



Remote Section 3

Table of Contents

1. Adding a Remote Section 3	5
2. Completing a Remote Section 3	14
3. Retaining Document Copies	26
4. Approving a Remote Section 3	36

Remote Section 3

➤ When is Section 3 used?

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

➤ When would I need to create a Remote Section 3?

When Section 3 is used to document work authorization an authorized representative of the employer must physically inspect the employee's updated documentation establishing work authorization. If you are unable to meet with the employee in-person for this process you may wish to create a **Remote Section 3** and have a different authorized representative, referred in Guardian as a **Remote Agent**, act on your behalf to inspect the employee's document and complete Section 3.

Remote Section 3

➤ Who can act as a remote agent?

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

➤ What if the Remote Agent makes a mistake?

Employers are still liable for any I-9 violations when a Remote Agent is utilized. If mistakes are caught after the Section 3 is approved, they may be corrected by use of the Guardian **Amendments** tool, or a new Section 3 could be completed for the employee.

Adding a Remote Section 3

Open the I-9 record of the employee needing a Section 3.

Guardian

Dashboard: Employee Group Location

My Managed Groups

Refresh All

Type of I-9: **Current** | **Imported**
[Create New Employee](#)

I-9 and E-Verify
Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
	02/20/2018	Corp: 1111	Grant, Hank	03/01/2018	-102
	06/11/2018	Branch 123: 1001	Andrews, Robert	07/01/2018	20
	10/02/2017	Branch 123: 1001	Smith, John	09/01/2018	82
	05/21/2018	Branch 123: 1001	Smith, John	06/01/2019	355

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
	06/29/2017	Branch 123: 1001	Long, Hank	07/13/2017	07/18/2017
	05/21/2018	Branch 123: 1001	Smith, John	05/21/2018	N/A
	05/21/2018	Branch 123: 1001	Smith, John	05/21/2018	N/A

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
	10/02/2017	Branch 123: 1001	Smith, John	Receipt	09/01/2018	82

Employee Counts

Description	Count
Current	44
Terminated - Purgeable	0
Terminated - Must Retain	1

Adding a Remote Section 3

Click **Add Remote Section 3**.

Guardian



I-9 for Andrews, Robert

I-9 and E-Verify
Compliance System

[View Employee](#)

[Refresh](#)

[Update and Go Back](#)

[Update Info](#)

[Go Back](#)

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

I-9 Overview

This I-9 will be expiring Soon!

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

I-9 Information

I-9 No: **232,944 (Primary)**

Type: **Electronic I-9**

Version: **7/17/17**

Expires: **07/01/2018**

Date Completed: **06/11/2018**

Date approved: **06/11/2018**

I-9 Location:

I-9 Business Unit:

I-9 Hire Date: **06/11/2018**

Section 3



Section 3 Entries: **0**

[Refresh](#)

[+ Add Section 3](#)

[+ Add Remote Section 3](#)

Print Center



[View I-9](#)



[Employee Receipt](#)



[Preparer/Translator Receipt](#)

- [Dashboard](#)
- [Start I-9](#)
- [Reports](#)
- [Employees](#)
- [I-9 Forms](#)
- [Tasks](#)
- [Charts & Graphs](#)
- [Announcements](#)
- [ICE Audit](#)
- [Help](#)
- [My Settings](#)
- [Administration](#)
- [Logout](#)

Adding a Remote Section 3

If needed, edit the **Organization Contact** that the employee or agent should contact should they have questions.

Guardian

I-9 and E-Verify
Compliance System

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

Remote Section 3 Settings



You have indicated that the Section 3 must be completed remotely by someone other than a Guardian user.

Organization Contact

Please select the appropriate user to act as your organization's point of contact should the employee or agent have questions about this process.

Section 3 - Reason

Please specify the reason for the Section 3 update. This will determine which fields the agent is required to complete.

[Go Back](#)

Adding a Remote Section 3

Select the reason for the **Section 3**.

