



Guardian Form I-9 Amendments & Remediation Tools

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Getting Started – FAQ

What can be amended?

Data fields within any approved I-9 (for any I-9 type) can be modified or corrected as needed. This includes striking information, striking and replacing information, as well as adding missing information.

What does it mean to “Approve” an amendment?

Amendment approval is the act of permanently changing the amended data field (in essence, “locking” the amendment). The amendment approver's initials and date appear on the I-9 PDF image beside the amended field.

Getting Started – FAQ

Who can amend I-9s or exempt issues in the system?

System Administrators determine which Guardian Users shall be granted authorization to Amend I-9s or exempt issues by setting privileges within user profiles. System Administrators may also allow employees to amend Section 1 data.

How many times can data fields be amended?

Once a data field has been amended and approved, it may not be amended again. Any field that has been amended and not approved can still be edited, or deleted. Once an Amendment is approved it becomes permanent.

Amendments to a single Form I-9 may be made at different times.

Section 1 Amendments

FAQ – Section 1

How can Section 1 policies be set for the organization?

Guardian administrators may set general rules in the Administration module to define how Section 1 amendments may be handled. By default, employees are permitted to approve Section 1 amendments. Based on policy, employees may also enter amended Section 1 data.

What is the significance of Section 1 amendment approval?

The initials and date of the approver of the Section 1 amended data appear beside each approved amendment on the I-9 PDF.

FAQ – Section 1

How are Section 1 amendments addressed?

Administrative settings provide flexibility for handling Section 1 amendments. Organizations may opt to require Section 1 amendments be completed and approved by the employee or a combination of employee and Guardian User intervention.

How can employees assist with Section 1 amendments?

Employees are provided a unique interface to assist with Section 1 data entry and/or amendment approval. This interface can be accessed by the employee remotely, or by using an HR user's device.

Section 1 Amendments

From the **I-9 Forms** Tab, locate the desired I-9 record and click on the **Date Created** link.

Guardian

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Bryce Harper

Employee Access

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[Personal](#) [Job Details](#) [Tasks](#) **[I-9 Forms](#)** [OnDocs](#) [Login Info](#) [Custom Fields](#) [E-Verify](#)

[+ 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
2675171		[P] Electronic I-9	10/01/2020	Bryce, Harper	Miami	Eastern US	10/01/2020	10/01/2020	10/01/2020	10/01/2020	10/01/2020	

Section 1 Amendments

Select the **Amendments** Tab.

Guardian

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I-9 for Harper, Bryce

View Employee

View E-Verify

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Amendments

I-9 Overview

I-9 Information

I-9 No: **2,675,171 (Primary)**

Type: **Electronic I-9**

Version: **3/17/20**

Expires:

Date Completed: **10/01/2020**

Date approved: **10/01/2020**

I-9 Location: Miami

I-9 Business Unit: Eastern US

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

Current Employee Information

Harper, Bryce

Current Hire Date: 10/01/2020

Current Business Unit: **Eastern US**

View Employee

Section 1

Bryce, Harper

Signed: **Harper Bryce**
10/01/2020 @ 10:23:26

View Section 1

Preparer/Translator

No Assistance Provided

Signed:

View Prep

Section 2

Section 1 Amendments

To amend the I-9, click the **Add** button.

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I-9 for Harper, Bryce

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

I-9 Amendments

[Refresh](#) [Show Special Amendment Options](#) [View I-9](#)[Actions](#) ▾ [Adjust](#) [Add](#)

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
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☰ **No Amendments (1)**

Issues with I-9 Amendments

Section 1 Amendments

Select the desired I-9 section.
Section 3 will only be available if the I-9 has one or more Section 3's.

Guardian

Dashboard

Start I-9

Employee ▾



E-Verify

Reports

I-9 for Harper, Bryce

Amend I-9

Go Back Edit Field

Section	Field to Amend	Current Value
 Section 1		
 Section 2		

Update and Go Back Update Info Go Back Delete

Actions ▾ Adjust I-9 + Add

Modified By Approved By

Issues with I-9 Amendments

Section 1 Amendments

Locate the desired field to amend.

Guardian

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Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports


I-9 for Harper, Bryce

Details OnDocs Issues Amendments

I-9 Amendments
Refresh Show Special Amendment Options View I-9
Data Field Original Value Amended Value
No Amendments (1)

Amend I-9

Go Back Edit Field

Section	Field to Amend	Current Value
 Section 1	Last Name	Bryce
	First Name	Harper
	Middle Initial	N/A
	Other Names Used	N/A
	Street Address	123 W. Biscayne Ave.
	Apt Number	N/A
	City	Miami
	State	FL
	Zip Code	33101
	Date of Birth	08/24/1962
	Social Security Number	
	E-mail Address	N/A
	Telephone Number	N/A
	Alien Number	N/A
	Work Until Date	N/A
	I-94 Admission Number	N/A
	Foreign Passport Number	N/A
	Foreign Passport Country	
	Emp Date Signed	10/01/2020
	Preparer or Translator Usage	I did not use a preparer or translator
	Translator's Last Name	

Update and Go Back Update Info Go Back Delete
Actions Adjust I-9 Add
Modified By Approved By

Issues with I-9 Amendments

Section 1 Amendments

Click the **Edit Field** button, or double click the field name.

Guardian

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Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

Details OnDocs Issues Amendments

I-9 Amendments
Refresh Show Special Amendment: Options View I-9
Data Field Original Value Amended Value

No Amendments (1)

Amend I-9

Go Back **Edit Field**

Section	Field to Amend	Current Value
Section 1	Last Name	Bryce
	First Name	Harper
	Middle Initial	N/A
	Other Names Used	N/A
	Street Address	123 W. Biscayne Ave.
	Apt Number	N/A
	City	Miami
	State	FL
	Zip Code	33101
	Date of Birth	08/24/1962
Section 2	Social Security Number	
	E-mail Address	N/A
	Telephone Number	N/A
	Alien Number	N/A
	Work Until Date	N/A
	I-94 Admission Number	N/A
	Foreign Passport Number	N/A
	Foreign Passport Country	
	Emp Date Signed	10/01/2020
	Preparer or Translator Usage	I did not use a preparer or translator
Translator's Last Name		

Update and Go Back Update info Go Back Delete

Actions Adjust I-9 Add

Modified By Approved By

Issues with I-9 Amendments

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Section 1 Amendments

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Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field Original Value Amended Value

No Amendments (1)

Issues with I-9 Amendments

Refresh Group

Class Type Section Item

No Issues

Amend I-9

Amend I-9 for Harper, Bryce

Go Back Create Amendment Create

Section 1

Field Name **Date of Birth**

Old Value **08/24/1962**

Create for Employee (check to have employee make the change)

Strike-out Original Value

New Value

Note of Record

If desired, enter a proposed value for the employee in the **New Value** field. The employee will have the option to approve the new value or edit it before approving the amendment.

Note: The ability for HR users to propose the replacement value can be disabled by Administrators.

Check Amended I-9 Exemption History

Status

Section 1 Amendments

Alternatively, users can select **Create for Employee**. This locks the **New Value** field and will require that the employee enter the replacement value themselves, during the approval process.

Guardian

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

I-9 for Harper, Bryce

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value
No Amendments (1)		

Issues with I-9 Amendments

Refresh Group

Class	Type	Section	Item
No Issues			

Amend I-9

Amend I-9 for Harper, Bryce

Go Back Create Amendment Create Amendment and Add Another

Section 1

Field Name **Date of Birth**

Old Value **08/24/1962**

Create for Employee (check to have employee make the change)

Strike-out Original Value

New Value

Note of Record

Actions Adjust I-9 Add

Modified By	Approved By

Check Amended I-9 Exemption History

Status

Section 1 Amendments

If a value is already present in the field, **Strike-out Original Value** will be selected by default.

