Guardian I-9 Electronic Section 3

Table of Contents

Table of Contents

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.

FAQ

➢ **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.

Searching for Employee

Guardian

Dashboard	Start I-9	Employee ▾	E-Verify	Reports

○ Employee Group   My Managed Groups ▾   Refresh All
○ Location

Type of I-9: **Current** | **Imported**
Create New Employee

Top Pending Re-Verifications

View | All | Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	10/12/2020	Miami:	Andrews, Robert	10/31/2020	19
●	09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3
●	09/28/2020	Miami:	Smith, David	11/01/2020	20
●	09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90
●	09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	44
●	09/11/2020	E-Verify Cases:	Lavender, Lisa	12/31/2021	445
●	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	293
●	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	126
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-2
●	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	80
●	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-2

Top Pending I-9s

View | All | Analyze

		Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
●	E	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A	
●	E	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020	
●	E	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
●	E	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A	
●	E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020	
●	E	09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
●	E	09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020	
●	E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020	
●	E	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020	
●	E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020	
●	E	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020	
●	E	10/01/2020	Miami:	Jones, Michael	Signed Sec 1	10/01/2020	10/06/2020	
●	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	

Searching for Employee

Guardian

Dashboard	Start I-9	Employee ▾	E-Verify	Reports

● Employee Group [My Managed Groups ▾] [Refresh All]
○ Location

Type of I-9: **Current** | **Imported**

Create New Employee

Top Pending Re-Verifications

🔧 View   🖨 All   🔍 Analyze

	Date I-9 Created ▾	Location	Employee Name	Expiration Date	Days Left
🟡	10/12/2020	Miami:	Andrews, Robert	10/31/2020	19
🟡	09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3
🟡	09/28/2020	Miami:	Smith, David	11/01/2020	20
🟢	09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90
🟢	09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	44
🟢	09/11/2020	E-Verify Cases:	Lavender, Lisa	12/31/2021	445
🟢	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	293
🟢	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	126
🔴	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-2
🟢	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	80
🔴	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-2

Top Pending I-9s

🔧 View   🖨 All   🔍 Analyze

		Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
🔴	E	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A	
🔴	E	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020	
🔴	E	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
🔴	E	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A	
🔴	E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020	
🔴	E	09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
🔴	E	09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020	
🔴	E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020	
🔴	E	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020	
🔴	E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020	
🔴	E	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020	
🔴	E	10/01/2020	Miami:	Jones, Michael	Signed Sec 1	10/01/2020	10/06/2020	
🔴	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	

Searching for Employee

Guardian

Announcements   Help ⌄   Denise Moreno ⌄   Logout

| Dashboard | Start I-9 | Employee ⌄ | E-Verify | Reports |

○ Employee Group
● Location

My Managed Groups ▾   Refresh All

Type of I-9: **Current** | **Imported**

Create New Employee

Top Pending Re-Verifications

🔄 View   🖨 All   🔍 Analyze

	Date I-9 Created ▽	Location	Employee Name	Expiration Date	Days Left	
🟡	10/12/2020	Miami:	Andrews, Robert	10/31/2020	19	
🟡	09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3	
🟡	09/28/2020	Miami:	Smith, David	11/01/2020	20	
🟢	09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90	
🟢	09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	44	
🟢	09/11/2020	E-Verify Cases:	Lavender, Lisa	12/31/2021	445	
🟢	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	293	
🟢	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	126	
🔴	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-2	
🟢	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	80	
🔴	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-2	

Top Pending I-9s

🔄 View   🖨 All   🔍 Analyze

		Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
🔴	E	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A	
🔴	E	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020	
🔴	E	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
🔴	E	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A	
🔴	E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020	
🔴	E	09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
🔴	E	09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020	
🔴	E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020	
🔴	E	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020	
🔴	E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020	
🔴	E	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020	
🔴	E	10/01/2020	Miami:	Jones, Michael	Signed Sec 1	10/01/2020	10/06/2020	
🔴	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	

Searching for Employee

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

Guardian

Search Employees
Search I-9 Forms
Search Tasks

Announcements   Help ⌄   Denise Moreno ⌄   Logout

| Dashboard | Start I-9 | Employee ⌄ | E-Verify | Reports |

○ Employee Group [My Managed Groups ▾] [Refresh All]

○ Location

Type of I-9: **Current** | **Imported**

Create New Employee

Top Pending Re-Verifications

View   All   Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
🟡	10/12/2020	Miami:	Andrews, Robert	10/31/2020	19	
🟡	09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3	
🟡	09/28/2020	Miami:	Smith, David	11/01/2020	20	
🟢	09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90	
🟢	09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	44	
🟢	09/11/2020	E-Verify Cases:	Lavender, Lisa	12/31/2021	445	
🟢	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	293	
🟢	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	126	
🔴	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-2	
🟢	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	80	
🔴	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-2	

