



Guardian I-9 Remote Hire with Agent Workflow

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Guardian I-9 Remote Hire with Agent Workflow



FAQ

➤ **When would I use this Workflow?**

This workflow is used when the employee is remote and is unable to meet in-person/on-site to complete their I-9 with a Guardian user. A Remote Agent (a non-Guardian user) will be used to complete Section 2. If you will be meeting with the new hire in-person/on-site consider using one of the other three available Guardian I-9 workflows. See their related tutorials for more information.

FAQ

➤ How do I begin?

Only users with access to the Standard Interface of Guardian have the ability to initiate the Remote Hire with Agent workflow for a new hire.

Users limited to the **Location Manager** interface cannot send the login information email to the new hire or the Agent.

Organizations with integration to other HRIS systems may have portions of this workflow automated. Please contact your in-house Guardian expert for more information on your specific workflow.

FAQ

➤ **What is a Remote Agent?**

A Remote Agent refers to a non-Guardian user who will be accessing the Remote Agent portal to complete Section 2 for your new hire.

➤ **Who can act as a remote agent?**

DHS permits employers to designate authorized representatives to complete Forms I-9 on their behalf, such as personnel officers, foremen, agents or notary public, etc. DHS does not require the representatives to have any specific agreements or other documents.

FAQ

➤ **What if the Remote Agent makes a mistake?**

Employers are still liable for any I-9 violations when a Remote Agent is utilized. If mistakes are caught after the I-9 is approved, they may be corrected by use of the Guardian Amendments tool, or a new I-9 could be completed for the employee.

➤ **What is Remote Agent Pre-Identification?**

Remote Agent Pre-Identification is a Guardian feature that requires Remote Agents to provide and verify their email address, as well as provide a phone number, before completing Section 2. This helps improve oversight of their Remote Hire with Agent process. This feature can be enabled from the Administration options within Guardian.

FAQ

➤ **How does the Remote Agent access their portal to complete Section 2?**

Upon initiating the Remote Hire with Agent workflow for a new hire a unique URL (web address) is created. This URL, along with the related Remote Agent instructions, can be provide to the Agent in a variety of ways. If you know ahead of time who will be acting as the Agent you can email them this information from within Guardian. If you do not yet know who will be acting as the Agent, the employee is provided the Agent URL and instructions upon completion of Section 1. They may save, print and/or email the information and provide it to the Remote Agent when meeting with them to complete Section 2.

Creating New Employee

Searching for Employee

From the **Standard Interface** click **Create New Employee**.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

Western US > Portland

Refresh All

Location

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

Create New Employee

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	
● E	09/09/2020	Portland:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
● E	09/18/2020	Portland:	Jones, Robert	Signed Sec 1	09/18/2020	09/23/2020	
● E	09/18/2020	Portland:	Jones, Steve	Started	09/18/2020	09/23/2020	
● E	09/02/2020	Portland:	McNeil, Mary	Started	09/30/2020	10/05/2020	

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
●	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
●	09/14/2020	Portland:	Bennett, Susan	10/01/2020	N/A	

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
●	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	86	

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	09/14/2020	Portland:	Bennett, Susan	11/25/2020	67	
●	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	103	
●	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	316	

Searching for Employee

Enter the new hire's **Social Security Number** (if known), then click the **Create Employee** button.

Guardian

[Announcements](#)

[Help](#) ▾

[Denise Moreno](#) ▾

[Logout](#)

[Dashboard](#)

[Start I-9](#)

[Employee](#) ▾

[E-Verify](#)

[Reports](#)

Create New Employee

Social Security Number:

799-64-4485

[Cancel](#)

[Create Employee](#)

[Create Employee without SSN](#)

Creating New Employee

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Create New Employee

Social Security Number

799-64-4484

Employee Group

Western

First Name

Michael

Preferred Language

English

Middle Name

Last Name

Jones

Start Date

10/01/2020

Employee ID

Login Type

- Login Required:** Employee will complete Section 1 on their own; Guardian user will complete Section 2
- No Login:** Employee will complete I-9 in person
- Logins Required:** Employee will complete Section 1 on their own; remote agent will complete Section 2 via unique access link

E-Mail

MJones@test.com

Cancel

Create Employee

If no existing employee is found, the system will prompt to create the new employee.

For an employee who will be completing both Section 1 and Section 2 remotely, select the **Logins Required** option.

Once completed, user clicks the **Create Employee** button.

Creating Login for Existing Employee

Handling of Existing I-9

Guardian

Dashboard Start I-9 Employee E-Verify Reports

Employee Search Options

Results: 6 Employees Found

Options Search by Name: Jones Presets Results: Page 1

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
Jones, Michael		2674907	Western US > Portland	10/01/2020	Portland	Current

If the employee already exists in Guardian, search for and open their **Employee Record**.

This can be done by searching on the **Employees module** by **Last, First** name.

From the search results, click the employee's name.

Add I-9 for Remote Processing

Guardian

If no I-9 is present, click **Add I-9 for Remote Processing** to add a new I-9 that is enabled for the **Remote Hire with Agent** workflow.

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

Michael Jones

Employee Access Refresh Re-Evaluate Dashboards Update and Go Back Update Info Go Back Delete

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

Refresh + Add I-9 + Add I-9 for Remote Processing

I-9 Number	View I-9	[Primary] Type [*] Setup RH/RA	Date Created	Name on Form	I-9 Location	I-9 Business Unit	I-9 Date Started	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expires
2674907		[P] Electronic I-9 [*]	09/19/2020		Portland	Western US						

HR Point of Contact

From the **Remote Hire/Remote Agent Settings** page, specify which **HR User** will be the primary contact for the employee and/or agent to reach out to in the event of any questions or issues.

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

Remote Hire/Remote Agent Settings

Instructions

Setting up the Remote Hire/Remote Agent is a two step process.

The Remote Hire HR Contact is simply the company HR that will be indicated as the contact person for either the employee or Remote Agent should any questions come up.

In step 2, the instructions for the Employee and the Remote Agent should be created. During this process, you will have the opportunity to customize the default documents, and optionally print or e-mail the documents to the Employee.

Employee Information

Employee Name: **Jones, Michael**

Location: **Portland**

Date Hired: **10/01/2020**

Responsible Parties



Remote Hire HR Contact: **Moreno, Denise** (r) is HR, will be listed on the support documents as the point of contact

Documents



Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions: [Review Agent Instructions](#) [Login](#)

Employee Instructions: [Review Employee Instructions](#) [Login](#)

[Update Info](#) [Go Back](#) [Disable Remote Hire Process](#)

Sending Employee Instructions

Click **Review Employee Instructions** to email the login information to the employee.

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

Remote Hire/Remote Agent Settings

Instructions

Setting up the Remote Hire/Remote Agent is a two step process.

The Remote Hire HR Contact is simply the company HR that will be indicated as the contact person for either the employee or Remote Agent should any questions come up.

In step 2, the instructions for the Employee and the Remote Agent should be created. During this process, you will have the opportunity to customize the default documents, and optionally print or e-mail the documents to the Employee.

Employee Information

Employee Name: **Jones, Michael**

Location: **Portland**

Date Hired: **10/01/2020**

Responsible Parties



Remote Hire HR Contact: **Moreno, Denise** (This HR will be listed on the support documents as the point of contact)

Documents



Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions: [Review Agent Instructions](#) [Login](#)

Employee Instruction: [Review Employee Instructions](#) [Login](#)

[Update Info](#)[Go Back](#)[Disable Remote Hire Process](#)

Sending Employee Instructions

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

A customizable email template is displayed that includes the employee instructions and their URL to complete Section 1. Click the **Send or Edit E-Mail** button.



E-Mail

Details

Employee: **Jones, Michael**

Date/Time Entered: 09/19/2020 11:15:00.323928 @ 11:15:00

Entered By: Moreno, Denise

Subject/Reference: Remote Hire Employee Instructions

To/Regarding: Mjones@test.com

E-Mail History: This E-Mail has not yet been sent!

[Send or Edit E-Mail](#) [Print Preview](#)



E-Mail

New Hire Form I-9 Completion Instructions

As you may know, LawLogix Guardian Demo - Denise's New Site is required by federal law to have the entire Form I-9 completed and signed by your third day of employment in order to establish your eligibility to work in the United States.

To make sure your I-9 is completed by the deadline, please follow the steps below:

1. If you haven't done so already, please access the online I-9 system using the link and access information below to complete section 1 of the I-9 form.

https://uat1.lawlogix.com/4DCGI/WFB_Log_Login/EMP/973C1D6C3CDA3E4D94C6C5D7CB55D5410000003625/RMLNM

2. You will need to meet in person with the Notary Public or Remote Agent identified below who has agreed to act as an authorized agent for LawLogix Guardian Demo - Denise's New Site by this date:

Sending Employee Instructions

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Edit the email if desired. The template can be customized from the **Administration** tab on the left. Click the **Send E-Mail** button.

Email Body

B *I* U ABC X₂ X² | [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] | Font Size | Font Family | [Link Icon]

New Hire Form I-9 Completion Instructions

As you may know, LawLogix Guardian Demo - Denise's New Site is required by federal law to have the entire Form I-9 completed and signed by your third day of employment in order to establish your eligibility to work in the United States.

