

Guardian I-9 Electronic Section 3

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4.	Document Retention	.19	9
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7.	Approvina	Section 3
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8. Viewing Section 3

FAQ

> When is Section 3 used?

In general, I-9 Section 3 is used to document work authorization reverification and/or an employee rehire, as well as employee name changes. Users should defer to their organization's policy regarding Section 3 usage.

> Can Section 3 be completed for all types of I-9s?

Yes, Section 3's can be completed for all I-9 types (Archival Paper I-9, New Hire Paper, and Electronic). Section 3's added to approved I-9's will be Electronic Section 3's of the current Form I-9 version.

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> When can I add Section 3 to an I-9?

A completed and approved I-9 (Section 1 and 2 data) must first exist before Guardian provides the option to add an electronic Section 3.

> How is the electronic Section 3 represented?

Each Section 3 appears on its own I-9 form. For the 2013 and 2016 form versions (in which the form is 2 pages), page 2 of the I-9 (that includes Section 3) is included in the I-9 PDF.

> Can more than one Section 3 be added to an I-9?

Yes, Guardian does not limit the number of Section 3s per I-9 record.

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E-Verify

Employee -

To add a **Section 3** first search for the employee. The **Top Pending Re-Verifications** dashboard panel is useful in monitoring employees that will need to be re-verified.

● Em ○ Loo	ployee Group ation	My Managed Groups	Refresh All								Type of	I-9: Current Imported Create New Employee
Тор Р	ending Re-Verif	ications				Тор Р	ending I-9s					
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	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left		Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline
0	10/12/2020	Miami:	Andrews, Robert	10/31/2020	19	🔴 E	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A
0	09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3	🥮 E	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020
0	09/28/2020	Miami:	Smith, David	11/01/2020	20	🥮 E	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020
0	09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90	🥚 E	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A
0	09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	44	🥮 E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020
0	09/11/2020	E-Verify Cases:	Lavender, Lisa	12/31/2021	445	🥚 E	09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020
0	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	293	🥚 E	09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020
0	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	126	🔴 E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020
•	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-2	. 🥚 E	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020
0	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	80	🥚 E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020
•	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-2	🔴 E	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020
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						🔴 E	09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020
						🔴 E	10/02/2020	Austin:	Doe, Joe	Signed Sec 1	10/02/2020	10/07/2020
						🌙 E	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020
						🔵 E	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020
						e	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020
						🥥 E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020

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Guardian

Start I-9

Dashboard

The panel displays the Expiration Date of the employee's work authorization, as well as the number of **Days Left** until it expires.

Type of I-9: Current | Imported

Create New Employee

Guardian

Top Pending R 📸 View Date I-Created 10/12/20 09/30/20 09/28/20 09/21/20

Dashboard	Start I-9	Employee 🗸	E-Verify		
 Employee Group Location 	My Managed Groups	* Refresh All			

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10/12/2020	Miami:	Andrews, Robert	10/31/2020	19	🔴 E	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A				
09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3	🔴 E	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020				
09/28/2020	Miami:	Smith, David	11/01/2020	20	🔴 E	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020				
09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90	🔴 E	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A				
09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	44	🔴 E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020				
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09/09/2020	Portland:	Milbarge, Joe	08/01/2021	293	e 🔴	09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020				
08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	126	🔴 E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020				
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-2	🔴 E	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020				
08/17/2020	Portland:	Duncan, Sandra	12/31/2020	80	🔴 E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020				
08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-2	e 🔴	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020				
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					🔴 E	09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020				
					🔴 E	10/02/2020	Austin:	Doe, Joe	Signed Sec 1	10/02/2020	10/07/2020				
					🥥 E	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020				
					🥥 E	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020				
					e	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020				
					🥥 E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020				

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Click the **Date I-9 Created** to open the employee's I-9.

