



# Guardian Receipt I-9 Processing

# Table of Contents

1. <a href="#">FAQ</a> .....	4
2. <a href="#">Completing Section 1</a> .....	8
3. <a href="#">Completing Section 2</a> .....	9
4. <a href="#">Monitoring Receipt I-9s</a> .....	20
5. <a href="#">Updating Receipt I-9</a> .....	22
5. <a href="#">Approving Receipt Changes</a> .....	26

# Table of Contents

7. <a href="#">Document Retention</a> .....	30
8. <a href="#">Completing the I-9</a> .....	31
9. <a href="#">Approving the I-9</a> .....	32
10. <a href="#">Submit to E-Verify</a> .....	33
11. <a href="#">What's next?</a> .....	34

# FAQ

## ➤ **What are Receipt I-9s?**

This term is used for Electronic and New Hire Paper I-9s for which a receipt for a lost, stolen or damaged document is presented in lieu of the actual document, for purposes of Section 2 completion.

## ➤ **How is a receipt indicated in Section 2?**

Within the Section 2 interface is a receipt checkbox for each corresponding document list (A, B, and C). When selected, the listed document is noted as a receipt document.

# FAQ

## ➤ **How long is the receipt valid?**

The employee has 90 days from the date of hire to present the actual document for which the receipt was issued.

## ➤ **Can the I-9 be completed with a receipt?**

Yes, Section 2 may be completed and signed to show timely I-9 completion, but the I-9 may not be **approved** (locked and information submitted to E-Verify, if enabled) until the employee has provided the actual document.

# FAQ

## ➤ **How are Receipt I-9s maintained in Guardian?**

Guardian maintains the original receipt notation within the I-9 document. Utilizing electronic amendment functionality, users are guided through documenting the replacement document(s) within Section 2, resulting in an amended I-9 that reflects the receipt and replacement document information.

## ➤ **Are receipt I-9s visible on the Dashboard?**

Yes, I-9s that have been completed with a receipt document will display on two different Dashboard panels: Top Pending Tasks and Top I-9s Needing Further Action.

# FAQ

## ➤ **Are users reminded of employees with receipt I-9s?**

Yes, when an I-9 is completed and a receipt provided a task is created automatically for the receipt reminder. Depending on the organization's administrative setup, reminder emails are sent to the users assigned to the employee at intervals leading up to the receipt document expiration.

## ➤ **Who can update receipt I-9s?**

Any user with access to the I-9 has the ability to note the replacement document information, regardless of that user's permissions or privileges.

# Completing Section 1

This tutorial will focus on the required steps for receipt documentation within **Section 2**. For guidance on **Section 1** completion please see the Section 1 tutorial and/or one of the Workflow tutorials.

08



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

Expires 08/31/2019

► **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 <i>(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.)</i>						
Last Name (Family Name) <sup>i</sup>		First Name (Given Name) <sup>i</sup>		Middle Initial <sup>i</sup>	Other Last Names Used (if any) <sup>i</sup>	
<input type="text"/>		<input type="text"/>		<input type="text"/> <input type="checkbox"/> N/A	<input type="text"/> <input type="checkbox"/> N/A	
Address (Street and Number and Name) <sup>i</sup>		Apt Number <sup>i</sup>	City or Town <sup>i</sup>		State <sup>i</sup>	Zip Code <sup>i</sup>
<input type="text"/>		<input type="text"/> <input type="checkbox"/> N/A	<input type="text"/>		<input type="text"/>	<input type="text"/>
Date of Birth (mm/dd/yyyy) <sup>i</sup>		U.S. Social Security No. <sup>i</sup>		Employee's E-mail Address <sup>i</sup>		Employee's Telephone Number <sup>i</sup>
<input type="text"/>		<input type="text"/>		<input type="text"/> <input type="checkbox"/> N/A		<input type="text"/> <input type="checkbox"/> N/A
		<input type="checkbox"/> Awaiting Issuance of SSN <sup>i</sup>				

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):

1. A citizen of the United States <sup>i</sup>



# Completing Section 2

From Section 2 select the **Document Title** for which the receipt is being provided in lieu of.