To make sure your I-9 is completed by the deadline, please follow the steps below:

1. If you haven't done so already, please access the online I-9 system using the link and access information below to complete section 1 of the I-9 form.
https://uat1.lawlogix.com/4DCGI/WEB_Login/Login/EMP/973C1D6C3CDA3E4D94C6C5D7CB55D5410000003625/RMLNM
2. You will need to meet in person with the Notary Public or Remote Agent identified below who has agreed to act as an authorized agent for LawLogix Guardian Demo - Denise's New Site by this date: 10/06/2020
3. Please present **originals** of the identity and work authorization documents you identified (preferably, the ones you already selected while completing Section 1 of your I-9 online) to the Remote Agent so that they may be inspected in your presence.
4. After inspecting the documents, the Remote Agent must complete and digitally sign Section 2 of the Form I-9 by logging into the online I-9 system.
5. ***IMPORTANT.** Please print out the instructions for the Remote Agent and take them with you when you meet with the representative so that he or she has the necessary information and login ID to access the online system.

If you have any questions regarding this process, please contact Denise Moreno at or by email at dmoreno@lawlogix.com as soon as possible.

Thank you for your prompt assistance with this matter.

Denise Moreno
LawLogix Guardian Demo

Cancel

Send Email

Sending Employee Instructions

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports



E-Mail

Your E-Mail was sent.

Details

Employee: **Jones, Michael**

Date/Time Entered: 09/19/2020 11:15:00.323928 @ 11:15:00

Entered By: Moreno, Denise

Subject/Reference:

To/Regarding:

E-Mail History: Sent 09/21/2020 @ 09:12:44 to Mjones@test.com

[Print Preview](#)



E-Mail

New Hire Form I-9 Completion Instructions

As you may know, LawLogix Guardian Demo - Denise's New Site is required by federal law to have the entire Form I-9 completed and signed by your third day of employment in order to establish your eligibility to work in the United States.

To make sure your I-9 is completed by the deadline, please follow the steps below:

1. If you haven't done so already, please access the online I-9 system using the link and access information below to complete section 1 of the I-9 form.

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/973C1D6C3CDA3E4D94C6C5D7CB55D5410000003625/RMLNM

If you have any questions regarding this process, please contact Denise Moreno at or by email at dmoreno@lawlogix.com as soon as possible.

Thank you for your prompt assistance with this matter.

An alert will appear indicating that the email was sent.

Click the **Go Back** button to return to the **Remote Hire/Remote Agent Settings** page.

Sending Employee Instructions

Click the **Go Back** button to return to the employee's I-9 record.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports



Remote Hire/Remote Agent Settings

Instructions

Setting up the Remote Hire/Remote Agent is a two step process.

The Remote Hire HR Contact is simply the company HR that will be indicated as the contact person for either the employee or Remote Agent should any questions come up.

In step 2, the instructions for the Employee and the Remote Agent should be created. During this process, you will have the opportunity to customize the default documents, and optionally print or e-mail the documents to the Employee.

Employee Information

Employee Name: **Jones, Michael**

Location: **Portland**

Date Hired: **10/01/2020**

Responsible Parties



Remote Hire HR Contact: **Moreno, Denise** (This HR will be listed on the support documents as the point of contact)

Documents



Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions: [Review Agent Instructions](#) [Login](#)

Employee Instructions: [Review Employee Instructions](#) [Login](#)

[Update Info](#) [Go Back](#) [Disable Remote Hire Process](#)

Employee Logs into Portal

The employee will click the **Get Started** button to proceed to Section 1.

Guardian

Welcome Robert!

Completing Your I-9

Federal law requires all new employees hired after November 6, 1986, to complete the I-9 Employment Eligibility Verification form. As part of this process you will be asked to present original documents establishing identity and employment eligibility no later than the third day of employment.

You must complete your section of the form by 12/01/2020.

Today you will be walked through a few steps you need to take in order to complete the I-9 process including:

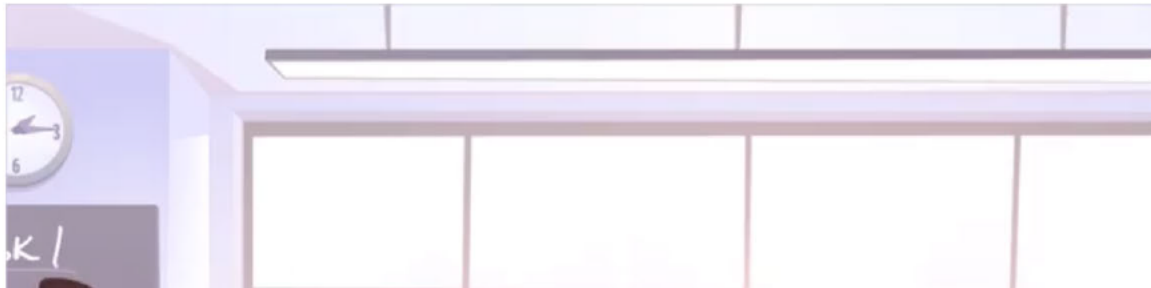
[Get Started](#)

Did You Know

- Federal law requires all new employees hired after November 6, 1986, to complete the I-9 Employment Eligibility Verification form. As part of this process you will be asked to present original documents establishing your identity and employment eligibility.

Need Help?

Need more help? Watch the video below for a more in-depth look at completing your I-9.

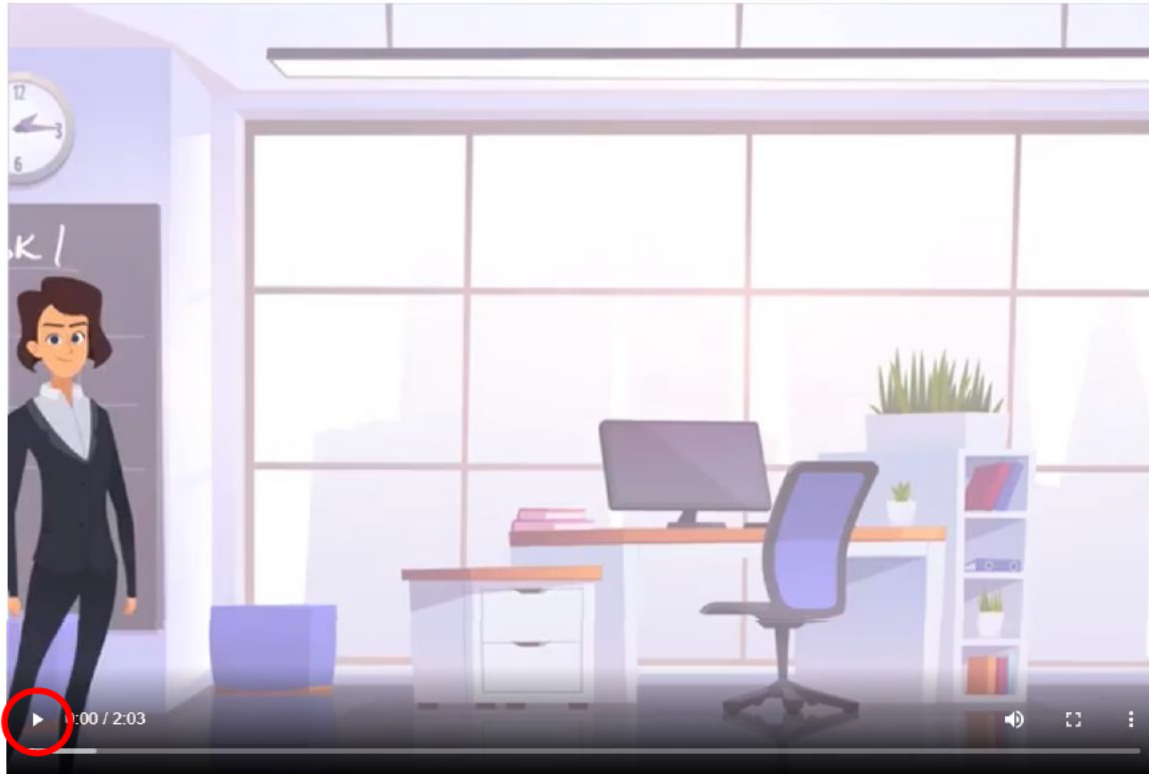


Employee Logs into Portal

The employee has the option of viewing an instructional video before proceeding to Section 1.

Need Help?

Need more help? Watch the video below for a more in-depth look at completing your I-9.



Completing Section 1

The employee is then prompted to complete Section 1 of Form I-9.

Guardian



Let's Get Started



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

▶ **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 (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.)

Last Name (Family name)



First Name (Given name)



Middle Initial



Other Last Names Used (If Any)



N/A

N/A

Address (Street Name and Number)



Apt. Number



City or Town



State



Zip Code



N/A

Month



Day



Year



U.S. Social Security Number



E-mail Address



Telephone Number



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Completing Section 1

Employee or preparer/translator may click the **instructions** link to view the I-9 instructions.

Guardian

Let's Get Started



▶ START HERE: Read **Instructions** carefully before completing this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate a refusal to hire or continue to employ an individual because

Section 1. Employee Information and Attestation (Employer)

Last Name (Family name)

Address (Street Name and Number)

Month

Day

Year

USCIS Form I-9 Instructions

**Instructions for Form I-9,
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

Anti-Discrimination Notice. It is illegal to discriminate against work-authorized individuals in hiring, firing, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers CANNOT specify which document(s) the employee may present to establish employment authorization. The employer must allow the employee to choose the documents to be presented from the Lists of Acceptable Documents, found on the last page of Form I-9. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, contact the Immigrant and Employee Rights Section (IER) in the Department of Justice's Civil Rights Division at <https://www.justice.gov/ier>.

What is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.

