

# 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.

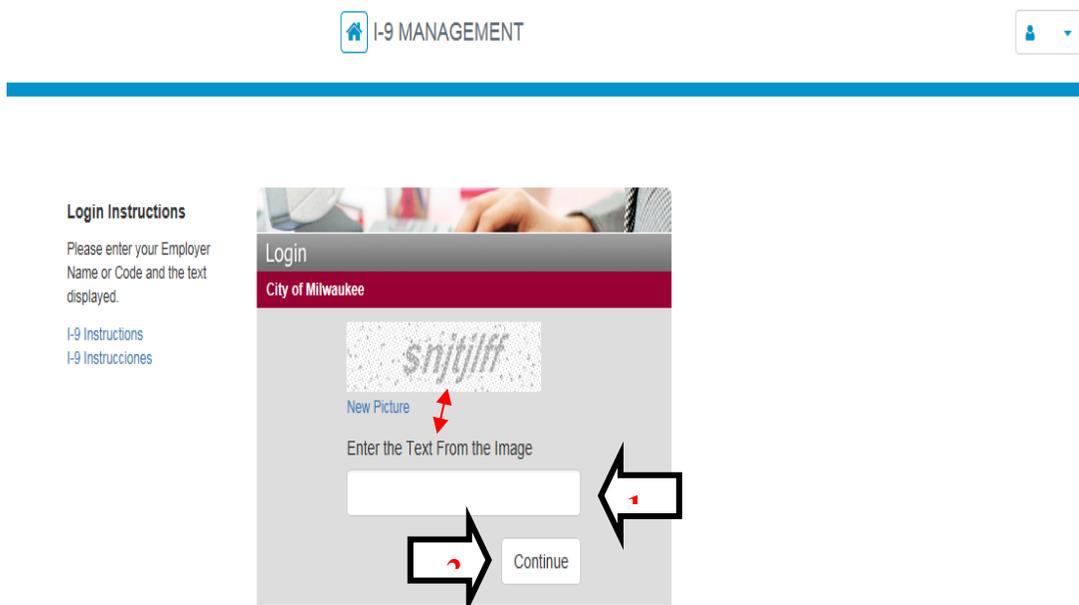
## Step 1: Complete Section 1 of the Form I-9 Online - Steps 1-6

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

The screenshot shows the 'Section 1. Employee Information and Attestation' form. Key features include:
 

- Header:** USCIS Form I-9, OMB No. 1815-0047, Expires 08/31/2019.
- Instructions:** A purple arrow points to the 'I-9 Instructions' link.
- Form Fields:** Last Name, First Name, Middle Initial, Other Last Names Used, Address, Apt. Number, City/Town, State, Zip Code, Date of Birth, U.S. Social Security Number, Employee's e-mail Address, Employee's Telephone Number, and Employment Date.
- Citizenship Status:** Four radio button options with red arrows pointing to them. Option 4 is selected.
- Documentation:** Fields for Alien Registration Number/USCIS Number, Form I-94 Admission, and Foreign Passport Number, with red arrows pointing to them.
- Preparer/Translator Certification:** A section with a red arrow pointing to it.
- Navigation:** 'Add Preparer', 'Cancel', and 'Continue' buttons at the bottom, with a red arrow pointing to '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 Español, click the appropriate link.
3. Click **Continue**.

I-9 MANAGEMENT

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### Employee Review

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

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.

Please note that you may be required to present an acceptable List A or List B document containing a photo for your employer to complete Section 2 of your Form I-9. After completing Section 2 your employer may be required to electronically verify your work authorization with the United States government.

<b>Name</b>	Jane Smith	<b>Other Names Used</b>	
<b>U.S. Social Security Number</b>	145-67-8913	<b>Date of Birth</b>	03/13/1986
<b>Address</b>	123 Main St St. Louis, MO 63033	<b>E-mail Address</b>	jsmith@company.com
<b>Telephone Number</b>	314-867-5309	<b>Employment Date</b>	02/14/2018
<b>Work Status</b>	A Citizen of the United States	<b>Alien Registration Number/USCIS Number</b>	
<b>I-94 #</b>		<b>Receipt Due Date</b>	
<b>Receipt Due Document</b>		<b>Alien Work Until Date</b>	
<b>Reverification Due Reason</b>		<b>Foreign Passport Number</b>	
<b>Country of Issuance</b>			
<b>Obtained I-94 from USCIS</b>			

[Change Information](#)

Employee Electronic Signature (English | Español)

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:

- By clicking Continue, I agree to electronically sign this document.
- 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 the employer may electronically verify my work authorization with the United States government.

