



# Form I-9 & E-Verify

## User Guide

Version 3 (03.2023)

*HireRight offers a fully functional electronic I-9 forms management solution that allows clients to create, view, download, print, and email I-9 forms through HireRight's Web-based system. HireRight's I-9 solution streamlines compliance processes and meets ever-changing state and federal regulations. The product allows clients to maintain compliance, keep track of Form I-9 corrections, navigate to specific information, and be better protected from errors.*

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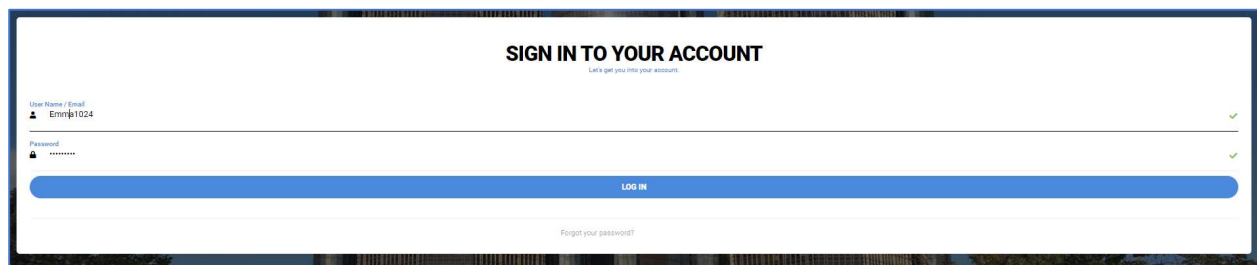
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## Employee Experience for Section 1 Completion (Emailed Invite)

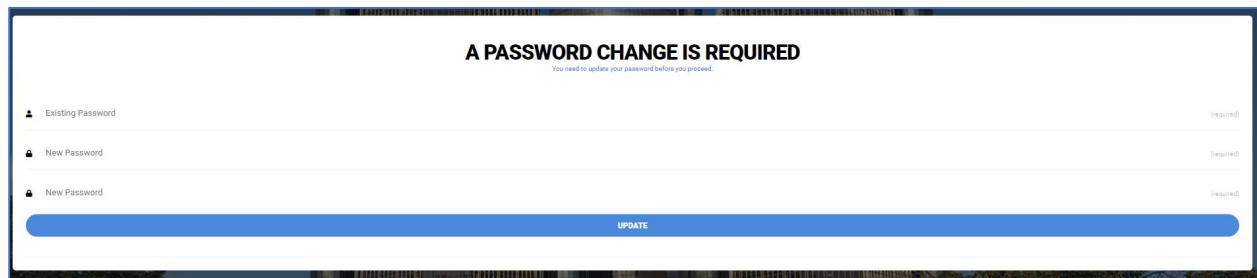
### Employee Section 1 Process

The following steps outline the Employee process for the completion of a Section 1 of the Form I-9.

The employee receives a series of 2 emails, one containing their user name and login link, the other containing their password. The employee uses these details to login and will be prompted to update the password to one of their choosing. The employee can login using a PC, laptop, tablet or smart phone.



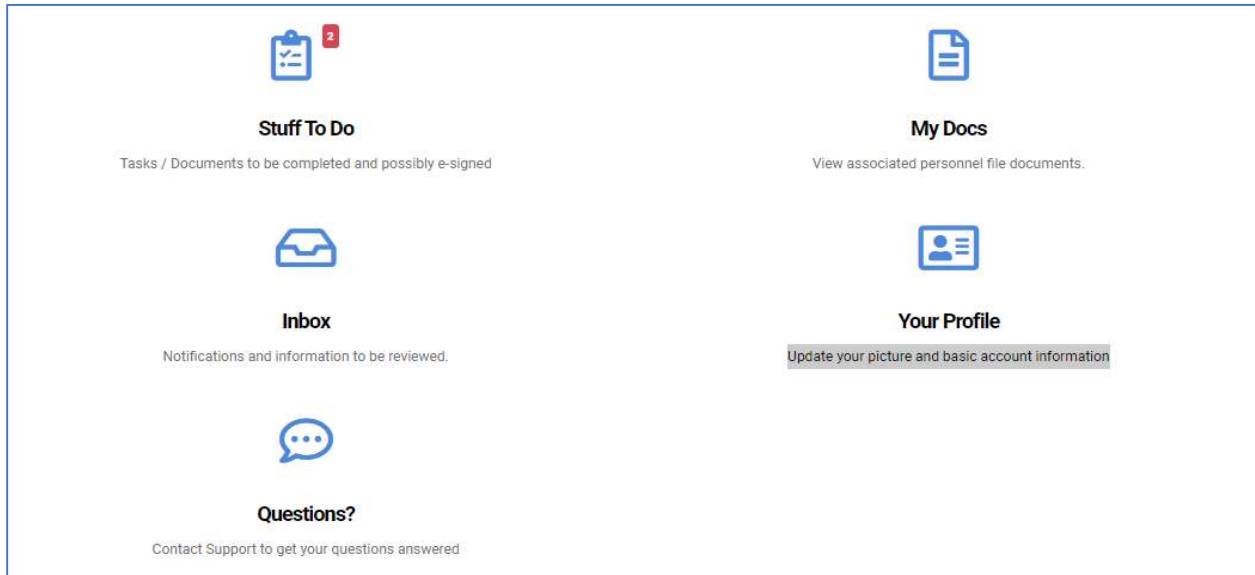
The screenshot shows a login interface with the title "SIGN IN TO YOUR ACCOUNT" and the subtitle "Let's get you into your account." Below the title, there are two input fields: "User Name / Email" with the value "Emr@1024" and "Password" with masked characters. Both fields have green checkmarks on the right side. A blue "LOG IN" button is centered below the fields. At the bottom, there is a link for "Forgot your password?"