General Instructions

Both employers and employees are responsible for completing their respective sections of Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors, as defined in section 3 of the Migrant and Seasonal Agricultural Worker Protection Act, Public Law 97-470 (29 U.S.C. 1802). An "employee" is a person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term "Employee" does not include those who do not receive any form of remuneration (volunteers), independent contractors or those engaged in certain casual domestic employment. Form I-9 has three sections. Employees complete Section 1. Employers complete Section 2 and, when applicable, Section 3. Employers may be fined if the form is not properly completed. See 8 USC § 1324a and 8 CFR § 274a.10. Individuals may be prosecuted for knowingly and willfully entering false information on the form. Employers are responsible for retaining completed forms. **Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).**

These instructions will assist you in properly completing Form I-9. The employer must ensure that all pages of the instructions and Lists of Acceptable Documents are available, either in print or electronically, to all employees completing this form. When completing the form on a computer, the English version of the form includes specific instructions for each field and drop-down lists for universally used abbreviations and acceptable documents. To access these instructions, move the cursor over each field or click on the question mark symbol (?) within the field. Employers and employees can also access this full set of instructions at any time by clicking the Instructions button at the top of each page when completing the form on a computer that is connected to the Internet.

Employers and employees may choose to complete any or all sections of the form on paper or using a computer, or a combination of both. Forms I-9 obtained from the USCIS website are not considered electronic. Forms I-9 under DHS regulations and, therefore, cannot be electronically signed. Therefore, regardless of the method you used to enter information into each field, you must print a hard copy of the form, then sign and date the hard copy by hand where required.

Employers can obtain a blank copy of Form I-9 from the USCIS website at <https://www.uscis.gov/i-9>. This form is in portable document format (pdf) that is fillable and saveable. That means that you may download it, or simply print out a blank copy to enter information by hand. You may also request paper Form I-9 from USCIS.

Certain features of Form I-9 that allow for data entry on personal computers may make the form appear to be more than two pages. When using a computer, Form I-9 has been designed to print as two pages. Using more than one preparer and/or translator will add an additional page to the form, regardless of your method of completion. You are not required to print, retain or store the page containing the Lists of Acceptable Documents.

Form I-9 Instructions 10/21/2019 Page 1 of 15

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

ing completion of this form. Employers are liable for errors in the completion of
n employee may present to establish employment authorization and identity. The
discrimination.
ment, but not before accepting a job offer.)

Other Last Names Used (If Any)

N/A

State

Zip Code

Telephone Number

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Completing Section 1

The **Language** option can be changed to provide **Spanish** subtext.

Guardian



Verificación de la elegibilidad para el empleo
El Departamento de Seguridad Nacional
El Servicio de Ciudadanía e Inmigración de los Estados Unidos

USCIS
Form I-9

OMB No. 1615-0047
Expires 10/31/2022

Inglés

Español

► **EMPIECE AQUÍ:** Lea cuidadosamente las instrucciones antes de completar este formulario. Las instrucciones deben estar disponibles, ya sea en papel o electrónicamente, mientras se completa este formulario. Los empleadores son responsables de los errores en la cumplimentación de este formulario. **Instrucciones para completar la sección 1** 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.

AVISO CONTRA LA DISCRIMINACIÓN: Es ilegal discriminar a las personas autorizadas a trabajar. Los empleadores **NO PUEDEN** especificar qué documento(s) un empleado puede presentar para establecer la autorización de empleo e identidad. La negativa a contratar o seguir empleando a una persona porque la documentación presentada tiene una fecha de expiración futura también puede constituir una discriminación ilegal.

Sección 1. Información del empleado y declaración (Los empleados deben completar y firmar la sección 1 del formulario I-9 antes del primer día de trabajo, pero no antes de aceptar una oferta de trabajo).

Apellido (Nombre Familiar) <input type="text"/>	Primer Nombre (Nombre de pila) <input type="text"/>	I.S.N. <input type="text"/>	Otros apellidos usados (si alguno) <input type="text"/>
<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

Dirección (Número y Nombre de la Calle) <input type="text"/>	Número de Apt. Nú... <input type="text"/>	Ciudad o Pueblo <input type="text"/>	Estado <input type="text"/>	Código Postal <input type="text"/>
<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

Mes <input type="text"/>	Día <input type="text"/>	Año <input type="text"/>	Número de Seguro Social de EE.U... <input type="text"/>	Dirección de correo electrónico <input type="text"/>	Número de teléfono <input type="text"/>
<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

Fecha de Nacimiento:

En espera de la emisión del número

N/A

N/A

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Completing Section 1

Employee or Preparer/Translator enters the employee information.

Guardian



Let's Get Started





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


▶ **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.


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Section 1. Employee Information and Attestation (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.)

Last Name (Family name)  


First Name (Given name) 


Middle Initial 


Other Last Names Used (If Any) 

N/A

N/A

Address (Street Name and Number) 

Apt. Number 

City or Town 

State  


Zip Code 

N/A


Month 

Day 

Year 

U.S. Social Security Number 

E-mail Address 



Telephone Number 

[Table of Contents](#)

Completing Section 1

Guardian

Let's Get Started

Help text is available and will appear when hovering over the  symbol, (or by clicking the  symbol when completing Section 1 from a mobile device).



▶ START HERE: Read [Instructions](#) ca this form.

ANTI-DISCRIMINATION NOTICE: It is il refusal to hire or continue to employ
















Your last name is your legal family name or surname, as recorded on a government issued document. If you have two last names or a hyphenated last name, include both names in the Last Name field. Include any suffix such as Jr. in this field. Do not include any accented characters. Examples of correctly entered last names include: De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen. If you only have one name, enter it in this field, then enter "Unknown" in the First Name field.

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

Instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The presented has a future expiration date may also constitute illegal discrimination.

and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family name) 	First Name (Given name) 	Middle Initial 	Other Last Names Used (If Any) 		
<input type="checkbox"/> N/A		<input type="checkbox"/> N/A			
Address (Street Name and Number) 	Apt. Number 	City or Town 	State 	Zip Code 	
<input type="checkbox"/> N/A					
Month 	Day 	Year 	U.S. Social Security Number 	E-mail Address 	Telephone Number 

Completing Section 1

Guardian



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

Expires 10/31/2022

▶ **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 (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.)

Last Name (Family name) <input type="text"/>	First Name (Given name) <input type="text"/>	Middle Initial <input type="text"/>	Other Last Names Used (If Any) <input type="text"/>		
<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A		
Address (Street Name and Number) <input type="text"/>	Apt. Number <input type="text"/>	City or Town <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	
<input type="checkbox"/> N/A					
Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>	U.S. Social Security Number <input type="text"/>	E-mail Address <input type="text"/>	Telephone Number <input type="text"/>
Date of Birth: <input type="text"/>	<input type="checkbox"/> Awaiting Issuance of SSN	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A		

All fields are required, except for **Social Security No.**, unless participating in E-Verify. For E-Verify participants, select **Awaiting Issuance of SSN** if the employee has not yet received their SSN.

Completing Section 1

Guardian

Employee or preparer/translator enters **N/A** for fields not applicable to the them, or uses the **N/A** checkboxes.



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

▶ **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 (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.)

Last Name (Family name) <input type="checkbox"/> <input type="checkbox"/>	First Name (Given name) <input type="checkbox"/>	Middle Initial <input type="checkbox"/>	Other Last Names Used (If Any) <input type="checkbox"/>		
		<input type="checkbox"/> N/A	<input type="checkbox"/> N/A		
Address (Street Name and Number) <input type="checkbox"/>	Apt. Number <input type="checkbox"/>	City or Town <input type="checkbox"/>	State <input type="checkbox"/>	Zip Code <input type="checkbox"/>	
		<input type="checkbox"/> N/A			
Month <input type="checkbox"/>	Day <input type="checkbox"/>	Year <input type="checkbox"/>	U.S. Social Security Number <input type="checkbox"/>	E-mail Address <input type="checkbox"/>	Telephone Number <input type="checkbox"/>
Date of Birth: <input type="checkbox"/>		<input type="checkbox"/> Awaiting Issuance of SSN		<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

Completing Section 1

Employee or preparer/translator selects one of the four attestations.

Guardian

Address (Street Name and Number) ?

Apt. Number ?

City or Town ?

State ?

Zip Code ?

N/A

Month ?

Day ?

Year ?

U.S. Social Security Number ?

E-mail Address ?

Telephone Number ?

Date of Birth: ?

Awaiting Issuance of SSN

N/A

N/A

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (Check one of the following boxes):

- 1. A citizen of the United States ?
- 2. A noncitizen national of the United States (See instructions) ?
- 3. A lawful permanent resident ?
- 4. An alien authorized to work ?

Preparer and/or Translator Certification (check one of the following):

- I did not use a preparer or translator ?
- A preparer(s) or translator(s) assisted the employee in completing Section 1 ?

Continue

Preparer/Translator Certification

Guardian

Employee or preparer/translator specifies whether a **preparer and/or translator** was used and then click **Continue**. For more information on completing the Preparer/Translator certification please see the related tutorial.

Address (Street Name and Number) ?

Apt. Number ?

City or Town

N/A

Month ▼

Day ▼

Year ▼

U.S. Social Security Number ?

E-mail Address ?

Telephone Number ?

Date of Birth: ?

Awaiting Issuance of SSN

N/A

N/A

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (Check one of the following boxes):

- 1. A citizen of the United States ?
- 2. A noncitizen national of the United States (See instructions) ?
- 3. A lawful permanent resident ?
- 4. An alien authorized to work ?

Preparer and/or Translator Certification (check one of the following):


- I did not use a preparer or translator ?
- A preparer(s) or translator(s) assisted the employee in completing Section 1 ?

Continue

Signing Section 1

Guardian

Employee attests that the information provide is accurate and agrees to the Electronic Signature by clicking the on-screen checkboxes.

 **Robert, you're not finished just yet!**
Please review the Information below and electronically sign Section 1 of your Form I-9.