Guar	dian							Announcements	Help 🚽 Den	ise Moreno 🖣	Logout
Dashboard	Start I-9	Employee 🗸	E-Verify	Reports							
Employee Grou Location	My Managed Groups	• Refresh All								Type of	I-9: Current Imported Create New Employee
Top Pending Re-Ve	erifications				Тор Р	ending I-9s					
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Date I-9 Created	▼ Location	Employee Name	Expiration Date Days Lef	t		Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline
0 10/12/2020	Miami:	Andrews, Robert	10/31/2020	19	e e	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A
09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3	e e	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020
09/28/2020	Miami:	Smith, David	11/01/2020	20	e	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020
09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90	e e	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A
09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	44	e	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020
09/11/2020	E-Verify Cases:	Lavender, Lisa	12/31/2021	445	e 🌔	09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020
09/09/2020	Portland:	Milbarge, Joe	08/01/2021	293	e	09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020
08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	126	e	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-2	e	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020
08/17/2020	Portland:	Duncan, Sandra	12/31/2020	80	e	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020
08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-2	e	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020
					e e	10/01/2020	Miami:	Jones, Michael	Signed Sec 1	10/01/2020	10/06/2020
					e e	09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020
					e 🌔	10/02/2020	Austin:	Doe, Joe	Signed Sec 1	10/02/2020	10/07/2020
					e	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020
					e	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020
					🔵 E	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020
					E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020

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Alternatively, search for the Employee from the **Employees** tab at the top navigation bar and open their I-9.

			Search Employees		<u> </u>				
Guardian		Search I-9 Forms		Announcements	Help 👻	Denise Moreno 👻	Logout		
Dashboard	Start I-9	Employee	Search Tasks	Reports					
Employee Group	/ Managed Groups	Ref	fresh All				Type of I-9	Current Import	ed

Create New Employee

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• 0 93/0202E-Verfy Cases:Donaldson, Mane10/15/2023• E10/07/202Nd Import:Harper, BryceStated09/07/20209/07/202• 0 97/27/202Mami:StatedStated10/12/20220Potenic:Nestor, SabinaStated09/07/20209/12/202• 0 9/12/202Potenic:Stated01/02/20290Potenic:Nestor, SabinaAproved Sc. 10N/AN/A• 0 9/12/202Potenic:Stated10/12/2029090Potenic:Stated09/07/20290/07/202• 0 9/12/202Potenic:Stated01/12/2029090Stated09/21/202909090• 0 9/12/202Potenic:Stated09/21/202Potenic:Stated09/21/20290/21/20290<	0	10/12/2020	Miami:	Andrews, Robert	10/31/2020	19	e 🔴	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A
Image:Sinth, DavidIn/Ju/20220Image:ProductStartsStartsOp/4/202	0	09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3	🔴 E	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020
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• 09/14/2020Evenify Cases:Benentt, Susan1/125/202044• E08/28/2020Portland:Brady, SamSigned Sec 109/16/202009/21/2020• 09/09/2020Portland:Milbarge, Joe08/01/2021293• E09/21/2020Pheenix:Chavez, DonaldStated09/23/202009/28/2020• 08/28/2020Phoenix:Lopez, Deborah01/01/2020-2• E09/21/2020Pheenix:Stated09/25/202009/28/2020• 08/17/2020Phoenix:Lopez, Deborah10/10/2020-2• E09/21/2020Phoenix:Stated09/2020009/28/2020• 08/17/2020Portland:Duncan, Sandra12/31/202080• E09/21/2020Phoenix:Stated09/30/202009/30/2020• 08/17/2020Portland:Duncan, Sandra12/31/202080• E09/21/2020Phoenix:Michaels, SandraStated09/30/20200/05/2020• 08/17/2020Portland:Duncan, Sandra10/10/2020-2• E09/21/2020Phoenix:Michaels, SandraStated09/30/20201/05/2020• 08/11/2020Portland:Duncan, Sandra10/10/2020-2• E09/21/2020Phoenix:Michaels, SandraStated0/01/20201/05/2020• 08/11/2020Portland:Duncan, Sandra10/10/2020-2• E0/02/2020Phoenix:Sanders, MariaStated0/01/20201/05/2020• 08/11/2020Portland:Duncan, Sandra10/10/200	0	09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90	🔴 E	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A
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E 10/09/2020 Phoenix: Andrews, Robert Signed Sec 1 10/09/2020 10/15/2020 E 09/23/2020 Portland: Hoy, Daniel Uploaded Documents (Employee) 10/10/2020 10/15/2020 E 08/25/2020 Cleveland: Smith, Marge Signed Sec 2 10/15/2020 10/20/2020							e	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020
Image: Big 10 problem Description Portland: Hoy, Daniel Uploaded Documents (Employee) 10/10/2020 10/15/2020 Image: Big 10 problem 08/25/2020 Cleveland: Smith, Marge Signed Sec 2 10/15/2020 10/202020							e	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020
● E 08/25/2020 Cleveland: Smith, Marge Signed Sec 2 10/15/2020 10/20/2020							e 🥥	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020
							e	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020