The screenshot shows a password change interface with the title "A PASSWORD CHANGE IS REQUIRED" and the subtitle "You need to update your password before you proceed." Below the title, there are three input fields: "Existing Password", "New Password", and "New Password". Each field has a lock icon on the left and a "required" label on the right. A blue "UPDATE" button is centered below the fields.

Once the employee logs in they have access to their employee portal. From here, they can:

- Access their "Stuff To Do" list: Displays existing Tasks / Documents to be completed and possibly e-signed
- Inbox: Shows any notifications and information to be reviewed
- Questions: Allows the employee to contact Support to get their questions answered
- My Docs: Allows the employee to view associated personnel file documents
- Your Profile: Allows the employee to update their picture and basic account information



When the employee accesses the Stuff to Do, the screen will display any open tasks assigned to them. In this example, we will walk through the completion of Section 1 and then Find / Assign a third-party Representative to complete Section 2 with them.

When the employee is ready to complete Section 1, they will click on the “Section 1 – Form I-9’ link as seen below:



The first screen that populates in the process is the instruction page. From here the employee can access quick links that describe: How to Complete the Section 1, Employee Information Sheet and Who Needs to Complete the Form I-9.

**\*\*\*The links on this page will not populate on a mobile device**

Form I-9 - Section 1

**Introduction**

### Instructions

The information requested on the following screens is information that is collected on the Form I-9, which is required to be completed by the first day of your new employment. Most information is required and will be indicated as such. The links below provide additional information and instructions regarding completion of the Form I-9.

#### Completing Section 1 - Employee Information and Attestation

<https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-1-employee-information-and-attestation>

General information document found on USCIS web site about what is involved with completing Section 1 from an employee perspective

#### Employee Information Sheet

<https://www.e-verify.gov/sites/default/files/everify/infosheets/FormI9EmployeeInfoSheet.pdf>

Brief, FAQ document for employees provided by government USCIS

#### Who Needs the Form I-9

<https://www.uscis.gov/i-9-central/complete-correct-form-i-9/who-needs-form-i-9>

Explanation about the general requirement of completing the Form I-9

**Cancel** **Next**

Home Tasks Inbox Docs Support Profile

The HireRight system has “Fast Fill” capabilities. This allows the employee to upload an image of their ID and automatically populate specific areas of the Form I-9 Section 1. The employee can bypass this if they do not want to utilize it by selecting “Next”.

*\*\*\*The left side progress bar will not populate on a mobile device*

**Introduction**

**Use ID For Fast Fill**

### Use Fast Fill for quicker completion of Section 1

Would you like to use our "Fast Fill" option to enter data based upon your Driver's License or ID card? If so, Drop or Select an image file of your ID in the space below. Mobile users can take a picture of their documents and use the picture.

The employee will enter the details into Section 1.