Section 1 Summary

Full Name: **Robert Andrews**
Date of Birth: **01/02/1977**
Citizenship Status: **U.S. Citizen**


Electronic Signature


You, the employee, must sign the Form I-9 by checking the boxes below and providing the requested identity information. By signing this form, you are attesting under penalty of perjury that the information you provided on the Form I-9, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct.

You are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.

By checking this box, I attest that I have read, understood, and agree to the statements above

By checking this box, I consent to provide an electronic signature in connection with this Form I-9 and understand that my electronic signature will be binding as though I had physically signed this document by hand.

Please select an identity question from the dropdown list, provide an answer, and click 'Electronically Sign' to complete your electronic signature. 

Question
What is the name of the first school you attended? 

Answer

Signing Section 1

Guardian

⚠️ Robert, you're not finished just yet!
Please review the information below and electronically sign Section 1 of your Form I-9.

Section 1 Summary

Full Name: **Robert Andrews**
Date of Birth: **01/02/1977**
Citizenship Status: **U.S. Citizen**

Electronic Signature

You, the employee, must sign the Form I-9 by checking the boxes below and providing the requested identity information. By signing this form, you are attesting under penalty of perjury that the information you provided on the Form I-9, along with the citizenship information, is complete, true and correct.

You are aware that you may face severe penalties provided by law for knowingly providing false information or using false documentation when completing this form.

- By checking this box, I attest that I have read, understood, and agree to the terms and conditions of the Form I-9.
- By checking this box, I consent to provide an electronic signature on this document by hand.

Please select an identity question from the dropdown list, provide an answer, and click the "Sign" button.

Question
What is the name of the first school you attended?

Answer


- What is the name of the first school you attended?
- What is your mother's middle name?
- What was the make and model of your first car?
- What is the name of the first major city you visited?
- What is the name of the hospital where you were born?

To complete the Electronic Signature, the Employee selects from the available signature questions.

Note: Optionally, employers may opt for an employee-generated PIN number, instead of the Question/Answer option, as the Electronic Signature method.

Signing Section 1

Guardian

 **Robert, you're not finished just yet!**
Please review the information below and electronically sign Section 1 of your Form I-9.

Section 1 Summary


Full Name: **Robert Andrews**
Date of Birth: **01/02/1977**
Citizenship Status: **U.S. Citizen**

Electronic Signature


You, the employee, must sign the Form I-9 by checking the boxes below and providing the requested identity information. By signing this information you provided on the Form I-9, along with the citizenship or immigration status you selected, and all information and documents correct.

You are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.

- By checking this box, I attest that I have read, understood, and agree to the statements above
- By checking this box, I consent to provide an electronic signature in connection with this Form I-9 and understand that my electronic signature will be binding as though I had physically signed this document by hand.

Please select an identity question from the dropdown list, provide an answer, and click 'Electronically Sign' to complete your electronic signature. 

Question

What is the name of the hospital where you were born? 

Answer

New York City Hospital

Employee is prompted to provide a memorable answer to the signature question (or enter a 4-digit PIN).

Note: Responses are not validated, and will not be referenced or reused during any subsequent employee signatures. However, all responses are recorded, and can be provided in the event of an audit.

Signing Section 1

Guardian

Electronic Signature

You, the employee, must sign the Form I-9 by checking the information you provided on the Form I-9, along with the correct.

You are aware that you may face severe penalties provided completing this form.

- By checking this box, I attest that I have read, understood,
- By checking this box, I consent to provide an electronic document by hand.

Please select an identity question from the dropdown list.

Question
What is the name of the hospital where you were born?

Answer
New York City Hospital

- Send me proof of my electronic signature

E-mail Address *
Robert.Andrews@test.com

I-9 No. 168604

Employee Receipt of Electronically Filed Form I-9

This Form I-9 receipt certifies that the individual named below has declared under penalty of perjury that he/she:
1) Is the individual specified in Section 1.
2) Has completed section 1.
3) Has read the Form I-9 Attestation.
4) Has attached his/her electronic signature at the bottom of Section 1, thereby attesting as indicated on the Form I-9.

Name of Employer
G2 basic company

Name of Employee
Andrews, Robert

Date section 1 signed
12/13/2016 @ 09:26:14

Optionally, the employee may receive a receipt of their Electronic Signature by clicking the checkbox and providing an email address.

The receipt will be emailed, and certifies the completion of Section 1 by the employee.

signature will be binding as though I had physically signed this

signature. ?

Signing Section 1

The employee then clicks the Electronically Sign button to proceed.

Guardian

Electronic Signature


You, the employee, must sign the Form I-9 by checking the boxes below and providing the requested identity information. By signing this form, you are attesting under penalty of perjury that the information you provided on the Form I-9, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct.

You are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.

- By checking this box, I attest that I have read, understood, and agree to the statements above
- By checking this box, I consent to provide an electronic signature in connection with this Form I-9 and understand that my electronic signature will be binding as though I had physically signed this document by hand.

Please select an identity question from the dropdown list, provide an answer, and click 'Electronically Sign' to complete your electronic signature. 

Question

What is the name of the hospital where you were born? 

Answer

New York City Hospital

- Send me proof of my electronic signature

Email Address *

Robert.Andrews@test.com

Electronically Sign

Completing Section 1

Guardian

The employee is presented with the **Lists of Acceptable Documents** to review, then clicks the **Next** button.

Confirm Document Availability

As part of the I-9 process you will need to provide one or more *original* documents that confirm your identity and employment eligibility. Please review the list below to determine which document or documents you will be bringing with you to show the verifier.

Click the [Chart](#) link for additional guidelines on which documents may be applicable for you.

Note: The document verifier may not require you to present any specific document(s) from the list. However, if your information is to be submitted to E-Verify, you are permitted to present a list B document only if it contains a photo.

Next

95

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

For USCIS guidelines on which documents are acceptable, see this [Chart](#).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of report of birth issued by the Department of State (Forms DG-1050, FG-545, FG-249)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-795)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizens in the United States (Form I-170)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Example of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Completing Section 1

Guardian

✔ You're ready to meet with your verifier!

Next Steps

E-mail Instructions To Your Verifier

E-mail instructions to your chosen verifier to review your documents and complete Section 2.

E-mail Address

RemoteAgent@test.com



Send E-mail

[View Agent Instructions](#)

The employee's next step is to email the link to the Remote Agent to complete Section 2.

If the employee is unsure at this time who will act as their document verifier they may come back to the portal at a later time to send the email, using the previously provided login information.

Note: If using the access link method, multi-use links must be enabled in the Admin settings to allow employees to reaccess the portal.

Please print the instructions for the document verifier. You must take these with you so that he or she can utilize the instructions and included access URL to verify your documents and complete section 2. The URL is associated to **your** record and requires access to the internet.

Section 1 Completed

Guardian

✔ You're ready to meet with your verifier!

Next Steps

E-mail Instructions To Your Verifier

E-mail instructions to your chosen verifier to review your documents and complete Section 2.

E-mail Address

RemoteAgent@test.com

Send E-mail

[View Agent Instructions](#)

✔ E-mail Sent

Employee then clicks the **Send E-mail** button to proceed.

The employee may now close the browser window.

Document Verifier

In order to finish your Form I-9, you must meet with an individual who can review your documents and complete Section 2. This **Must** be no later than .

Anyone may act on behalf of our organization. However, preferred candidates include:

- Human resource professionals
- Representatives at financial institutions
- Staff at educational institutions
- Staff at your state unemployment or workforce agency

If you have questions or need additional assistance, please refer to the instructions above.

Please print the instructions for the the document verifier. You must take these with you so that he or she can utilize the instructions and included access URL to verify your documents and complete section 2. The URL is associated to **your** record and requires access to the internet.

Section 1 Completed

The Section 1 completion and signature information will appear here once the employee has completed Section 1.

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

I-9 for Jones, Michael

[View Employee](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) | [OnDocs](#) | [Issues](#) | [Amendments](#)

I-9 Overview

This I-9 is not ready for Approval.

Section 2 has not been completed or signed by the company representative.

Section 1

Jones, Michael

Signed: **Michael Jones**
09/21/2020 @ 09:20:43

[View Section 1](#)

Preparer/Translator

No Assistance Provided

Signed:

[View Prep](#)

Section 2

Jones, Michael

Hired:

Signed:

[View Section 2](#)

Print Center

[View I-9](#)[Employee Receipt](#)[Preparer/Translator Receipt](#)

Section 1 Completed

The employee's I-9 will appear on the **Top Pending I-9's** dashboard panel, until the Remote Agent completes Section 2.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

Western US > Portland

Refresh All

Location

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

[Create New Employee](#)

Top Pending I-9s

View All Analyze

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	
● E	09/09/2020	Portland:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
● E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020	
● E	09/18/2020	Portland:	Jones, Robert	Signed Sec 1	09/18/2020	09/23/2020	
● E	09/19/2020	Portland:	Jones, Michael	Uploaded Documents (Employee)	10/01/2020	10/06/2020	

Top I-9s Needing Approval

View Analyze

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
●	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
●	09/14/2020	Portland:	Bennett, Susan	10/01/2020	N/A	

Section 2 completion by Remote Agent

Handling of Existing I-9

The Employee may email the Remote Agent the Instructions directly, or if the user is to email the Remote Agent directly, click the [*] link from the **I-9 Forms** tab to open the I-9 and return to the **Remote Hire/Remote Agent Settings** page.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Michael Jones

Employee Access

Refresh

Personal

Job Details

Tasks

I-9 Forms

OnDocs

Login Info

Custom Fields

E-Verify

Refresh

I-9 Number	View I-9	[Primary] Type [*] Setup RH/RA	Date Created	Name on Form	I-9 Location	I-9 Business Unit	I-9 Date Started	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expires
2674907		[P] Electronic I-9 [*]	09/19/2020		Portland	Western US						

Sending Agent Instructions

If it is known who will act as the Agent for the new hire, click the **Review Agent Instructions** button to send an email to the Agent.