Guardian Company: Reaume, Robert



I-9 and E-Verify  
Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

08

## Section 2. Employer or Authorized Representative Review and Verification

(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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

<b>Employee Info from Section 1</b>	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
-------------------------------------	------------------------------------	-----------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <input type="text"/>		Document Title <input type="text"/>
Issuing Authority <input type="text"/>		<input type="text"/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		<b>US Driver's License</b>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		State Photo Identification Card		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>		Federal, State, or Local govt ID w/photo		
Issuing Authority <input type="text"/>		School ID w/photo		
Document Number <input type="text"/>		Voter's registration card		
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		US Military Card or draft record		
		Military Dependent's ID card		
		US Coast Guard Merchant Mariner Card		
		Native American Tribal Document		
		Canadian Drivers license		

# Completing Section 2

Select the **Replacement Receipt** checkbox.

Guardian Company: Reaume, Robert



I-9 and E-Verify  
Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

08

## Section 2. Employer or Authorized Representative Review and Verification

(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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

<b>Employee Info from Section 1</b>	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
-------------------------------------	------------------------------------	-----------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <a href="#">View Sample Document</a> <input type="text" value="US Driver's License"/> <input checked="" type="checkbox"/> Replacement Receipt <input type="checkbox"/> I Confirm List B Document Contains Valid Photo		Document Title <input type="text"/>
Issuing Authority <input type="text"/>		Issuing Authority <input type="text" value=""/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number <input type="text" value=""/>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text" value=""/> <small>The expiration date on this field must be recorded, and not expired.</small>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>		Additional Information <input type="text"/>		
Issuing Authority <input type="text"/>				
Document Number <input type="text"/>				

# Completing Section 2

An **Expiration Date** of 90 days from the date of hire will be entered automatically.

Guardian Company: Reaume, Robert



I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

08

## Section 2. Employer or Authorized Representative Review and Verification

(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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

<b>Employee Info from Section 1</b>	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
-------------------------------------	------------------------------------	-----------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <a href="#">View Sample Document</a> <input type="text" value="US Driver's License"/>		Document Title <input type="text"/>
		<input checked="" type="checkbox"/> Replacement Receipt <input type="checkbox"/> I Confirm List B Document Contains Valid Photo		
Issuing Authority <input type="text"/>		Issuing Authority <input type="text" value=""/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number <input type="text" value=""/>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text" value="4/3/2017"/> <small>Auto-calculated based on validity of receipt</small>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>		Additional Information <input type="text"/>		
Issuing Authority <input type="text"/>				
Document Number <input type="text"/>				

# Completing Section 2

Select the appropriate **Issuing Authority** for the document.

Guardian Company: Reaume, Robert

acme®

I-9 and E-Verify  
Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

08

## Section 2. Employer or Authorized Representative Review and Verification

(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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

<b>Employee Info from Section 1</b>	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
-------------------------------------	------------------------------------	-----------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <a href="#">View Sample Document</a> US Driver's License <input type="checkbox"/> Replacement Receipt <input type="checkbox"/> I Confirm List B Document Contains Valid Photo		Document Title <input type="text"/>
Issuing Authority <input type="text"/>		Issuing Authority Arizona		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number <input type="text"/>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) 4/3/2017 <small>Auto-calculated based on validity of receipt</small>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>		Additional Information <input type="text"/>		
Issuing Authority <input type="text"/>				
Document Number <input type="text"/>				

# Completing Section 2

Enter the **Document Number** from the receipt.