**\*\*\*Note that all required field must be populated or they will not be able to proceed.**

**Introduction**

**Use ID For Fast Fill**

**Name and Address**

### Name Information

**Last Name (Family Name)**

**First Name (Given Name)**

**Middle Initial**

**Other Last Names Used (if any)**

Enter 'N/A' if not applicable

### Address Information

**Address (Street Number and Name)**

**Apt. Number**

Max. 256 chars, Min. 2 chars Enter 'N/A' if not applicable

**City or Town**

**State**

**ZIP Code**

Max. 64 chars, Min. 2 chars Max. 15 chars, Min. 5 chars

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**Introduction**

**Use ID For Fast Fill**

**Name and Address**

**SSN and Add'l Info**

### Additional Employee Details

I have already applied for a U.S. Social Security Number ⓘ

**U.S. Social Security Number ⓘ**  
Enter your Social Security Number  
Enter digits only

**Confirm Social Security Number ⓘ**  
Re-enter your Social Security Number  
Re-enter SSN

**Date of Birth (mm/dd/yyyy) ⓘ**  
Enter Date of Birth (mm/dd/yyyy)

**Employee's E-mail Address ⓘ**  
(Optional) Enter Employee Email Address  
Enter N/A if not provided

**Employee's Telephone Number ⓘ**  
Enter Employee Phone Number or N/A  
Enter N/A if not provided

**Cancel Previous Next**

**Introduction**

**Use ID For Fast Fill**

**Name and Address**

**SSN and Add'l Info**

**Citizenship Info**

I, as an employee, am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with completion of this form.

**I attest under penalty of perjury that I am:**

- A citizen of the United States
- A noncitizen national of the United States ⓘ
- A lawful, permanent resident ⓘ
- An alien authorized to work ⓘ

**Cancel Previous Next**

- Introduction
- Use ID For Fast Fill
- Name and Address
- SSN and Add'l Info
- Citizenship Info
- Review and Attest**

### Review Information

Full Name  
Emma M Employee

Other Name(s) Used  
N/A

U.S. Social Security Number  
6789

Date of Birth  
05/01/1984

Address  
123 ABC<br/>-4B  
Detroit, MI 48021

Employee Email Address  
email@rm.com

Employee Phone Number  
n/a

I (Employee) attest under penalty of perjury, that I am  
A citizen of the United States

### Employee Attestation

Please review and sign below.

I (employee) 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 by clicking the button below and selecting "Yes - Continue" will represent my signature acknowledging that I understand the statement above and that I confirm the accuracy of the information I have provided as indicated above.

If I do not wish to consent to this electronic transaction, or if the information entered above is not correct, I understand that "No - Cancel" will cancel this process and not save any of this information.

I understand that the Form I-9 contains a disclosure and a consent which are usually provided in written form. I understand that I have the right to receive such disclosures and give my consent or authorization on paper instead of electronically.

I understand that any consent given here applies only to the electronic transactions related to this Form I-9, and that I can access the electronic records by contacting the employer. I further understand that I may request a paper copy of any consent or authorization I give electronically. I may receive such paper copies at no cost within the next 60 days by contacting the employer.

To sign within the signature box, click on your mouse and sign using the mouse. click 'Clear' if an error is made.



Sign Above Line

Generate Clear

Cancel Previous Next

- Introduction
- Use ID For Fast Fill
- Name and Address
- SSN and Add'l Info
- Citizenship Info
- Review and Attest
- Assistance Used?**

### Preparer / Translator Assistance

Did another individual (i.e. a translator) assist in the completion of Section 1 of the Form I-9?

Yes  No

Cancel Previous Next

Introduction

Use ID For Fast Fill

Name and Address

SSN and Add'l Info

Citizenship Info

Review and Attest

Assistance Used?

Thank You

**Thank You!**

Thank you for completing Section 1 of your Form I-9. You must remember to meet with your Employer Designate to complete Section 2 of the Form I-9 process, before your third day of employment. Remember, be sure to bring the unexpired, original document(s) you selected, or a paper copy of those documents, if electronic copies were not uploaded.

Finish

Cancel Previous Finish

Once the employee completes the series of steps for Section 1, they are redirected to the Tasks page. If they need to define someone to complete Section 2 with them, they can click the link and follow the steps to identify that individual.

If the employee is not prepared to enter the Agent details, they are able to log back in and complete at a later time.

**Stuff I Need to complete**

These tasks need to be completed

Find / Assign Third-Party Representative  
Find an individual to complete the associated task.

Employee will review Instruction page and select next.

