



How to Fill in section 1

Help File

This document describes the steps involved in filling the section 1 of Form I-9.

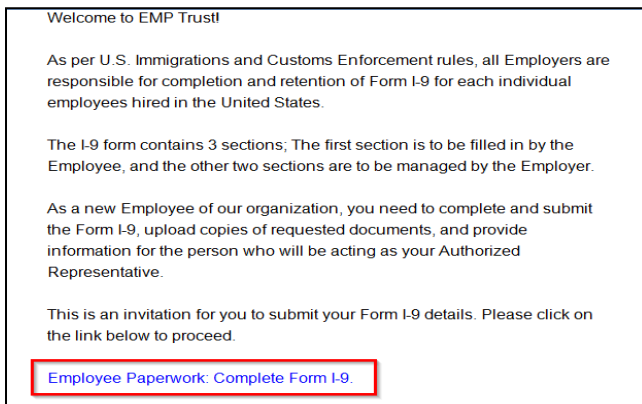


Abstract:

Newly hired employees must complete and sign Section 1, no later than the first day of the employment. Section 1 should never be completed before you have accepted the job offer. The HR enters the necessary information of the new employee using either the Quick-Invite or Wizard method. Subsequently, the new hire will receive an email containing a link that directs them to a portal where they can conveniently complete Section 1 of the process. The Employee must complete each field in Section 1 as described below.

Steps to Follow:

1. Upon receiving an invitation from the HR department to complete Form I-9, the new employee will be sent an email containing a link. The employee is required to click on the provided link, to fill in the Section 1.




2. In the corresponding “I-9 Forms Details Entry” page, complete the required details.

I-9 Form Details Entry

Please verify your Name displayed below. If these are correct, enter the characters displayed below in the text box and click on the 'Continue' button to proceed to the Form I-9.


Employee Code: _____ Employee Name: Michael Test

Select Language:

Type the code from the image: 

[Get Audio Code](#)

- Download the Instruction manual to complete the Section 1, and click on “CONTINUE”.



Important Notes


If you are not Michael Test please do not proceed further and exit now. Your IP address will be logged for security and audit purpose.

[Instructions for completing Section 1 of the Form I-9](#)

Continue

Exit

- Complete the mandatory fields in the Section 1 of the Form I-9, and click on “SAVE & CONTINUE”.



Employment Eligibility Verification

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

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

1. A citizen of the United States

2. A noncitizen national of the United States (See Instructions.)

3. A lawful permanent resident (Enter USCIS or A-Number.)

4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
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Signature of Employee	Today's Date (mm/dd/yyyy)
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If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

- Modify the details entered by using “Change Information” button on the “Employee Review” page.

EMPLOYEE REVIEW

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

First Name	: Michael	Last Name	: Test
Other Last Names Used	:	Date Of Birth	: 03/30/1980
Date Of Hire	:	Address	: 1734 Selah Way Brattleboro, VT 05301, Vermont, Vermont, 05301
Social Security #	: 232-43-4343	Citizen Type	: A citizen of the United States

[Change Information](#)

Complete the Initial & Secondary Verification Question with the answer. Click on **“CONTINUE”**.

Employee Electronic Signature (English/Espanol)

- I certify that the information provided is correct and authorize my electronic signature to be applied on Form I-9 and related supporting documents provided.
- 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 understand that my employer will electronically verify work authorization with the U.S. government on the basis of the information provided on the form.
- You have the right to request paper copies of these electronic records at any time. Please note that your electronic signature in electronic records is legally binding equally as though you signed physical paper versions of the documents with your handwritten signature.

Initial :

Secondary Verification Question : Choose your secondary verification question

Answer :

[Continue](#) [Back](#)

6. If you’re making use of a translator to complete I-9, make sure to check the appropriate check box indicating the same. Click on **“Continue”**.

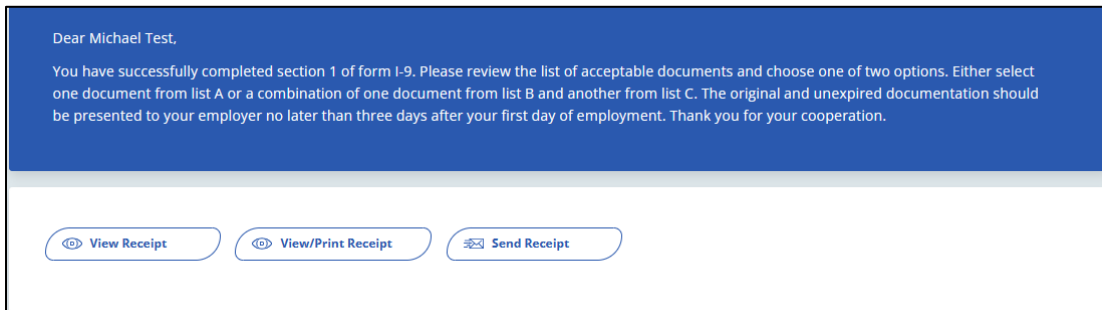
Form I-9 Filled by

Preparer And/Or Translator Certification (Check One): ?

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

[Continue](#) [Back](#)

7. The success message would be displayed with an option to **“View Receipt”**, **“View/Print Receipt”** & **“Send Receipt”**.



8. Choose the documents that has to be uploaded from the below Lists, Upload it and click on **“EXIT”**.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
 * Documents extended by the issuing authority are considered unexpired.
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.
Examples of many of these documents appear in the Handbook for Employers (M-274).

List A Documents that Establish Both Identity and Employment Authorization	OR	List B Documents that Establish Identity	+	List C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1 U.S. Passport or U.S. Passport Card 2 Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3 Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa 4 Employment Authorization Document that contains a photograph (Form I-766) 		<ol style="list-style-type: none"> 1 Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2 ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, 		<ol style="list-style-type: none"> 1 A Social Security Account Number card, unless the card includes one of the following restrictions (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

List A List B and C

The document cannot exceed 5MB in size, as it is the maximum allowed limit.

Document Type * Select File (.jpg, .pdf, .gif, .bmp, .jpeg, .png, .doc, .docx) *

-----A-----

 Instructions to reduce the file size

Please contact your HR or Administrative contact to complete your employment eligibility verification immediately.

Name :

Email :