information that is incorrect and click Continue.

4. You should receive an Employment Authorized status after that and you can close the case.
I-9 Examples-

**Driver’s License/Social Security Card Example**

Employee completes Section 1 of the I-9 Form and provides you with an original unexpired driver’s license and social security card.

**Log-In**

1. Navigate to [www.i9express.com](http://www.i9express.com)
2. Enter the 5 digit employer code (13845) in the Employee Name or Code Field.
3. Click Go.
4. Input Your Emplid #
5. Click Continue
6. Input PIN
7. Click Log-In

**Open I-9 Form**

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 document(s) presented by the employee, select documents from the drop-down fields that correspond to the documents that the employee presented you.

**In this example, the employee provided you with an original unexpired Florida Driver’s License and Social Security Card.**

- Select Driver’s License Under List B
- Select Social Security Account Number Card under List C.
- Click Continue.

Enter the specific information for each document:

**List B**
- Select the State or Territory that issued the Driver’s License.
- Input the Document Number. (Driver’s License Number.)
- Input the Expiration Date.

**List C**
- Review the SSN and if the number on the document is the same, check the box.
- Click Continue.

Sample of Complete List B and C for Driver's License and Social Security Card.

Review 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 information on the employee's Social Security Card.

2. Read the statements and click “I have read and agree with the Certification statement above” check box and input your PIN number. Click Continue.

I-9 Confirmation

1. You will receive confirmation that the I-9 was successfully added.

2. You can scroll down to view the I-9 form by clicking on the “Original I-9” link.
E-Verify Status

- In most cases, you will receive a status of Employment Authorized. The only action that you will need to take is to “Close the Case” by clicking view case details.

1. Click **View Case Details**
2. Click **Close Case**

3. Answer **Yes** employee is currently employed.
4. Mark the **employee continues to work after receiving an Employment Authorized result**.
5. Click **Close Case**.

6. You will notice that the case has been resolved. You are done!
Driver’s License/Social Security Card Receipt

Employee completes Section 1 of the I-9 Form and provides you with an original unexpired Driver’s License and a Social Security Card receipt which states the employee will receive the card in two weeks. (Please note that the employee must provide you with the social security card within 90 days and the I-9 Form must be updated.)

Log-In

8. Navigate to www.i9express.com
9. Enter the 5 digit employer code (13845) in the Employee Name or Code Field.
10. Click Go.
11. Input Your Emplid #
12. Click Continue
13. Input PIN
14. Click Log-In

Open I-9 Form

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 document(s) presented by the employee, select documents from the drop-down fields that correspond to the documents that the employee presented you.

In this example, the employee provided you with an original unexpired Florida Driver’s License and a Social Security Card Receipt.

- Select Driver’s License under List B
- Select Social Security Account Number Card under List C
- Click the List C Receipt Box
- Click Continue.

**List B**

- Select the State or Territory that issued the Driver’s License.
- Input the Document (Driver’s License) Number.
- Input the expiration Date.

**List C**

- Input the Receipt # (which is the Social Security Number)
- Note: Receipts are valid only for 90 days and then you MUST see the original document. Therefore, there is an expiration date.
- Click Continue.
Sample of a Complete List B and C for Driver’s License and Social Security Card Receipt.

Review 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 and input your **PIN** number. Click **Continue**.

**I-9 Confirmation**
- You will receive confirmation that the I-9 was successfully added.
- You can scroll down to view the I-9 form by click on the “Original I-9” Link.
E-Verify Status

The I-9 Form cannot be processed through E-Verify since a receipt was provided. Scroll down, and you will see this message that the current I-9 is not eligible for verification through E-Verify. E-Verify can only run when an actual document was reviewed and not a receipt. It will wait until you see the original document to run E-Verify.

Update I-9 Form with Social Security Card within 90 Days.

1. When the employee comes in with his or her Social Security Card you will go to 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.
4. Click Receipt Update

I-9 Confirmation
- You will receive confirmation the the I-9 Receipt was updated successfully.
- You can scroll down to view the updated I-9 by clicking on Receipt Update.
E-Verify Status
- In most cases, you will receive a status of Employment Authorized. The only action that you will need to take is to “Close the Case” by clicking view case details.

Employee Details

1. Click View Case Details
2. Click Close Case

3. Answer Yes employee is currently employed.
4. Mark the employee continues to work after receiving an Employment Authorized result.
5. Click Close Case.

6. You will notice that the case has been resolved. You are done!
U.S Passport/U.S Passport Card Example

Employee completes Section 1 of the I-9 Form and provides you with an original unexpired U.S Passport.

Log – In

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

Open I-9 Form

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

6. From the Section 2 – Employer Review and Verification Page, view employee’s information by clicking on View and Print Employee Receipt.

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

8. Input Emplid if one has been created.

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

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

In this example, the employee provided you with an original unexpired U.S. Passport.