Find an Agent - Section 2 - Form I-9

Introduction

**Instructions**

Please provide the contact information and details for the person you are assigning to complete the task(s) below. This person will receive an email at the address specified to confirm their information prior to being able to complete the task. Additional

Cancel Next

Employee must define the below details for an agent:

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- First/Last Name
- Agent Email
- Agent Phone Number
- Agent Address Details

\*\*\*Note: Agent email address cannot be the same as the employees' email address

Find an Agent - Section 2 - Form I-9

Introduction

Agent Details

Contact Information

Last Name (Family Name)

First Name (Given Name)

Primary E-mail Address (Used as login)

Primary Phone Number

Valid Email address Valid Phone Number

Address Information

Address (Street Number and Name)

Apt. Number

Max. 256 chars, Min. 2 chars

City or Town

State

ZIP Code

Max. 64 chars, Min. 2 chars Max. 15 chars, Min. 5 chars

Cancel Previous Next

Find an Agent - Section 2 - Form I-9

Introduction

Agent Details

Thank You

Thank You!

Thank you for completing the Find an Agent wizard.

Finish

Cancel Previous Finish

Stuff I Need to complete

These tasks need to be completed

Nothing! All your tasks have been completed.

Once this process is complete, the Agent will receive an email to complete Section 2 with the employee.

Refer to “How to Complete Section 2” for additional instructions.

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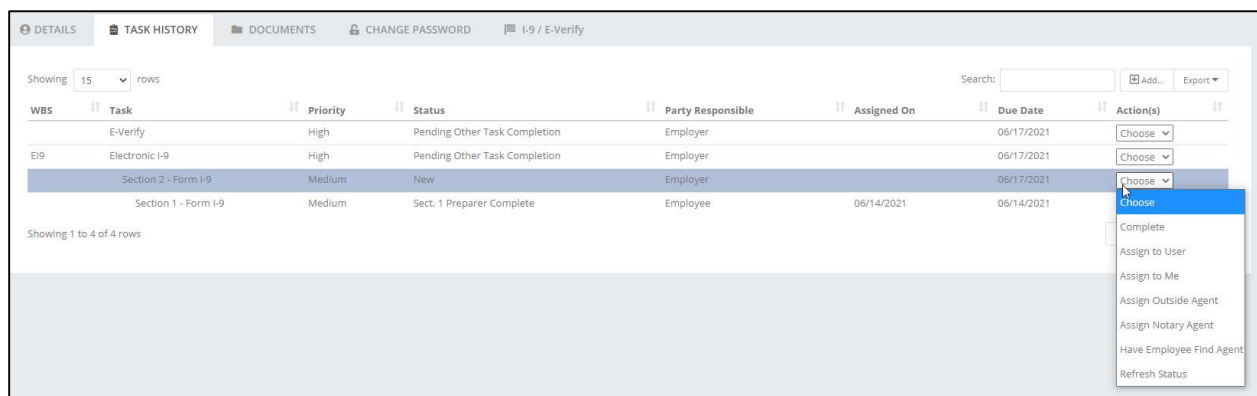
## Section 2 Completion Options

HireRight provides employers several ways to complete an employee's Section 2 of the Form I-9. This guide will detail each option and the processes they entail.

The available options in the system are indicated below:

1. Complete
2. Assign to User
3. Assign to Me
4. Assign Outside Agent
5. Assign Notary Agent
6. Have Employee Find Agent
7. Refresh Status

All options are found within the Employee's record on the Task History tab. *\*\*If the Incomplete Section 2 widget is enabled, a user can assign the Section 2 completion option from the widget.*



The screenshot displays the 'TASK HISTORY' tab in the HireRight system. It shows a table with columns for WBS, Task, Priority, Status, Party Responsible, Assigned On, Due Date, and Action(s). The 'Section 2 - Form I-9' task is highlighted, and its 'Action(s)' dropdown menu is open, showing options: Complete, Assign to User, Assign to Me, Assign Outside Agent, Assign Notary Agent, Have Employee Find Agent, and Refresh Status.

