

## COMPLETING YOUR ELECTRONIC I-9 *Employee Instructions*

### Step 1: Open the New I-9 Website for employees.

1. Open your Web browser and type <https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18610&Location=40> in the address bar and press ENTER

### WELCOME TO YOUR EMPLOYMENT CENTER!

We are excited to welcome you as our new team member!

You are now ready to begin completing your Form I-9. The process takes between 5 and 10 minutes to complete and doesn't need to be done all at once.

Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HR Representative.

Standard, Mailman Segal Center for Human Development

2 Forms to Complete

Personal Information

19

**EFX**  
2019 Equifax, Inc., All rights reserved  
[Privacy Policy](#) | [Terms of Use](#)

### Step 2: Complete Personal Information

1. Click in **Personal Information**
2. Fill out the Personal Information form (notice you Center name will be in the top of the page).
3. In the fields provided, enter your Social Security Number or if you applied for, name, last name, date of birth, address, zip code, city, county and your initials.

*Name on the Social Security Card must match exactly what is entered in the Last (Family Name), First (Given Name) and Middle Initial field.*

4. Click on Continue button.

PERSONAL INFORMATION

Standard, Mailman Segal Center for Human Development

Summary

EMPLOYMENT CENTER

Personal Information

I9

\* REQUIRED FIELD

Personal Information

PERSONAL IDENTIFICATION

Social Security Number\*

Confirm Social Security Number\*

- OR - SSN Applied For

First Name (Given Name)\*

Middle Initial

Last Name (Family Name)\*

Other Last Name Used

Email Address

Telephone

(xxx) xxx-xxxx

Date of Birth\*

MM-DD-YYYY

PHYSICAL ADDRESS

Street Address\*

Apt

Zip code\*

City\*

State\*

**Step 3: Complete the I-9 Information.**

1. Select the employment Date
2. 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.
3. Select if you us a preparer or translator
4. Click **Continue**.

**Note:** A message will display with applicable fields if there are mist: you will need to correct.

19 Summary  
Ana Test, Standard, Mailman Segal Center for Human Development

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation**  
Review information in English | [Revisar información en Español](#) | [I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.  
▶ [View Employee Information](#)  
Employment Date (mm/dd/yyyy)

**Citizenship Attestation**  
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents

[Edit Personal Info](#) < BACK CONTINUE >

**Step 4: Review Your Information and Sign Your I-9**

1. Carefully review your information.
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**.

19 Summary  
Ana Test, Standard, Mailman Segal Center for Human Development

**EMPLOYEE REVIEW**  
Review information in English | [Revisar información en Español](#) | [I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

Ana Test

**Date of Birth:** 07/01/1954  
**U.S. Social Security Number:** 116-55-5555

**Address:** 123 main street Fort Lauderdale, FL 33315  
**E-mail Address:** alozano@nova.edu  
**Telephone Number:** 9542627815

**Work Status:** A Citizen of the United States

**EMPLOYEE ELECTRONIC SIGNATURE**  
[Employee Signature in English](#) | [Firma del empleado en español](#)

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:  
By providing your signature below, you:  
 **By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:**

**Step 5: Email the Receipt Code to NSU and Logout**

1. Enter your NSU hiring liason's email address in the **Email To** box, click the **Send Email** button. You may also **Print this page** for your records.
2. Review the list of employment eligibility documents you will be asked to present on your first day of work.  
**Note:** The list of documents varies based on to the citizenship status you entered in Section 1 of your I-9.
3. Click **Logout**.

19  
Ana Test, Standard, Mailman Segal Center for Human Development

Summary

Print

### NEXT STEPS

Print this page

You're almost done...

Click the continue button at the bottom of the screen to finish.

THINGS YOU NEED TO REMEMBER

You will need to provide a receipt code to your employer or employer's agent upon request.

RECEIPT CODE

qjw3v8bd7

EMAIL RECEIPT CODE

Email To:

Please remember to bring this with you to your appointment!

ACCEPTABLE DOCUMENTS

3

**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 the hiring manager that you have completed your I-9 information or if you were unable to complete your I-9.

WELCOME TO YOUR EMPLOYMENT CENTER!

Welcome | Congratulations

Ana Test, Standard, Mailman Segal Center for Human Development

Congratulations! You are finished with the process.

<div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1.2em; margin-right: 10px;">✔</span> <span>Personal Information</span> <span style="margin-left: auto; font-size: 1.2em;">Print</span> </div>
<div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1.2em; margin-right: 10px;">✔</span> <span>I-9</span> <span style="margin-left: auto; font-size: 1.2em;">Print</span> </div>

EFX

2019 Equifax, Inc., All rights reserved  
Privacy Policy | Terms of Use