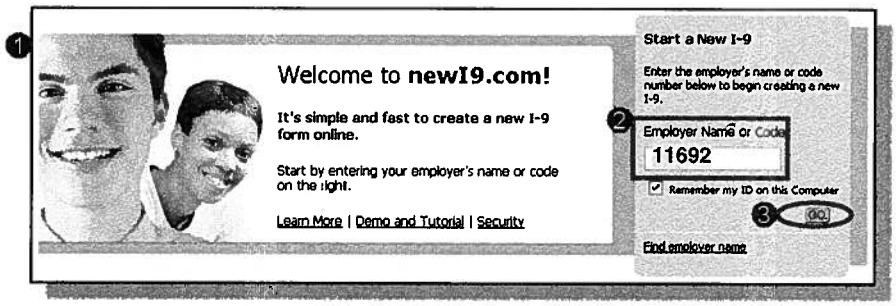
Completing your Electronic I-9 - Employee Instructions

The form I-9 must be completed by no later than the third day of your employment start date with the City of Milwaukee; this is a condition of your employment. You may complete the form I-9 on any computer that has internet access; you may also come to Employee Relations (Room #706, City Hall) for usage of a computer or assistance in completing the form. **You MUST bring appropriate forms of identification to Employee Relations in Room #706 of City Hall within 3 days of your employment date to complete the process (see page 3).** Note: Satisfying the I-9 requirement is a two step process. You must first complete the form I-9 online, and then you must come to Employee Relations with an acceptable combination of identification (which can be found in step #5 on the 2nd page of these instructions).

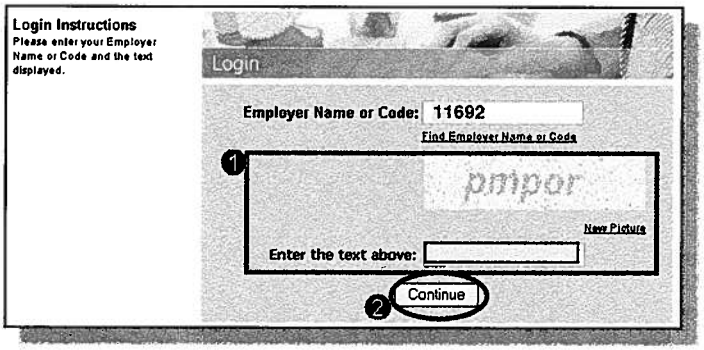
Step 1: Open the I-9 eXpress Web site.

1. Open your Internet Explorer Web browser and type **www.newi9.com** or **http://www.newi9.com** in the address bar and press **Enter**.
2. On the **I-9 eXpress Welcome** page, enter **11692** in the **Employee Name or Code** field.
3. Click **Go.**



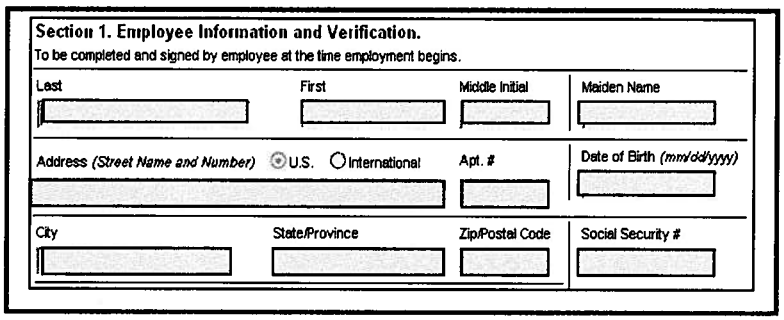
Step 2: Login.