Guardian

I-9 and E-Verify
Compliance System

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

Remote Section 3 Settings



You have indicated that the Section 3 must be completed remotely by someone other than a Guardian user.

Organization Contact

Please select the appropriate user to act as your organization's point of contact should the employee or agent have questions about this process.

Doe, Jane

Section 3 - Reason

Please specify the reason for the Section 3 update. This will determine which fields the agent is required to complete.

- Please Select...
- Please Select...
- Reverification
- Rehire & Reverification

Adding a Remote Section 3

Click **Add Remote Section 3**.

Guardian

I-9 and E-Verify
Compliance System

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

Remote Section 3 Settings



You have indicated that the Section 3 must be completed remotely by someone other than a Guardian user.

Organization Contact

Please select the appropriate user to act as your organization's point of contact should the employee or agent have questions about this process.

Doe, Jane

Section 3 - Reason

Please specify the reason for the Section 3 update. This will determine which fields the agent is required to complete.

Reverification














Go Back

Add Remote Section 3

Adding a Remote Section 3

Click **Agent Instructions**.

Compliance System

-  [Dashboard](#)
-  [Start I-9](#)
-  [Reports](#)
-  [Employees](#)
-  [I-9 Forms](#)
-  [Tasks](#)
-  [Charts & Graphs](#)
-  [Announcements](#)
-  [ICE Audit](#)
-  [Help](#)
-  [My Settings](#)
-  [Administration](#)
-  [Logout](#)

Organization Contact

Please select the appropriate user to act as your organization's point of contact should the employee or agent have questions about this process.

Section 3 - Reason

Please specify the reason for the Section 3 update. This will determine which fields the agent is required to complete.

Remote Agent Instructions & Access Link

Instructions related to Section 3 processing and a unique link to access this Section 3 record have been generated. Use the button below to review the information and email the instructions for completing Section 3 remotely.

[Agent Instructions](#)

[Save](#)

[Go Back](#)

[Disable Remote Process](#)

Adding a Remote Section 3

The **Agent** will be given a unique URL link to access and complete Section 3 remotely for this specific employee.

Enter the email address of the recipient, and click **Send Email**.

Compliance System

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

Email Preview

Employee: **Andrews, Robert**

Date/Time Entered: 06/11/2018 @ 09:47:46

Entered By: Reaume, Robert

Email History:
Never sent

To
RemoteAgent@Email.com

Subject
Remote Section 3 Instructions

Email Body

Edit View Format

Formats B I

Remote Agent Instructions for Reverification of Form I-9

Thank you for agreeing to serve as an authorized representative for Training Test Company in completing a Form I-9 reverification for one of our remote employees, Robert Andrews. Federal law requires employers to reverify employment eligibility when an employee's work authorization in the US is set to expire by examining original employment authorization documents and completing Section 3 of the Form I-9.

While the Form I-9 reverification process is fairly simple, there are certain rules and requirements which must be observed in order to ensure compliance. Please read the instructions below on how to complete a Section 3 through our I-9 software application, Guardian, and contact us if you have any questions.

Step 1: Please use the link below to access the Guardian I-9 system
https://hr1.lawlogix.com/4DCGIWEB_Log_Login/AGT/7zj3az01sd63540f

Step 2: Once you have logged into the system, click the "Start" button to begin the reverification process. The system will provide on screen guidance and instructions on completing Section 3 of the Form I-9 as well as a link to the official government instructions.

Step 3: When completing Section 3, you must first indicate if the employee has had a name change in either the Last Name, First Name, or Middle Initial fields. Please ask Robert Andrews to confirm whether a name change is applicable.

Step 4: In order to complete section 3, Robert Andrews must present to you an original document from either List A or List C as shown on














div > p > span

Delete Close **Send Email**

Adding a Remote Section 3

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

Compliance System

-  [Dashboard](#)
-  [Start I-9](#)
-  [Reports](#)
-  [Employees](#)
-  [I-9 Forms](#)
-  [Tasks](#)
-  [Charts & Graphs](#)
-  [Announcements](#)
-  [ICE Audit](#)
-  [Help](#)
-  [My Settings](#)
-  [Administration](#)
-  [Logout](#)

Organization Contact

Please select the appropriate user to act as your organization's point of contact should the employee or agent have questions about this process.

