

Completing I-9 Sections 1 and 2 through I-9 Virtual

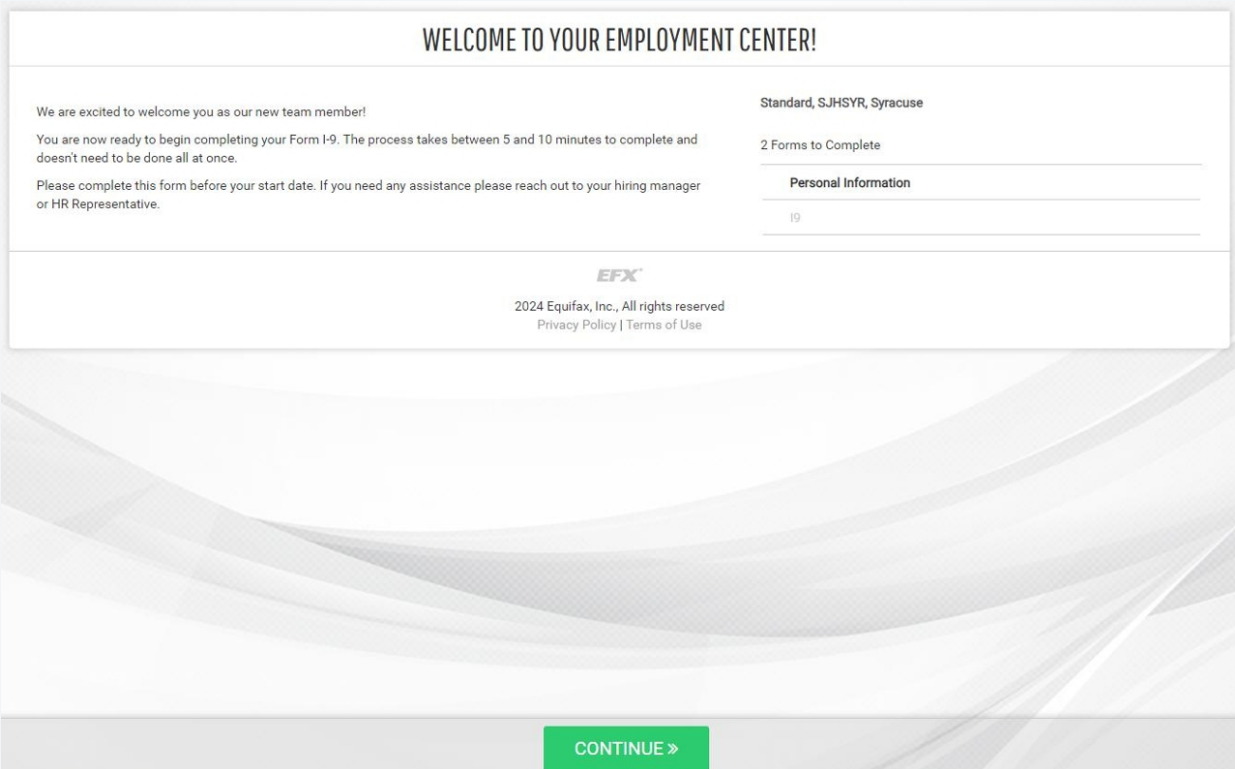
This guide offers a step-by-step process for accessing and completing your I-9 Employment Authorization Requirement using I-9 Virtual to ensure a smooth and efficient verification of your employment eligibility. It provides clear instructions on navigating the platform, entering personal information, uploading necessary documents, and connecting with an agent for final verification.

1

Navigate to I-9 remote link provided to you in your Welcome Email. This will navigate you to Section 1 of the I-9 Employment Authorization Requirement.

2

Click "Continue" when you are ready to begin.



The screenshot shows a web interface titled "WELCOME TO YOUR EMPLOYMENT CENTER!". The page is divided into two main columns. The left column contains a welcome message: "We are excited to welcome you as our new team member! You are now ready to begin completing your Form I-9. The process takes between 5 and 10 minutes to complete and doesn't need to be done all at once. Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HR Representative." The right column displays the user's location as "Standard, SJHSYR, Syracuse" and indicates "2 Forms to Complete". Below this, there is a section for "Personal Information" with a field for "I9" and a "CONTINUE »" button at the bottom.

WELCOME TO YOUR EMPLOYMENT CENTER!

We are excited to welcome you as our new team member!