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○ Location

From the **Details** tab scroll down and click the **Add Section 3** button.

Guard	lian				Announcements Help 🗸 Denise Moreno 👻 Logout
Dashboard	Start I-9	Employee 🗸	E-Verify	Reports	
-9 for Andrew	s, Robert				
♀ ∓					View Employee View E-Verify Refresh Update and Go Back Update Info Go Back Delete
I-9 Overview	IDOCS ISSUES Amendm	lents			~
This I-9 will If the employ I-9 Inform I-9 No: 2,67 Type: Elect Version: 3, Expires: 10 Date Comple Date approv Section 3 Section 3 Print Cent	be expiring Soon! ee has new documents to pre ation 5,887 (Primary) ronic I-9 (17/20 /31/2020 ted: 10/12/2020 ed: 10/12/2020 ection 3 Entries: 0	sent, please add a new I-9 Location: P I-9 Business Unit: I-9 Hire Date: 10	section 3 entry to record ortland Western US //12/2019	them.	Add Section 3 Add Remote Section 3
	View I-9		Empl Reco	oyee eipt	Preparer/Translator Receipt
Table of (Copyright © 202	23, Equifax Inc., Atlan	ita, Georgia. All right	s reserved. Equifax and the Equifax marks used herein are

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Specify the reason for the Section 3 update.



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Guardian

Dashboard Start I-9

Employee -

E-Verify

Reports

If selecting **Rehire** or Rehire & Reverification, ensure the employee has been terminated and re-hired from their **Job Details** tab, prior to adding Section 3.

Section 3 - Reason	Personal	Job Details	Tasks	I-9 Forms	OnDocs	Login Info	Custom Fields	E-Verify
You are about to add an Electronic Section 3. Tr Please specify the reason for the Section 3 up None ~ None ~ Reverification Name Change Only Rehire Rehire & Reverification	Job Information Employ Employ Er L Da Date Ten Date Pu	ment Informat oyee ID Group Branch Le Hired 12/07/2 minated 12/07/2	ion	L o Not Purae whe	n Eliaible	• 6	Employment I Date Hired 12/07/2016 Re-Hire Emplo	History Date Terminated 12/07/2016 yee
	- Notifica	ation Emails Address 1 Address 2						

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Rehires may be subject to E-Verify. If it is determined that the rehire must be submitted to **E-Verify**, click **Create New I-9**, instead of adding a Section 3.



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After specifying the reason, click **Add Section 3**.

Guardia	n						Announcements	Help 🗸	Denise Moreno 👻	Logout
Dashboard	Sta	urt I-9	Employee 🗸	E-Verify	Reports					
		Section	3 - Reason							
		You are al	oout to add an Electron	ic Section 3. This type						
		Please sp	ecify the reason for th	e Section 3 update						
	Rehire & Reverification									
							Add Section 3	Create New	v I-9	
					Ca	ancel				

Guardian

Dashboard Start I-9

Employee -

E-Verifv Reports

Section 3 - (Rehire & Reverification)

Enter the information into Section 3. The yellow required fields will vary depending on the reason selected for the Section 3 update.