Section 3 - Reason

Please specify the reason for the Section 3 update. This will determine which fields the agent is required to complete.

Remote Agent Instructions & Access Link

Instructions related to Section 3 processing and a unique link to access this Section 3 record have been generated. Use the button below to review the information and email the instructions for completing Section 3 remotely.

[Agent Instructions](#)

[Save](#)

[Go Back](#)

[Disable Remote Process](#)

Adding a Remote Section 3

If needed, the Remote Section 3 settings may be adjusted, or the instruction email resent, by clicking the **Edit** link.

Guardian



I-9 for Andrews, Robert

I-9 and E-Verify Compliance System



Dashboard

Start I-9

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 will be expiring Soon!

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

I-9 Information

I-9 No: **232,944 (Primary)**

Type: **Electronic I-9**

Version: **7/17/17**

Expires: **07/01/2018**

Date Completed: **06/11/2018**

Date approved: **06/11/2018**

I-9 Location: Branch 123: 1001 - Phoenix

I-9 Business Unit: Acme-Everify

I-9 Hire Date: **06/11/2018**

Section 3



Section 3 Entries: 1

Refresh

+ Add Section 3 + Add Remote Section 3

#	Created	Section 3 Reference	Controls Reverification	Remote Settings	Form Version	Signed	Approved	Expiration
1	06/11/2018	Reverification		Edit	07/17/2017		n/a	00/00/0000



Completing a Remote Section 3

Completing a Remote Section 3

Training Test Company

Employment Eligibility Verification

Welcome, and thank you.

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

Email address

Email address is required.

Next ▶



If the related **Admin** setting is enabled, the **Remote Agent** will be prompted to enter and verify their email address prior to being given access to the employee's remote Section 3.

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Completing a Remote Section 3

The Agent enters the **Access Code** received by email, and clicks **Next**.

Training Test Company

Employment Eligibility Verification

Access Confirmation

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

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

Access Code

◀ Go Back Resend E-Mail Next ▶

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Completing a Remote Section 3

Training Test Company

The Agent enters their Name, Title, Phone Number, and clicks **Next**.

Note: An Admin setting determines whether **Phone Number** is required.

Employment Eligibility Verification

About You

You will be asked to complete and electronically sign Section 3 of the form. The following information will be used to document your identity on the form.

First Name

John ✓

Last Name

Doe ✓

Title

Authorized Representative ✓

Phone Number

(555) 555-5555 ✓

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

Next ▶

Completing a Remote Section 3

The Agent may watch a short video demonstration of completing Section 3 by clicking **View**.

Training Test Company

[Instructions](#)

Welcome



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

You are being asked to serve as a representative of Training Test Company to inspect the employment authorization document(s) for Robert Andrews by completing Section 3 and electronically signing the Form I-9. Access the Instructions link above to review the specific information from Training Test Company.

Getting Started

You are being asked to act as an authorized representative for Training Test Company to fulfill Form I-9 obligations. Watch this brief overview to understand how to complete the form.

[View](#)

Review Work Authorization Document(s)

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

[Start](#)

Retain Work Authorization Document(s)

In conjunction with completing Section 3, a copy of the document(s) must be provided to Training Test Company.

[Start](#)

Completing a Remote Section 3

When ready, the Agent clicks **Start** to begin completing the Section 3.

Training Test Company

[Instructions](#)

Welcome



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

You are being asked to serve as a representative of Training Test Company to inspect the employment authorization document(s) for Robert Andrews by completing Section 3 and electronically signing the Form I-9. Access the Instructions link above to review the specific information from Training Test Company.

Getting Started

You are being asked to act as an authorized representative for Training Test Company to fulfill Form I-9 obligations. Watch this brief overview to understand how to complete the form.