- Click Radial Button next to ListA.
- Select U.S. Passport or U.S. Passport Card.
- Click Continue.

List A

- The Issuing Authority will automatically default to U.S. Department of State.
- Input the Passport Number.
- Input the expiration Date.
- Click Continue
Review 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 and input your PIN number.

3. Click Continue.

---

**I-9 Confirmation**

- You will receive confirmation that the I-9 was successfully added.
- You can scroll down to view the I-9 Form by clicking on Original I-9.

---

**Employee Detail**

The I-9 was successfully added.

---

**STOP**

YOU ARE NOT DONE, YOU MUST ATTACH A COPY OF THE U.S. PASSPORT TO THE I-9 FORM.
Attachments
You must attach a copy of the U.S. Passport to the I-9 Form. (For detailed instructions please see pages 27-29.

1. Scroll Down to the bottom of the page.
2. Click Attach File.

3. Select Document from drop down. (U.S. Passport in this Example.)
4. Click Browse and locate the document on your computer and double click on it.
5. Document Name will automatically default.
6. Click Upload and confirm the correct document is uploading.
7. You will be able to then click “Finished.”
8. You can scroll down to the bottom of the page and view the attachment by clicking on U.S. Passport or U.S. Passport Card.

**E-Verify Status**

<table>
<thead>
<tr>
<th>I-9 History</th>
<th>Type (click to view)</th>
<th>E-Verify</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire/Entry</td>
<td><strong>Original I-9</strong></td>
<td></td>
<td><img src="image" alt="View History" /> <img src="image" alt="Attach File" /></td>
</tr>
<tr>
<td>12/7/2012</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td><img src="image" alt="Edit Data" /> <img src="image" alt="Delete File" /></td>
<td></td>
</tr>
<tr>
<td>10/28/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. You will receive a message: Current Status: Photo Matching.
2. Click View Case Details.
3. Click Photo Matching.

4. Scroll Down to E-Verify Photo Matching.
5. Click Yes if the photograph on the screen matches the photo on the document or Click No if the photographs are different. (In this example the photographs matched.)
6. Click Continue.
In most cases, you will receive a status of Employment Authorized, and you will need to **Close the Case**.

7. **Scroll** to the bottom of the page and click Close the Case.

8. Answer **Yes** the employee is currently employed.

9. Mark the **employee continues to work after receiving an Employment Authorized results**.

10. Click **Close the Case**.

11. You will view the case has been resolved.
Permanent Resident Card Example

Employee completes Section 1 of the I-9 Form and provides you with an original unexpired Permanent Resident.

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

Open I-9 Form
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

11. From the Section 2 – Employer Review and Verification Page, view employee’s information by clicking on View and Print Employee Receipt.
12. Input the Employment Date. The employment date must match the Hire ePAF effective date. Location will default to your Location.
13. Input Emplid if one has been created.

14. Ask the employee to present their original employment eligibility documents.
15. Under “Select the set of document(s) presented by the employee,” select documents from the drop-down fields that correspond to the documents that the employee presented you.

In this example, the employee provided you with an original unexpired Permanent Resident Card.

- Click Radial Button next to List A.
- Select Form I-552 Permanent Resident Card.
- Click Continue.

List A

- The Issuing Authority will automatically default to DHS/USCIS.
- The Alien # will automatically default from Section 1 of the I-9. Click the box if the number on the document is the same. (If the number is not the same, then Section 1 needs to be corrected.
- Input the Expiration Date.
- Input the Document # (Card Number which can be found on the front or back of the card. It begins with 3 letters and contains 10 numbers.
- Click Continue.

Review Information
Review 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 and input your PIN number.

3. Click Continue.

I-9 Confirmation
- You will receive confirmation that the I-9 was successfully added.
- You can scroll down to view the I-9 Form by clicking on Original I-9.

Employee Detail

The I-9 was successfully added.

YOU ARE NOT DONE, YOU MUST ATTACH A COPY OF THE PERMANENT RESIDENT CARD (FRONT AND BACK) TO THE I-9 FORM. PLEASE SEE THE PREVIOUS INSTRUCTIONS FOR ATTACHING A PASSPORT TO THE I-9. ATTACHING A PERMANENT RESIDENT CARD WILL BE COMPLETED IN THE SAME MANNER.

Attachments - For Detailed Instructions on how to attach a copy of the Permanent Resident Card please see pages 27-29.
After you have attached a copy of the Permanent Resident Card and you see it listed under your Original I-9 in the employee’s record, you can continue with the E-Verify Case.

**E-Verify Status**
1. You will receive a message: Current Status: Photo Matching.
2. Click View Case Details.
3. Click Photo Matching.
4. Scroll Down to E-Verify Photo Matching.
5. Click Yes if the photograph on the screen matches the photo on the document or Click No if the photographs are different. (In this example the photographs matched.)
6. Click Continue.
In most cases, you will receive a status of Employment Authorized, and you will need to **Close the Case**.

