

# 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 complete the I-9 by the deadline may result in separation.**

## 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 8am-4:00pm.
  - o **Note: follow detailed instructions below**
2. **Form I-9 - Section 2:** In order to complete **Section 2**, DER staff must review & verify the original, unexpired documents you present from the “List of Acceptable Documents” (<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>) **within the first 3 days of your start date - NO SOONER THAN your first day & NO LATER THAN 4:00pm on your third day of work.**

**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.

## Complete Section 1 of the Form I-9 Online

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 **LOGIN**.
4. On the next screen click the Get Started button.

The screenshot shows a web browser with the address bar containing 'newi9.com'. Below the browser, the 'I-9 Management' page is displayed. It features a 'Start a New I-9' section with the instruction 'Enter your Employer's name or code below to complete your Form I-9.' There is an input field for 'Employer Name/Code' with the value '11692' and a checkbox for 'Remember my Employer Name/Code on this computer'. A red 'LOGIN' button is visible at the bottom of the form.

The screenshot shows the 'Form I-9' welcome page. It has a 'Welcome!' section with the text 'We are excited to have you as part of the team! You are now ready to begin completing your Form I-9. Please complete the process before your start date to ensure that you can begin on time.' To the right, there is a 'Complete your I-9 now. It only takes 2 to 3 minutes.' section with a red 'Get Started' button.

Proceed to Steps 5 - 8 >

## Work Start Date

5. Enter your Work Start Date (mm/dd/yyyy)
6. Click **CONTINUE**.

Work Start Date

What is your work start date?

Work Start Date  
mm/dd/yyyy

< Back **6** Continue >

**5**

**6**

EPX® Privacy Policy | Terms of Use Powering the world with Knowledge™

Copyright 2024 Equifax, Inc. All rights reserved.  
Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

## Personal Information

7. Enter all of your personal information.
8. When finished click **CONTINUE**.

Personal Information

**7** Okay, first we need a little bit of information about you.

All fields are required unless noted as optional.

First Name Middle Initial (optional) Last Name

Preferred Name (optional) Other Last Name Used (optional)

Social Security Number Date Of Birth

Country

Street Address Apartment/Suite (optional)

City State Zip Code

Phone (optional) Email (optional)

**8** Continue >

Proceed to Steps 9 - 14 >

## Form I-9 Overview

9. For completing Form I-9 you may choose the **Guided Walkthrough** button.

Or

- a. You may click the link to the right of the buttons and choose to “Manually Fill out the form”

Form I-9

Form I-9 Overview

Form I-9 is a required document. It is used to verify an individual's identity and employment authorization when they are hired to work in the United States. This is a legal document subject to perjury.

We're going to ask you a few questions. Let's get started.

Form I-9 Example

< Back **9** Guided Walkthrough > Manually Fill out the form

## Citizenship Status

10. Choose your appropriate Citizenship Status and,  
11. Click **CONTINUE**.

**10**

Form I-9

Tell us about your status.

I attest under penalty of perjury that I am:

- 1. A Citizen of the United States
- 2. A Noncitizen National of the United States
- 3. A Lawful Permanent Resident
- 4. A Noncitizen Authorized to work until (other than Item Numbers 2. and 3. above)

Please pick your Citizenship Status

< Back **11** Continue >

**Citizenship Status**  
You must select one of the following options provided to attest to your citizenship or immigration status. For further information, click here for [instructions](#).

## Document Preparation

12. Choose your Yes or No based on whether or not someone is assisting you in preparation or translation of this document, and then,  
13. Click **CONTINUE**.

**12**

Form I-9

Is someone helping you prepare or translate this document?

- No, I am completing this document independently.
- Yes, someone is helping prepare or translate this document.

< Back **13** Continue >

**Preparer/Translator Information**  
Parents or legal guardians attesting to the identity of minors and individuals attesting to the identity of certain employees with disabilities must complete the above information.

## Information Review

14. Review the information that you have entered. If you need to make corrections, click the pencil icon. This will take you back to the form so that you can make the necessary corrections.

**14**

Form I-9

Here is the information you provided.

Make sure it is correct, click the pencil icon to edit if necessary, and then click the box below to add to the form.

Form I-9 View

Personal Information

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

USCIS  
Form I-9  
03/09 (Rev. 04-11-06)7  
Form I-9 (Rev. 07/13/2004)

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for

At the bottom of this same page as your Information Review you will need to,

15. Check the box to use the information you provided to fill your Form I-9.
16. Click the **SIGN** button. This will give a pop-up box for Drawing your signature. (see below)

**15**  Use the information I provided to fill my Form I-9.

**Electronic Signature** [Need Assistance?](#)

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.

Employee Signature

**16** Sign

**Finish and Submit**

17. Follow the instructions to sign your name.
18. When finished click **DONE**.

Draw your signature

Sign your name using your finger, mouse, or stylus.

**17**

**18**

Clear Cancel Done

19. When done click **FINISH AND SUBMIT**.

**19** **Finish and Submit**

**IN PERSON - Complete Section 2 of the Form I-9 - Present Original & Unexpired Employment & Identity Documents 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 4:00 pm with the City of Milwaukee.
2. Present original & unexpired employment & identity documents to DER staff at City Hall, Room 706, Monday through Friday between the hours of 8:30 am and 4:00pm. 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 complete the I-9 by the deadline may result in separation.**

**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	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole 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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>		<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol> <p>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p>The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>		<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.