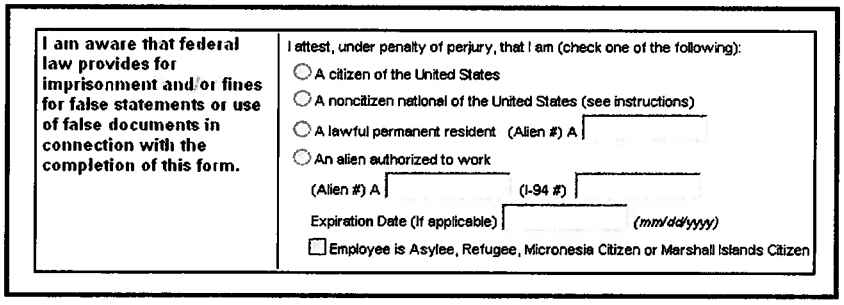
1. In the **Enter the text above field**, enter the characters displayed in the picture above the field.
2. Click **Continue.**



Step 3: Complete the I-9 information.

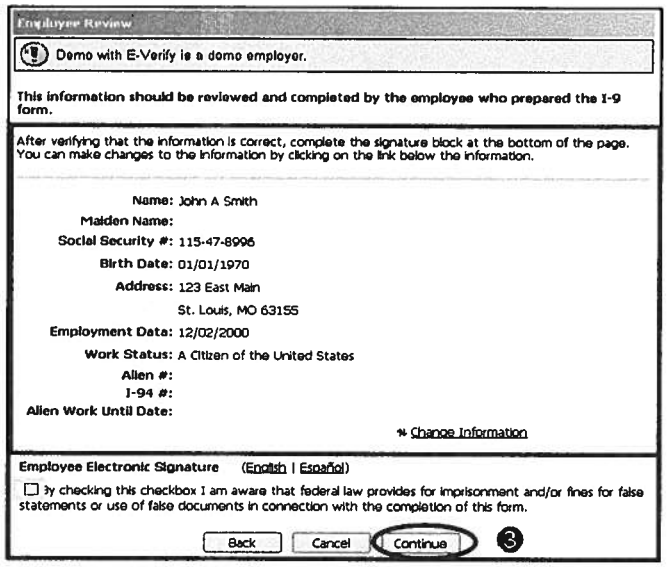
1. In the fields provided, enter your name, address, date of birth, and Social Security number.
2. Click the radio button indicating your citizenship status, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.
3. Click **Continue.**
   Note: A message will display with the applicable fields highlighted in green if there are mistakes you need to correct.





Step 4: Review your information.

1. Carefully review your information. If any information is incorrect, click the **Change Information** link.
2. Sign your I-9 electronically by selecting the checkbox.
   Note: To change the language to English or Spanish, click the appropriate link.
3. Click **Continue.**


Employee Review

Demo with E-Verify is a demo employer.

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

❶ 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.

Name: John A Smith
Maiden Name:
Social Security #: 115-47-8996
Birth Date: 01/01/1970
Address: 123 East Main
St. Louis, MO 63155
Employment Date: 12/02/2000
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Alien Work Until Date:

* Change Information

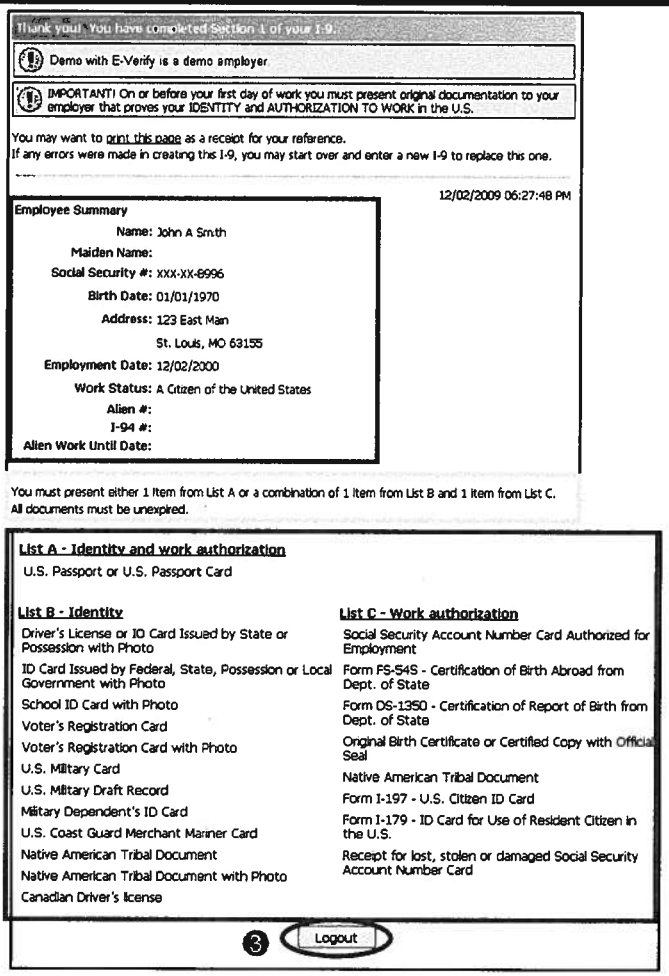
❷ **Employee Electronic Signature** (English | Español)