Guardian Company: Reaume, Robert



I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

08

## Section 2. Employer or Authorized Representative Review and Verification

(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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

<b>Employee Info from Section 1</b>	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
-------------------------------------	------------------------------------	-----------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <a href="#">View Sample Document</a> US Driver's License <input type="checkbox"/> Replacement Receipt <input type="checkbox"/> I Confirm List B Document Contains Valid Photo		Document Title <input type="text"/>
Issuing Authority <input type="text"/>		Issuing Authority Arizona <input type="text"/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number 123456789 <input type="text"/>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) 4/3/2017 <small>Auto-calculated based on validity of receipt</small>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>		Additional Information <input type="text"/>		
Issuing Authority <input type="text"/>				
Document Number <input type="text"/>				

# Completing Section 2

The system will automatically prepend **Receipt:** to the **Document Number** field.

Guardian Company: Reaume, Robert



I-9 and E-Verify  
Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

08

## Section 2. Employer or Authorized Representative Review and Verification

(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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

<b>Employee Info from Section 1</b>	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
-------------------------------------	------------------------------------	-----------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <a href="#">View Sample Document</a> <input type="text" value="US Driver's License"/>		Document Title <input type="text"/>
		<input checked="" type="checkbox"/> Replacement Receipt <input type="checkbox"/> I Confirm List B Document Contains Valid Photo		
Issuing Authority <input type="text"/>		Issuing Authority <input type="text" value="Arizona"/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number <input type="text" value="Receipt: 123456789"/>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text" value="4/3/2017"/> <small>Auto-calculated based on validity of receipt</small>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>		Additional Information <input type="text"/>		
Issuing Authority <input type="text"/>				
Document Number <input type="text"/>				

# Completing Section 2

The previous steps may be repeated for another document, if the employee provided multiple document receipts to satisfy the Section 2 requirements (i.e., both List B and List C).

Guardian Company: Reaume, Robert



I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

08

## Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days document from List A OR examine a combination of one document from List B and one document from

<b>Employee Info from Section 1</b>	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 1
-------------------------------------	------------------------------------	-----------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <a href="#">View Sample Document</a> US Driver's License <input type="checkbox"/> Replacement Receipt <input type="checkbox"/> I Confirm List B Document Contains Valid Photo		Document Title <a href="#">View Sample Document</a> Social Security Card (Unrestricted) <input checked="" type="checkbox"/> Replacement Receipt
Issuing Authority <input type="text"/>		Issuing Authority Arizona		Issuing Authority Social Security Administration
Document Number <input type="text"/>		Document Number Receipt: 123456789		Document Number Receipt: 123456789 <small>Social Security Number</small>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) 4/3/2017 <small>Auto-calculated based on validity of receipt</small>		Expiration Date (if any)(mm/dd/yyyy) 4/3/2017 <input type="checkbox"/> N/A <small>Auto-calculated based on validity of receipt</small>
Document Title <input type="text"/>		Additional Information <input type="text"/>		
Issuing Authority <input type="text"/>				

# Completing Section 2

Click the **Sign** button once Section 2 has been completed.

- Dashboard
- Start I-9
- E-Verify
- Reports
- Employees
- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
- Help
- My Settings
- Administration
- Logout

Document Title	<input type="text"/>
Issuing Authority	<input type="text"/>
Document Number	<input type="text"/>
Expiration Date (if any)(mm/dd/yyyy)	<input type="text"/>

**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.

The employee's first day of employment (mm/dd/yyyy):  (See instructions for exemptions)

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy):	Title of Employer or Authorized Representative	
		<input type="text" value="Implementation &amp; Training Specialist"/>	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name	
<input type="text" value="Reaume"/>	<input type="text" value="Robert"/>	<input type="text" value="Guardian Company"/>	
Employer's Business or Organization Address (Street Number and Name)	City or Town	State	Zip Code
<input type="text" value="123 Elm"/>	<input type="text" value="Phoenix"/>	<input type="text" value="AZ"/>	<input type="text" value="85201"/>

When ready, click **Sign** to initiate the electronic signature process. It will be checked for errors automatically.

[Go Back](#) [Sign](#)



# Completing Section 2

The user is notified that the receipt information must be replaced with valid document information within 90 days, and that the I-9 cannot be Approved until then.