If needed, users may manually enable/disable this setting.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

Details	OnDocs	Issues	Amendments
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I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value
------------	----------------	---------------

No Amendments (1)

Issues with I-9 Amendments

Refresh Group

Class	Type	Section	Item
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No Issues

Amend I-9

Amend I-9 for Harper, Bryce

Go Back Create Amendment Create Amendment and Add Another

Section 1

Field Name **Date of Birth**

Old Value **08/24/1962**

Create for Employee (check to have employee make the change)

Strike-out Original Value

New Value

Note of Record

Update and Go Back Update Info Go Back Delete

Actions Adjust I-9 Add

Modified By Approved By

Check Amended I-9 Exemption History

Status

Section 1 Amendments

Guardian

Dashboard

Start I-9

Employee ▾

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Reports

Click **Create Amendment**, or if additional fields need amending, continue by clicking the **Create Amendment and Add Another** button.

I-9 for Harper, Bryce

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value
No Amendments (1)		

Issues with I-9 Amendments

Refresh Group

Class	Type	Section	Item
No Issues			

Amend I-9

Amend I-9 for Harper, Bryce

Go Back Create Amendment Create Amendment and Add Another

Section 1

Field Name **Date of Birth**

Old Value **08/24/1962**

Create for Employee (check to have employee make the change)

Strike-out Original Value

New Value

Note of Record

Update and Go Back Update Info Go Back Delete

Actions Adjust I-9 Add

Modified By Approved By

Check Amended I-9 Exemption History

Status

Section 1 Amendments

User can double-click the unapproved amendment to edit.

User can also click the **Garbage Can** icon to delete an *unapproved* amendment.

Once approved, amendments cannot be edited or deleted.

Guardian

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I-9 for Harper, Bryce

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I-9 Amendments

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Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By
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Section 1 (1)

(1) Date of Birth	08/24/1962	08/24/1982		Moreno, Denise 10/06/2020 @ 14:10:49	
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Issues with I-9 Amendments

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Section 1 Amendments

The **Actions** pull-down menu will present options for notifying the employee of the pending Amendment.

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View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment: Options View I-9

Actions Adjust I-9 Add

Notify Employee by E-Mail
View/Send Employee Approval Notes
Employee Approve Section 1
Approve Section 1
Approve Non Section 1 Amendments

Data Field	Original Value	Amended Value	Note of Record	Modified By
Section 1 (1)				
(1) Date of Birth	08/24/1962	08/24/1982		Moreno, Denise 10/06/2020 @ 14:10:49

Issues with I-9 Amendments

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FAQ – Section 1

What function does the Employee Approve Section 1 button serve?

This button provides the employee access to an amendment approval interface that allows approval of the Section 1 amendment(s). This can be used when you are meeting with the employee in-person.

Why is the Approve Section 1 button grayed out?

This option will be grayed out for those organizations that require Section 1 amendments be approved by the employee. This button may be enabled/disabled through the Administrative settings. Please consult with legal counsel before allowing HR users to approve Section 1 amendments themselves.

FAQ – Section 1

What if the employee is remote?

If an HR user is unable to meet with the employee in-person, the user may click **Notify Employee by E-mail** to send the employee a direct link to the employee portal, which will prompt them to review and approve the Section 1 amendment(s). This option may only be used if employee record has an E-mail address on file.

Can an employee amend Section 1 of their I-9 by themselves?

Guardian Users authorized to amend I-9s must identify the Section 1 field(s) requiring a change. Employees may not amend Section 1 until an HR user has initiated the amendment on the desired field(s).

Section 1 Amendments

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Refresh Show Special Amendment: Options View I-9

Actions Adjust I-9 Add

Data Field

Original Value

Amended Value

Note of Record

Modified By

Notify Employee by E-Mail

View/Send Employee Approval Notes

Employee Approve Section 1

Approve Section 1

Approve Non Section 1 Amendments

Section 1 (1)

(1) Date of Birth 08/24/1962 08/24/1982

Moreno, Denise
10/06/2020 @ 14:10:49

Issues with I-9 Amendments

To have an employee review and approve Section 1 amendments remotely, click **Notify Employee by E-mail**.

To have the employee approve Section 1 amendments in-person using your device, click **Employee Approve Section 1**.

Section 1 Amendments

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

E-Mail Employee

E-Mail

Send the E-Mail Update and Go Back Update Info Go Back Delete

Details

E-Mail Information



Dear Bryce,

Section 1 of your I-9 form has been amended in order to correct one or more issues found in error since you signed the form.

Please use the link below to login and view the changes made.

If everything looks correct, please use the button to approve the changes.

If something is not correct, please get back to me and let me know what is not right. I will make any changes needed and then you can review and approve the changes that were not correct before.

Thanks for your assistance in this matter!

Sincerely,

Denise Moreno

Login Link:

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/5BAC53B7A7F55D498C77EF46F5FA5F27000000

If notifying the employee by email, review the provided message and click **Send the E-mail**.

Note: The email template can be customized through the Administrative settings.

Section 1 Amendments

If desired, click **View/Send Employee Approval Notes** to create a note to display to the employee when they are reviewing the amendment(s).

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I-9 for Harper, Bryce

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) [OnDocs](#) [Issues](#) **[Amendments](#)**

I-9 Amendments

[Refresh](#) [Show Special Amendment Options](#) [View I-9](#)[Actions](#) [Adjust I-9](#) [Add](#)

Data Field	Original Value	Amended Value	Note of Record	Modified By	
Section 1 (1)					
(1) Date of Birth	08/24/1962	08/24/1982		Moreno, Denise 10/06/2020 @ 14:10:49	Notify Employee by E-Mail View/Send Employee Approval Notes Employee Approve Section 1 Approve Section 1 Approve Non Section 1 Amendments

Issues with I-9 Amendments

Section 1 Amendments

Enter the desired note and click the **Update Info** button.

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Details	OnDocs	Issues	Amendments
I-9 Amendments			
Refresh	Show Special Amendment Options	View I-9	
Data Field	Original Value	Amended Value	Note of Reason
Section 1 (1)			
(1) Date of Birth	08/24/1962	08/24/1982	

Employee Approval Notes

Employee ID
Employee Name **Harper, Bryce**

Approval Comments from/to Employee

Please enter your corrected Date of Birth and approve the amendment.

Update Info Cancel Clear Comments

Verify	Refresh	Update and Go Back	Update Info	Go Back	Delete
Actions Adjust I-9 Add					
Modified By		Approved By			
Moreno, Denise 10/06/2020 @ 14:10:49					

Approving Section 1 Amendments

Approving Section 1 Amendments

Whether the employee is remote or in-person, the Section 1 Amendments Approval screen, shown here, will be displayed.

Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, following data fields appearing in Section 1 of the I-9 have either been flagged for your review or have proposed changes entered. Please enter or confirm the correct information in each New Value field to amend your current I-9.

This will take less time than asking you to fill out a completely new I-9 form.

I-9 Section 1 Amendments

Data Field	Original Value	New Value	Reason	Modified By	Approval
[1] Date of Birth	1990-01-26	<input type="text"/>		Smith, Jane	*

Issues with I-9 Amendments

Class	Type	Section	Item	Explanation	Status*
I-9	Error	Section I	Date of Birth	Required Field. Should not be left blank.	[Valid]

* There are issues (errors) with the amendments as they currently stand. Please review each issue and make the appropriate correction(s) above. When done, click the "Check Issues" button. If you have any questions for your HR, enter them into the "Approval Comments" box below.

Approval Comments

Please enter your correct Date of Birth and approve the Amendment.