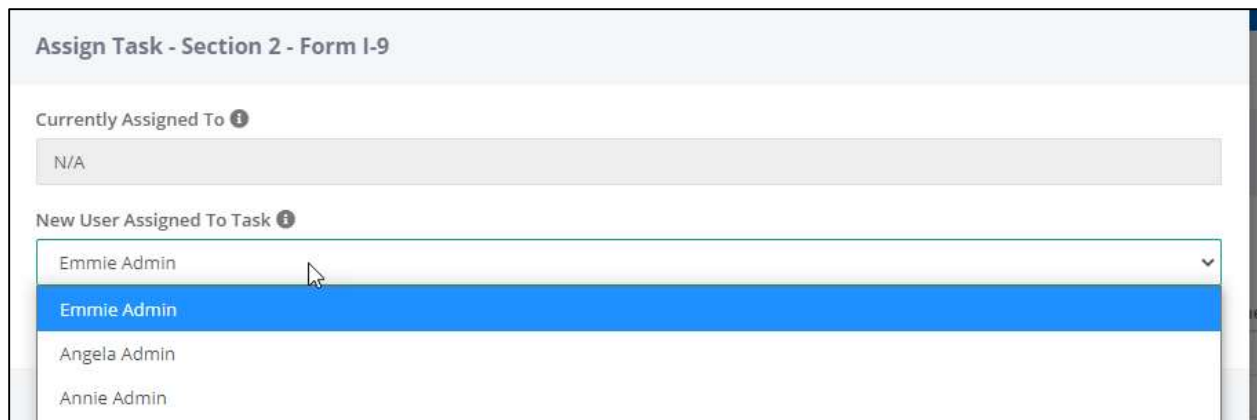
WBS	Task	Priority	Status	Party Responsible	Assigned On	Due Date	Action(s)
E19	E-Verify	High	Pending Other Task Completion	Employer		06/17/2021	Choose
E19	Electronic I-9	High	Pending Other Task Completion	Employer		06/17/2021	Choose
	Section 2 - Form I-9	Medium	New	Employer		06/17/2021	Choose
	Section 1 - Form I-9	Medium	Sect. 1 Preparer Complete	Employee	06/14/2021	06/14/2021	Choose

### Complete

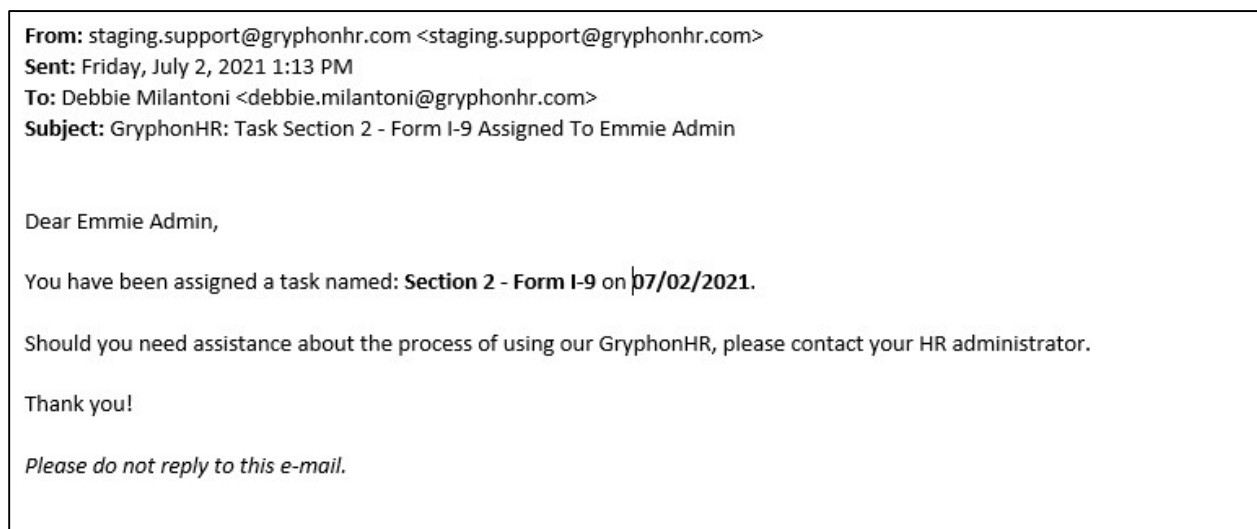
The Complete option allows a user to complete the section 2 with the employee directly. The employee must be present to use this option and they must present original unexpired documents to proceed.

### Assign to User

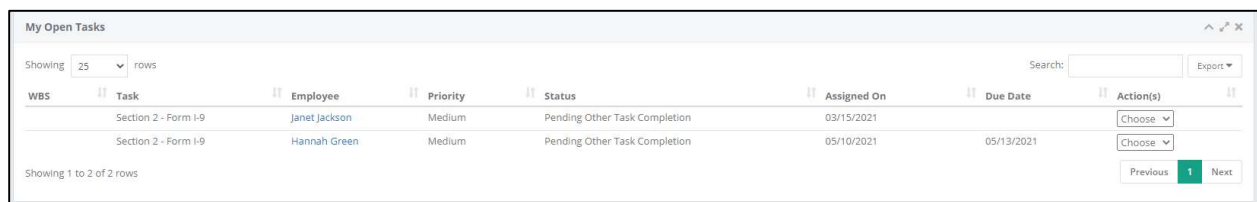
This option allows the User to assign the Section 2 task to another System User. Once selected, a drop-down list will appear with all of the Users. Select the appointed user and then select "Assign".