Guardian Company: Reaume, Robert

**acme**<sup>®</sup>  
I-9 and E-Verify  
Compliance System

- Dashboard
- Start I-9
- E-Verify
- Reports
- Employees
- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
- Help
- My Settings
- Administration
- Logout

Expiration Date (if any)(mm/dd/yyyy)

**Certification:** I attest, under penalty of perjury that the documents presented appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States.

The employee's first day of employment is

Signature of Employer or Authorized Representative

Last Name of Employer or Authorized Representative

123 Elm

Phoenix

AZ

85201

Please Note

All required fields have been entered. You may mark this form Completed, but it cannot be Approved until the receipts are replaced with valid documents. This must be done within 90 days.

## Electronic Signature

The person who physically examines the employee's original document(s) and completes this Section 2 must electronically sign as indicated below. By signing Section 2 of this Form I-9, you attest under penalty of perjury that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States.

Please read the following statement, select "I Accept" to acknowledge your agreement, and enter your Password/SSO ID to electronically sign this section 2:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by typing my system Password/SSO ID below and by clicking on "I Accept" and clicking on the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

I Accept

Password:

Electronically Sign

# Completing Section 2

Read and accept the signature statement by clicking the **I Accept** checkbox, enter in your Guardian password (or SSO credentials) and click **Electronically Sign**.

- Dashboard
- Start I-9
- E-Verify
- Reports
- Employees
- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
- Help
- My Settings
- Administration
- Logout

The employee's first day of employment (mm/dd/yyyy):  (See instructions for details)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy):	
Last Name of Employer or Authorized Representative <input type="text" value="Reaume"/>		First Name of Employer or Authorized Representative <input type="text" value="Robert"/>	
Employer's Business or Organization Address (Street Number and Name) <input type="text" value="123 Elm"/>		City or Town <input type="text" value="Phoenix"/>	State <input type="text" value="AZ"/>
		Zip Code <input type="text" value="85201"/>	

Guardian Company

## Electronic Signature

The person who physically examines the employee's original document(s) and completes this Section 2 must electronically sign as indicated below. By signing Section 2 of this Form I-9, you attest under penalty of perjury that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States.

Please read the following statement, select "I Accept" to acknowledge your agreement, and enter your Password/SSO ID to electronically sign this section 2:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by typing my system Password/SSO ID below and by clicking on "I Accept" and clicking on the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

I Accept

Password:

.....

**Electronically Sign**

Go Back

# Completing Section 2

When ready click **Mark Completed** to complete the I-9.

Guardian Company: Reaume, Robert

acme®

## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

I-9 Overview

View

### This I-9 is ready for Completion.

Before clicking the **Mark Completed** button, you should [Review the I-9](#) for mistakes.

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

If there are mistakes in Section 1, go to [Section 1](#) and have the employee make the necessary revisions. The employee must electronically re-sign Section 1 of the form to validate these changes.

If there are mistakes in Section 2, go to [Section 2](#) and make the necessary revisions. You must electronically re-sign Section 2 of the form to validate these changes.

Once completed, you or your authorized company representative can approve and E-Verify this I-9 form.

#### I-9



I-9 No: **198,046 (Primary)**

Type: **Electronic I-9**

Version: **1/19/17**

Expires: **04/03/2017**

Date Completed:

Date approved:

Mark Completed

#### E-Verify



Employee is eligible for E-Verify

#### Print Center



View  
I-9



Employee  
Receipt



Preparer/Translator  
Receipt

# Monitoring Receipt I-9s

Receipt I-9s can be monitored from the Dashboard with the **Top I-9s Needing Further Action** or the **Top Pending Tasks** panel.