You are now ready to begin completing your Form I-9. The process takes between 5 and 10 minutes to complete and doesn't need to be done all at once.

Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HR Representative.

Standard, SJHSYR, Syracuse

2 Forms to Complete

Personal Information

I9

EFX

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CONTINUE »

3 Enter your personal information.

EMPLOYMENT CENTER

- Personal Information
- View Acknowledgement Custom
- PH

* REQUIRED FIELD

Personal Information

PERSONAL IDENTIFICATION

Social Security Number* ?

Confirm Social Security Number*

Please check if you are a Foreign National authorized to work in the US

Yes No

First Name (Given Name)*

Middle Initial

Last Name (Family Name)*

Email Address

Telephone

PHYSICAL ADDRESS

International Address? Yes No

Street Address*

4 Once you have entered your personal information and identifiers, read and acknowledge information by initialing under the "Signature" section and click "Continue".

Zip code*

City*

State

County*

SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify you.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is not to be disclosed to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information will be used for documentation.

Your Initials* ?

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◀ BACK CONTINUE ▶

5 Click "Yes" or "No" if you have a Visa.

VISA ACKNOWLEDGEMENT CUSTOM
Chuckly Cheese, Standard, Holy Cross Hospital-Florida

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- 19

Do you have a Visa ?

Yes

No

SIGNATURE

By initialing the box below I certify that the above information is true and correct, and I agree to the conditions

Enter your initials:

6 Read and acknowledge information by initialing under the "Signature" section.

VISA ACKNOWLEDGEMENT CUSTOM
Chuckly Cheese, Standard, Holy Cross Hospital-Florida

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- 19

Do you have a Visa ?

Yes

No

SIGNATURE

By initialing the box below I certify that the above information is true and correct, and I agree to the conditions

Enter your initials:

7 Click "Continue".

SIGNATURE

By initialing the box below I certify that the above information is true and correct, and I agree to the conditions of hiring.

Enter your initials: CC

< BACK CONTINUE >

8 In next section, you will enter your Hire Date on your offer letter. Enter your Citizenship Attestation and confirm if you did or did not utilize a preparer and/or translator.

19

Chuckly Cheese, Standard, Holy Cross Hospital-Florida

[Review information in English](#) | [Revisar información en Español](#)

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before

[View Employee information](#)

Hire Date on Offer Letter (mm/dd/yyyy)

11/13/2024

Citizenship Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false information.

I attest, under penalty of perjury, that I am

1. A citizen of the United States

2. A nonditizen national of the United States (see instructions)

3. A lawful permanent resident

4. A nonditizen authorized to work until

Preparer and/or Translator Certification

I did not use a preparer or translator.

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

9 Click "Continue".

I attest, under penalty of perjury, that I am

1. A citizen of the United States

2. A nonditizen national of the United States (see instructions)

3. A lawful permanent resident

4. A nonditizen authorized to work until

Preparer and/or Translator Certification

I did not use a preparer or translator.

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

[Edit Personal Info](#) < BACK CONTINUE >

10 Read and acknowledge information by checking the checkbox under "Employee Electronic Signature".

Date of Birth: 09/15/2000
U.S. Social Security Number: XXX-XX-7891

Address: 1234 State Boise, ID 83702
E-mail Address: chucky@test.com
Telephone Number: 2087475695

Work Status: A Citizen of the United States
Hire Date on Offer Letter: 11/18/2024

EMPLOYEE ELECTRONIC SIGNATURE
[Employee Signature in English](#) | [Firma del empleado en español](#)

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:
By providing your signature below, you:

By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

- Agree to electronically sign this document.
- Understand 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.
- Understand that the employer may electronically verify your work authorization with the United States Government.

[Edit Personal Info](#) < BACK CONTINUE >

11 Click "Continue".

U.S. Social Security Number: XXX-XX-7891

Address: 1234 State Blvd, ID 83702
E-mail Address: chucky@test.com
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[Employee Signature in English](#) | [Firma del empleado en español](#)

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- Agree to electronically sign this document.
- Understand 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.
- Understand that the employer may electronically verify your work authorization with the United States Government.

« BACK CONTINUE »

12 Next steps include loading your documents. Ensure you have these saved and/or ready to capture.

Next Steps

[Print this page](#)

[English](#) | [Spanish](#)

You're almost done...

Next Step:
Upload images of your employment eligibility documentation. Then, meet virtually to review your original documentation.

ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

13

You will need one (1) item from List A OR one (1) item from List B and one (1) item from List C to verify your I-9.

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

LIST A DOCUMENTS

- U.S. Passport or U.S. Passport Card

LIST B DOCUMENTS

- Driver's License Issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter's Registration Card with Photo
- U.S. Military Card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document with Photo
- Canadian Driver's license

LIST C DOCUMENTS

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Employment authorization document issued by DHS (US Citizen or Non-Citizen)



See below for the examples of documents to upload or view additional information through the Official Website of Homeland Security by clicking [HERE](#).



List A Document example (U.S. Passport shown below but other documents can be chosen from list of acceptable documents).



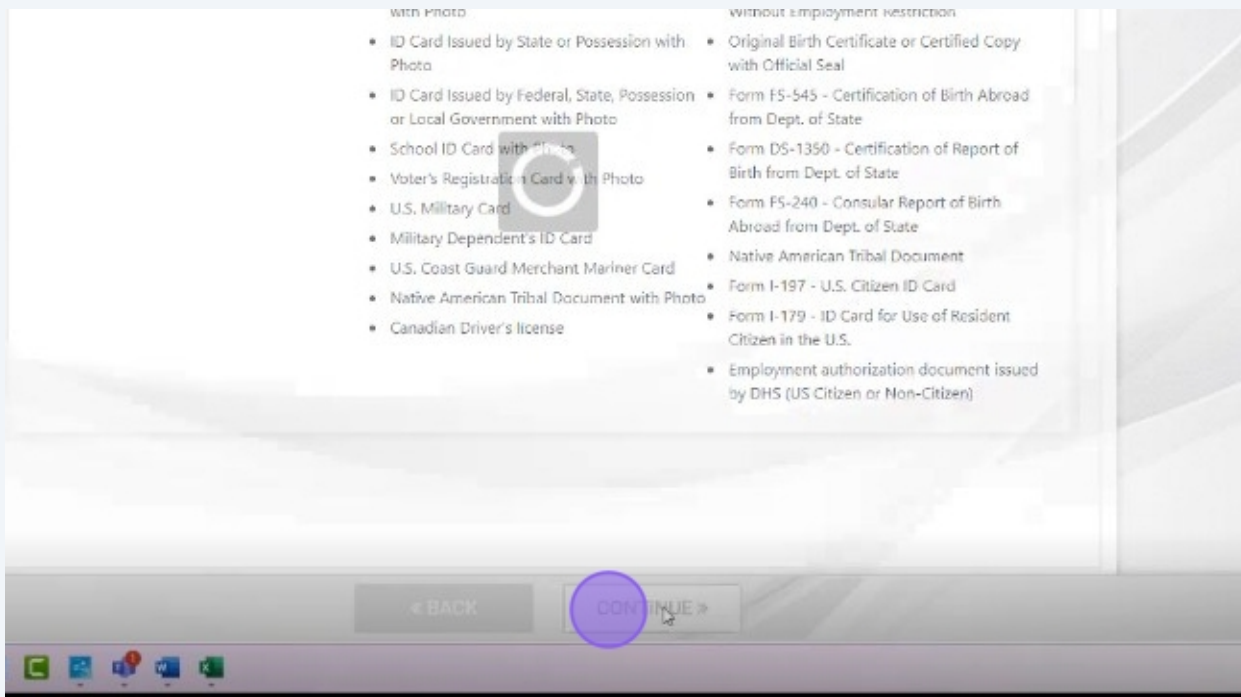
- i List B Document example (Driver's License shown below but other documents can be chosen from list of acceptable documents).