Once the user has been assigned, they will receive an email from the system indicating that they have been assigned a Section 2 to complete.

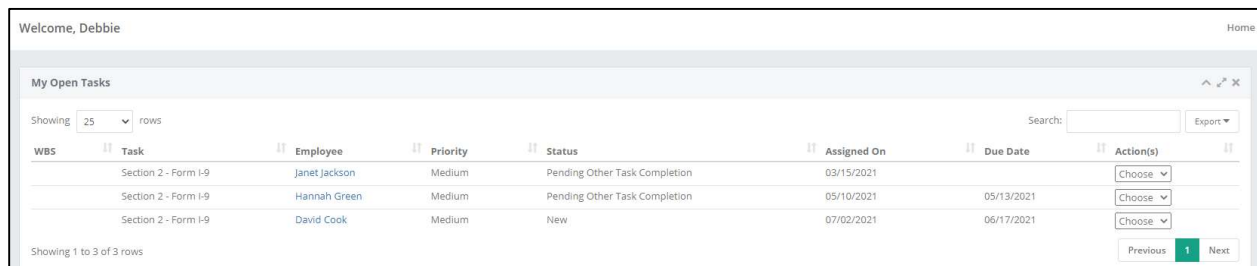
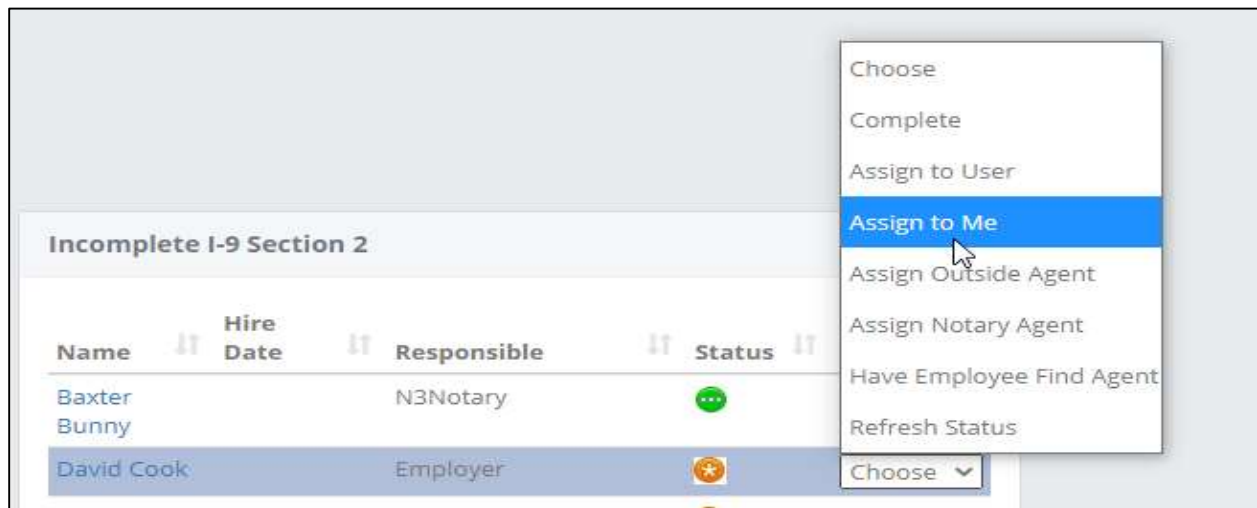


When the User logs in, they will see the assigned employee under the “My Tasks” on the Dashboard (if the My Tasks widget is enabled).