Guardian Company: Reaume, Robert

**Guardian**

Dashboard:



- Employee Group
- Location


East > New York > New York

Refresh All

I-9 and E-Verify Compliance System


## Top I-9s Needing Further Action

 View  All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
	02/22/2018	Branch 1234:	<a href="#">Andrews, Robert</a>	Receipt	05/23/2018	90	

## Top Pending Tasks

 View

	Reminder Date	Subject	Location	Employee Name	Expiry Date	
	04/23/2018	Receipt Reminder	Branch 1234:	<a href="#">Andrews, Robert</a>	05/23/2018	



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

[Table of Contents](#)

# Monitoring Receipt I-9s

Once the employee provides the original document(s) click the **Date I-9 Created**, or search for the employee's I-9 by using the **Employees** or **I-9 Forms** tabs on the left navigation menu.

Guardian Company: Reaume, Robert

**Guardian** Dashboard:  Employee Group  Location  Refresh All

I-9 and E-Verify Compliance System

**Top I-9s Needing Further Action**

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
	02/22/2018	Branch 1234:	Andrews, Robert	Receipt	05/23/2018	90	

**Left Navigation Menu:** Dashboard, Start I-9, E-Verify, Reports, Employees, I-9 Forms, Tasks, Charts & Graphs, Announcements, ICE Audit, Help, My Settings, Administration, Logout

**Top Pending**

	Date I-9 Created	Reason	Location	Employee Name	Date Expires
	04/23/2018	Receipt Reminder	branch 1234:	Andrews, Robert	05/23/2018

# Updating Receipt I-9

From the I-9 Details tab, an **Enable** button for remote processing of receipts will be present if the employee's I-9 was originally completed by using the **Remote Agent** workflow.

Guardian Company: Reaume, Robert

acme®



## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout



Details OnDocs Issues Amendments

### I-9 Overview

View

#### This I-9 is not ready for Approval.

This I-9 has a pending receipt attached to it, and cannot be approved at this time.

Please process each receipt by clicking the **Update List** button in the **Receipts** section below.

Then **Approve Receipt Changes** in that section in order to finalize the update.

Since this I-9 has been processed by a **Remote Agent** you may enable or disable remote processing of receipts by clicking the button in the **Receipts** section.

#### I-9



I-9 No: **198,620 (Primary)**

Type: **Electronic I-9**

Version: **1/19/17**

Expires: **04/04/2017**

Date Completed: **01/04/2017**

Date approved:

#### Receipts

List B Receipt has not been updated

Update List B Receipt

Remote processing of Receipts:

Enable

#### Section 2



**Andrews, Robert**

Hired: 01/04/2017

Signed: **John Doe**

01/04/2017 @ 06:53:22

View Section 2

# Updating Receipt I-9

To have an **Agent** conduct the review and amendment of the employee's document information please see the Receipt I-9 Remote Processing tutorial.

Guardian Company: Reaume, Robert

acme®



## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout



Details OnDocs Issues Amendments

### I-9 Overview

#### This I-9 is not ready for Approval.

This I-9 has a pending receipt attached to it, and cannot be approved at this time.

Please process each receipt by clicking the **Update List** button in the **Receipts** section below.

Then **Approve Receipt Changes** in that section in order to finalize the update.

Since this I-9 has been processed by a **Remote Agent** you may enable or disable remote processing of receipts by clicking the button in the **Receipts** section.

#### I-9



I-9 No: **198,620 (Primary)**

Type: **Electronic I-9**

Version: **1/19/17**

Expires: **04/04/2017**

Date Completed: **01/04/2017**

Date approved:

#### Receipts

List B Receipt has not been updated

Update List B Receipt

Remote processing of Receipts:

#### Section 2



**Andrews, Robert**

Hired: 01/04/2017

Signed: **John Doe**  
01/04/2017 @ 06:53:22

View Section 2

# Updating Receipt I-9

From the I-9 Details tab, click the **Update Receipt** button.

Guardian Company: Reaume, Robert

Guardian



## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System

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.

This I-9 has a pending receipt attached to it, and cannot be approved at this time.

Please process each receipt by clicking the **Update List** button in the **Receipts** section below.

Then **Approve Receipt Changes** in that section in order to finalize the update.