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

Remote Hire/Remote Agent Settings

Instructions

Setting up the Remote Hire/Remote Agent is a two step process.

The Remote Hire HR Contact is simply the company HR that will be indicated as the contact person for either the employee or Remote Agent should any questions come up.

In step 2, the instructions for the Employee and the Remote Agent should be created. During this process, you will have the opportunity to customize the default documents, and optionally print or e-mail the documents to the Employee.

Employee Information

Employee Name: **Jones, Michael**

Location: **Portland**

Date Hired: **10/01/2020**

Responsible Parties



Remote Hire HR Contact: **Moreno, Denise** (This HR will be listed on the support documents as the point of contact)

Documents



Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions: **Review Agent Instructions** | [Login](#)

Employee Instructions: **Review Employee Instructions** | [Login](#)

[Update Info](#)[Go Back](#)[Disable Remote Hire Process](#)

Sending Agent Instructions

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

A customizable email template is displayed that includes the Agent instructions and their URL to complete Section 2 for the new hire. Enter the Agent's email address in the **To/Regarding** field.

**E-Mail****Details**Employee: **Jones, Michael**

Date/Time Entered: 09/19/2020 11:15:00.473038 @ 11:15:00

Entered By: Moreno, Denise

Subject/Reference: **Remote Agent Instructions**

To/Regarding:

E-Mail History: **This E-Mail has not yet been sent!**[Send or Edit E-Mail](#) [Print Preview](#)**E-Mail****Remote Agent Instructions for Completion of Form I-9**

LawLogic Guardian Demo - Denise's New Site is an organization that hires employees at remote locations. The Immigration Reform and Control Act (IRCA) requires all U.S. employees to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employees to complete I-9 Employment Eligibility Forms for all new hires.

The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically possible for Jones, Michael to report to any of our offices to complete this required paperwork, we are asking for your assistance in inspecting the employee's original documents and completing the Form I-9 according to Department of Homeland Security guidelines.

LawLogic Guardian Demo - Denise's New Site has adopted a paperless, web-based system for completing an electronic Form I-9 that meets with all federal government requirements. Jones, Michael has already started this process by using the electronic system to complete and digitally sign Section 1 of the I-9. We are asking you to act as our agent for the sole purpose of reviewing original documents presented by Jones, Michael and completing and digitally signing Section 2 of the Form I-9 by accessing our online system.

Please use the link below to access the online system.

https://uat.lawlogic.com/DCGW/WEB_Loq_Loqm/AGT/AAAB69C6A24A424CB9204A83F928C3110000003823

The system provides on-screen guidance and instructions on completing this form, as well as links to official government instructions for the I-9.

According to I-9 requirements, an employer or its agent must physically inspect the original documents (for or photocopies are not accepted) and determine whether the documents appear to be genuine and relate to the employee presenting them. We are requesting that copies of the employee's documents be retained by either electronic upload (provided through the system) if possible, or scanned along with a printout of the completed and signed Form I-9 to LawLogic Guardian Demo - Denise's New Site via the contact information below. [Optional for Notarize]. In addition, please complete, sign and notarize the Notary Authorization form and return it with the Form I-9 and supporting documents to LawLogic Guardian Demo - Denise's New Site at the address below.

dmoreno@lawlogic.com

If you have any questions, you may contact us at the phone number or email address below.

Thank you for agreeing to act as our agent for I-9 inspection and completion purposes.

Denise Moreno
LawLogic Guardian Demo - Denise's New Site

dmoreno@lawlogic.com

[Update and Go Back](#) [Update Info](#) [Go Back](#) [Delete This E-Mail](#)

Sending Agent Instructions

The default email template can be customized in the **Administration** tab.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

User may edit the email if desired before sending to the employee by clicking the **Send or Edit E-Mail** button.



E-Mail

Details

Employee: **Jones, Michael**

Date/Time Entered: 09/19/2020 11:15:00.473038 @ 11:15:00

Entered By: Moreno, Denise

Subject/Reference: Remote Agent Instructions

To/Regarding: janedoe@test.com

E-Mail History: This E-Mail has not yet been sent!

[Send or Edit E-Mail](#) [Print Preview](#)



E-Mail

Remote Agent Instructions for Completion of Form I-9

LawLogic Guardian Demo - Denise's New Site is an organization that hires employees at remote locations. The Immigration Reform and Control Act (IRCA) requires all U.S. employees to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employees to complete I-9 Employment Eligibility Forms for all new hires.

The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically possible for Jones, Michael to report to any of our offices to complete this required paperwork, we are asking for your assistance in inspecting the employee's original documents and completing the Form I-9 according to Department of Homeland Security guidelines.

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Please use the link below to access the online system.

https://uat.lawlogic.com/DCGWEB_Low_Lorin/AGT/AAAB69C6A24A424CB9129A83F928C311000000162X

The system provides on-screen guidance and instructions on completing this form, as well as links to official government instructions for the I-9.

According to I-9 requirements, an employer or its agent must physically inspect the original documents (fax or photocopies are not accepted) and determine whether the documents appear to be genuine and relate to the employee presenting them. We are requesting that copies of the employee's documents be retained by either electronic upload (provided through the system) if possible, or returned along with a printout of the completed and signed Form I-9 to LawLogic Guardian Demo - Denise's New Site via the contact information below. [Optional for Notaries]: In addition, please complete, sign and notarize the Notary Authorization form and return it with the Form I-9 and supporting documents to LawLogic Guardian Demo - Denise's New Site at the address below.

dmorano@lawlogic.com

If you have any questions, you may contact us at the phone number or email address below.

Thank you for agreeing to act as our agent for I-9 inspection and completion purposes.

Denise Moreno
LawLogic Guardian Demo - Denise's New Site

dmorano@lawlogic.com

[Update and Go Back](#) [Update Info](#) [Go Back](#) [Delete This E-Mail](#)

Sending Agent Instructions

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Edit the email if desired. The template can be customized from the Administration tab on the left. Click the **Send E-Mail** button.

Email Preview

From: DoNotReply@lawlogix.com

To

JaneDoe@test.com

Subject

Remote Agent Instructions

Email Body

B **I** **U** **ABC** **X** **X** | **≡** **≡** **≡** **≡** **≡** **≡** | 3 (12pt) Times New Roman

Remote Agent Instructions for Completion of Form I-9

LawLogix Guardian Demo - Denise's New Site is an organization that hires employees at remote locations. The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employers to complete I-9 Employment Eligibility Forms for all new hires.

The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically possible for Jonas, Michael to report to any of our offices to complete this required paperwork, we are asking for your assistance in inspecting the employee's original documents and completing the Form I-9 according to Department of Homeland Security guidelines.

LawLogix Guardian Demo - Denise's New Site has adopted a paperless, web-based system for completing an electronic Form I-9 that meets with all federal government requirements. Jonas, Michael has already started this process by using the electronic system to complete and digitally sign Section 1 of the I-9. We are asking you to act as our agent for the sole purpose of reviewing original documents presented by Jonas, Michael and completing and digitally signing Section 2 of the Form I-9 by accessing our online system.

Please use the link below to access the online system.

http://url.lawlogix.com/4DCGIWEB_Top_Logix.AGT.AAAE69C6A24443dCB9784AF3F526C20100000367?

The system provides on screen guidance and instructions on completing this form, as well as links to official government instructions for the I-9.

According to I-9 requirements, an employer or its agent must physically inspect the **original documents** (fax or photocopies are not accepted) and determine whether the documents appear to be genuine and relate to the employee presenting them. We are requesting that copies of the employee's documents be retained by either electronic upload (provided through the system) if possible, or returned along with a printout of the completed and signed Form I-9 to LawLogix Guardian Demo - Denise's New Site via the contact information below. (Optional for Notaries): In addition, please complete, sign and notarize the Notary Authorization form and return it with the Form I-9 and supporting documents to LawLogix Guardian Demo - Denise's New Site at the address below.

dmoreno@lawlogix.com

If you have any questions, you may contact us at the phone number or email address below.

Thank you for agreeing to act as our agent for I-9 inspection and completion purposes.

Denise Moreno
LawLogix Guardian Demo - Denise's New Site
dmoreno@lawlogix.com

Cancel **Send Email**

Sending Agent Instructions

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

An alert will appear indicating that the email was sent.

Click the **Go Back** button to return to the **Remote Hire/Remote Agent Settings** page.



E-Mail

Your E-Mail was sent.

Details

Employee: **Jones, Michael**

Date/Time Entered: 09/19/2020 11:15:00 473038 @ 11:15:00

Entered By: Moreno, Denise

Subject/Reference: Remote Agent Instructions

To/Regarding: Janedoe@test.com

E-Mail History: This E-Mail has not yet been sent!

[Send or Edit E-Mail](#) [Print Preview](#)



E-Mail

Remote Agent Instructions for Completion of Form I-9

LawLogic Guardian Demo - Denise's New Site is an organization that hires employees at remote locations. The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employees to complete I-9 Employment Eligibility Forms for all new hires.

The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically possible for Jones, Michael to report to any of our offices to complete this required paperwork, we are asking for your assistance in inspecting the employee's original documents and completing the Form I-9 according to Department of Homeland Security guidelines.

LawLogic Guardian Demo - Denise's New Site has adopted a paperless, web-based system for completing an electronic Form I-9 that meets with all federal government requirements. Jones, Michael has already started this process by using the electronic system to complete and digitally sign Section 1 of the I-9. We are asking you to act as our agent for the sole purpose of reviewing original documents presented by Jones, Michael and completing and digitally signing Section 2 of the Form I-9 by accessing our online system.