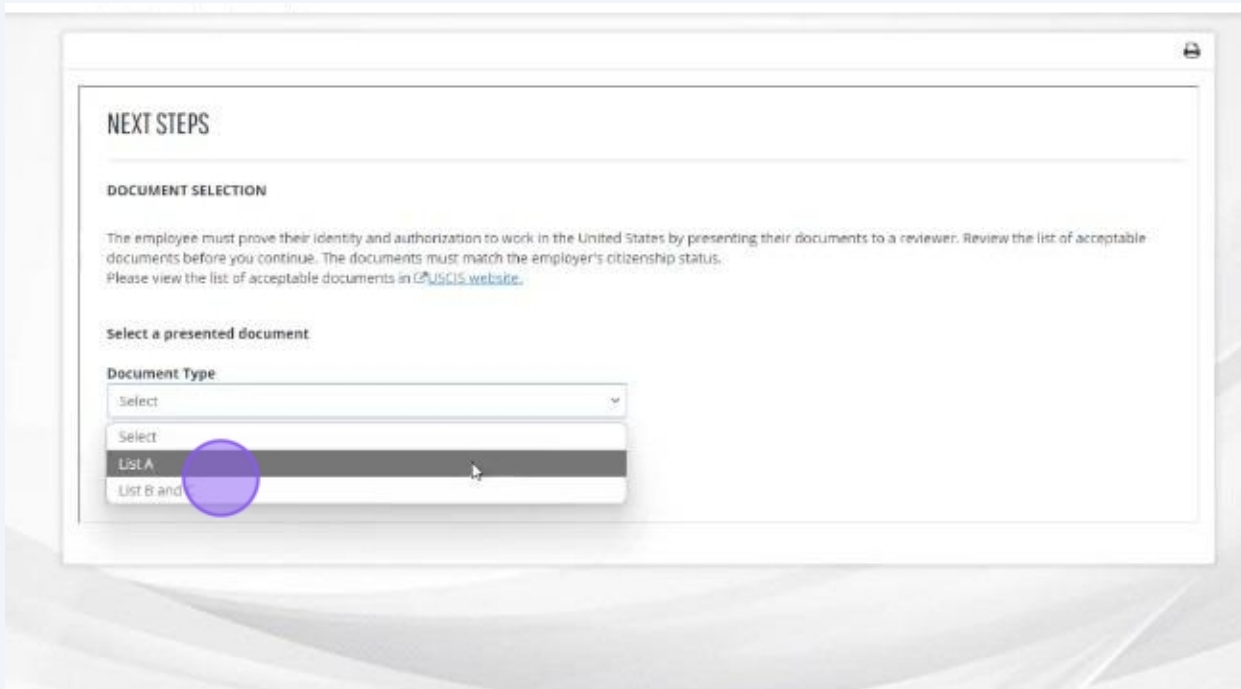
- i List C Document example (Social Security card shown below but other documents can be chosen from list of acceptable documents).



14 Once you are ready to upload your documents, click "Continue".



15 Choose your document types.



16 Click "Continue".

documents before you continue. The documents must match the employer's citizenship status. Please view the list of acceptable documents in [DHS/CIS website](#).

Select a presented document

Document Type

Select

Select

List A

List B and C

« BACK

CONTINUE »

17 Select document type and click "Choose File" and attach document.

To attach a document:

1. Select the document name from the below drop-down list below.
2. Use the Choose File button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, JPEG or PDF file.
3. Click the Attach button.
4. The document you attached is displayed.
5. Attach the next document.
6. When all documents are uploaded you may click the Finished button.

Note: The maximum file size that can be uploaded is 5109 KB.

Important! The documents you attach will NOT be saved until you click Finished. You may not click the Finished button unless you have Attached all of the required documents.

SELECT DOCUMENT

ATTACH FILE

Choose File No file chosen (TIF, GIF, JPG, JPEG, PDF)

Attach

Attachments:

Would you rather attach documents using your mobile device?

Go >>

18 Click "Attach".

Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page

To attach a document:

1. Select the document name from the below drop-down list below.
2. Use the Choose File button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, JPEG or PDF file.
3. Click the Attach button.
4. The document you attached is displayed.
5. Attach the next document.
6. When all documents are uploaded you may click the Finished button.

Note: The maximum file size that can be uploaded is 5109 KB.

Important! The documents you attach will NOT be saved until you click Finished. You may not click the Finished button unless you have Attached all of the required documents.

*SELECT DOCUMENT
[Dropdown menu]


*ATTACH FILE
[Choose File] No file chosen (TIF, GIF, JPG, JPEG, PDF)

Attach

Attachments:

Would you rather attach documents using your mobile device?