Approving Section 1 Amendments

If applicable, employee enters or adjusts the **New Value** for each field.

Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, out of date, or entered in error. As a result, the following data fields appearing in Section 1 of the I-9 have either been flagged for your review or have proposed changes entered. Please enter or confirm the correct information in each New Value field to amend your current I-9.

This will take less time than asking you to fill out a completely new I-9 form.

I-9 Section 1 Amendments

Data Field	Original Value	New Value	Reason	Modified By	Approval
[1] Date of Birth	1990-01-26	02/26/1991		Smith, Jane	*

Issues with I-9 Amendments

Class	Type	Section	Item	Explanation	Status*
I-9	Error	Section I	Date of Birth	Required Field. Should not be left blank.	[Valid]

* There are issues (errors) with the amendments as they currently stand. Please review each issue and make the appropriate correction(s) above. When done, click the "Check Issues" button. If you have any questions for your HR, enter them into the "Approval Comments" box below.

Approval Comments

Please enter your correct Date of Birth and approve the Amendment.

Update Comments

Check Issues

Approving Section 1 Amendments

In the **Approval Comments** section, employee may view any notes provided by the HR user, as well as add comments/questions of their own.

Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, following data fields appearing in Section 1 of the I-9 have either been flagged entered. Please enter or confirm the correct information in each New Value field to amend your current I-9. This will take less time than asking you to fill out a completely new I-9 form.

I-9 Section 1 Amendments

Data Field	Original Value	New Value	Reason	Modified By	Approval
[1] Date of Birth	1990-01-26	<input type="text" value="02/26/1991"/>		Smith, Jane	*

Issues with I-9 Amendments

Class	Type	Section	Item	Explanation	Status*
I-9	Error	Section I	Date of Birth	Required Field. Should not be left blank.	[Valid]

* There are issues (errors) with the amendments as they currently stand. Please review each issue and make the appropriate correction(s) above. When done, click the **Check Issues** button. If you have any questions for your HR, enter them into the "Approval Comments" box below.

Approval Comments

Please enter your correct Date of Birth and approve the Amendment.

I have entered my correct Date of Birth and will proceed with approving the amendment.

Approving Section 1 Amendments

Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, following data fields appearing in Section 1 of the I-9 have either been flagged or an error message has been entered. Please enter or confirm the correct information in each New Value field. This will take less time than asking you to fill out a completely new I-9 form.

I-9 Section 1 Amendments

Data Field	Original Value	New Value	Required
[1] Date of Birth	1990-01-26	<input type="text" value="02/26/1991"/>	

Issues with I-9 Amendments

Class	Type	Section	Item	Explanation	Status*
I-9	Error	Section I	Date of Birth	Required Field. Should not be left blank.	[Valid]

* There are issues (errors) with the amendments as they currently stand. Please review each issue and make the appropriate correction(s) above. When done, click the "Check Issues" button. If you have any questions for your HR, enter them into the "Approval Comments" box below.

Approval Comments

Please enter your correct Date of Birth and approve the Amendment.

I have entered my correct Date of Birth and will proceed with approving the amendment.

Employee will be unable to approve amendments if there are still Section 1 issues that have not been amended or exempted, or if there was no replacement value provided by the HR user.

In these cases, the employee runs error-checking by clicking the **Check Issues** button.

Approving Section 1 Amendments

Once there are no remaining Section 1 issues, employee approves each amendment by clicking the **I Approve** checkbox and then clicking **Electronically Sign Amendment**.

Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, out of date, or entered in the I-9 have either been flagged for your review or have proposed changes entered.

Please enter or confirm the correct information in each New Value field to amend your current I-9.

This will take less time than asking you to fill out a completely new I-9 form.

I-9 Section 1 Amendments

Data Field	Original Value	New Value	Reason	Modified By	Approval
[1] Date of Birth	1990-01-26	<input type="text" value="02/26/1991"/>		Harper, Bryce 07/31/2018 @ 14:13:04	<input checked="" type="checkbox"/> I Approve

If a proposed change above is not needed because the value is already correct, please let the HR know by entering a comment in the 'Approval Comments' field below. Once all changes/confirmations are complete click the "Check Issues" button below to verify the changes.

Approval Comments

Please enter your correct Date of Birth and approve the Amendment.

I have entered my correct Date of Birth and will proceed with approving the amendment.

Approve Amendments

Once all issues are addressed, click 'I Approve' next to each item above, then click the 'Electronically Sign Amendments' button below to finalize your updates.

Approving Section 1 Amendments

Hello Bryce!

One or more items in Section 1 of the I-9 have either been flagged or are missing.

Please enter or confirm the information.

This will take less time than a physical signature.

I-9 Section 1 Amendment

Data Field

[1] Date of Birth

If a proposed change above all changes/confirmations are correct, click the "Approve" button.

Approval Comments

Please enter your correct Date of Birth.

I have entered my correct Date of Birth.

Update Comments Check Issues

Approve Amendments

Once all issues are addressed, click the "Approve" button.

Electronic Signature

You, the employee, must approve the changes you made above by electronically signing this amendment to your I-9 under penalty of perjury that the information you provided is complete, true and correct.

Step 1: Please verify that the first name, last name, and date of birth shown below belong to you by clicking the checkboxes.

- First Name **Bryce**
- Last Name **Harper**
- Date Of Birth **01/26/1991**

Step 2: Read the following statement and select "I Accept" to acknowledge your agreement:

I consent to provide an electronic signature in connection with this Form I-9 amendment and understand that by verifying my name and date of birth in Step 1 above, providing the requested information in Step 3 below, clicking on the "I Accept" box, and clicking on the "Electronically Sign" button, that I am electronically signing this amendment to the Form I-9, and recording my initials and today's date next to each amended entry. I understand that my electronic signature will be binding as though I had physically initialed and dated this document by hand.

Accept

Step 3: Please select a signature question from the dropdown list, provide an answer, and click "Electronically Sign" to complete your electronic signature. The question selected should call for information that you have committed to long-term memory and is not easily guessed or researched. Please note that the question and answer may be presented to the Department of Homeland Security in the event of an audit as proof that you have electronically signed this document.

Question: What is the name of the first major city you visited?

Answer: New York

Electronically Sign

Employee confirms their **First Name, Last Name, Date of Birth**, and accepts the agreement. Employee will then enter a memorable answer to one of the chosen **signature questions**.

Once these items are completed, employee will click the **Electronically Sign** button.

field below. Once

tes.

Sign Amendments

Approving Section 1 Amendments

Employee receives a confirmation page and may print a receipt of the approved amendment.



Welcome back Bryce!

You are currently up-to-date with your employment eligibility paperwork.

There is nothing for you to do at this time.

If you would like to view and/or print a receipt for your electronic I-9, click [Here](#).



I-9 No. 2218383

Employee Receipt of Electronically Filed Form I-9

Section 1 Amendments

[1: Date of Birth] Originally "1990-01-26"; Changed To "01/26/1991"; Approved by: "Harper, Bryce" on 2018-08-01 @ 08:06:42

Approving Section 1 Amendments

Section 1 Amendments appear at the top of the Amendments screen.

Clicking the **View I-9** link will display the I-9 PDF, which will display any amendments in red.

Guardian

Dashboard

Start I-9

Employee ▾

I-9 for Harper, Bryce

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options **View I-9**

Data Field	Original Value	Amended Value	Note of Record
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Section 1 (1)

(1) Date of Birth	1962-08-24	08/24/1982	
-------------------	------------	------------	--

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

Form I-9
(Rev. 10-20-2017)
Supersedes Form I-9

Section 1. Employee Information and Attestation (Employer must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not later than 90 days after the date of hire.)