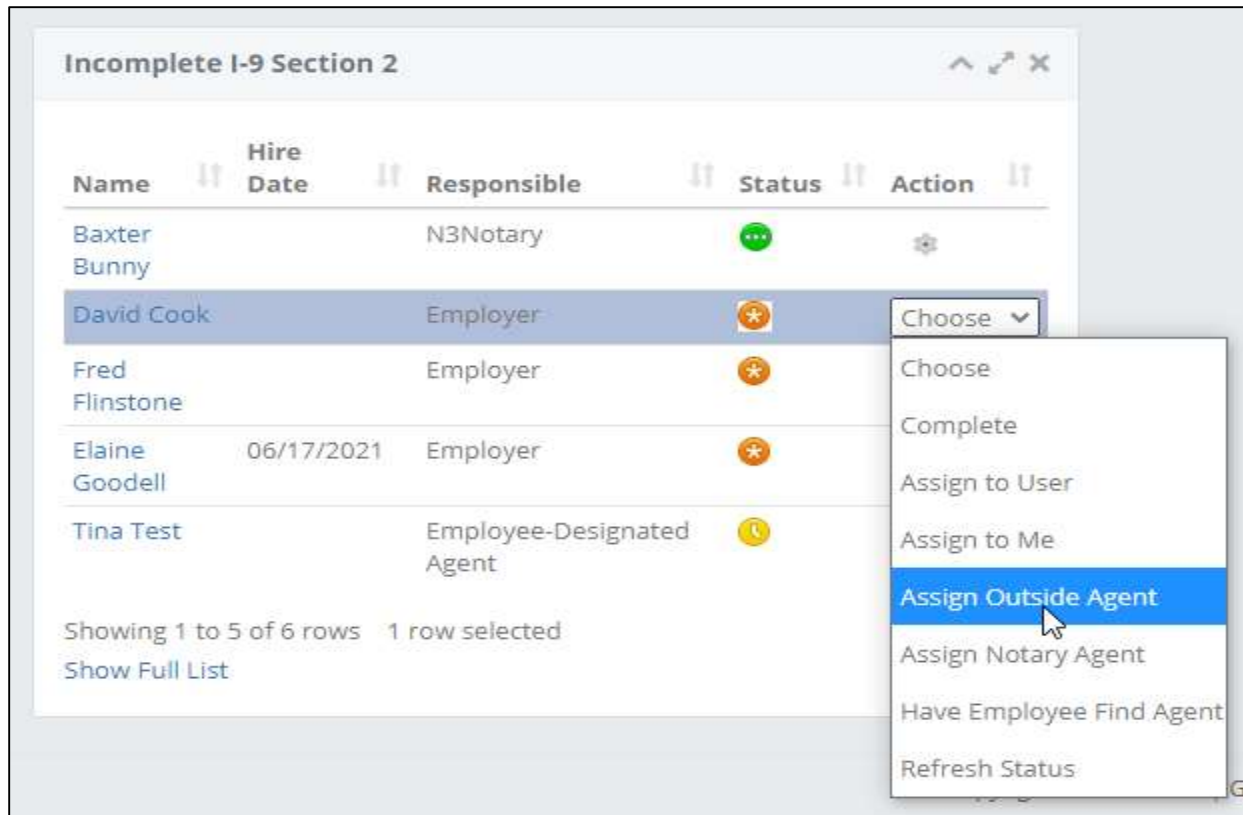
## Assign to Me

This option allows the User to assign the Section 2 task to themselves. When they login, they will see the assigned task in their My Open Tasks widget on the Dashboard.

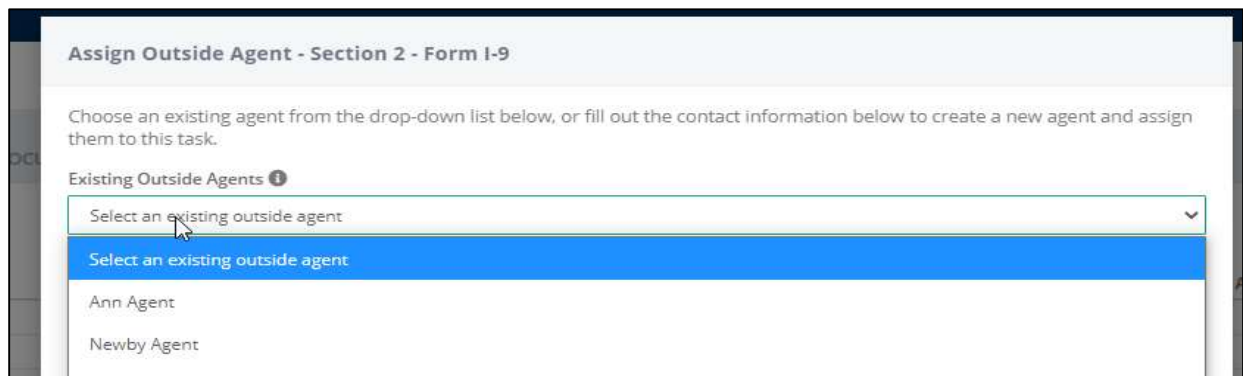


## Assign to Outside Agent

This option allows you to assign an outside party to complete the Section 2 task.