#### I-9



I-9 No: **2,163,173 (Primary)**

Type: **Electronic I-9**

Version: **8/23/17**

Expires: **05/23/2018**

Date Completed: **02/22/2018**

Date approved:

Park This I-9

#### Receipts

List B Receipt has not been updated

Update List B Receipt

#### Section 2



**Andrews, Robert**

Hired: 02/22/2018

Signed: **Robert Reaume**  
02/22/2018 @ 09:39:08

View Section 2

**US Driver's License [Receipt] Note:** Document Retention Required.

Upload Document

- Dashboard
- Start I-9
- E-Verify
- Reports
- Employees
- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
- ICE Audit
- Help
- My Settings
- Administration
- Logout



# Updating Receipt I-9

Carefully inspect the employee's document. Enter the **New Values**. Fields can only be amended once, so take care in entering the correct values. Click the **Update Info** button when finished.

Guardian Company: Reaume, Robert

Guardian

## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout



Details OnDocs Issues Amendments

I-9 Overview

This I-9 is not ready for Approval.

This I-9 has a pending receipt attached to it, and cannot be approved. Please process each receipt by clicking the **Update List** button. Then **Approve Receipt Changes** in that section in order to finish the I-9 process.

I-9



I-9 No: 2,163,173 (Primary)

Type: Electronic I-9

Version: 8/23/2018  
Expires: 05/21/2018  
Date Completed: 05/21/2018  
Date approved: 05/21/2018

Receipts

List B Receipt has not been updated

Section 2



Andrews, Robert  
Hired: 02/22/2018

Signed: Robert Reaume  
02/22/2018 @ 09:39:08

US Driver's License [Receipt] Note: Document Retention Required.

Upload Document

Update Receipt

List B Document

Employee Name: Andrews, Robert  
Document Type: US Driver's License  
Issuing Authority: Arizona  
Number: 123456789  
Expiration: 5/23/2018

New Values

Number: A039D67H3F

Expiration: 05/20/2025

Document contains valid photo

Update Info Cancel

Park This I-9

Update List B Receipt

View Section 2

# Approving Receipt Changes

The amended document values must now be approved. Click **Approve Receipt Changes**.

Guardian Company: Reaume, Robert

Guardian



## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

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.

This I-9 has a pending receipt attached to it, and cannot be approved at this time.

Please process each receipt by clicking the **Update List** button in the **Receipts** section below.

Then **Approve Receipt Changes** in that section in order to finalize the update.

#### I-9



I-9 No: **2,163,173 (Primary)**

Type: **Electronic I-9**

Version: **8/23/17**

Expires: **05/23/2018**

Date Completed: **02/22/2018**

Date approved:

Park This I-9

#### Receipts

No Receipt errors

Update List B Receipt

Approve Receipt Changes

#### Section 2



**Andrews, Robert**

Hired: 02/22/2018

Signed: **Robert Reaume**  
02/22/2018 @ 09:39:08

View Section 2

# Approving Receipt Changes

Before approving the changes, click **View PDF**.

Guardian Company: Reaume, Robert

## Guardian

I-9 and E-Verify Compliance System

- Dashboard
- Start I-9
- E-Verify
- Reports
- Employees
- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
- ICE Audit
- Help
- My Settings
- Administration
- Logout

## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System

Details OnDocs Issues Amendments


### I-9 Overview

**This I-9 is not ready for Approval.**  
This I-9 has a pending receipt attached to it, and Please process each receipt by clicking the **Update** button. Then **Approve Receipt Changes** in that section.

**I-9**  
I-9 No: **2,163,173 (Primary)**  
Type: **Electronic I-9**

**Receipts**  
No Receipt errors

### Section 2

 **Andrews, Robert**  
Hired: 02/22/2018

### Approve Receipts

I-9 Receipts for Andrews, Robert

[ [View PDF](#) ]

**You are about to permanently amend the document receipt(s) in section 2 of this I-9.**

Please be advised that you are about to permanently amend the document receipt(s) originally recorded in section 2 of this I-9 with the replacement documents(s) presented. Please click the **View PDF** link above to review the changes made to section 2 and verify that the information is correct. Once approved, these changes will be saved permanently to the I-9 and cannot be edited again.