[View](#)

Review Work Authorization Document(s)

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

[Start](#)

Retain Work Authorization Document(s)

In conjunction with completing Section 3, a copy of the document(s) must be provided to Training Test Company.

[Start](#)

Completing a Remote Section 3



Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the employment eligibility document, complete all required fields as indicated in yellow. If the employee's name has not changed, the update is not applicable. Click here to view Form I-9 instructions, or view the list of acceptable



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

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

A. New Name (if applicable)

Last Name (Family Name)

N/A

N/A

First Name (Given Name)

N/A

N/A

Middle Initial

N/A

N/A

B. Date of Rehire (if applicable)

Date (mm/dd/yyyy):

N/A

N/A

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

Document Title

Document Number

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

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

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

Doe, John

If the employee's name has not changed since they previously completed Form I-9 select **N/A** for the three name fields.

To document a name change, enter in the portion(s) of the name that have been changed, while entering **N/A** for the others.

Completing a Remote Section 3



Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the employment eligibility document, complete all required fields as indicated in yellow. If the employee's name has not changed, the update is not applicable. Click here to view Form I-9 instructions, or view the list of acceptable documents.

If this is a rehire situation, the employee will provide their **date of rehire** to the Agent.

If this is not a rehire situation, then **N/A** should already appear, and no action is required for this field.



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

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

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

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy):	
N/A <input type="checkbox"/> N/A	N/A <input type="checkbox"/> N/A	N/A <input type="checkbox"/> N/A	N/A <input type="checkbox"/> N/A	

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

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

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

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
<input type="text"/>	<input type="text"/>	Doe, John <input type="text"/>

Completing a Remote Section 3

To fulfill the requirements of the I-9 form, please inspect the employment eligibility document, complete all required fields as indicated in yellow. If the employee's name has not changed, the update is not applicable. Click here to view Form I-9 instructions, or view the list of acceptable

The Agent should inspect the **original document** presented by the employee, ensure that it appears **reasonably genuine** and **relates to the employee**, and select the corresponding **Document Title**.



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

Expires 08/31/2019

Completed and signed by employer or authorized representative.)		
A. Date of Hire (if applicable)		B. Date of Rehire (if applicable)
Given Name	Middle Initial	Date (mm/dd/yyyy):
<input type="text"/> <input checked="" type="checkbox"/> N/A	<input type="text"/> N/A <input checked="" type="checkbox"/> N/A	<input type="text"/> N/A <input checked="" type="checkbox"/> N/A
If the employee's authorization has expired, provide the information for the document or receipt that establishes the employee's identity below.		
Document Number	Expiration Date (if any) (mm/dd/yyyy)	
<input type="text"/>	<input type="text"/>	

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

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
<input type="text"/>	<input type="text"/>	<input type="text" value="Doe, John"/>

Go Back

Sign

Completing a Remote Section 3

To fulfill the requirements of the I-9 form, please inspect the employment eligibility document, complete all required fields as indicated in yellow. If the employee's name has not changed, the update is not applicable. Click here to view Form I-9 instructions, or view the list of acceptable

The Agent enters the **Document Number** and **Expiration Date** as they appear on the document presented.



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

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

A. New Name <i>(if applicable)</i>			B. Date of Rehire <i>(if applicable)</i>	
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>	Middle Initial	Date <i>(mm/dd/yyyy)</i> :	
<input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A	<input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A	<input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A	<input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A	

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

Document Title	Document Number	Expiration Date <i>(if any) (mm/dd/yyyy)</i>
<input type="text" value="Employment Authorization Document (Form I-766)"/>	<input type="text" value="SRC000000123"/>	<input type="text" value="07/01/2019"/>

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 <i>(mm/dd/yyyy)</i>	Name of Employer or Authorized Representative
		<input type="text" value="Doe, John"/>

Go Back

Sign

Completing a Remote Section 3

Once the Section 3 is filled out, the Agent enters their full legal name and clicks **Sign**.