	Employmen Departmen U.S. Citizensh	t Eligibility Veri at of Homeland Se ip and Immigration !	fication curity Services		USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022	
Section 3. Reverification and Re	hires (To be completed a	nd signed by emplo	yer or autho	rized repr	resentative.)	
A. New Name <i>(if applicable)</i>					B. Date of Rehire <i>(if applicable)</i>	
Last Name <i>(Family Name)</i>	First Name <i>(Given Nan</i>	ne)	Middle In	itial	Date (mm/dd/yyyy):	
∎ □N/A		□ N/A		□ N/A		
C. If the employee's previous grant of em continuing employment authorization in	ployment authorization ha the space provided below.	s expired, provide t	ne informati	on for the	document or receipt that establishes	
Document Title		Document N	umber	Expiration	on Date <i>(if any) (mm/dd/yyyy)</i>	
	¥					
attest, under penalty of perjury, that employee presented document(s), the comployee presented document(s), the comployee presented document(s) and the second	to the best of my knowled document(s) I have exam	dge, this employee ined appear to be g	is authorize genuine and	ed to worl l to relate	k in the United States, and if the to the individual.	
Signature of Employer or Authorized Rep	resentative Today's	s Date <i>(mm/dd/yyy</i> y	/) Name More	of Employ no, Denise	ver or Authorized Representative e	



Table of Contents

Guardian

Dashboard

Start I-9 Employee - E-Verify Reports

Section 3 - (Rehire & Reverification)

Enter <u>only</u> those name fields that have changed. Enter **N/A**, either manually or by using the provided checkboxes, for the name portions that remain unchanged.

Delete

Go Back

Sign

THE STREET	Employment Departmen U.S. Citizensh	t Eligibility Veri t of Homeland Se ip and Immigration	ification curity Services	USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022	
Section 3. Reverification and	I Rehires (To be completed a	nd signed by emplo	oyer or author	rized repre.	sentative.)
A. New Name <i>(if applicable)</i>					B. Date of Rehire <i>(if applicable)</i>
Last Name <i>(Family Name)</i>	First Name <i>(Given Nan</i>	ne)	Middle Ini	tial	Date (<i>mm/dd/yyyy</i>):
■ N/A		□ N/A		□ N/A	
C. If the employee's previous grant o continuing employment authorizatio	f employment authorization ha n in the space provided below.	s expired, provide t	he informatio	on for the d	ocument or receipt that establishe
Document Title		Document N	lumber	Expiratio	n Date <i>(if any) (mm/dd/yyyy)</i>
I attest, under penalty of perjury, t employee presented document(s),	hat to the best of my knowled the document(s) I have exam	lge, this employee ined appear to be	is authorize genuine and	d to work to relate t	in the United States, and if the to the individual.
Signature of Employer or Authorized	Representative Today's	s Date <i>(mm/dd/vvv</i>	v) Name	of Employe	r or Authorized Representative
				1	

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Date of Rehire is required if one of the Rehire reasons was selected for the Section 3 update.

Guardian

- (Rehire & R	Peverification)							
	AND SP		Em ເ	ployment Eligi Department of Ho J.S. Citizenship and I	bility Verific omeland Secur mmigration Serv	ation ity ^r ices	OMB Expi	USCIS Form I-9 No. 1615-0047 res 10/31/2022
	Section	3. Reverification	and Rehires (To be	completed and sigr	ned by employer	or authorized r	representative.)	fapplicable
	Last Nam Andrew	s	First Name N/A Robert	e (Given Name)	□ N/A	Middle Initial N/A	Date (<i>mm/dd/yyyy</i>) 11/01/2020):
	C. If the econtinuir	employee's previous gra ig employment authoriz	ant of employment auth zation in the space prov	norization has expire vided below.	ed, provide the ii	nformation for	the document or receipt	tnat establisł
	Documer	nt Title		¥	Document Num	ber Expi	ration Date <i>(if any) (mm</i> ,	/dd/yyyy)
	I attest, u employe	under penalty of perju e presented document	ry, that to the best of (s), the document(s) I	my knowledge, th I have examined a	is employee is a opear to be gen	uthorized to v uine and to re	vork in the United State late to the individual.	es, and if the
	Signature	e of Employer or Author	ized Representative	Today's Date	(mm/dd/yyyy)	Name of Em	ployer or Authorized Rep	presentative