Last Name (Family Name)	Harper	First Name (Given Name)	N/A	Other Last Name(s) (Last, Middle, Initial)	N/A
Address (Street Number and Name)	123 W. Bluecayne Ave	City or Town	Miami	State	FL
Date of Birth (mm/dd/yyyy)	08/24/1982	Sex	M	ZIP Code	33101
U.S. Social Security Number	N/A	Employee's E-mail Address	N/A	Company's Telephone Number	N/A

I am aware that federal law prohibits the imposition of civil 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 non-citizen national of the United States (See instructions)
- 3. A lawful permanent resident (Enter Register about Nonimmigrant (REG) Number) N/A
- 4. An alien authorized to work and practice trade, if applicable, temporarily (Specify dates and why "N/A" in the appropriate case field. (See instructions)) N/A

Allow authorized to work must include only one of the following document numbers to complete Part 1 of Form I-9: Alien Registration Number (A-Number) OR Form I-9 Admission Number OR Form I-9 Arrival/Departure Number OR Form I-9 Extension Number OR Form I-9 Temporary Employment Authorization Number

1. Alien Registration Number (A-Number)	N/A
2. Form I-9 Admission Number	N/A
3. Foreign Passport Number	N/A
4. Other	N/A

Signature of Employee: **Electronically Signed by H. Bryce** (Date: mm/dd/yyyy) 10/01/2020

Preparer and/or Translator Certification (check one):
 I attest, under penalty of perjury, that I am the employer or agent of the employer in completing Section 1 of this form and that I am aware that federal law prohibits the imposition of civil fines for false statements or use of false documents in connection with the completion of this form.
 I am a preparer or translator. I attest, under penalty of perjury, that I am aware that federal law prohibits the imposition of civil fines for false statements or use of false documents in connection with the completion of this form.

Signature of Preparer or Translator: _____ (Date: mm/dd/yyyy)

Last Name (Family Name)	Harper	First Name (Given Name)	N/A		
Address (Street Number and Name)		City or Town		State	ZIP Code

Form I-9 (Rev. 10-20-2017) Page 1 of 3

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

Actions Adjust I-9 Add

Modified By	Approved By
Harper, Bryce 10/07/2020 @ 13:42:08	Harper, Bryce 10/07/2020 @ 13:42:08

Issues with I-9 Amendments

Table of Contents

Section 2 & Section 3 Amendments

Section 2 Amendments

From the **I-9 Forms** Tab, locate the desired I-9 record and click on the **Date Created** link.

Guardian

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[Dashboard](#)

[Start I-9](#)

[Employee](#)

[E-Verify](#)

[Reports](#)

Bryce Harper

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](#)

[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
2675171		[P] Electronic I-9	10/01/2020	Bryce, Harper	Miami	Eastern US	10/01/2020	10/01/2020	10/01/2020	10/01/2020	10/01/2020	10/01/2020

Section 2 Amendments

Select the **Amendments** Tab.

Guardian

Announcements

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Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

I-9 Overview

I-9 Information

I-9 No: **2,675,171 (Primary)**

Type: **Electronic I-9**

Version: **3/17/20**

Expires:

Date Completed: **10/01/2020**

Date approved: **10/01/2020**

I-9 Location: Miami

I-9 Business Unit: Eastern US

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

Current Employee Information

Harper, Bryce

Current Hire Date: 10/01/2020

Current Business Unit: **Eastern US**

View Employee

Section 1

Bryce, Harper

Signed: **Harper Bryce**
10/01/2020 @ 10:23:26

View Section 1

Preparer/Translator

No Assistance Provided

Signed:

View Prep

Section 2

Section 2 Amendments

To amend the I-9, click the **Add** button.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce



View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Actions ▾ Adjust Add

Data Field

Original Value

Amended Value

Note of Record

Modified By

Approved By

No Amendments (1)

Issues with I-9 Amendments

[Table of Contents](#)

Section 2 Amendments

Select the desired I-9 section.
Section 3 will only be available if the I-9 has one or more Section 3's.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

I-9 Amendments		
Data Field	Original Value	Amended Value
Section 1 (1)		
(1) Date of Birth	1962-08-24	08/24/1982

Amend I-9

Go Back Edit Field

Section	Field to Amend	Current Value
Section 1	Section 2 Header First Name	Harper
	Section 2 Header Last Name	Bryce
	Section 2 Header Middle Initial	N/A
Section 2	Section 2 Header Immigration Status	1
	List A 1st Document Title	
	List A 1st Issuing Authority	
	List A 1st Document Number	
	List A 1st Expiration Date	
	List A 2nd Issuing Authority	
	List A 2nd Document Number	
	List A 2nd Expiration Date	
	List A 3rd Issuing Authority	
	List A 3rd Document Number	
	List A 3rd Expiration Date	
	List B Document Title	US Driver's License
	List B Issuing Authority	Florida
	List B Document Number	1234567890
	List B Expiration Date	10/10/2020
	List B Military DL	false
	List B List B Photo confirmed	false
List C Document Title	Social Security Card (Unrestricted)	

Update and Go Back Update Info Go Back Delete

Actions ▾ Adjust I-9 Add

Modified By: Harper, Bryce Approved By: Harper, Bryce

Harper, Bryce 10/07/2020 13:42:08 Harper, Bryce 10/07/2020 13:42:08

Section 2 Amendments

Locate the desired field to amend.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

Amend I-9

Go Back Edit Field

Section	Field to Amend	Current Value
Section 1	List A 3rd Expiration Date	
	List B Document Title	US Driver's License
Section 2	List B Issuing Authority	Florida
	List B Document Number	1234567890
	List B Expiration Date	10/10/2020
	List B Military DL	false
	List B List B Photo confirmed	false
	List C Document Title	Social Security Card (Unrestricted)
	List C Issuing Authority	Social Security Administration
	List C Document Number	799-69-9974
	List C Expiration Date	N/A
	Employment Start Date	10/01/2020
	Employer Representative Last Name	Moreno
	Employer Representative First Name	Denise
	Representatives Title	Training Consultant
	HR Date Signed	10/01/2020 @ 10:28:20
Business or Organization	Eastern US	
Business Address	100 N. Central Ave.	
Business City	Miami	
Business State	FL	
Business Zip Code	55555	

Update and Go Back Update Info Go Back Delete

Actions Adjust I-9 Add

Modified By Approved By

Harper, Bryce 10/07/2020 @ 13:42:08 Harper, Bryce 10/07/2020 @ 13:42:08

Section 2 Amendments

Click the **Edit Field** button, or double click the field name.

I-9 for Harper, Bryce

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value
------------	----------------	---------------

Section 1 (1)

(1) Date of Birth	1962-08-24	08/24/1982
-------------------	------------	------------

Amend I-9

Go Back **Edit Field**

Section	Field to Amend	Current Value
Section 1	List A 3rd Expiration Date	
	List B Document Title	US Driver's License
	List B Issuing Authority	Florida
	List B Document Number	1234567890
Section 2	List B Expiration Date	10/10/2020
	List B Military DL	false
	List B List B Photo confirmed	false
	List C Document Title	Social Security Card (Unrestricted)
	List C Issuing Authority	Social Security Administration
	List C Document Number	799-69-9974
	List C Expiration Date	N/A
	Employment Start Date	10/01/2020
	Employer Representative Last Name	Moreno
	Employer Representative First Name	Denise
	Representatives Title	Training Consultant
	HR Date Signed	10/01/2020 @ 10:28:20
	Business or Organization	Eastern US
	Business Address	100 N. Central Ave.
	Business City	Miami
Business State	FL	
Business Zip Code	55555	

Update and Go Back Update Info Go Back Delete

Actions Adjust I-9 Add

Modified By Approved By

Harper, Bryce	Harper, Bryce
10/07/2020 @ 13:42:08	10/07/2020 @ 13:42:08

Section 2 Amendments

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

Amend I-9

Amend I-9 for Harper, Bryce

Go Back Create Amendment Create

Section 2

Field Name **Document #**

Old Value **1234567890**

Strike-out Original Value

New Value

Note of Record

Enter corrected value in the **New Value** field.