To fulfill the requirements of the I-9 form, please inspect the employment eligibility document, complete all required fields as indicated in yellow. If the employee's name has not changed, the update is not applicable. Click here to view Form I-9 instructions, or view the list of acceptable



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

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

A. New Name <i>(if applicable)</i>			B. Date of Rehire <i>(if applicable)</i>	
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>	Middle Initial	Date <i>(mm/dd/yyyy)</i> :	
<input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A	<input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A	<input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A	<input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A	

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

Document Title	Document Number	Expiration Date <i>(if any)</i> <i>(mm/dd/yyyy)</i>
<input type="text" value="Employment Authorization Document (Form I-766)"/>	<input type="text" value="SRC0000000123"/>	<input type="text" value="07/01/2019"/>

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 <i>(mm/dd/yyyy)</i>	Name of Employer or Authorized Representative
<input type="text"/>	<input type="text"/>	<input type="text" value="Doe, John"/>

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

Completing a Remote Section 3

The Agent reads and checks the three attestations, enters in the randomly generated PIN number, and clicks **Electronically Sign**.

Document Title Employment Authorization Document (Form I-766)	Document Number SRC0000000123
------------------------------------------------------------------	----------------------------------

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

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative Doe, John
----------------------------------------------------	---------------------------	------------------------------------------------------------

Electronic Signature

To electronically sign this document, please read and check the boxes next to the following statements, enter the pin number provided, and click the Electronically Sign button.

- My name is **Doe, John**, and I am acting as the authorized representative of the employer, **Acme-Verify**, for the purposes of completing section 3 of this Form I-9.
- I attest under penalty of perjury that I have examined the document(s) presented by **Andrews, Robert**, the documents I entered in Section 3 appear to be genuine and to relate to the employee named, and to the best of knowledge the employee is authorized to work in the United States.
- I understand that by typing the pin number indicated below and clicking on the **Electronically Sign** button, that I am electronically signing this document. My electronic signature will be binding as though I had physically signed this document by hand.

3664

3664

Electronically Sign

Go Back

Retaining Document Copies

Training Test Company



Obtain Document Copies



Our Organization requires that copies of the document identified in Section 3 of the of the document you reviewed. You may choose from the following options.

Once you have made your selection, click **Proceed** to continue the process.

- Digital Upload
- Fax documents to:
- Mail documents to:
- Employee will be responsible for submitting documents

Proceed

If **Document Retention** is required per the employer's policy, and the employer has elected to have the Agent manage the retention process, the Agent will be prompted to obtain copies of the employee's document.

Retaining Document Copies

Training Test Company



Obtain Document Copies



Our Organization requires that copies of the document identified in Section 3 of the of the document you reviewed. You may choose from the following options.

Once you have made your selection, click **Proceed** to continue the process.

- Digital Upload
- Fax documents to:
- Mail documents to:
- Employee will be responsible for submitting documents

The Agent selects one of the available retention options.

Digital Upload is recommended. If the Agent is not able to obtain and provide copies of the document at this time they may select **Employee will be responsible for submitting documents.**

NOTE: The specific retention options presented to the Agent are determined by the related Admin settings.

Proceed

Retaining Document Copies

The Agent selects a retention option and clicks **Proceed**.

Training Test Company



Obtain Document Copies



Our Organization requires that copies of the document identified in Section 3 of the I-9 form be retained. Please provide a scan or photo copy of the document you reviewed. You may choose from the following options.

Once you have made your selection, click **Proceed** to continue the process.

- Digital Upload
- Fax documents to:
- Mail documents to:
- Employee will be responsible for submitting documents

Proceed

Retaining Document Copies

If **Digital Upload** was selected, the Agent clicks **Upload Document**.



Document Retention Required



Our Organization maintains copies of the documents provided by the employee. Please upload a legible copy of the document(s) the employee provided.

Note: Document uploads are limited to 5 MB.

Employment Authorization Document (Form I-766)



Please upload this document

Upload Document

Confirmation



Copies of the document(s) specified above must be retained to meet I-9 and/or E-Verify compliance requirements. However, if you are unable to upload the documentation at this moment, please select the checkbox below in order to proceed. The I-9 process will remain incomplete.