Guardian

Document information is required if one of the **Reverification** reasons was selected for the Section 3 update.

Dashboard	Start I-9	Employee 🗸	E-Verify	Reports							
			E	Employment Elig Department of H U.S. Citizenship and	ibility Verific omeland Secu Immigration Ser	cation rity vices	USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022				
	Section	n 3. Reverificatio	n and Rehires (To	ed representative.)							
	A. New M Last Nar	Name <i>(if applicable)</i> ne <i>(Family Name)</i>	First Na	nme <i>(Given Name)</i>		Middle Initial	B. Date of Rehire (if applicable) I Date (mm/dd/yyyy): III./01/2020				
	C. If the continui	employee's previous ng employment autho	for the document or receipt that establishes								
	Docume Empl	nt Title oyment Authorization	Document (Form I-766	5) •	Document Num	nber Ex	xpiration Date (<i>if any</i>) (mm/dd/yyyy) 12/31/2021				
	Note: [Docum	Note: Document Retention Required. [<u>Upload Document</u>] Document/Image not found in OnDocs									
	Uploac docum record.	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 document(s), the document(s) I have examined appear to be genuine and to relate to the individual.											
	Signatur	e of Employer or Auth	norized Representative	Today's Date	(mm/dd/yyyy)	Name of E Moreno,	Employer or Authorized Representative Denise				
		Copyright © 20	023, Equifax Inc., Atla	anta, Georgia. All rig	hts reserved. I	Equifax and	the Equifax marks used herein are				

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If document retention is required, click **Upload Document** to retain a copy.

Denise Moreno 👻

Logout

iein 🗸

Announcements

Guardian

Dashboard	Start I-9	Employee 🚽	E-Verify	Reports						
		ter Litte	En נ	ployment Eligi Department of Ho J.S. Citizenship and I	bility Verific omeland Secu immigration Ser	ation r ity ⁄ices		USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022		
	Section	n 3. Reverificatio	n and Rehires (To be	completed and sign	ned by employer	or autho	orized repr	resentative.)		
	A. New N	Item Name (if applicable) B. Date of Rehire (if applicable) Item (family Name) First Name (Given Name) Middle Initial Date (mm/dd/www);								
	Last Nan	ne (Family Name)	Name) First Name (Given Name) Middle Initial D				Date (<i>mm/dd/yyyy):</i>			
	Andrew	s 🗎 (□N/A Robert		□ N/A	N/A	🗹 N/A	11/01/2020		
	C. If the continuit	C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.								
	Docume	nt Title			Document Number Expiration			on Date (<i>if any</i>) (<i>mm/dd/yyyy</i>)		
	Emple	oyment Authorization	Document (Form I-766)	•	MSC0902850001 12/31			/2021		
	Note: Docum	ocument Retention R ent/Image not found	Required. [<u>Upload Docum</u> d in OnDoce	ent]						
	Upload docume record.	Confirmation \Box I co ent has been scanned	onfirm that the appropria and uploaded to the emp	te supporting bloyee's OnDocs						
	I attest, employe	I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.								
	Signature of Employer or Authorized Representative Today's Date (mm/dd/				(mm/dd/yyyy)	Name	of Employ	yer or Authorized Representative		
						More	eno, Denis	e		

zontents trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

Click the **Select File** button.