If a value is already present in the field, **Strike-out Original Value** will be selected by default.

If needed, users may manually enable/disable this setting.

Modified By	Approved By	
Harper, Bryce 10/07/2020 @ 13:42:08	Harper, Bryce 10/07/2020 @ 13:42:08	

Issues with I-9 Amendments

Section 2 Amendments

If desired, enter the reason for the update. It will appear as a footnote on the I-9 image.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

Amend I-9

Amend I-9 for Harper, Bryce

Go Back Create Amendment Create Amendment and Add Another

Section 2

Field Name	Document #
Value	1234567890
Value	<input type="text" value="123456788"/>
Record	<input type="text"/>

Strike-out Original Value

Signature of Employer or Authorized Representative: _____ Today's Date (mm/dd/yyyy): _____ Title of Employer or Authorized Representative: _____

Electronically Signed by R. Roema 07/23/2018 Trainer

Last Name of Employer or Authorized Representative: _____ First Name of Employer or Authorized Representative: _____ Employer's Business or Organization Name: _____

Roema Robert Guardian Company - Roberts Site

Employer's Business or Organization Address (Street Number and Name): _____ City or Town: _____ State: _____ ZIP Code: _____

3111 N Central Ave Phoenix AZ 85012

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

A. New Hire (if applicable): _____ B. Date of Rehire (if applicable): _____

Last Name (family Name): _____ First Name (given Name): _____ Middle Initial: _____ Date (mm/dd/yyyy): _____

C. If the employer's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

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

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: _____ Today's Date (mm/dd/yyyy): _____ Title of Employer or Authorized Representative: _____

Form I-9 07/17/17 N Page 2 of 3

(*) Corrected original List B Document #

Update and Go Back Update Info Go Back Delete

Actions ▾ Adjust I-9 Add

Modified By	Harper, Bryce	Approved By	Harper, Bryce
	10/07/2020 @ 13:42:08		10/07/2020 @ 13:42:08

Issues with I-9 Amendments

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Section 2 Amendments

Guardian

Dashboard

Start I-9

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Click **Create Amendment**, or if additional fields need amending, continue by clicking the **Create Amendment and Add Another** button.

I-9 for Harper, Bryce

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value
Section 1 (1)		
(t) Date of Birth	1962-08-24	08/24/1982

Amend I-9

Amend I-9 for Harper, Bryce

Go Back **Create Amendment** **Create Amendment and Add Another**

Section 2

Field Name **Document #**

Old Value **1234567890**

Strike-out Original Value

New Value

Note of Record

Update and Go Back Update Info Go Back Delete

Actions Adjust I-9 Add

Modified By	Approved By
Harper, Bryce 10/07/2020 @ 13:42:08	Harper, Bryce 10/07/2020 @ 13:42:08

Issues with I-9 Amendments

Section 2 Amendments

If amending a **Document Title**, a dropdown will be provided of the acceptable documents.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

Amend I-9

Amend I-9 for Harper, Bryce

Go Back Create Amendment Create Amendment and Add Another

Section 2

Field Name: **Document Title**

Old Value: **US Driver's License**

Strike-out Original Value

New Value:

Note of Record: **US Driver's License**

- State Photo Identification Card
- Federal, State, or Local govt ID w/photo
- Voter's registration card
- School ID w/photo
- US Military Card or draft record
- Military Dependent's ID card
- US Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Drivers license

Update and Go Back Update Info Go Back Delete

Actions Adjust I-9 Add

Modified By Approved By

Harper, Bryce 10/07/2020 @ 13:42:08 Harper, Bryce 10/07/2020 @ 13:42:08

Issues with I-9 Amendments

Section 2 Amendments

To strikeout a document previously selected, select the blank **New Value** option.

Guardian

Dashboard

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Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

Amend I-9

Amend I-9 for Harper, Bryce

Go Back Create Amendment Create Amendment and Add Another

Section 2

Field Name: **Document Title**

Old Value: **US Driver's License**

strike-out Original Value

New Value:

Note of Record:

- US Driver's License
- State Photo Identification Card
- Federal, State, or Local govt ID w/photo
- Voter's registration card
- School ID w/photo
- US Military Card or draft record
- Military Dependent's ID card
- US Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Drivers license

Update and Go Back Update Info Go Back Delete

Actions ▾ Adjust I-9 Add

Modified By	Approved By
Harper, Bryce 10/07/2020 @ 13:42:08	Harper, Bryce 10/07/2020 @ 13:42:08

Issues with I-9 Amendments

Section 2 Amendments

To strikeout a data field that will not be replaced, select the radio button indicating N/A as the entry. Or, if the N/A option isn't visible, insert a space in the data field.

Guardian

Dashboard

Start I-9

Employee ▾

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Reports

I-9 for Harper, Bryce

Amend I-9



Amend I-9 for Harper, Bryce

Go Back

Create Amendment

Create Amendment and Add Another

Section 2

Field Name **Expiration Date**

Old Value **10/10/2020**

Strike-out Original Value

New Value

New Date (MM/DD/YYYY) N/A

Note of Record

Update and Go Back

Update Info

Go Back

Delete

Actions ▾

Adjust I-9

Add

Modified By

Approved By

Harper, Bryce
10/07/2020 @ 13:42:08

Harper, Bryce
10/07/2020 @ 13:42:08

Issues with I-9 Amendments

Section 2 Amendments

Guardian

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View

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value	Note of Record
------------	----------------	---------------	----------------

Section 1 (1)

(1) Date of Birth	1962-08-24	08/24/1982	Harper, Bryce 10/07/2020 @ 13:42:08	Harper, Bryce 10/07/2020 @ 13:42:08
-------------------	------------	------------	--	--

Section 2 (1)

(II-B) Document #	1234567890	123456788	Moreno, Denise 10/07/2020 @ 14:27:45	
-------------------	------------	-----------	---	--

User can double-click the unapproved amendment to edit.

User can also click the **Garbage Can** icon to delete an *unapproved* amendment.

Once approved, amendments cannot be edited or deleted.

Issues with I-9 Amendments

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Approving Section 2 & 3 Amendments

Approving Section 2 & 3 Amendments

Once all Section 1 Amendments have been approved, the **Actions** pull-down menu will allow the user to **Approve Non Section 1 Amendments**.

Guardian

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I-9 for Harper, Bryce

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) [On Docs](#) [Issues](#) [Amendments](#)

I-9 Amendments

[Refresh](#) [Show Special Amendment Options](#) [View I-9](#)[Actions](#) [Adjust I-9](#) [Add](#)
[View Employee E-Mail Sent](#)
[View/Send Employee Approval Notes](#)
[Employee Approve Section 1](#)
[Approve Section 1](#)
[Approve Non Section 1 Amendments](#)

Data Field	Original Value	Amended Value	Note of Record	Modified By
Section 1 (1)				
(I) Date of Birth	1962-08-24	08/24/1982		Harper, Bryce 10/07/2020 @ 13:42:08
Section 2 (1)				
(II-B) Document #	1234567890	123456788		Moreno, Denise 10/07/2020 @ 14:27:45

[Issues with I-9 Amendments](#)[Special Amendments](#)[Table of Contents](#)

Approving Section 2 & 3 Amendments

User enters their Guardian password (or SSO credential) and clicks **Submit** to approve the Non-Section 1 amendments.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Approval



I-9 for Harper, Bryce

[[View PDF](#)]

WARNING!