Please use the link below to access the online system.

https://uat.lawlogic.com/DCGW/WEB_Low_Lorin/AGT/AAAB69C6A24A424CB9129AEB3F928C3110000003628

The system provides on-screen guidance and instructions on completing this form, as well as links to official government instructions for the I-9.

According to I-8 requirements, an employer or its agent must physically inspect the original documents (fax or photocopies are not accepted) and determine whether the documents appear to be genuine and relate to the employee presenting them. We are requesting that copies of the employee's documents be retained by either electronic upload (provided through the system) if possible, or returned along with a printout of the completed and signed Form I-9 to LawLogic Guardian Demo - Denise's New Site via the contact information below. [Optional for Notaries]. In addition, please complete, sign and notarize the Notary Authorization form and return it with the Form I-9 and supporting documents to LawLogic Guardian Demo - Denise's New Site at the address below.

dmorano@lawlogic.com

If you have any questions, you may contact us at the phone number or email address below.

Thank you for agreeing to act as our agent for I-9 inspection and completion purposes.

Denise Moreno
LawLogic Guardian Demo - Denise's New Site

[Update and Go Back](#)

[Update Info](#)

[Go Back](#)

[Delete This E-Mail](#)

Remote Agent Portal

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The employee meets with the Remote Agent who accesses the portal using the unique URL provided by either the employer or employee.

Employment Eligibility Verification

Welcome, and thank you.

You have been asked to assist our new hire with completing the Form I-9 Employment Eligibility Verification form. The next step in this process is to inspect their identification and eligibility documents. To access this process, please enter your email address. This will be used to identify you should you need to return to the site.

Email address

Email address is required.

Next ▶

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Remote Agent Portal



If the option has been enabled, the Agent will be required to enter an email address before accessing the employee's I-9. The Agent then clicks the **Next** button.

Employment Eligibility Verification

Welcome, and thank you.

You have been asked to assist our new hire with completing the Form I-9 Employment Eligibility Verification form. The next step in this process is to inspect their identification and eligibility documents. To access this process, please enter your email address. This will be used to identify you should you need to return to the site.

Email address

Janedoe@test.com ✓

Next ▶

Remote Agent Portal

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The system emails the Agent a verification code. The Agent enters in the code and clicks **Next**.

Employment Eligibility Verification

Access Confirmation

To confirm your email address and proceed, we have sent an access code to the email you provided in the previous step.

The code was sent to: **dmoreno@lawlogix.com**. Please check your email and type the code below to proceed.

Access Code

[← Go Back](#)[Resend E-Mail](#)[Next ▶](#)

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Remote Agent Portal

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The Agent then provides their name and Title, and if the option has been enabled, their phone number as well. The Agent then clicks **Next**.

Employment Eligibility Verification

About You

You will be asked to complete and electronically sign Section 2 of the form. The following information will be used to document your identity on the form.

First Name

Jane 

Last Name

Doe 

Title

Friend 

Phone Number

(480) 202-4955 

In the event we have questions related to the processing of the I-9 form, please provide a phone number where you can be reached.

Next 

[Instructions](#)

Welcome



Please review and complete the form I-9 for Robert Andrews.

You are being asked to serve as a representative of Training G2 Test Company to inspect the identity and employment authorization documents for Robert Andrews by completing Section 2 and electronically signing the form I-9. Access the [Instructions](#) link above to review the specific information from Training G2 Test Company.

Section 1

During Section 2 completion you may identify that the employee incorrectly filled out Section 1. To allow the employee to make corrections return [here](#).

[Update](#)

Section 2

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided and enter the information on the form as indicated.

[Start](#)

Retain Documents

In conjunction with completing Section 2, a copy of the document or documents must be provided to Training G2 Test Company.

[Start](#)

Remote Agent Portal

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If the employee made any mistakes on Section 1 the Agent can click the **Update** button to allow the employee to correct the mistake(s).

[Instructions](#)

Welcome



Please review and complete the form I-9 for Robert Andrews.

You are being asked to serve as a representative of Guardian Company to inspect the identity and employment authorization documents for Robert Andrews by completing Section 2 and electronically signing the form I-9. Access the Instructions link above to review the specific information from Guardian Company.

Section 1

During Section 2 completion you may identify that the employee incorrectly filled out Section 1. To allow the employee to make corrections return here.

[Update](#)

Preparer/Translator

If you assisted the employee with completing Section 1 by translating the information or entering data complete this portion of the form.

[Start](#)

Section 2

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided and enter the information on the form as indicated.

[Start](#)

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If the Agent ends up acting as a **Preparer/Translator** for the completion of Section 1 they may click the **Start** button to complete the certification section.

Welcome



Please review and complete the form I-9 for Robert Andrews.

You are being asked to serve as a representative of Guardian Company to inspect the identity and employment authorization documents for Robert Andrews by completing Section 2 and electronically signing the form I-9. Access the Instructions link above to review the specific information from Guardian Company.

Section 1

During Section 2 completion you may identify that the employee incorrectly filled out Section 1. To allow the employee to make corrections return here.

Update

Preparer/Translator

If you assisted the employee with completing Section 1 by translating the information or entering data complete this portion of the form.

Start

Section 2

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided and enter the information on the form as indicated.

Start

[Instructions](#)

Welcome



Please review and complete the form I-9 for Robert Andrews.

You are being asked to serve as a representative of Guardian Company to inspect the identity and employment authorization documents for Robert Andrews by completing Section 2 and electronically signing the form I-9. Access the [Instructions](#) link above to review the specific information from Guardian Company.

Section 1

During Section 2 completion you may identify that the employee incorrectly filled out Section 1. To allow the employee to make corrections return here.

[Update](#)

Preparer/Translator

If you assisted the employee with completing Section 1 by translating the information or entering data complete this portion of the form.

[Start](#)

Section 2

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided and enter the information on the form as indicated.

[Start](#)

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The Agent may click **See Details** to view the I-9 information entered by the employee.

Read Instructions for Completing Section 2

Employees or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A or a combination of documents from the **Lists of Acceptable Documents**.

Employee Information from Section 1 (See Details) First Name: Michael M.I.: N/A Last Name: Jones Citizenship/Immigration Status: 1

Section 2. Employer or Authorized Representative Review and Verification

List A - Identity & Employment Authorization

[View Sample Document](#)

Document Type

U.S. Passport

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

No additional documents required from List B or List C

Issuing Authority

U.S. Department of State

Document Number

Expiration Date

Employee Information From Section 1

Section 1 Responses

Last Name Jones

First Name Michael

Middle Initial N/A

Other Names Used N/A

Date of Birth 08/06/1968

Social Security No. 799-68-8851

Attestation

A Citizen of the United States

Authorized to Work Until N/A

Alien No. N/A

I-94 Admission No. N/A

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Read Instructions for Completing Section 2

Employers or their authorized representatives must complete and sign Section 2 within 30 days of the date of hire on the Lists of Acceptable Documents

Employee Information from Section 1 (See Details) First Name: Michael M.I.: N

Section 2. Employer or Authorized Representative Review and Verification

List A - Identity & Employment Authorization

[View Sample Document](#)

Document Type

U.S. Passport

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

No additional documents required from List B or List C

Issuing Authority

U.S. Department of State

Document Number

Expiration Date

The Agent may click **Read Instructions for Completing Section 2** to access USCIS Form I-9 instructions.

USCIS Form I-9 Instructi: x

→ C ①



Instructions for Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 06/30/2019

Anti-Discrimination Notice. It is illegal to discriminate against work-authorized individuals in hiring, firing, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers **CANNOT** specify which document(s) the employee may present to establish employment authorization and identity. The employer must allow the employee to choose the documents to be presented from the Lists of Acceptable Documents, found on the last page of Form I-9. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TTY), or visit www.justice.gov/eofl/about/osc.

What is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.

General Instructions

Both employers and employees are responsible for completing their respective sections of Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referers for a fee who are agricultural associations, agricultural employers, or farm labor contractors, as defined in section 3 of the Migrant and Seasonal Agricultural Worker Protection Act, Public Law 97-470 (29 U.S.C. 1802). An "employee" is a person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term "Employee" does not include those who do not receive any form of remuneration (volunteers), independent contractors or those engaged in certain casual domestic employment. Form I-9 has three sections. Employees complete Section 1. Employers complete Section 2 and, when applicable, Section 3. Employers may be fined if the form is not properly completed. See 8 USC § 1324a and 8 CFR § 274a.10. Individuals may be prosecuted for knowingly and willfully entering false information on the form. Employers are responsible for retaining completed forms. **Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).**

These instructions will assist you in properly completing Form I-9. The employer must ensure that all pages of the instructions and Lists of Acceptable Documents are available, either in print or electronically, to all employees completing this form. When completing the form on a computer, the English version of the form includes specific instructions for each field and drop-down lists for universally used abbreviations and acceptable documents. To access these instructions, move the cursor over each field or click on the question mark symbol (①) within the field. Employers and employees can also access this full set of instructions at any time by clicking the Instructions button at the top of each page when completing the form on a computer that is connected to the Internet.

Employers and employees may choose to complete any or all sections of the form on paper or using a computer, or a combination of both. Forms I-9 obtained from the USCIS website are not considered electronic Forms I-9 under DHS regulations and, therefore, cannot be electronically signed. Therefore, regardless of the method you used to enter information into each field, you must print a hard copy of the form, then sign and date the hard copy by hand where required.

Employers can obtain a blank copy of Form I-9 from the USCIS website at <https://www.uscis.gov/sites/default/files/efiles/form/I-9.pdf>. This form is in portable document format (pdf) that is fillable and saveable. That means that you may download it, or simply print out a blank copy to enter information by hand. You may also request paper Forms I-9 from USCIS.