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Browse to and select the desired file, then click **Open**.



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Repeat the previous two steps to add additional files, if needed. When done click the **Upload** button.

Guardian

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Dashboard

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employee	presented documer	nt(s), the document(s) I h	nave examined appear to be ge	nuine and to relate to the indiv	idual.	
Signature	of Employer or Autho	orized Representative	Today's Date <i>(mm/dd/yyyy)</i>	Name of Employer or Authori Moreno, Denise	ized Representative	

Click the **Close** button once all files have been successfully uploaded.

Guardian						Announcements	Help 🗸	Denise Moreno 👻	Logout
Dashboard Start	t I-9	Employee 🗸	E-Verify	Reports					
	Section 3. A. New Name Last Name (F Andrews C. If the empl continuing er Document Tit Employme Note: Docur Document / Upload Con document h record. I attest, unde employee pro	Upload File Use the Select less and must in size. Select File Upload	ct File button to t not contain ac i-766 sample	The file locate the support lditional periods (as	has been successfully sent ing document image. Note: Th ide from the file extension) or	e file name must slashes. Files mus	CIS be 78 chara st be less th	x acters or an 5MB	

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Click the **Upload Confirmation** checkbox to confirm all required documents have been retained.

Guardia	n					Announcements	i Help 🗸	Denise Moreno 👻	Logout
Dashboard	Start I-9	Employee 🚽	E-Verify	Reports					
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	Signature of Employer or Autho		zed Representative Today's Date		(mm/dd/yyyy)	Name of Employer or Authorized Rep Moreno, Denise	resentative		

Signing Section 3

Click the **Sign** button once Section 3 has been completed.

Guardia	n					Announcements	Help 🗸	Denise Moreno 👻	Logout
Dashboard	Start I-9	Employee 🗕	E-Verify	Reports					
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						Delete	Go Back	Sign	

Signing Section 3

Accept the agreement by clicking the **I Accept** checkbox and enter your signing credentials in the **Password** field.

Guardian

Dashboard

Start I-9 Employee 🚽 E-Verify Reports recora. 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 document(s), the document(s) I have examined appear to be genuine and to relate to the individual. Signature of Employer or Authorized Representative Todav's Date (*mm/dd/vvvv*) Name of Employer or Authorized Representative Moreno, Denise **Electronic Signature** The person who physically examines the employee's original document(s) and completes this Section 3 must electronically sign as indicated below. By signing Section 3 of this Form I-9, you attest under penalty of perjury that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and relate to the employee named, and that to the best of your knowledge the employee is authorized to work in the United States. Please read the following statement, select "I Accept" to acknowledge your agreement, and enter your Password/SSO ID to electronically sign this section 3[.] I consent to provide an electronic signature in connection with this Form I-9 and understand that by clicking on "I Accept", typing my system Password/SSO ID below and clicking the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document. I Accept 🗹 **Electronically Sign** Password:



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Signing Section 3

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Guardia	Guardian							nnouncements	Help 🗸	Denise Moreno 👻	Logout
Dashboard	Start I-9	Employee 🗸	E-Verify Reports								
	recora.										
	I attest, u employee	inder penalty of perjur	y, that to the best of (s), the document(s) I	my knowledge, this em have examined appear	ployee is a to be gen	uthorized uine and to	to work in the o relate to the i	United States, a ndividual.	and if the		
	Signature	Employer or Au o, Denise	thorized Repres	entative							
	The person who physically examines the employee's original document(s) and completes this Section 3 must electronically sign as indicated below. By signing Section 3 of this Form I-9, you attest under penalty of perjury that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and relate to the employee named, and that to the best of your knowledge the employee is authorized to work in the United States.									Ν.	
	Please r	read the following stater	ment, select "I Accept"	to acknowledge your agi	reement, ar	nd enter yo	ur Password/SS	O ID to electron	ically sign this	S	
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Editing Section 3

A signed Section 3 can be edited prior to being approved. If an edit needs to be made, click the **Created** date to reopen the Section 3.