You Are About to
Permanently Amend
Section 2 and/or 3 of this I-9!

Please be advised that if you continue, the amended data values contained in sections 2 and 3 will be saved permanently and cannot be changed again! Each data value on the I-9 form can be amended only one time. If mistakes are found after approving the amendments, a new I-9 will have to be created.

Please be sure to review the new form now and verify that it is correct.

Password

Submit

Submit

I am positive that the amended data values are correct and ready to be made permanent!

Changes need to be made

Adjusting Amendment Position

FAQ – Adjustments

What types of adjustments can be made to the image?

All amended data (information appearing in red on the I-9) may be moved to ensure legibility of the correction and original data. Strike-through lines may be shortened or lengthened based on necessity.

How do adjustments appear on the PDF image of uploaded Paper Form I-9s?

Corrections and adjustments appear on the new PDF version of the corrected I-9 in red print along with the initials of the individual who approved the amended values. Initial placement is based on the assumed position of the I-9 field on the page.

Adjusting Amendment Position

From the **I-9 Forms** Tab, locate the desired I-9 record and click on the **Date Created** link.

Guardian

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Bryce Harper

[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](#)[+ 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 Data Started	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expires
2675356		[P] Archival Paper I-9	10/07/2020	Harper, Bryce	DM Import	Central US		08/01/2020		10/07/2020	10/07/2020	

Adjusting Amendment Position

Select the **Amendments** Tab.

Guardian

Announcements

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Denise Moreno ▾

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I-9 for Harper, Bryce



View Employee

View E-Verify

Refresh

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Amendments

I-9 Overview

I-9 Information

I-9 No: **2,675,356 (Primary)**

Type: **Archival Paper I-9**

Version: 03/17/2020 ▾

Expires:

Date Completed: **10/07/2020**

Date approved: **10/07/2020**

I-9 Location: DM Import ▾

I-9 Business Unit: Central US ▾

I-9 Hire Date:

Current Employee Information

Harper, Bryce

Current Hire Date: 08/01/2020

Current Business Unit: **Central US**

View Employee

Section 1

Harper, Bryce

Signed: 08/01/2020

View Section 1

Preparer/Translator

No Assistance Provided

Signed:

View Prep

Section 2

[Table of Contents](#)

Adjusting Amendment Position

Guardian

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

I-9 for Harper, Bryce

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) [OnDocs](#) [Issues](#) **[Amendments](#)**

I-9 Amendments

[Refresh](#) [Show Special Amendment Options](#) [View I-9](#)[Actions ▾](#) **[Adjust I-9](#)** [Add](#)

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
Section 1 (2)						
(I) City	Phoenix	Phoenix		Harper, Bryce 10/07/2020 @ 15:55:23	Harper, Bryce 10/07/2020 @ 15:56:05	
(I) Other Names Used	None	N/A		Harper, Bryce 10/07/2020 @ 15:55:31	Harper, Bryce 10/07/2020 @ 15:56:05	

Issues with I-9 Amendments

Click **Adjust I-9**.

If **Adjust I-9** is greyed out, either no amendments have been made, or the I-9 image has not yet been uploaded to **OnDocs**.

Adjusting Amendment Position

Guardian

The uploaded I-9 appears and the user may inspect the amendment positioning.

Announcements Help Denise Moreno Logout

Dashboard

Sta

Amendments - Google Chrome
uat1.lawlogix.com/4DCGI/WEB_Menu/1387638530/1542/-11410/1/4DWPG_1007107569827

Amended Items

Field Name	Old Value	New Value
(1) City	Pheonix	Phoenix
(1) Other Names Used	None	N/A

Items Placement

To adjust an amended item, strikeout or audit label:

- Click the desired **amended item** from the list above. Its parts will appear on the right.
- Click the **amended item**, the **strikeout**, or the **audit** to initiate edit mode on that item part.
- Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.

Preview Adjustment

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

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

Section 1. Employee Information and Attestation (Employer must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting the offer.)

Last Name (Family Name) Harper	First Name (Given Name) Bryce	Middle Initial N/A	Other Names Used (If any) None
Address (Street Number and Name) 123 W. Main St.	City Phoenix	State AZ	ZIP Code 85000
Date of Birth (mm/dd/yyyy) 01-26-1990	U.S. Social Security Number 1111-11-1111	Employee's E-mail Address Bharper@test.com	Employee's Telephone Number 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. (Alien Registration Number/USCIS Number): N/A
- 4. An alien authorized to work: until (expiration date, if applicable, mm/dd/yyyy): N/A
Some aliens may write "N/A" in the expiration date field. (See instructions)

Alien's authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: OR	N/A
2. Form I-94 Admission Number: OR	N/A
3. Foreign Passport Number: Country of Issuance:	N/A

QR Code - Section 1
Do Not Print In This Space

Go Back Delete

Actions Adjust I-9 Add

Approved By

Harper, Bryce
10/07/2020 @ 15:56:05

Harper, Bryce
10/07/2020 @ 15:56:05

Adjusting Amendment Position

Guardian

If the amendment positioning requires adjustment, click on the desired amendment to be repositioned on the **Amended Items** list on the left.

Dashboard

Sta

Amendments - Google Chrome
uat1.lawlogix.com/4DCGI/WEB_Menu/1387638530/1542/-11410/1/4DWPG_1007107569827

Amended Items

Refresh

Print I-9

Field Name	Old Value	New Value
(1) City	Pheonix	Phoenix
(1) Other Names Used	City	N/A

Preview

Adjustment



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 (Employers 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) Harper	First Name (Given Name) Bryce	Middle Initial N/A	Other Names Used (if any) None
Address (Street Number and Name) 123 W. Main St.	City Phoenix	State AZ	ZIP Code 85000
Date of Birth (mm/dd/yyyy) 01-26-1990	U.S. Social Security Number 01-19-12-8888	Employer's E-mail Address Bharper@test.com	Employee Telephone Number 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. (Alien Registration Number/USCIS Number): N/A
- 4. An alien authorized to work: until (expiration date, if applicable, mm/dd/yyyy): N/A
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: OR 2. Form I-94 Admission Number: OR 3. Foreign Passport Number: Country of Issuance:	N/A N/A N/A N/A
---	--------------------------

QR Code - Section 1
Do Not Print In This Space

Items Placement

To adjust an amended item, strikeout or audit label:

- Click the desired **amended item** from the list above. Its parts will appear on the right.
- Click the **amended item**, the **strikeout**, or the **audit** to initiate edit mode on that item part.
- Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.

Info

Go Back

Delete

Actions Adjust I-9 Add

Approved By

Harper, Bryce
10/07/2020 @ 15:56:05

Harper, Bryce
10/07/2020 @ 15:56:05

Adjusting Amendment Position

Amended Items

Refresh

Print I-9

Field Name	Old Value	New Value
(I) City	Pheonix	Phoenix
(I) Other Names Used	None	N/A

Items Placement

To adjust an amended item, strikeout or audit label:

1. Click the desired **amended item** from the list above. Its parts will appear on the right.
2. Click the **amended item**, the **strikeout**, or the **audit** to initiate edit mode on that item part.
3. Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.

Amended Item

Field Name **(I) City**
Old Value **Pheonix**
New Value **Phoenix**

Preview

Adjustment



Hide

Update

Cancel

Reset

Eligibility Verification

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

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

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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) Harper	First Name (Given Name) Bryce	Middle Initial N/A	Other Last Names Used (if any) None
Address (Street Number and Name) 123 W. Main St.	Apt. Number N/A	City Phoenix	State AZ
Date of Birth (mm/dd/yyyy) 01-26-1990	U.S. Social Security Number 1910-12-5523	Employee's E-mail Address Bharper@test.com	ZIP Code 85000

I am aware that federal law
connection with the completion of this form.
I attest, under penalty of perjury, that the information provided is true and correct.