Top Pending I-9s

View   All   Analyze

		Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
🔴	E	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A	
🔴	E	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020	
🔴	E	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
🔴	E	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A	
🔴	E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020	
🔴	E	09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
🔴	E	09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020	
🔴	E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020	
🔴	E	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020	
🔴	E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020	
🔴	E	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020	
🔴	E	10/01/2020	Miami:	Jones, Michael	Signed Sec 1	10/01/2020	10/06/2020	
🔴	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	

Adding Section 3

Guardian

Announcements   Help ⌄   Denise Moreno ⌄   Logout

| Dashboard | Start I-9 | Employee ⌄ | E-Verify | Reports |

I-9 for Andrews, Robert

View Employee   View E-Verify   Refresh   Update and Go Back   Update Info   Go Back   Delete

| Details | OnDocs | Issues | Amendments |

I-9 Overview   ⌄

This I-9 will be expiring Soon!

If the employee has new documents to present, please add a new section 3 entry to record them.

I-9 Information

I-9 No: **2,675,887 (Primary)**
Type: **Electronic I-9**
Version: **3/17/20**
Expires: **10/31/2020**
Date Completed: **10/12/2020**
Date approved: **10/12/2020**

I-9 Location: Portland
I-9 Business Unit: Western US
I-9 Hire Date: **10/12/2019**

Section 3

Section 3 Entries: **0**

🔄 Refresh   ⊕ Add Section 3   ⊕ Add Remote Section 3

Print Center

View
I-9

Employee
Receipt

Preparer/Translator
Receipt

Adding Section 3

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

Section 3 - Reason

You are about to add an **Electronic** Section 3. Th

Please specify the reason for the Section 3 up

None ⌄

- None
- Reverification
- Name Change Only
- Rehire
- Rehire & Reverification

| Personal | Job Details | Tasks | I-9 Forms | OnDocs | Login Info | Custom Fields | E-Verify |

Job Information

Employment Information

Employee ID _____

Employee Group [Branch 123-1001 ⌄] ⓘ

Location Branch 123 ⓘ

Date Hired 12/07/2016

Date Terminated 12/07/2016

Date Purgeable 12/07/2019 ☐ Do Not Purge when Eligible

Employment History

Date Hired	Date Terminated
12/07/2016	12/07/2016

Re-Hire Employee

Notification Emails

Address 1: _____

Address 2: _____

Adding Section 3

Guardian

Dashboard	Start I-9	Employee ⏷	E-Verify	Reports

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

Rehire & Reverification ⌄

Add Section 3　　Create New I-9

Cancel

Adding Section 3

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

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

Rehire & Reverification ▾

Add Section 3   Create New I-9

Cancel

Table of Contents

Adding Section 3

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

Section 3 - *(Rehire & Reverification)*

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)* | | | **B.** Date of Rehire *(if applicable)*

Last Name *(Family Name)* ☐ N/A | First Name *(Given Name)* ☐ N/A | Middle Initial ☐ N/A | Date *(mm/dd/yyyy):*

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.

Document Title | Document Number | Expiration Date *(if any) (mm/dd/yyyy)*

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 | Today's Date *(mm/dd/yyyy)* | Name of Employer or Authorized Representative

Moreno, Denise

[Delete] [Go Back] [Sign]

Adding Section 3

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

Section 3 - *(Rehire & Reverification)*

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)*   **B. Date of Rehire** *(if applicable)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Date *(mm/dd/yyyy):*
☐ N/A	☐ N/A	☐ N/A	

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.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*

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	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative
		Moreno, Denise

[Delete] [Go Back] [Sign]

Adding Section 3

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

Section 3 - *(Rehire & Reverification)*

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)* | | | **B.** Date of Rehire *(if applicable)*

Last Name *(Family Name)*: Andrews ☐ N/A

First Name *(Given Name)*: Robert ☐ N/A

Middle Initial: N/A ☑ N/A

Date *(mm/dd/yyyy)*: 11/01/2020

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.

Document Title | Document Number | Expiration Date *(if any) (mm/dd/yyyy)*

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 | Today's Date *(mm/dd/yyyy)* | Name of Employer or Authorized Representative

Moreno, Denise

[Delete] [Go Back] [Sign]

Adding Section 3

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)*

B. Date of Rehire *(if applicable)*

Last Name *(Family Name)*
Andrews ☐ N/A

First Name *(Given Name)*
Robert ☐ N/A

Middle Initial
N/A ☑ N/A

Date *(mm/dd/yyyy):*
11/01/2020

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.