Certain features of Form I-9 that allow for data entry on personal computers may make the form appear to be more than two pages. When using a computer, Form I-9 has been designed to print as two pages. Using more than one preparer and/or translator will add an additional page to the form, regardless of your method of completion. You are not required to print, retain or store the page containing the Lists of Acceptable Documents.

or a combination of one document from List B and one document from List C as listed

[Table of Contents](#)

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Read Instructions for Completing Section 2

Employees must complete this section. An employee must complete and submit the information in the **Lists of Acceptable Documents**.

If the Agent isn't sure a document provided by the employee is acceptable for Section 2, they may click **Lists of Acceptable Documents**.

Employee Information from Section 1 (See Details) First Name

Section 2. Employer or Authorized Representative Review and

List A - Identity & Employment Authorization

Document Type

U.S. Passport

Employee is presenting a receipt to show they applied to re-stolen, or damaged document.

No additional documents required from List B or List C

Issuing Authority

U.S. Department of State

Document Number

Expiration Date

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none">U.S. Passport or U.S. Passport CardPermanent Resident Card or Alien Registration Receipt Card (Form I-551)Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visaEmployment Authorization Document that contains a photograph (Form I-766)For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<ol style="list-style-type: none">Foreign passport; andForm I-94 or Form I-94A that has the following:<ol style="list-style-type: none">The same name as the passport; andAn endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<ol style="list-style-type: none">Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and addressID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and addressSchool ID card with a photograph Voter's registration cardU.S. Military card or draft recordMilitary dependant's ID cardU.S. Coast Guard Merchant Mariner CardNative American tribal documentDriver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none">School record or report cardClinic, doctor, or hospital recordDay-care or nursery school record		<ol style="list-style-type: none">A Social Security Account Number card, unless the card includes one of the following restrictions:<ol style="list-style-type: none">NOT VALID FOR EMPLOYMENTVALID FOR WORK ONLY WITH INS AUTHORIZATIONVALID FOR WORK ONLY WITH DHS AUTHORIZATIONCertification of Birth Abroad issued by the Department of State (Form FS-545)Certification of Report of Birth issued by the Department of State (Form DS-1350)Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official sealNative American tribal documentU.S. Citizen ID Card (Form I-197)Identification Card for Use of Resident Citizen in the United States (Form I-179)Employment authorization document issued by the Department of Homeland Security

Completing Section 2

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The **Citizenship/Immigration Status** field will contain a number 1-4, corresponding to the employee's attestation in Section 1.

Read Instructions for Completing Section 2



Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A or a combination of one document from List B and one document from List C as listed on the [Lists of Acceptable Documents](#)

[Employee Information from Section 1 \(See Details\)](#) First Name: Michael M.I.: N/A Last Name: Jones **Citizenship/Immigration Status: 1**

Section 2. Employer or Authorized Representative Review and Verification

List A - Identity & Employment Authorization

[View Sample Document](#)

Document Type

U.S. Passport

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

No additional documents required from List B or List C

Issuing Authority

U.S. Department of State

Document Number

Expiration Date

Completing Section 2

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The Agent inspects the employee's supporting document(s) and selects the appropriate Document Title(s) from List A **OR** List B and C.

Read Instructions for Completing Section 2

- 1 Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A or a combination of one document from List B and one document from List C as listed on the [Lists of Acceptable Documents](#)

Employee Information from Section 1 (See Details) First Name: **Robert** M.I.: **N/A** Last Name: **Andrews** Citizenship/Immigration Status: **1**

Section 2. Employer or Authorized Representative Review and Verification

Employment Eligibility & Identity Options

Document Type

Select Document Type

- ▲ If you select a List A document, no additional documents are required from List B or C

Additional Information ?

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

First Day of Employment

Planned Start Date

11/18/2021

Completing Section 2

Documents inconsistent with the employee's status will either be found at the bottom of the list.

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Read Instructions for Completing Section 2

- 1 Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A or a combination of one document from List B and one document from List C as listed on the [Lists of Acceptable Documents](#)

[Employee Information from Section 1 \(See Details\)](#) First Name: Michael M.J.: N/A Last Name: Jones Citizenship/Immigration Status: 1

Section 2. Employer or Authorized Representative Review and Verification

List A - Identity & Employment Authorization

Documents That Do Not Match Attestation (Further action will be needed.)

Allen Registration Receipt Card (Form I-551)

Permanent Resident Card (Form I-551)

Foreign Passport with Temp. I-551 MRIV

Foreign Passport with Temp. I-551 Stamp

Document Number

Expiration Date

Completing Section 2

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Such documents cannot be selected. If the employee's status is incorrect have them edit their attestation on Section 1.

Read Instructions for Completing Section 2

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A or a combination of one document from List B and one document from List C as listed on the [Lists of Acceptable Documents](#)

[Employee Information from Section 1 \(See Details\)](#) First Name: **Michael** M.I.: **N/A** Last Name: **Jones** Citizenship/Immigration Status: **1**

Section 2. Employer or Authorized Representative Review and Verification

List A - Identity & Employment Authorization

Document Type

Alien Registration Receipt Card (Form I-551) ▼

Error: Document is not valid for the employee's attestation type. Verify the attestation and document type selected.

Additional Information ⓘ

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

First Day of Employment

Choose Date



Planned Start Date

11/15/2021

[Use this date](#)

Completing Section 2

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Read Instructions for Completing Section 2

1 Employee or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine the [Lists of Acceptable Documents](#)

After selecting the Document Title(s), **View Sample Document** can be clicked to view an example of the document, as well as where to locate the **Document Number**, **Expiration Date** and **Issuing Authority**.

Employee Information from Section 1 (See Details) First Name: Michael M.I.: N/A Last Name: Jones Citizenship/Immigration Status: 1

Section 2. Employer or Authorized Representative Review and Verification

List A - Identity & Employment Authorization

Document Type

U.S. Passport

[View Sample Document](#)

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

No additional documents required from List B or List C

Issuing Authority

U.S. Department of State

Document Number

Expiration Date

LawLogix
by HR24

US Passport

Document Insights

- ✓ The U.S. Department of State issues the U.S. passport to U.S. citizens and noncitizen nationals.
- ✓ The U.S. Passport number, indicated below, usually contains nine numeric characters. There are a few versions of the U.S. Passport still in circulation that vary from the version shown. In some cases, a U.S. Passport number contains eight characters—one letter followed by seven numeric characters.



1 Issuing Authority 2 Document Number 3 Expiration Date

Completing Section 2

The Agent enters the **Document Number**, **Expiration Date**, and the **Issuing Authority** (if not pre-populated), for each supporting document.



Employee Information from Section 1 (See Details) First Name: Michael M.I.: N/A Last Name: Jones Citizenship/Immigration Status: 1

Section 2. Employer or Authorized Representative Review and Verification

List A - Identity & Employment Authorization

[View Sample Document](#)

Document Type

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

No additional documents required from List B or List C

Issuing Authority

Document Number

Expiration Date

Additional information

Completing Section 2

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Employee Information from Section 1 (See Details) First Name: Michael M.I.: N/A Last Name: Jones Citizenship/Immigration Status: 1

Section 2. Employer or Authorized Representative Review and Verification

List B - Identity Options

[View Sample Document](#)

Document Type

Voter's registration card

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

Issuing Authority

Document Number

Expiration Date

 ? N/A

E-Verify Photo Confirmation ?

Additional Information ?

List C - Employment Authorization

Document Type

Original or certified copy of US Birth Certificate

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

Issuing Authority

Document Number

Expiration Date

 ? N/A

Attempting to enter List B/C information will automatically remove all List A information, and vice versa. This is by design, to avoid unnecessary over-documentation. Take care in only completing the required list(s).

Completing Section 2

Employees subject to E-Verify may only provide a List B document if it contains a photo. The Agent clicks the checkbox once confirming the provided document is acceptable.

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Employee Information from Section 1 (See Details) First Name: Michael M.I.: N/A Last Name: Jones Citizenship/Immigration Status: 1

Section 2. Employer or Authorized Representative Review and Verification

List B - Identity Options

[View Sample Document](#)

Document Type

US Driver's License

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

Issuing Authority

Select Issuing Authority

Document Number

Expiration Date

E-Verify Photo Confirmation ?

List C - Employment Authorization

[View Sample Document](#)

Document Type

Original or certified copy of US Birth Certificate

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

Issuing Authority

Document Number

Expiration Date

N/A



N/A

Additional Information ?

Completing Section 2

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Employee Information from Section 1 (See Details) First Name: Michael M.I.: N/A Last Name: Jones Citizenship/Immigration Status: 1

Section 2. Employer or Authorized Representative Review and Verification

List B - Identity Options

[View Sample Document](#)

Document Type

US Driver's License

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

Issuing Authority

Arizona

Document Number

Receipt: 123456789

Expiration Date

02/13/2022

Additional Information ⓘ

List C - Employment Authorization

[View Sample Document](#)

Document Type

Original or certified copy of US Birth Certificate

Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

Issuing Authority

Document Number

Expiration Date

N/A N/A

If the employee presents a receipt in lieu of an original document, Agent selects the **Replacement Receipt** checkbox. A 90 day expiration date will be automatically calculated.

Completing Section 2

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Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

✔ No additional documents required from List B or List C

Issuing Authority

U.S. Department of State

Document Number

123456789

Expiration Date

05/05/2029

Additional Information ?

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

First Day of Employment

Choose Date



Planned Start Date

11/15/2021

[Use this date](#)

The **Additional Information** space may be used to include additional document(s) or information relating to employment authorization extensions for certain foreign national employees. The information entered will appear on the generated I-9 PDF.