1. A citizen of the United States
2. A noncitizen national of the United States
3. A lawful permanent resident of the United States
4. An alien authorized to work in the United States
- Some aliens may write "N/A" for "None".
- Aliens authorized to work must provide an Alien Registration Number:
1. Alien Registration Number/ I-9 Number
OR
2. Form I-94 Admission Number
OR
3. Foreign Passport Number

User clicks on the **Adjustment** tab at the top of right.

Three (3) fields will appear:
Yellow – Amended Value
Green – Initials and Date
Red – Strikeout (if used)

Adjusting Amendment Position

Amended Items		
Field Name	Old Value	New Value
(I) City	Pheonix	Phoenix
(I) Other Names Used	None	N/A

Items Placement

To adjust an amended item, **strikeout** or **audit** label:

1. Click the desired **amended item** from the list above. Its parts will appear on the right.
2. Click the **amended item**, the **strikeout**, or the **audit** to initiate edit mode on that item part.
3. Simply drag the part to its optimal location. You can also adjust the width of the **strikeout** by dragging its lower right corner.

Amended Item

Field Name **(I) City**
Old Value **Phoenix**
New Value **Phoenix**

Preview Adjustment

Hide Update Cancel Reset

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

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

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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) Harper	First Name (Given Name) Eryce	Middle Initial N/A	Other Last Names Used, if any None
Address (Street Number and Name) 123 W. Main St.	Apt. Number N/A	City or Town Phoenix	ZIP Code 85000
Date of Birth (mm/dd/yyyy) 01-26-1990	U.S. Social Security Number [REDACTED]	Employee's E-mail Address [REDACTED]	Employee's Telephone Number [REDACTED]

I am aware that federal law connection with the complete and correct information. I attest, under penalty of perjury, that the information provided is true and correct.

1. A citizen of the United States
 2. A noncitizen national of the United States
 3. A lawful permanent resident of the United States
 4. An alien authorized to work in the United States

Some aliens may write "N/A" for "U.S. Social Security Number" or "U.S. Date of Birth".
Aliens authorized to work must provide their Alien Registration Number (A-Number) or Form I-94 Admission Number.

1. Alien Registration Number/US OR
2. Form I-94 Admission Number OR
3. Foreign Passport Number:

User will select the **Yellow bar** (amended value) and reposition the bar by clicking and dragging it to the desired area within the field. The **Green bar** (initials and date) will move with the **Yellow bar**, as long as the **Update** button is selected.

Adjusting Amendment Position

If a Strikeout is used, the line can also be repositioned and resized.

Amended Items		
Field Name	Old Value	New Value
(I) City	Phoenix	Phoenix
(I) Other Names Used	None	N/A

Items Placement

To adjust an amended item, strikeout or audit label:

1. Click the desired **amended item** from the list above. Its parts will appear on the right.
2. Click the **amended item**, the **strikeout**, or the **audit** to initiate edit mode on that item part.
3. Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.

Amended Item	
Field Name	(I) City
Old Value	Phoenix

Preview Adjustment

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

Hide Update Cancel Reset

USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019

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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) Harper	First Name (Given Name) Bruce	Middle Initial N/A	Other Last Names Used (if any) None
Address (Street Number and Name) 123 Main Street	Apt. Number N/A	City or Town Phoenix	State AZ
Date of Birth (mm/dd/yyyy) 01-26-1990	U.S. Social Security Number [777]-[47]-[7723]	Employee's E-mail Address Randrews@test.com	ZIP Code 85000

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. (Alien Registration Number/USCIS Number): N/A
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): N/A
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

- 1. Alien Registration Number/USCIS Number: N/A
- OR
- 2. Form I-94 Admission Number: N/A
- OR
- 3. Foreign Passport Number: N/A

QR Code - Section 1 Do Not Write in This Space

Adjusting Amendment Position

Once the desired field adjustments have been made, click the **Update** button.

Amended Items		
Field Name	Old Value	New Value
(I) City	Phoenix	Phoenix
(I) Other Names Used	None	N/A

Items Placement

To adjust an amended item, **strikeout** or **audit** label:

1. Click the desired **amended item** from the list above. Its parts will appear on the right.
2. Click the **amended item**, the **strikeout**, or the **audit** to initiate edit mode on that item part.
3. Simply drag the part to its optimal location. You can also adjust the width of the **strikeout** by dragging its lower right corner.

Amended Item

Field Name **(I) City**
Old Value **Phoenix**

Preview

Adjustment



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

Hide **Update** Cancel Reset

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

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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) Harper	First Name (Given Name) Bruce	Middle Initial N/A	Other Last Names Used (if any) None	
Address (Street Number and Name) 123 Main Street	Apt. Number N/A	City or Town Phoenix	State AZ	ZIP Code 85000
Date of Birth (mm/dd/yyyy) 01-26-1990	U.S. Social Security Number [REDACTED]	Employee's E-mail Address Randrews@test.com	Employee's Telephone Number 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):

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): <u>N/A</u>
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): <u>N/A</u> Some aliens may write "N/A" in the expiration date field. (See instructions)
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.
1. Alien Registration Number/USCIS Number: <u>N/A</u>
OR
2. Form I-94 Admission Number: <u>N/A</u>
OR
3. Foreign Passport Number: <u>N/A</u>

QR Code - Section 1
Do Not Write in This Space

Adjusting Amendment Position

User clicks on the **Preview** Tab again to ensure that the amendment has been positioned correctly. Repeat the repositioning process, if needed.

Amended Items		
Field Name	Old Value	New Value
(I) City	Phoenix	Phoenix
(I) Other Names Used	None	N/A

Preview Adjustment

Items Placement

To adjust an amended item, *strikeout* or *audit* label:

1. Click the desired **amended item** from the list above. Its parts will appear on the right.
2. Click the **amended item**, the **strikeout**, or the **audit** to initiate edit mode on that item part.
3. Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.

Amended Item

Field Name (I) City
Old Value Phoenix



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

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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) Harper		First Name (Given Name) Bryce		Middle Initial N/A	Other Last Names Used (if any) None N/A BH 8/3/18	
Address (Street Number and Name) 123 Main Street			Apt. Number N/A	City or Town Phoenix	State Phoenix AZ	ZIP Code 85000
Date of Birth (mm/dd/yyyy) 01-26-1990	U.S. Social Security Number [REDACTED]	Employee's E-mail Address Dandrews@test.com			Employee's Telephone Number 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):

<input checked="" type="checkbox"/>	1. A citizen of the United States
<input type="checkbox"/>	2. A noncitizen national of the United States (See Instructions)
<input type="checkbox"/>	3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A
<input type="checkbox"/>	4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): N/A Some aliens may write "N/A" in the expiration date field. (See Instructions)

Alien authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

OR Code - Section 1
Do Not Write In This Space

Exempting Issues

FAQ - Exemptions

What is an exemption?

Exemptions provide authorized users the ability to “waive” I-9 issues flagged by the Guardian system. This may be useful for items that may not be correctable or are determined to not need correction.

Who can exempt issues in the system?

System Administrators determine which Guardian Users shall be granted authorization to exempt issues by setting privileges within user profiles.

What happens to an exempted issue?

An exempted issue will continue to be displayed on the employee's I-9 Issues tab. However, it will not appear in an Issues Report or appear as part of the employee's I-9 issue count on the Pending Issues Dashboard.

Exempting Issues

From the **I-9 Forms** Tab, locate the desired I-9 record and click on the **Date Created** link.