Go >>



19 Upload your document(s).

ATTACH D

Documents ma

To attach a do

1. Select the
2. Use the Cl
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Important! The documents.

*SELECT DOCU

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Please attach

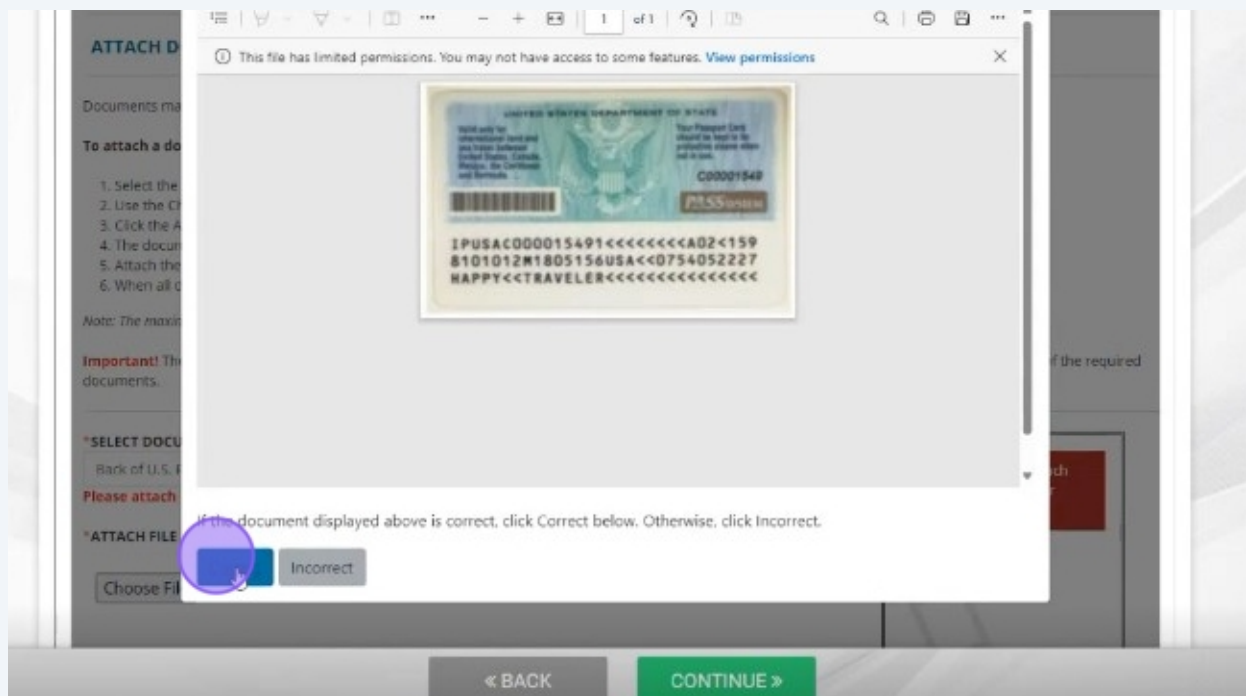
*ATTACH FILE

Choose Fil

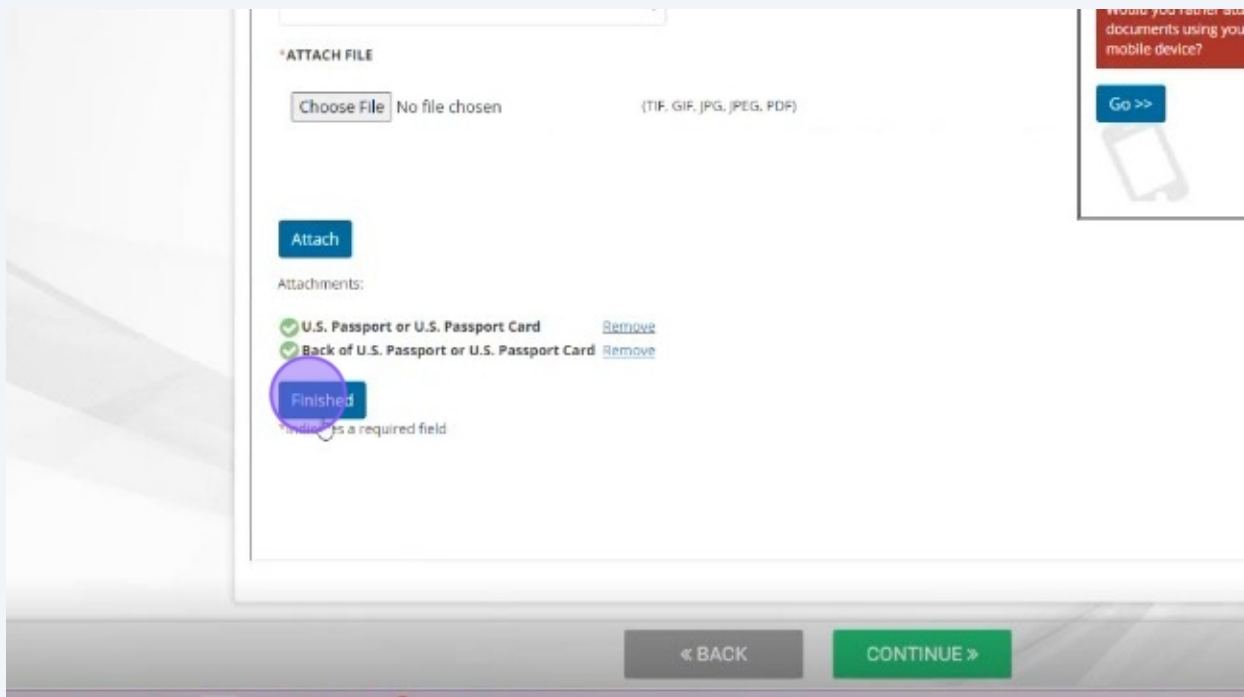
If the document displayed above is correct, click Correct below. Otherwise, click Incorrect.