Document Title
Employment Authorization Document (Form I-766)

Document Number
MSC0902850001

Expiration Date *(if any) (mm/dd/yyyy)*
12/31/2021

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 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/yyyy)*

Name of Employer or Authorized Representative
Moreno, Denise

Document Retention

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

Dashboard	Start I-9	Employee ▾	E-Verify	Reports

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)*

B. Date of Rehire *(if applicable)*

Last Name *(Family Name)*
Andrews   ☐N/A

First Name *(Given Name)*
Robert   ☐N/A

Middle Initial
N/A   ☑N/A

Date *(mm/dd/yyyy)*:
11/01/2020

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.

Document Title
Employment Authorization Document (Form I-766)

Document Number
MSC0902850001

Expiration Date *(if any) (mm/dd/yyyy)*
12/31/2021

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 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/yyyy)*

Name of Employer or Authorized Representative
Moreno, Denise

Document Retention

Guardian

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

USCIS

Employment Eligibility Verification

Upload File

×

Section 3.

A. New Name
Last Name *(Fi*

Andrews

C. If the empl
continuing er
Document Tit

Employe

Note: Docu
Document/

Upload Con
document h
record.

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File   i-766 sample.jpg

Upload

Close

I attest, unde
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/yyyy)*	Name of Employer or Authorized Representative
		Moreno, Denise

Document Retention

Guardian

Announcements   Help ⌄   Denise Moreno ⌄   Logout

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

USCIS

Employment Eligibility Verification

Upload File

✕

The file has been successfully sent

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Section 3.

A. New Name
Last Name *(F...)*

Andrews

C. If the emp...
continuing e...
Document Tit...

Employme...

Note: Docu...
Document/

Upload Con...
document h...
record.

I attest, und...
employee pr...

Signature of ...

Select File   i-766 sample.jpg

Upload

Close

Document Retention

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

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.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*
Employment Authorization Document (Form I-766) ▾	MSC0902850001	12/31/2021

Note: Document Retention Required. [Upload Document]

[View Document]

Upload Confirmation ☑ 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.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative
		Moreno, Denise

Delete   Go Back   Sign

Signing Section 3

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

Guardian

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.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*
Employment Authorization Document (Form I-766) ▾	MSC0902850001	12/31/2021

Note: Document Retention Required. [Upload Document]

[View Document]

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.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative
		Moreno, Denise

Delete   Go Back   Sign

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

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.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	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 ☑

Password: ·············   **Electronically Sign**

Delete   **Go Back**

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

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.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	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 ☑

Password: ••••••••••••   **Electronically Sign**

Delete   Go Back

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

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

Details	OnDocs	Issues	Amendments

I-9 Overview ▾

E-Verify 0
FAR 0   Special 0

Click the **Issues** tab above to view all issues

Check I-9

E-Verify

Section 3

Section 3 Entries: **1**

Refresh   ➕ Add Section 3   ➕ Add Remote Section 3

#	Created	Section 3 Reference	Controls Reverification	Remote Settings	Form Version	Signed	Approved	Expiration
1	10/12/2020	Reverification	◉	N/A	03/17/2020	10/12/2020	*Approve	12/31/2021

Print Center

View I-9

Employee Receipt

Preparer/Translator Receipt

Editing Section 3

Guardian

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports | |

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.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*
Employment Authorization Document (Form I-766) ▾	MSC0902850001	12/31/2021

Note: Document Retention Required. [Upload Document]

[View Document]

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.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative
		Moreno, Denise

Edit Section 3   Go Back

Approving Section 3

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

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.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*
Employment Authorization Document (Form I-766) ⌄	MSC0902850001	12/31/2021

Note: Document Retention Required. [Upload Document]

[View Document]

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.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative
		Moreno, Denise

Approve Section 3   **Delete**   **Go Back**

Approving Section 3

Guardian

Announcements   Help ⌄   Denise Moreno ⌄   Logout

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

I-9 for Andrews, Robert

View Employee   View E-Verify   Refresh   Update and Go Back   Update Info   Go Back   Delete

Details	OnDocs	Issues	Amendments

I-9 Overview

FO 2   E-Verify 0
FAR 0   Special 0

Click the **Issues** tab above to view all issues

Check I-9

E-Verify

Section 3

Section 3 Entries: **1**

➕ Add Section 3   ➕ Add Remote Section 3

🔄 Refresh

#	Created	Section 3 Reference	Controls Reverification	Remote Settings	Form Version	Signed	Approved	Expiration
1	10/12/2020	Reverification	⊙	N/A	03/17/2020	10/12/2020	10/12/2020	12/31/2021

Print Center

View
I-9

Employee
Receipt

Preparer/Translator
Receipt

For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.

- For additional assistance contact your in-house Guardian expert.

Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.