

# COMPLETING THE ELECTRONIC FORM I-9 ONLINE – Employee’s Step-By-Step Instructions

The City of Milwaukee (“City”) is required by Federal law to hire only persons who are legally authorized to work in the United States. To comply with the law, employers must verify the identity and employment authorization of every person who is hired by having each new hire/re-hire complete the Form I-9. **Completion of the Form I-9 is a mandatory condition of employment for ALL individuals employed by the City. Failure to comply by the deadline may result in separation from City employment.**

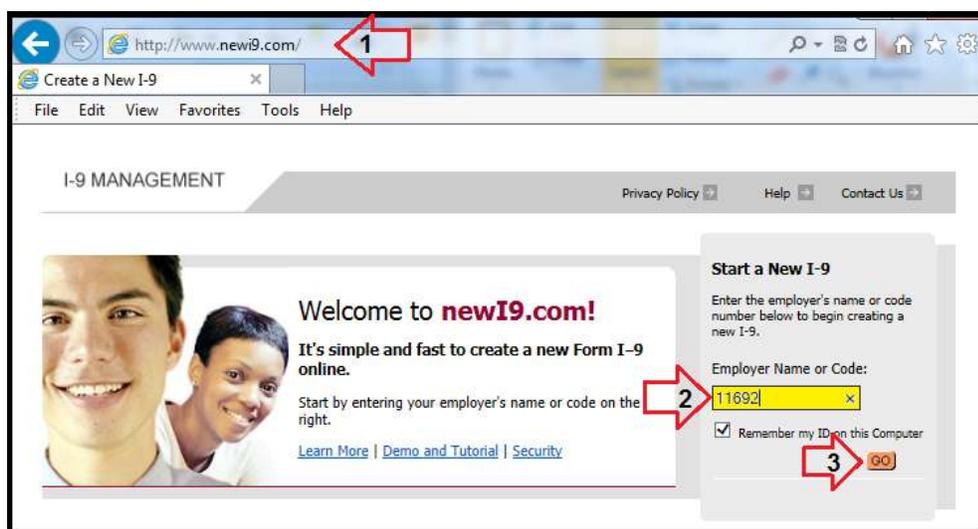
## Completion of the Form I-9 is a 2-step process:

1. **Form I-9 - Section 1:** The employee must complete **Section 1** online **by the start date and NO EARLIER than one week before the start date**. Complete the form on any computer or device with internet access, or for use of a City computer, at the Department of Employee Relations (DER), City Hall Room 706 M-F 8:30am-4:30pm.
  - o **Note: follow detailed instructions below, steps 1-6**
2. **Form I-9 - Section 2:** In order to complete **Section 2**, DER staff must review & verify the original, unexpired document(s) you present from the “List of Acceptable Documents” on page 4 **within the first 3 days of your start date - NO SOONER THAN your first day & NO LATER THAN 4:30pm on your third day of work**.
  - o **Note: follow detailed instructions below, step 7**

**Instructions:** The **left** side of the page includes specific instructions on how to complete the Form I-9 online. The **right** side of the page shows the screen shots that follow exactly what you see on the screen when you complete your Form I-9 online.

## Step 1: Complete Section 1 of the Form I-9 Online - Steps 1-6

1. Log-onto the I-9 website - Open your Web browser and type [www.newi9.com](http://www.newi9.com) or <http://www.newi9.com> (both work exactly the same) in the address bar at the very top of the page and press **Enter**.
2. On the **I-9 Welcome** page, enter **11692** for the **Employer Name or Code** field.
3. Click **Go**.



## Step 2: Login.

1. **Type the characters displayed in the picture above the field** in the **Enter the text above** field.
2. Click **Continue**.



### Step 3: Complete the I-9 Section 1 information.

You may view the official Form I-9 Instructions by clicking on the blue hyperlink "[I-9 Instructions](#)" or "[I-9 Instrucciones](#)" (Spanish version) that appears near the top of Section 1. See the purple arrow for the location.

#### 1. Complete required fields in section 1:

**Name Fields, Address Fields, Date of Birth, Social Security Number, and Employment Date (City start date).**

- Name Fields:** Data entered in the Last Name, First Name and Middle Initial fields **MUST EXACTLY MATCH** the name printed on your Social Security Card (your Legal Name).
- Other Names Used Field:** Type in **MAIDEN** name or other **Legal** names you have used if applicable.
- Type in "**N/A**" for **fields you intentionally left blank**. **N/A** indicates those fields do not apply to you and prove that is why you left them blank.
- Address Fields:** Type actual street address, no PO boxes.

