

Client Training HQ

How to Upload a Paper I-9 in I-9 Management

Upload Paper I-9 Page

To upload a paper Form I-9 into I-9 Management, begin by clicking on the **Upload Paper I-9** link on the dashboard.

Adding Section 1 Details

Enter the details of the employee's paper Form I-9 Section 1, exactly as they appear, into the appropriate fields in the Upload Paper I-9 **Section 1 Employee Information** page. This includes the employee's personal information, citizenship status, and preparer/translator information. Required fields are noted with red asterisks. Click **Continue** to save the Section 1 information entered.

Adding Section 2 Details

Enter the details of the employee's paper Form I-9 Section 2, exactly as they appear, into the appropriate fields in the **Section 2 - Employer Review and Verification** page.

1. Enter the employment date and location, and select the type of document presented. Then, click **Continue**.
2. Enter the document details (i.e., document number and expiration date), and click **Continue**.

Adding a Digital Image of the Paper Form I-9

To add a digital image of the paper Form I-9, the image must already have been saved to your computer.

1. On the **Upload I-9 Image** page, click the **Choose File** button.
2. In your computer's file explorer window, locate the image of the Form I-9. Click to select the image, and then, click the **Open** button.
3. After the file is attached, the file name will appear next to the **Choose file** button. Click the **Upload I-9 Image** button.
4. The **Employer Review** page appears. Review all information entered. Click the attestation checkbox, and then, click **Continue**.

Employee Detail Page

The Employee Detail page is displayed and the uploaded Form I-9 details can be viewed by clicking the **Uploaded I-9** hyperlink located in the I-9 History section.

Adding Digital Image(s) of Employee Presented Work Authorization Documents

To add digital images of the employee presented Work Authorization documents, click the **Attach File** button in the I-9 History section of the Employee Detail page.

1. On the Attach Document page, select the type of document being attached.
2. Click the **Choose File** button.
3. In your computer's file explorer window, locate the document image. Click to select the image, then click the **Open** button.
4. After the file is attached, the file name will appear next to the **Choose File** button. Click the **Upload** button.
5. Review the document in the Document Display window and click the **Correct** button to confirm the correct file is being uploaded. A green check mark will appear at the end of the row.
6. Repeat the process to attach images of additional documents. When all images are uploaded, click the **Finished** button.

Note: If the paper Form I-9 also contains Section 3 (Supplement B) information, click the **Section 3** button on the Employee Detail page to enter the details from the paper Form I-9 into the appropriate Section 3 fields in I-9 Management.

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.