Guardian

Dashboard	Start I-9	Employee 🗸	E-Verify	Reports

I-9 for Andrews, Robert

I-!

Ŧ						View Emp	ployee View	E-Verify	Refresh	Update and Go Back	Update Info	Go Back	Delete
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Overview													
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E-verily													
- Section 3													
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l and a second second		~			AU 1 1 1		–						

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Editing Section 3

Guardian

Dashboard Start I-9

Employee 🗕

Reports

E-Verify

Click the **Edit Section 3** button. This will erase the current signature. A new electronic signature will need to be completed after the edits have been made.

Document Title	Document Numb	er Expiration Date <i>(if any) (mm/dd/yyyy)</i>				
Employment Authorization Document (Form I-766)	MSC0902850001	12/31/2021				
Note: Document Retention Required. [Upload Document]						
With Document Upload Confirmation I I confirm that the appropriate supplocument has been scanned and uploaded to the employee's	orting OnDocs					
record.						
attest, under penalty of perjury, that to the best of my kno mployee presented document(s), the document(s) I have e	wledge, this employee is au xamined appear to be genu	uthorized to work in the United States, and if the individual.				
ignature of Employer or Authorized Representative To	day's Date <i>(mm/dd/yyyy)</i>	Name of Employer or Authorized Representative				
		Moreno, Denise				



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Approving Section 3

From the I-9 **Details** page click **Approve** from within Section 3.

Guardian							Announcen	nents	Help 🗸	Denise Moreno	- Logo	out
Dashboard Start I	-9 Employee -	E-Verify	Reports									
-9 for Andrews, Robert												
♀ ∓					View Employe	View E-	Verify	fresh	pdate and Go E	Back Update Info	Go Back	Delete
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Approving Section 3

Guardian

Dashboard Start I-9

Employee 🗕

E-Verify

Reports

Review the Section 3 data. No edits can be made once approved. When ready, click the **Approve Section 3** button.

ocument Title		Document Num	ber E	Expiration Date <i>(if any) (mm/dd/yyyy)</i>			
Employment Authorization Document (Form I-766)	*	MSC090285000)1	12/31/2021			
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attest, under penalty of perjury, that to the best of r nployee presented document(s), the document(s) I	ny knowledge, tř have examined a	nis employee is a ppear to be gen	uthorized t uine and to	to work in the United States, and if the relate to the individual.			
ignature of Employer or Authorized Representative	Today's Date	(mm/dd/yyyy)	Name of I	Employer or Authorized Representative			
	5 (Moreno. Denise				

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Approving Section 3

Section 3 will now reflect the Approved date from the Employee's I-9 **Details** tab.

Guardian

Guardi	an						Ļ	Announcemer	its Helj	p 🔻 De	nise Moreno	- Logo	ut
Dashboard	Start I-9	Employee 🗸	E-Verify	Reports	s								
-9 for Andrews,	Robert												
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Viewing Section 3

Click **View I-9** to view Section 3, which will appear at the bottom of the original I-9.

Guardian	S Form - Google Chrome – C Announcements Help – Denise Moreno – Logout	t
Guarulan	■ uat1.guardiandocuments.com//getdoc/E312A882E969314087A66 Q	
Dashboard Start I-9 Employee -	Employment Eligibility Verification USCIS	
-9 for Andrews, Robert	Department of Homeland Security Form 1-9 U.S. Citizenship and Immigration Services Expine 1071.2022	
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-9 Overview	Last Name (Fanity Kame (Given Kame) Mid Se tritial Other Last Names (Used (if any) Andrews Robert NKA NKA	~
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1 10/12/2020 Reverification	1. Foreign Plaquet Number N/A Country of Issuance N/A 10/12/2020 10/12/2020	
	Signature of Employee Electronically Signed by R. Andrews Today's Date (mm/dd/yyyy) 10/12/2020	
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For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

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Thank you.

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