

Guardian Supplement B Guide

Form I-9 Supplement B - Federal Guidelines

Supplement B of the Form I-9 is used to record reverification of work authorization and rehires. Federal Law requires employers to re-verify employees who have expiring employment work authorization dates. Reverification requires examining original documents presented by the employee. Supplement B may include legal name changes, but this would be a company policy and not federally required. Supplement B forms are not processed through E-Verify™.

Supplement B - Workflow Options

Locate the Employee's I-9 Record from the **Dashboard I-9 Search** options or the **Reverifications Dashboard panel**. On the Employee's Form I-9 page, locate the **Details** tab and scroll to the bottom of the page.

Note: Supplement B was previously referred to as the Section 3 of the Form I-9, in the 2023 version of the Form I-9. Various links or buttons within the Guardian platform may still show the term 'Section 3'; this is the same function as a Supplement B.

1. **In Person Supplement B and Alternative Procedure (Virtual in-house) -** Click the **Add Section 3** button. **Note:** for the full Alternative Procedure/Virtual workflow, refer to the *Guardian I-9 Alternative Procedure (Client In-House Virtual) guide, Supplement B section, located on our [Connections](#) page.*
2. **Remote Supplement B -** Click the **Add Remote Section 3** button. For this workflow, proceed to the [Supplement B - Remote Agent \(friend or family member\)](#) section of this guide.
3. **I-9 Anywhere® Virtual Section 3 -** Click the **Add Virtual Section 3**. **Note:** for the full workflow, refer to the *Guardian I-9 Alternative Procedure: (I-9 Anywhere® Virtual Completion) guide, Supplement B section, located on our [Connections](#) page.*

The screenshot shows the Guardian I-9 interface. At the top, there are tabs: Dashboard, Start I-9, Employee (selected), E-Verify, and Reports. Below these is a header for 'I-9 for Employee, Sample' with buttons for 'View Employee', 'View E-Verify', and 'Refresh'. Underneath is a sub-header with tabs: Details (selected), OnDocs, Issues, and Amendments. The main content area shows 'Section 3' with a 'Refresh' button. At the bottom, three buttons are highlighted with red circles and numbers: 1. 'Add Section 3', 2. 'Add Remote Section 3', and 3. 'Add Virtual Section 3'.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

In Person Supplement B - User as Verifier steps

1. On the drop-down, select the reason. Other reasons shown on the drop-down include: **Name Change Only, Rehire, or Rehire and Reverification.** *In this example, we are choosing the Reverification reason.* Click the **Add Section 3** button to proceed.

Section 3 - Reason

You are about to add an **Electronic** Section 3. This type of Section 3 requires an electronic signature..

Please specify the reason for the Section 3 update

Reverification

None

Reverification

Name Change Only

Rehire

Rehire & Reverification

Add Section 3

Cancel

2. **The Name fields** should be autofilled. **Do not fill in the New Name** fields, *unless* the employee has had a legal name change, or the Supplement B is specifically for a legal name change.
3. Fill in the **Date of Rehire** of the employee if the Supplement B is for a rehire.
4. Select the **Document Title** from the drop-down that corresponds with the document you are examining. Fill in the **Document Number** and **Expiration Date** fields.
5. The **Additional Information** field may be left blank, unless instructed otherwise by your organization.

Note: *a new Supplement B will not be required for some status changes, such as an employee on an approved work authorization that has now changed statuses to a Permanent Resident or US Citizen.*

6. Once all the required information is entered, click the **Sign** button.

Section 3 - (Reverification)

Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the employment eligibility document(s) that the employee has provided and complete all required fields as indicated in yellow. If the employee's name has not changed, utilize the N/A checkboxes to indicate an update is not applicable. [Click here to view Form I-9 instructions](#), or view the [list of acceptable documents](#).

Supplement B, Verification and Rehire (formerly Section 3)

USCIS Form I-9 Supplement B

Reverification and Rehire (To be completed and signed by employer or authorized representative.)

Last Name (Family Name) from Section 1: Test First Name (Given Name) from Section 1: User Middle Initial: User

Date of Rehire (if applicable): Date (mm/dd/yyyy): New Name (if applicable): Last Name (Family Name): First Name (Given Name): Middle Initial:

Reverification of the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continuing employment. If the employee is being reemployed, you must provide the document information in the spaces below.

Document Number: XXX1234567890 Expiration Date (if any) (mm/dd/yyyy): 10/05/2025

I attest, on behalf of the employer, that the employee is authorized to work in the United States, and if the employee presented documentation, the document is genuine and the employee is authorized to work in the United States.

Name of Employer or Authorized Representative: User, Testing

Additional Information:

Go Back Sign

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7. Depending on the system settings, the document upload may be required and you may be prompted to upload the front and back of the document images. Click the **Upload Document** link to proceed. Or, an **Upload Confirmation** box may appear. Click the checkbox to confirm that the document images have been uploaded.
8. Once you've read and accepted the Electronic Signature agreement, click the **I Accept** checkbox to confirm. Enter the user credentials you used to sign into Guardian (Password or SSO). Click the **Electronically Sign** button to proceed.
9. If your organization has the **Foreign National Tracking feature** active, for certain documents you may be prompted to add either the Category Code and Country of Birth (from the EAD card), or the Class of Admission (from the I-94).
10. There is a sample document to view by clicking the **View Sample Document** link. You may also click the checkbox if you are unable to locate the requested information.
11. For the final approval, on the I-9 page, Details tab, you'll find the ***Approve** link. Click the link to complete the approval process.