Correct **Incorrect**

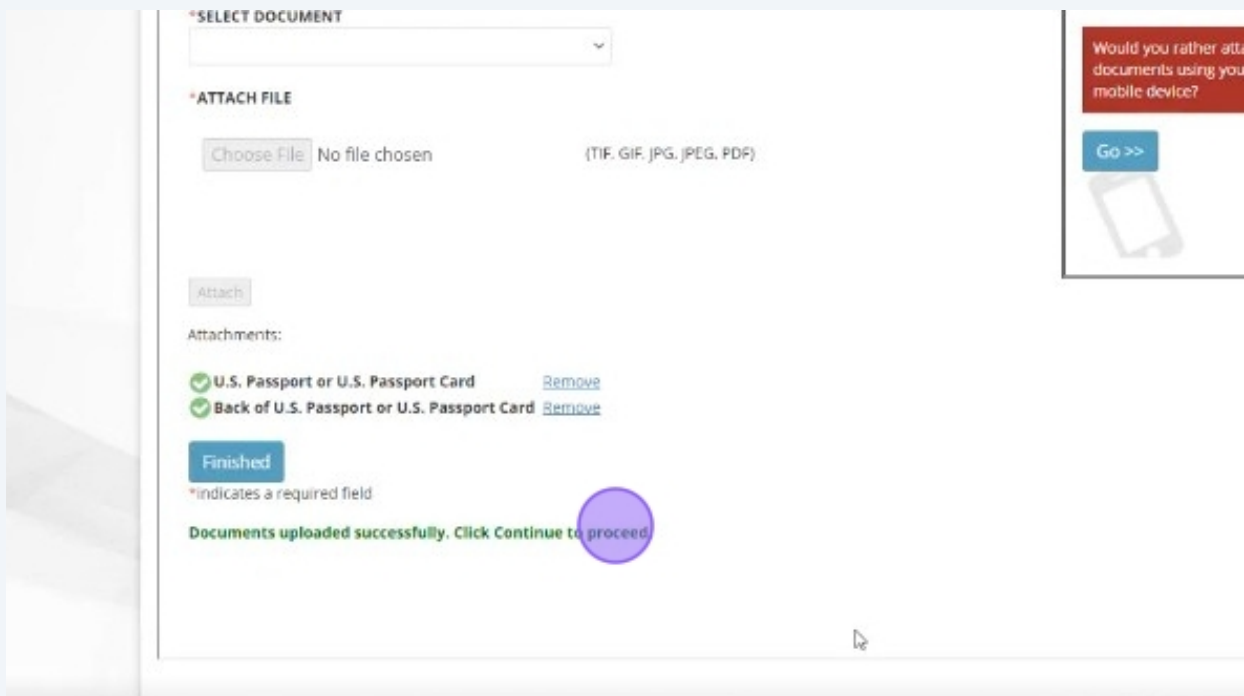
« BACK CONTINUE »



20 Click "Finished" once you have added all your required documents.



21 Verify that your documents have uploaded successfully.



22 Click "Continue".

Choose File No file chosen (TIF, GIF, JPG, JPEG, PDF) Go >>

Attach

Attachments:

- ✓ U.S. Passport or U.S. Passport Card [Remove](#)
- ✓ Back of U.S. Passport or U.S. Passport Card [Remove](#)

Finished

*indicates a required field

Documents uploaded successfully. Click Continue to proceed.