Guardian

[Announcements](#)

[Help](#) ▾

[Denise Moreno](#) ▾

[Logout](#)

[Dashboard](#)

[Start I-9](#)

[Employee](#) ▾

[E-Verify](#)

[Reports](#)

Bryce Harper

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](#)

[+ 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
2675171		[P] Electronic I-9	10/01/2020	Bryce, Harper	Miami	Eastern US	10/01/2020	10/01/2020	10/01/2020	10/01/2020	10/01/2020	

Exempting Issues

Select the **Issues** tab to view any unresolved issues with the employee's I-9.

Guardian

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Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Harper, Bryce

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

Refresh Un-Group

Check I-9 Exemption History

Class	Type	Section	Item	Explanation	Status
I-9 (16)					
I-9	Error	Section 2	Date Hired	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	List A, B, or C	No document selected in any column via popup menu. A document from List A, or 1 each from List B and C are required.	[Valid]
I-9	Error	Section 2	Title	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Date Signed	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Name	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Address	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization City or Town	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization State	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	First Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Last Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	First Name (Given Name)	Required Field. Must enter employee's first name from Section 1.	[Valid]
I-9	Error	Section 2	Last Name (Family Name)	Required Field. Must enter employee's last name from Section 1.	[Valid]
I-9	Error	Section 2	M.I.	Required Field. Must enter employee's middle initial or N/A from Section 1.	[Valid]
I-9	Error	Section 2	Citizenship/Immigration Status	Required Field. Must contain the number correlating to the employee's citizenship or immigration status from Section 1.	[Valid]
I-9	Warning	Section 2	Date Signed	Section 2 is signed more than 3 days after the employee's hire date.	[Valid]

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Exempting Issues

Issues can also be viewed from the **Amendments** tab by expanding

Guardian

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E-Verify

Reports

I-9 for Harper, Bryce



View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

I-9 Overview

I-9 Information

I-9 No: **2,675,171 (Primary)**

Type: **Electronic I-9**

Version: **3/17/20**

Expires:

Date Completed: **10/01/2020**

Date approved: **10/01/2020**

I-9 Location: Miami

I-9 Business Unit: Eastern US

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

Current Employee Information

Harper, Bryce

Current Hire Date: 10/01/2020

Current Business Unit: **Eastern US**

View Employee

Section 1

Bryce, Harper

Signed: **Harper Bryce**
10/01/2020 @ 10:23:26

View Section 1

Preparer/Translator

No Assistance Provided

Signed:

View Prep

Section 2

[Table of Contents](#)

Exempting Issues

If the Issues are not yet populated on this panel, click **Check Amended I-9**.

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E-Verify

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I-9 for Harper, Bryce

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details OnDocs Issues **Amendments**

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Actions ▾ Adjust I-9 Add

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
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Issues with I-9 Amendments

Refresh Group

Check Amended I-9 Exemption History

Class	Type	Section	Item	Explanation	Status
-------	------	---------	------	-------------	--------

No Issues

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Exempting Issues

Issues with a **Status** of **Valid** have not been Exempted.

To **Exempt** an issue, click the **Valid** link and wait for the screen to refresh.

Guardian

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

I-9 for Harper, Bryce

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

I-9 Amendments

[Refresh](#) [Show Special Amendment Options](#) [View I-9](#)[Actions](#) [Adjust I-9](#) [Add](#)

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By
------------	----------------	---------------	----------------	-------------	-------------

Issues with I-9 Amendments

[Refresh](#) [Group](#)[Check Amended I-9](#) [Exemption History](#)

Class	Type	Section	Item	Explanation	Status
I-9	Error	Section 2	Date Hired	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	List A, B, or C	No document selected in any column via popup menu. A document from List A, or 1 each from List B and C are required.	[Valid]
I-9	Error	Section 2	Title	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Date Signed	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Name	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Address	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization City or Town	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization State	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	First Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Last Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	First Name (Given Name)	Required Field. Must enter employee's first name from Section 1.	[Valid]

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Exempting Issues

Once the screen has refreshed, the **Status** should now appear as **Exempt**.

Guardian

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

I-9 for Harper, Bryce

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

I-9 Amendments

[Refresh](#) [Show Special Amendment Options](#) [View I-9](#)[Actions ▾](#) [Adjust I-9](#) [Add](#)

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
------------	----------------	---------------	----------------	-------------	-------------	--

Issues with I-9 Amendments

[Refresh](#) [Group](#)[Check Amended I-9](#) [Exemption History](#)

Class	Type	Section	Item	Explanation	Status
I-9	Error	Section 2	Date Hired	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	List A, B, or C	No document selected in any column via popup menu. A document from List A, or 1 each from List B and C are required.	[Valid]
I-9	Error	Section 2	Title	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Date Signed	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Name	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Address	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization City or Town	Required Field. Should not be left blank.	[Exempt]
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization State	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	First Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Last Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	First Name (Given Name)	Required Field. Must enter employee's first name from Section 1.	[Valid]

Exemption History

Click on the **Exemption History** link.

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I-9 for Harper, Bryce

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details OnDocs Issues **Amendments**

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Actions Adjust I-9 Add

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
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Issues with I-9 Amendments

Refresh Group

Check Amended I-9 **Exemption History**

Class	Type	Section	Item	Explanation	Status
I-9	Error	Section 2	Date Hired	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	List A, B, or C	No document selected in any column via popup menu. A document from List A, or 1 each from List B and C are required.	[Valid]
I-9	Error	Section 2	Title	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Date Signed	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Name	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Address	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization City or Town	Required Field. Should not be left blank.	[Exempt]
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization State	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	First Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Last Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	First Name (Given Name)	Required Field. Must enter employee's first name from Section 1.	[Valid]

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Exemption History

Once the screen has refreshed, the **History** window will appear with the **Issues Exemption History**.

Guardian

Dashboard

Start I-9

Employee

E-Verify

Reports

I-9 for Harper, Bryce

History

Issues Exemption History

{Amendment} [Exempted] by Moreno, Denise, 2020-10-08 @ 14:11:40: I-9 Error, Business or Organization Zip Code: Required Field. Should not be left blank.

{Amendment} [Exempted] by Moreno, Denise, 2020-10-08 @ 14:12:30: I-9 Error, First Name (Verifier): Required Field. Should not be left blank.

{Amendment} [Exempted] by Moreno, Denise, 2020-10-08 @ 14:12:49: I-9 Error, Date Hired: Required Field. Should not be left blank.

Modified By	Approved By
Harper, Bryce 10/07/2020 @ 15:55:23	Harper, Bryce 10/07/2020 @ 15:56:05
Harper, Bryce 10/07/2020 @ 15:55:31	Harper, Bryce 10/07/2020 @ 15:56:05

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value
Section 1 (2)		
(1) City	Phoenix	Phoenix
(1) Other Names Used	None	N/A

Issues with I-9 Amendments

Refresh Group Check Amended I-9 Exemption History

Class	Type	Section	Item	Explanation	Status
I-9	Error	Section 2	Date Hired	Required Field. Should not be left blank.	[Exempt]
I-9	Error	Section 2	First Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Citizenship/Immigration Status	Required Field. Must contain the number correlating to the employee's citizenship or immigration status from Section 1.	[Valid]
I-9	Error	Section 2	M.I.	Required Field. Must enter employee's middle initial or N/A from Section 1.	[Valid]
I-9	Error	Section 2	Last Name (Family Name)	Required Field. Must enter employee's last name from Section 1.	[Valid]
I-9	Error	Section 2	First Name (Given Name)	Required Field. Must enter employee's first name from Section 1.	[Valid]
I-9	Error	Section 2	Last Name (Verifier)	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization State	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization City or Town	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Address	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section 2	Business or Organization Name	Required Field. Should not be left blank.	[Valid]

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For Additional Assistance

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

Confidential User Guide

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

Thank you.