#### 2. Click on one of the 4 citizenship status options (click on circle next to choice).

- US citizen:** click on circle & proceed to #4 below.
- Noncitizen national of the US:** see page 2 of the official Form I-9 ([blue hyperlink on top of form](#))
- Lawful Permanent Resident:** enter either your Alien number (A-Number) or your USCIS Number, whichever is applicable see page 2 of the official Form I-9 ([blue hyperlink on top of form](#))
- Alien authorized to work.**

i. Record the date your employment authorization expires **OR** if it does not expire, check the box indicating so.

ii. Next you will complete either Line 1 **OR** 2.

A. **Line 1 Alien Registration Number/USCIS Number:** Enter either your Alien number (A-Number) or your USCIS Number, whichever is applicable. If you do not have an A-Number or a USCIS Number proceed to Line 2.

B. **Line 2 Form I-94 Admission:** Record your Admission Number from Form I-94 "Arrival-Departure Record."  
▪ If you obtained your admission number from CBP in connection from your arrival in the US, then you must also record your foreign passport data used to enter the US.

▪ If you obtained your admission number from the USCIS *within the US*, or you entered the US without a foreign passport, **then you MUST write N/A in the Foreign Passport Field.**

#### 3. Preparer and/or Translator Certification

**Section:** This section **MUST** be completed if the employee had any help with translation of this form **OR** had someone else complete the information blocks of the form online for them. **The employee must electronically sign Section 1 on their own (Step #4 next).**

#### 4. Click **Continue**.

**Note:** If you made any mistakes, a message will display at this point, with the applicable fields that need correction. Make those corrections.

**Employment Eligibility Verification** USCIS  
Department of Homeland Security Form I-9  
U.S. Citizenship and Immigration Services OMB No. 1615-0047  
Expires 03/31/2016

**START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document (s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

[I-9 Instructions](#) [I-9 Instrucciones](#)

**Section 1. Employee Information and Attestation** (Employee 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 Other Names Used (If any)

Address (Street Number and Name) Apt. Number City or Town State Zip Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number (optional) E-mail Address (optional) Telephone Number (optional)

Employment Date (mm/dd/yyyy)

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):

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization (see instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

Last Name (Family Name) First Name (Given Name)

Address (Street Number and Name)

City or Town State Zip Code

Cancel Continue

## Step 4: Review your information.

1. **Employee Review** page.  
Carefully review your information for accuracy.
  - a. If any information is incorrect, click the **Change Information** link to make corrections.
2. **Employee Electronic Signature.** After reading the attestation bullet points, sign the Form I-9 electronically by clicking on the box.
 

**Note:** To view the information in English or Espanol, click the appropriate link.
3. Click **Continue**.

## 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, or present NO later than 4:30 pm on your third day of work.
 

**Note:** The list of documents presented after you complete your I-9 online varies based on the citizenship status you entered in Section 1 of your I-9. These are the only acceptable verification documents that you may provide.
3. Click **Logout**.

## Step 6: Close the Internet Explorer Web browser.

1. When this page opens (step #5 above), close the **Web browser to ensure your information is cleared from the browser's memory.**
2. Notify the hiring manager that you have completed your I-9 information or if you were unable to complete your I-9.
3. **NOTE: You are not finished with your I-9 yet. See step #7 for your final step.**

Thank you for using I-9 eExpress. You have successfully ended your online session. To log back in, [click here](#).

**1** 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

**Step 7: Complete Section 2 of the Form I-9 - Present Original & Unexpired Employment & Identity Document(s) to DER**

1. Section 2 of the Form I-9 must be completed in person at DER on the FIRST day of work or by your third day of work at 4:30 pm with the City of Milwaukee.
2. Present original & unexpired employment & identity document(s) to DER staff at City Hall, Room 706, Monday through Friday between the hours of 8:30 am and 4:30pm. An acceptable combination of documents is either one item from List A OR a combination of one item from List B AND one item from List C.

**Note: Completion of the Form I-9 is a mandatory condition of employment for ALL individuals employed by the City. Failure to comply by the deadline may result in separation from City employment.**

**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be UNEXPIRED ←

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C. ←

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. 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
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		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		3. School ID card with a photograph		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)		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. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</b> Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that 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		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
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				