No, I am unable to upload document copies at this time.

Proceed

Retaining Document Copies

The Agent clicks **Select File**. If on a mobile device the Agent may take a photo of the document. If on a computer, they should **scan** the document to the computer or network, and then upload the file.

Training Test Company

Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name and must not contain additional periods (aside from the file extension) or slashes.

Select File

Close

Employment

Please upload this document

Upload Document

Confirmation

Copies of the document(s) specified above must be retained to meet I-9 and/or E-Verify compliance requirements. However, if you are unable to upload the documentation at this moment, please select the checkbox below in order to proceed. The I-9 process will remain incomplete.

No, I am unable to upload document copies at this time.

Proceed

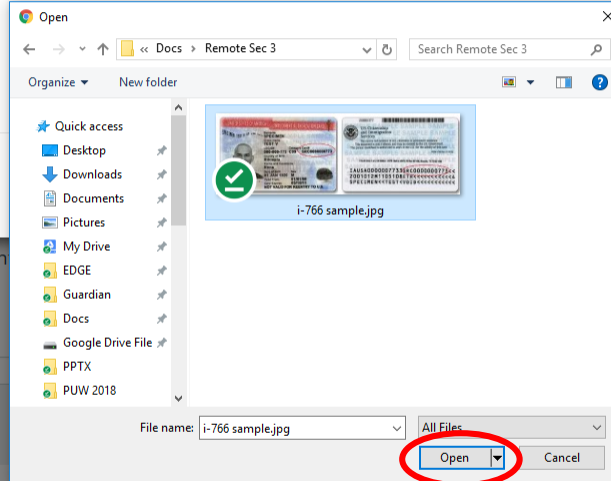
Retaining Document Copies

From the browse window that appears, the agent navigates to and selects the file, and clicks **Open**.

Upload File

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

Select File



Close

Upload Document

Confirmation

Copies of the document(s) specified above must be retained to meet I-9 and/or E-Verify compliance requirements. However, if you are unable to upload the documentation at this moment, please select the checkbox below in order to proceed. The I-9 process will remain incomplete.

No, I am unable to upload document copies at this time.

Proceed

Retaining Document Copies

After selecting the appropriate file, the Agent clicks **Upload**.

Training Test Company

Upload File

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

Select File

i-766 sample.jpg

Upload

Close

Upload Document

Confirmation



Copies of the document(s) specified above must be retained to meet I-9 and/or E-Verify compliance requirements. However, if you are unable to upload the documentation at this moment, please select the checkbox below in order to proceed. The I-9 process will remain incomplete.

No, I am unable to upload document copies at this time.

Proceed

Retaining Document Copies

Once the file has been uploaded the Agent clicks **Close**.

Training Test Company

Upload File

The file has been successfully sent

Close

Employment Authorization Document (Form I-766)



Please upload this document

Upload Document

Confirmation




Copies of the document(s) specified above must be retained to meet I-9 and/or E-Verify compliance requirements. However, if you are unable to upload the documentation at this moment, please select the checkbox below in order to proceed. The I-9 process will remain incomplete.

No, I am unable to upload document copies at this time.

Proceed

Retaining Document Copies

✓ The document has been uploaded



Delete

Upload Document

If the uploaded file was an image file type (.jpg, .png, .gif, etc) a thumbnail will be provided. No thumbnail is provided for PDF files.

Once the necessary file(s) have been uploaded, the Agent clicks **Proceed**.

Confirmation

✓ Thank you for providing the required documentation.

Proceed

Retaining Document Copies

The Agent clicks the **Done** button and then may close the web page.

Training Test Company

Verification Completed



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

Done

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Approving a Remote Section 3

Approving a Remote Section 3

The Remote Section 3 must now be **Approved**. Open the employee's I-9 record.