The screenshot shows a web interface for 'Section 3'. It includes a 'Refresh' button, 'Add Section 3' and 'Add Remote Section 3' buttons, and a table with columns: #, Created, Section 3 Reference, Controls Reverification, Remote Settings, Form Version, Signature, Approved, and Expiration. The first row shows a 'Reverification' entry with a blue circle icon in the 'Controls Reverification' column and a red-bordered '*Approve' link in the 'Approved' column. A red arrow points to this link. Below the table, it says 'Showing 1 to 1 of 1 entry' and a pagination control shows '1'.

#	Created	Section 3 Reference	Controls Reverification	Remote Settings	Form Version	Signature	Approved	Expiration
1	XX/XX/XXXX	Reverification		N/A	XX/XX/XXXX	XX/XX/XXXX	*Approve	XX/XX/XXXX

12. Click the **Approve Section 3** button that appears in green on the next page and the Supplement B is now completed.

Remote Agent Supplement B - User Steps

1. Locate the Employee from the **Dashboard Search** options or the **Reverifications Dashboard panel**. On the Employee's Form I-9 page, locate the **Details** tab and scroll to the bottom of the page. Click on the Remote Section 3 button.
2. In the **Organization Contact** section of the next page, choose the name of the Guardian user on the drop-down menu who will act as the point of contact should the employee or agent have questions about the process.
3. In the **Section 3 - Reason** section, select the reason on the drop-down menu. Other reasons shown on the drop-down include **Name Change Only, Rehire, or Rehire and Reverification**. *In this example, we are choosing the Reverification reason.* Click the **Add Remote Section 3** button to proceed.
4. Click the **Agent Instructions** button. An email template will appear. Enter the Agent's email address in the **To:** field and click the **Send Email** button. **Note:** the email address of the Agent must be unique, and not the same address as the employee's. Remember, the employee must not be completing their own Supplement B.

Remote Agent Supplement B - Agent Steps

1. Once the Agent receives the email, they will follow the security prompts. Depending on your organization's admin settings, they will enter their email address and personal information.
2. The Agent will then complete the **Supplement B fields**. The **Date of Rehire** field should only be completed if this is for a rehire. The **New Name fields** should only be completed if the employee had a legal name change since their initial hire, and what was entered on their Form I-9 at time of hire.
3. The Agent will choose the document being verified from the drop-down menu and enter the new expiration date shown on the document.
4. The Agent will click on the **Upload Document** link if prompted to upload the document images (front and back may be required).
5. The Agent may need to enter their information in the **Authorized Representative** field and then click the **Sign** button.

Supplement B,
Reverification and Rehire (formerly Section 3)
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047

Reverification and Rehire

Last Name (Family Name) from Section 1
Samples

First Name (Given Name) from Section 1
Employee

Middle Initial (if any) from Section 1

Date of Rehire (if applicable)
Date (mm/dd/yyyy)

New Name (if applicable)
Last Name (Family Name)

First Name (Given Name)

Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title
Employment Authorization Document (Form I-766)

Document Number
XXX1234567890

Expiration Date (if any) (mm/dd/yyyy)
XXXX/XXXX

Note: Document Retention Required. [Upload Document](#)
Document/Image not found in OnDocs

Upload Confirmation ☐ I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative
Name, User

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Additional Information

Delete Go Back Sign

6. If prompted to upload as described in Step 8, the Agent will click each **tile** to upload the document images. The Agent may browse for the image if scanned and downloaded to their system. If the Agent is using a mobile device, the camera will be enabled for a secure mobile upload.

Document Upload

Choose The Document(s)

Select the document(s) from the list below.

Employment Eligibility and Identity Options

Employment Authorization Document (Form I-766)

Selected Document Upload

Employment Authorization Document (Form I-766)

Please upload an image of the document as required.

Employment Authorization Document (Form I-766)-Front of Card

Employment Authorization Document (Form I-766)-Back of Card

Close

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7. Once the images are uploaded, the thumbnails will be visible on the screen for confirmation. The Agent will click the **Close** button to proceed and on the next screen, will click the **Sign** button.
8. On the next page, the Agent will submit their electronic signature by confirming a PIN number they create.
9. If your organization has the **Foreign National Tracking feature** active, for certain documents you may be prompted to add either the Category Code and Country of Birth (from the EAD card), or the Class of Admission (from the I-94).
10. There is a sample document to view by clicking the **View Sample Document** link. You may also click the checkbox if you are unable to locate the requested information.
11. The Supplement B will now be ready for user review and final approval.

Remote Agent Supplement B - User Steps

12. For the final approval, on the I-9 page, Details tab, you'll find the ***Approve** link. Click the link to complete the approval process.
13. Click the **Approve Section 3** button that appears in green on the next page and the Supplement B is now completed.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.