« BACK CONTINUE »

23 Next Steps will be to connect with an agent to verify your uploaded documents.

13 Summary

Chucky Cheese, Standard, Holy Cross Hospital-Florida

NEXT STEPS

[English](#) | [Spanish](#)

Document Review Live Video Meeting: Read Carefully!

To complete your document review, a chat window will open to connect you with an I-9 Agent. This may take a moment.

Caution! Do not click Continue before you connect with an I-9 Agent.

When an agent becomes available, they will send you a secure link in the chat. Follow the link to share your documentation.

Be sure to:

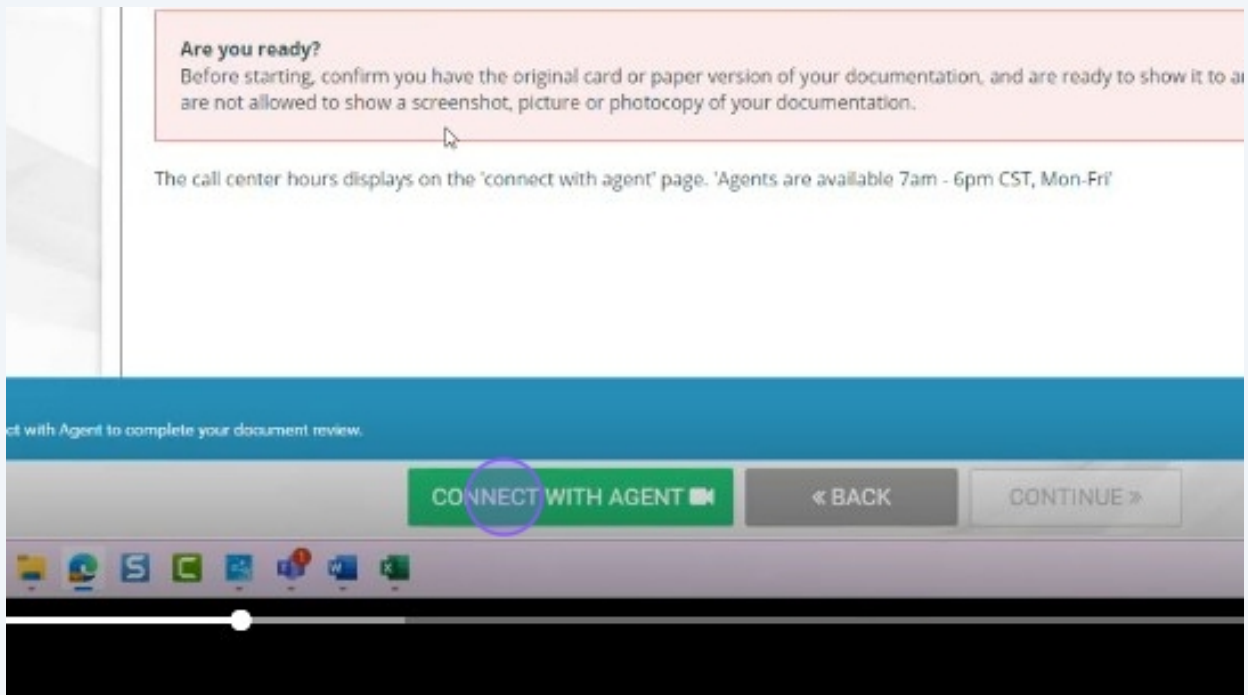
- Be in a quiet, well-lit room. The agent has to confirm your identity live on-camera.
- Be ready to share your documentation.
- Your camera and microphone are turned on and the volume is turned up.

Are you ready?

Before starting, confirm you have the original card or paper version of your documentation, and are ready to show it to an agent. You are not allowed to show a screenshot, picture or photocopy of your documentation.

The call center hours displays on the 'connect with agent' page. 'Agents are available 7am - 6pm CST, Mon-Fri'

24 Click "Connect with Agent".



25 Once you are connected, you will be welcomed by an agent to verify Section 2 of the I-9 Verification process.

26 You will be asked to verify your name and employer.

27 You will be asked to verify document type uploaded in Section 1 and they will ask you to show front and back portions of the document to verify.

28 Once your documents have been verified through the virtual verification process, your I-9 process is complete.