Completing Section 2


Enter in the employee's first day of employment. Optionally, click **Use this date.**

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123456789

Expiration Date

05/05/2029

Additional Information 

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

First Day of Employment

Choose Date



Planned Start Date

11/15/2021

[Use this date](#)

Title of Employer or Authorized Representative

Authorized Representative

First Name of Employer or Authorized Representative

Last Name of Employer or Authorized Representative

Employer's Business or Organization Name

Educational Endeavors

Employer's Address (Street Number and Name)

7500 N. Elm St.

City or Town

Phoenix

State

AZ

Zip

85006

Completing Section 2

The Agent enters their information in the **Signature** section.

Once Section 2 is complete the Agent clicks the **Continue** button.

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Expiration Date

05/05/2029

Additional Information ?

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

First Day of Employment

Choose Date



Planned Start Date

11/15/2021

[Use this date](#)

Title of Employer or Authorized Representative

Authorized Representative

First Name of Employer or Authorized Representative

John

Last Name of Employer or Authorized Representative

Doe

Employer's Business or Organization Name

Educational Endeavors

Employer's Address (Street Number and Name)

7500 N. Elm St.

City or Town

Phoenix

State

AZ

Zip

85006

Continue



Completing Section 2

The Agent agrees to the two attestations by clicking the checkboxes.

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You're Not Done Just Yet!
Please review the information below and electronically sign Section 2 of Form I-9.

Section 2 Summary

Employee Name: **Michael Jones**

Documents Presented: **U.S. Passport**

[View Section 2](#)

Electronic Signature of John Doe

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

- By checking this box, I affirm that my name is **John Doe**, and I'm acting as the authorized representative of the employer, **Educational Endeavors**, for purposes of completing Section 2 of this Form I-9.
- By checking this box, I attest that I have read, understood, and agree to the certification above, and consent to provide an electronic signature in connection with this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

Please enter a signature PIN of your choice and click 'Electronically Sign' to complete your electronic signature.

Enter PIN

Electronically Sign

[Go Back](#)

Completing Section 2

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The Agent then enters a **PIN** of their choosing and clicks **Electronically Sign**.

You're Not Done Just Yet!
Please review the information below and electronically sign Section 2 of Form I-9.

Section 2 Summary

Employee Name: **Michael Jones**

Documents Presented: **U.S. Passport**

[View Section 2](#)

Electronic Signature of John Doe

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

- By checking this box, I affirm that my name is **John Doe**, and I'm acting as the authorized representative of the employer, **Educational Endeavors**, for purposes of completing Section 2 of this Form I-9.
- By checking this box, I attest that I have read, understood, and agree to the certification above, and consent to provide an electronic signature in connection with this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

Please enter a signature PIN of your choice and click 'Electronically Sign' to complete your electronic signature.

Enter PIN



Electronically Sign

[Go Back](#)

Document Retention

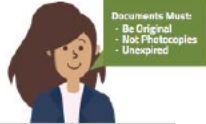
The Agent then clicks the **Upload icons** to save documents.

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Document Upload

Document Retention is required.

Choose The Document(s) ?



Documents Must:
- Be Original
- Not Photocopies
- Unexpired

[View a complete list of acceptable documents](#)

Select the document(s) being presented by the employee from the list below.

Employment Eligibility and Identity Options

U.S. Passport

Lost or Misplaced Documents

If the employment authorization or identity document has been lost, stolen, or damaged. A receipt from the appropriate government agency showing that a replacement document has been applied for can be presented. When used, this grants the employee a 90-day extension to present the original replacement document.

Selected Document Upload

U.S. Passport

Please upload an image of the document as required.

U.S. Passport-ID Page



U.S. Passport-Barcode Page



Document Retention

If enabled, they may choose to skip the upload temporarily.

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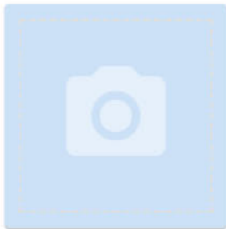


Selected Document Upload

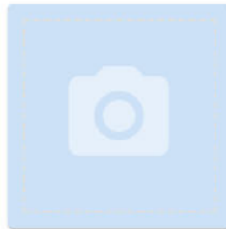
U.S. Passport

Please upload an image of the document as required.

U.S. Passport-ID Page



U.S. Passport-Barcode Page



Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

Continue

Skip Document Upload

Don't have access to upload the documents just yet? That's ok, just skip this step and move forward. Documents can be uploaded at a later time.

Skip Document Upload

Completing the I-9

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The agent then clicks the **Done** button, which will mark the I-9 as complete within Guardian.

I-9 Verification Completed



Congratulations, you successfully completed the Form I-9 process for the employee.

Thank you for assistance with this process. Please click the **Done** button to notify the organization that the I-9 is complete, then close the window

Done

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Completing the I-9

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The agent is then prompted to close their browser window. This completes the Agent's role for this workflow.

I-9 is marked as completed. Please close the window.

I-9 Verification Completed



Congratulations, you successfully completed the Form I-9 process for the employee.

Thank you for assistance with this process. Please click the **Done** button to notify the organization that the I-9 is complete, then close the window

Done

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Approving the I-9

Back on the Guardian dashboard, the employee's I-9 will now appear on the **Top I-9's Needing Approval** panel. Click the **Date I-9 Created**.

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 I-9s Needing Approval

View	Analyze				
Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
09/19/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020	

Top Pending Re-Verifications

View	All	Analyze				
Date I-9 Created	Location	Employee Name	Expiration Date	Days Left		
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	19		
08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	19		
09/14/2020	Portland:	Bennett, Susan	11/25/2020	65		

Approving the I-9

The I-9 must now be approved.
Click the **Mark Approved** button.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Jones, Michael



⌵

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is ready for Approval.

Before clicking the **Mark Approved** button, you should click the [Review the I-9](#) link to review the final I-9 for mistakes.

Please check the documents provided by the employee and compare the information on those documents against the completed I-9.

You can correct errors in Sections I and II by viewing those sections and making changes.

Changes to Section 1 will require the electronic signature of the employee.

Once approved, this form will be permanently locked, and its' data will be sent to E-Verify. Any further changes will require either additional Section III entries or an entirely new I-9 form.

I-9 Information

I-9 No: **2,674,907 (Primary)**

Type: **Electronic I-9**

Version: **3/17/20**

Expires:

Date Completed: **09/21/2020**

Date approved:

I-9 Location: **Portland**

I-9 Business Unit: **Western US**

I-9 Hire Date: **10/01/2020**

Park This I-9

Mark Approved

E-Verify

Employee is eligible for E-Verify

Print Center

Approving the I-9

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Jones, Michael

Prior to approving the I-9 click **Review the I-9** to check for mistakes, as well as compare to any uploaded supporting documents by clicking the PDF icons. Editing is locked after it has been approved.

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

Approve I-9

Instructions

Please note:

You are about to approve this **Electronic I-9** for **Michael Jones**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, [Review the I-9](#).

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.



View I-9

Employee is eligible for E-Verify.

Cancel

Approve This I-9

I-9 OnDocs

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
09/21/2020	13:33:35	Adobe Acrobat	I9 #2674907 Snapshot [Mark Completed]	408.7
09/21/2020	09:58:35	EMAIL	Agent_Access_Code	0.0
09/21/2020	09:56:21	EMAIL	Agent_Access_Code	0.0
09/21/2020	09:21:20	Image/JPEG	U.S. Passport-Barcode Page	9.0

Approving the I-9

Guardian

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify](#)[Reports](#)

I-9 for Jones, Michael

[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)

Approve I-9

Instructions

Please note:

You are about to approve this **Electronic I-9** for **Michael Jones**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, [Review the I-9](#).

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.



[View I-9](#)

Employee is eligible for E-Verify.

[Cancel](#)[Approve This I-9](#)

I-9 OnDocs

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
09/21/2020	13:33:35	Adobe Acrobat	I9 #2674907 Snapshot [Mark Completed]	408.7
09/21/2020	09:58:35	EMAIL	Agent_Access_Code	0.0
09/21/2020	09:56:21	EMAIL	Agent_Access_Code	0.0
09/21/2020	09:21:20	Image/JPEG	U.S. Passport-Barcode Page	9.0

When ready click **Approve This I-9**, which will “lock” the form. The I-9 cannot be edited after it has been approved, except by using the **Amendments** tool. Approval permissions may be restricted to only certain Guardian users.

Approving the I-9

Employees subject to **E-Verify** will be automatically submitted.

[Announcements](#)

[Help](#) ▾

[Denise Moreno](#) ▾

[Log Out](#)

[Dashboard](#)

[Start I-9](#)

[Employee](#) ▾

E-Verify

[Reports](#)

E-Verify for: Michael Jones



Submission in Progress

A request was submitted to E-Verify and is waiting a response. It may take a few seconds to appear.

Case Verification Number: 2020265203830MH

E-Verify Summary

Case Status

Status: **Review I-9 Data Submitted**

Initiated By: **Denise Moreno**

Initiated On: **09/21/2020**

[Continue E-Verify Process](#)

Employee Information

First Name: **Michael**

Last Name: **Jones**

Date of Hire: **10/01/2020**

Citizenship Status: **U.S. Citizen**

[View More Employee Information](#)

Document Information

Document Type: **U.S. Passport or Passport Card**

Document Number: **123456789**

Document Expiration: **10/10/2021**

[View OnDocs](#)

[Go Back](#)



What's next?

If an E-Verify case is submitted a variety of initial case statuses may be returned, including:

- Employment Authorized
- Tentative Non-Confirmation (TNC)
- Verification in Process

Please see the E-Verify tutorials for additional information on handling the different E-Verify case scenarios.

For Additional Assistance

- Select **Help** from the top 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.