## 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**.

I-9 MANAGEMENT

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

(8) Instructions | 18 Instructions

You may want to print this page as a reminder. You may also email this page to a friend.

Email To:

Reset Code:

If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one.

Employee Data  
 I-942  
 Employee Name: Jane Smith  
 City of Issuance: City of Missouri  
 Termination: 02/14/2018 04:22:21 PM (Save Section 2 Info)

#### Employee Summary

<b>Name</b>	Jane Smith	<b>Other Names Used</b>	
<b>U.S. Social Security Number</b>	145-67-8913	<b>Date of Birth</b>	03/13/1986
<b>Address</b>	123 Main St St. Louis, MO 63033	<b>E-mail Address</b>	jsmith@company.com
<b>Telephone Number</b>	314-867-5309	<b>Employment Date</b>	02/14/2018
<b>Work Status</b>	A Citizen of the United States	<b>Alien Registration Number/USCIS Number</b>	
<b>I-94 #</b>		<b>Receipt Due Date</b>	
<b>Receipt Due Document</b>		<b>Alien Work Until Date</b>	
<b>Reverification Due Reason</b>		<b>Foreign Passport Number</b>	
<b>Country of Issuance</b>			
<b>Obtained the form from</b>			

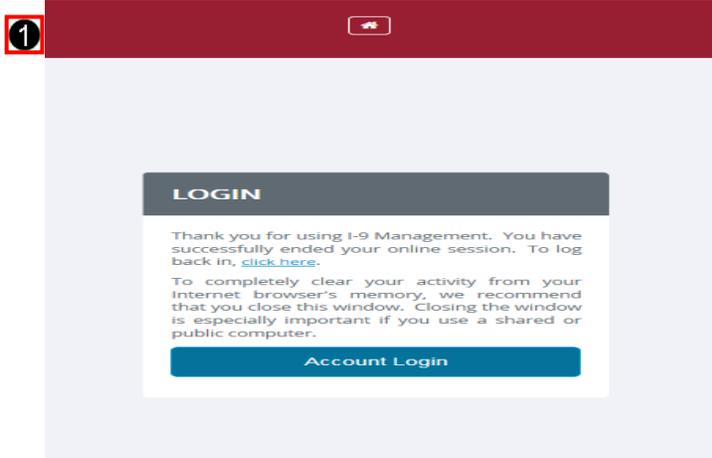
**Qualifying Documents:**

- You must present **ONE**(ONE) document to prove your identity and authorization to work in the United States for your employer to complete Section 2 of your Form I-9.
- You may present 1 document from List A to prove identity and work authorization.
- OR
- You may present 1 document from List B to prove identity **AND** 1 document from List C to prove work authorization.
- All documents must be unexpired.
- E-Verify requires that your identity document include a photograph for your employer to complete Section 2 of your Form I-9.
- After your employer completes Section 2 of your Form I-9, your employer will electronically verify your work authorization with the United States government.
- You have authorized your Section 1 electronic signature to be automatically applied to the documents the employer will provide to you, should you contest that content the verification results.

<b>List A - Identity and work authorization</b>	U.S. Passport or U.S. Passport Card
	OR
<b>List B - Identity</b>	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 Dependents ID Card U.S. Coast Guard Merchant Marine Card Native American Tribal Document with Photo Canadian Driver's License
	AND
<b>List C - Work authorization</b>	Social Security Account Number Card Without Employment Termination Original Birth Certificate as Certified Copy with Official Seal Form PS-616 - Certification of Birth Accused from Dept. of State Form DS-1926 - Certification of Birth from Dept. of State Form PS-240 - Consular Report of Birth Abroad from Dept. of State Native American Tribal Document Form I-579 - U.S. Citizen ID Card Form I-578 - ID Card for Use of Resident Citizen in the U.S. Employment authorization document issued by DHS (U.S. Citizen or Non-Citizen)

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

1. When this page opens (after 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.**



### 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. ←

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<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 a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <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 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.</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>	OR	<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>	AND	<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 Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>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</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>