☐ By checking this checkbox 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.

Back | Cancel | Continue ❸

Step 5: Logout.

1. Review your information in the **Employee Summary** section.
2. Review the list of employment eligibility documents you will be asked to present on your first day of work.
   Note: The list of documents varies according to the citizenship status you entered in Step 3.
3. Click **Logout.**
4. You must now come to Employee Relations by no later than your third day of work with the City of Milwaukee, and bring your acceptable combination of identification (box #2) to complete the I-9 requirement.
   Note: Satisfying the I-9 requirement within the specified deadline is a condition of your employment.


Thank you! You have completed Section 1 of your I-9.

Demo with E-Verify is a demo employer.

IMPORTANT! On or before your first day of work you must present original documentation to your employer that proves your IDENTITY and AUTHORIZATION TO WORK in the U.S.

You may want to print this page as a receipt for your reference.
If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one.

12/02/2009 06:27:48 PM

❶ **Employee Summary**

Name: John A Smith
Maiden Name:
Social Security #: XXX-XX-8996
Birth Date: 01/01/1970
Address: 123 East Main
St. Louis, MO 63155
Employment Date: 12/02/2000
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Alien Work Until Date:

You must present either 1 item from List A or a combination of 1 item from List B and 1 item from List C.
All documents must be unexpired.

❷ **List A - Identity and work authorization**

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

List B - Identity

Driver's License or 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
Voter's Registration Card with Photo
U.S. Military Card
U.S. Military Draft Record
Military Dependent's ID Card
U.S. Coast Guard Merchant Mariner Card
Native American Tribal Document
Native American Tribal Document with Photo
Canadian Driver's license

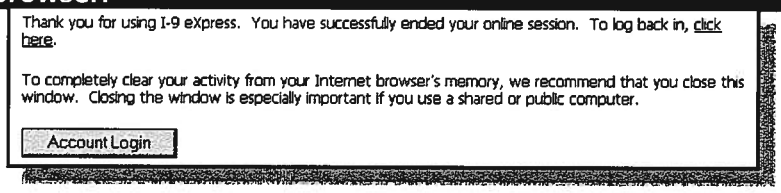
List C - Work authorization

Social Security Account Number Card Authorized for Employment
Form FS-545 - Certification of Birth Abroad from Dept. of State
Form DS-1350 - Certification of Report of Birth from Dept. of State
Original Birth Certificate or Certified Copy with Official Seal
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.
Receipt for lost, stolen or damaged Social Security Account Number Card

❸ Logout

Step 6: Close the Internet Explorer Web browser.

1. When this page opens, close the Internet Explorer Web browser to ensure your information is cleared from the browser's memory.
2. Notify a staff member you have completed your I-9 information.


Thank you for using I-9 eXpress. You have successfully ended your online session. To log back in, click here.

To completely clear your activity from your Internet browser's memory, we recommend that you close this window. Closing the window is especially important if you use a shared or public computer.

Account Login

I-9 Form

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		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, and address		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		
		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record		
		6. Military dependent's ID card		
		7. U.S. Coast Guard Merchant Mariner Card		5. Native American tribal document
		8. Native American tribal document		6. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		8. Employment authorization document issued by the Department of Homeland Security
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)