**Changes need to be made.**

**The new values are correct and ready to be made permanent.**

Signed: **Robert Reaume**  
02/22/2018 @ 09:39:08

Update and Go Back Update Info Go Back Delete

Park This I-9

Update List B Receipt

Approve Receipt Changes

View Section 2

# Approving Receipt Changes

The I-9 PDF is displayed. Carefully review the amendment document information in red.

Guardian Company: Reaume, Robert

## Guardian I-9 for Andrews, Robert

Approve Receipts

Form - Google Chrome

Secure |

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

**Section 2. Employer or Authorized Representative Review and Verification**  
*(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 Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	Andrews	Robert	N/A	1

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <b>US Driver's License</b> Issuing Authority <b>Arizona</b> Document Number <b>Receipt-123456789</b> Expiration Date (if any)(mm/dd/yyyy) <b>5/23/2018</b>		Document Title <b>Social Security Card (Unrestricted)</b> Issuing Authority <b>Social Security Administration</b> Document Number <b>799-33-6471</b> Expiration Date (if any)(mm/dd/yyyy) <b>777 2/22/18</b>		Document Title <b>Social Security Card (Unrestricted)</b> Issuing Authority <b>Social Security Administration</b> Document Number <b>799-33-6471</b> Expiration Date (if any)(mm/dd/yyyy) <b>777 2/22/18</b>

Additional Information

QR Code - Sections 2 & 3  
Do Not Write In This Space

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

[ [View PDF](#) ]

permanently amend the document receipt(s) in section 2 of this I-9.

you are about to permanently amend the originally recorded in section 2 of this I-9 with amendments(s) presented. Please click the **View PDF** button to view the changes made to section 2 and verify that they are correct. Once approved, these changes will be permanent and cannot be edited again.

Amendments!

Correct and ready to be permanent.

Cancel

Changes need to be made.

- I-9 and E-Verify Compliance
- Dashboard
- Start I-9
- E-Verify
- Reports
- Employee
- I-9 Forms
- Tasks
- Charts & Reports
- Announcements
- ICE Audit
- Help
- My Settings
- Administration
- Logout

Section 2

Andrews, Robert  
Hired: 02/22/2018

Signed: Robert Reaume  
02/22/2018 @ 09:39:08

Update and Go Back | Update Info | Go Back | Delete

Park This I-9

Update List B Receipt

Approve Receipt Changes

View Section 2

# Approving Receipt Changes

After verifying the amended values are correct, enter your password and click **Approve Amendments!** Remember, once approved these fields cannot be edited again.

**Guardian**

## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System

- Dashboard
- Start I-9
- E-Verify
- Reports
- Employees
- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
- ICE Audit
- Help
- My Settings
- Administration
- Logout


Details | OnDocs | Issues | Amendments

I-9 Overview

**This I-9 is not ready for Approval.**

This I-9 has a pending receipt attached to it, and Please process each receipt by clicking the **Update** button. Then **Approve Receipt Changes** in that section.


**I-9**

 I-9 No: **2,163,173 (Primary)**  
Type: **Electronic I-9**


**Receipts**

No Receipt errors

**Section 2**

 **Andrews, Robert**  
Hired: 02/22/2018

**Approve Receipts**

 I-9 Receipts for Andrews, Robert

[ [View PDF](#) ]

**You are about to permanently amend the document receipt(s) in section 2 of this I-9.**

Please be advised that you are about to permanently amend the document receipt(s) originally recorded in section 2 of this I-9 with the replacement documents(s) presented. Please click the **View PDF** link above to review the changes made to section 2 and verify that the information is correct. Once approved, these changes will be saved permanently to the I-9 and cannot be edited again.

Password

**Changes need to be made.**

**The new values are correct and ready to be made permanent.**

Signed: **Robert Reaume**  
02/22/2018 @ 09:39:08

# Document Retention

If prompted, scan and upload the appropriate document copies. Please see the Section 2 tutorial and/or the Workflow tutorials for additional information on document retention.