7. **Scroll** to the bottom of the page and click Close the Case.

8. Answer **Yes** the employee is currently employed.

9. Mark the **employee continues to work after receiving an Employment Authorized results**.

10. Click **Close the Case**.

11. You will view the case has been resolved.
Permanent Resident (Green) Card: Document Number

Permanent Resident Card (Green Card) has a Document Number or Card Number which is 3 letters+10 numbers and usually begins with SRC, MSC, or LIN. This number will need to be inputted on the Electronic I-9 Form.

Current Version of the Permanent Resident Card: Number is found on the back of the card.

Older Version of the Permanent Resident Card: Number is found on the front of the card.
School ID Card/Birth Certificate Example

Employee completes Section 1 of the I-9 Form and provides you with a UCF ID Card and Birth Certificate.

Log-In

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

Open I-9 Form

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

16. From the Section 2 – Employer Review and Verification Page, view employee’s information by clicking on View and Print Employee Receipt.
17. Input the Employment Date. The employment date must match the Hire ePAF effective date. Location will default to your Location.
18. Input Emplid if one has been created.

19. Ask the employee to present their original employment eligibility documents.
20. Under “Select the set of document(s) presented by the employee,” select documents from the drop-down fields that correspond to the documents that the employee presented you.

In this example, the employee provided you with an original unexpired UCF ID Card and Birth Certificate.

- Select School ID Card with Photo under List B.
- Select Original Birth Certificate under List C.
- Click Continue.

List B

- Issuing Authority: Input School that issued the Card (UCF in this Example)
- Input Expiration Date. (If no expiration date exists. Click check box.)

List C

- Input Issuing Authority (State or Agency that issued the Birth Certificate.)
Review 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 and input your PIN number.

3. Click Continue.

**I-9 Confirmation**
- You will receive confirmation that the I-9 was successfully added.
- You can scroll down to view the I-9 Form by clicking on Original I-9.
E-Verify Status

In most cases, you will receive a status of Employment Authorized. The only action that you will need to take is to “Close the Case” by clicking view case details.

1. Click **View Case Details**
2. Click **Close Case**
3. Answer **Yes** employee is currently employed.
4. Mark the **employee continues to work after receiving an Employment Authorized result**.
5. Click **Close Case**.

6. You will notice that the case has been resolved. You are done!
Frequently Asked Questions

Q. Are there any deadlines for completion the I-9 Form?

A. Yes, the employee must complete Section 1 of the I-9 Form no later than their first day of work. The department must complete Section 2 of the I-9 Form no later than employee’s 3rd date of work.

Q. My employee wants to provide me with a social security card as a List C document for the I-9 Form. He only has a copy of the document. Can I accept it?

A. No, the employee must provide you with the original document.

Q. What is E-Verify?

A. E-Verify is an internet based system that checks the information provided on an employee’s I-9 Form electronically against records contained in the Department of Homeland Security and Social Security Administration Database.

Q. My employee received a SSA Tentative Non-Confirmation. Does that mean he has to stop working for my department?

A. No, the employee continues to work during the TNC process. The employee has 8 federal business days to resolve the TNC. Contact records@ucf.edu.

Q. The I-9 System is asking for a document number on the Permanent Resident Card. Where would I find that number?

A. On the current version of the card, it’s on the back of the card. On the previous version, it’s on the front of the card. It starts with 3 letters and has 10 numbers. (Example: SRC1234567890).

Q. My employee provided me with a Social Security receipt for the I-9 Form. The employee now has the Social Security card. What do I do?

A. Login to the system, search and select the employee. Click on Receipt Update and follow the instructions.

Q. Do I have to attach all the I-9 supporting documents to the Electronic I-9 Form?
A. **No, only the U.S Passport, U.S Passport Card, Permanent Resident Card, and Employment Authorization Card.**

Q: Do I send a copy of the Electronic I-9 Form to HR?

A: **No, you do not send a copy to HR and you do not send any of the I-9 supporting documents to HR.**

Q. What is Photo Matching?

A: **You compare a photo on the screen to the photo on the document provided by the employee.**

Q. How do I determine what action needs to be taken for the E-Verify Status?  
A. **Click on View Case Details.**

Q. I received an error that states “the new hire does not satisfy the employer’s minimum age requirement.” What do I do?

A. **Review the date of birth on the employee’s Section 1 of the I-9 Form. The employee probably inputted the current year as the year of his birth. The date of birth needs to be corrected.**

Q. I received A Duplicate SSN Message. What do I do?

A: **Click same if they are the same person. If not, click different and update the SSN in Section 1 of the I-9 Form.**

Q. I need to change the hire date on the I-9 Form. What do I do?

A: **Login to the system, search and select the employee. Click on change Employment Date. Input the new hire date and click Continue.**