[Create New Employee](#)

Guardian

Dashboard: Employee Group Location

My Managed Groups

Refresh All

I-9 and E-Verify Compliance System

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

Top Pending Re-Verifications

View All Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	02/20/2018	Corp: 1111	Grant, Hank	03/01/2018	-102
●	10/02/2017	Branch 123: 1001	Smith, John	09/01/2018	82
●	06/11/2018	Branch 123: 1001	Andrews, Robert	07/01/2019	385

Top I-9s Needing Approval

View Analyze

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
●	06/29/2017	Branch 123: 1001	Long, Hank	07/13/2017	07/18/2017
●	05/21/2018	Branch 123: 1001	Smith, John	05/21/2018	N/A
●	06/11/2018	Branch 123: 1001	Andrews, Robert	06/11/2018	N/A

Top I-9s Needing Further Action

View All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
●	10/02/2017	Branch 123: 1001	Smith, John	Receipt	09/01/2018	82

Employee Counts

View

Description	Count
Current	44
Terminated - Purgeable	0
Terminated - Must Retain	1

Approving a Remote Section 3

Click the **Approve** link from the Section 3 area of the I-9 record.

Guardian



I-9 for Andrews, Robert

I-9 and E-Verify Compliance System

[View Employee](#)

[Refresh](#)

[Update and Go Back](#)

[Update Info](#)

[Go Back](#)

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

I-9 Overview

Documents **Employment Authorization Document (Form I-766) Note: Document Retention Required. Uploaded**

I-9 Issue Counts



I-9 **1**

FAR **0**

E-Verify **0**

Special **0**

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

[Check I-9](#)

E-Verify



Section 3



Section 3 Entries: **1**

[Refresh](#)

[+ Add Section 3](#)

[+ Add Remote Section 3](#)

#	Created	Section 3 Reference	Controls Reverification	Remote Settings	Form Version	Signed	Approved	Expiration
1	06/11/2018	Reverification		Edit	07/17/2017	06/11/2018	*Approve	07/01/2019

Approving a Remote Section 3

Review the completed Section 3 and any retained document copies.

When ready, click **Approve Section 3**.

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




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

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

A. New Name <i>(if applicable)</i>			B. Date of Rehire <i>(if applicable)</i>		
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>	Middle Initial	Date <i>(mm/dd/yyyy)</i> :	
<input type="text" value="N/A"/>	<input checked="" type="checkbox"/> N/A	<input type="text" value="N/A"/>	<input checked="" type="checkbox"/> N/A	<input type="text" value="N/A"/>	<input checked="" type="checkbox"/> N/A

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

Document Title	Document Number	Expiration Date <i>(if any)</i> <i>(mm/dd/yyyy)</i>
<input type="text" value="Employment Authorization Document (Form I-766)"/>	<input type="text" value="SRC000000123"/>	<input type="text" value="07/01/2019"/>
<p>Note: Document Retention Required. [Upload Document]</p>  <p>[View Document]</p>		

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 Electronically Signed by: Doe, John	Today's Date <i>(mm/dd/yyyy)</i> 06/11/2018	Name of Employer or Authorized Representative Doe, John
-------------------------------------------------------------------------------------------	------------------------------------------------	------------------------------------------------------------

- Approve Section 3**
- Delete
- Go Back

Approving a Remote Section 3

The employee's new work authorization expiration date (if any) will be updated on the **Pending Re-Verifications** Dashboard panel.

In the event that the employee's work authorization no longer expires (such as for a new U.S. Citizen) they will no longer appear on the **Pending Re-Verifications** panel.

Guardian Dashboard: Employee Group Location Refresh All

I-9 and E-Verify Compliance System

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

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	02/20/2018	Corp: 1111	Grant, Hank	03/01/2018	-103
●	10/02/2017	Branch 123: 1001	Smith, John	09/01/2018	81
●	06/11/2018	Branch 123: 1001	Andrews, Robert	07/01/2019	384

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
●	10/02/2017	Branch 123: 1001	Smith, John	Receipt	09/01/2018	81

Top I-9s

	Date I-9 Created
●	06/20/2018
●	05/20/2018

Employee Counts

Description	Count
Current	44
Terminated - Purgeable	0
Terminated - Must Retain	1

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.