Guardian Company: Reaume, Robert

Guardian



## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout



Details

OnDocs

Issues

Amendments

### I-9 Overview

#### Section 2



Andrews, Robert

Hired: 02/22/2018

Signed: **Robert Reaume**  
02/22/2018 @ 09:39:08

View Section 2

**US Driver's License Note:** Document Retention Required.

Upload Document



[Enlarge]

I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

Documents

**Social Security Card (Unrestricted) Note:** Document Retention Required.

Upload Document



[Enlarge]

# Completing the I-9

The I-9 must be marked completed again, after the document information has been amended. Click the **Mark Completed** button.

Guardian Company: Reaume, Robert

Guardian



## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System

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 Completion.

Before clicking the **Mark Completed** button, you should [Review the I-9](#) for mistakes.

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

If there are mistakes in Section 1, go to [Section 1](#) and have the employee make the necessary revisions. The employee must electronically re-sign Section 1 of the form to validate these changes.

If there are mistakes in Section 2, go to [Section 2](#) and make the necessary revisions. You must electronically re-sign Section 2 of the form to validate these changes.

Once completed, you or your authorized company representative can approve and E-Verify this I-9 form.

#### I-9



I-9 No: **2,163,173 (Primary)**

Type: **Electronic I-9**

Version: **8/23/17**

Expires:

Date Completed:

Date approved:

Park This I-9

**Mark Completed**

#### E-Verify



Employee is eligible for E-Verify

#### Print Center



View I-9



Employee Receipt



Preparer/Translator Receipt

# Approving the I-9

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.

Guardian Company: Reaume, Robert

Guardian



## I-9 for Andrews, Robert

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout



Details

OnDocs

Issues

Amendments

Approve I-9

### Instructions

#### Please note:

You are about to approve this **Electronic I-9** for **Robert Andrews**.

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)
02/22/2018	09:57:49	Adobe Acrobat	I9 #2163173 Snapshot [ Mark Completed ]	336.2
02/22/2018	09:54:57	Adobe Acrobat	I9 #2163173 Snapshot [ Approve Amendments! ]	336.2
02/22/2018	09:43:52	Image/jpeg	US Driver's License	331.0
02/22/2018	09:41:05	Adobe Acrobat	I9 #2163173 Snapshot [ Mark Completed ]	336.1
02/22/2018	09:40:55	Image/jpeg	Social Security Card (Unrestricted)	43.0



# Submit to E-Verify

Employees subject to **E-Verify** will be automatically submitted. Utilize the late submission option **Other** to indicate 'Awaiting actual document'.

Guardian Company: Reaume, Robert

**Guardian**

I-9 and E-Verify  
Compliance System

**E-Verify** for Andrews, Robert

86661

Overview

E-Verify Status

Close Case

E-Verify Submission in Process

The initial verification has been submitted to E-Verify. It should take approximately 15 seconds for an answer. This page will refresh automatically when an update is available.

### E-Verify Current Status

Status: E-Verify in Process  
On Hold Until:  
CPS E-Verify Status: prcv - 1st Initial Verification  
Last Submission:  
Last Status: -  
Last Eligibility: -  
Next Scheduled Submission: 02/22/2018 @ 09:59:03  
Last Followup Status: -

### Initial Verification (Data Sent)

Last Name:	First Name:
Middle Initial:	Other Names Used:
Social Security No: ***-**-****	Date of Birth: **/**/****
Hire Date:	Citizenship Status: -
Alien No:	I-94 No:
Document Type:	Document Expiration:
Passport No:	Visa No:
Card No:	
Overdue Reason:	

### Initial Verification Results

Last Name:	First Name:
Initial Eligibility:	Case Verification No:
Initiated by:	Initiated on:
Potentially Naturalized:	Photo Confirmation:

### SSA Resubmittal Results

Last Name:	First Name:
------------	-------------



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

[Table of Contents](#)

# 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 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.