The User has two options. Select an existing agent from the dropdown box as seen here, or



Enter an agent in the Assign Agent Details screen that populates. Note that the User is only required to enter the Agents First and Last Name, phone Number and Email Address.

### Assign Outside Agent - Section 2 - Form I-9

Choose an existing agent from the drop-down list below, or fill out the contact information below to create a new agent and assign them to this task.

Existing Outside Agents ⓘ

Select an existing outside agent

First Name (Given Name) ⓘ: Deborah

Last Name (Family Name) ⓘ: Milan

Primary Phone Number ⓘ: 586-778-7878

Primary E-mail Address (Used as login) ⓘ: dm@gryphonhr.com

Address (Street Number and Name) ⓘ: 123 Street

Apt. Number ⓘ: 4B

City or Town ⓘ: Detroit

State ⓘ: Michigan

ZIP Code ⓘ: 48021

Max. 256 chars, Min. 2 chars

Max. 64 chars, Min. 2 chars

Max. 15 chars, Min. 5 chars

Close

The agent will receive an email indicating that they have a request to complete and will be provided the Agent link and their User Name. If the agent has never been assigned to complete a Section 2 previously, they will also receive an email with their password. If they have signed into the agent portal previously, they will be prompted to enter their original password. If they do not remember the password, they have the ability to select “forgot password” and then create a new one.

The agent will then login and complete the Section 2 with the employee.

### Assign to a Notary

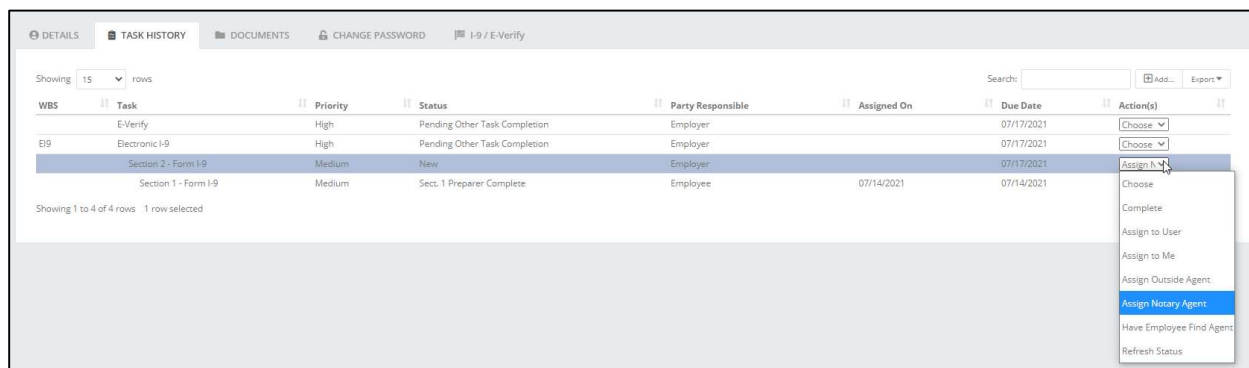
Assign a Notary is an integrated third-party option that allows a user to request an outside agent from the N3 Notary Network to complete Section 2 of the Form I-9. The user will need to indicate the zip code that the appointment needs to take place in during the creation of the request.

Once the details are entered into HireRight, the notary network will receive a notification indicating that a request has been made and they will work to assign a notary. The request will update throughout the

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process to indicate the status of the order. For example, once the request is assigned to a notary, the Order Status will reflect “assigned”. Other statuses include: New, Scheduled, Completed or Attempted.

The below screen allows you to select “Assign a Notary”.



The below screen will populate and requires the user to confirm that the employee details are correct. The details populate from the employee’s previously completed Section 1. If the Section 1 incomplete you will need to enter the employee details and zip code in order to create the request. *Be sure that the zip code is correct as this is the zip code the Notary Network will use to find a Notary in that area.*

A user can also select a “Rush” request on this page. A “Rush” request is typically completed within 24 to 48 hours and additional fees are incurred (on top of the normal Notary Request fee).

### Notary Provider Request - Electronic I-9

**Order Status** ⓘ

New

**Date Appt. Completed By** ⓘ

Requested Completed By Date 📅

**Rush Request?** ⓘ

**Employee First Name** ⓘ

Tu

**Employee Last Name** ⓘ

Pac

**Primary Phone of Employee** ⓘ

800-555-1234

**Primary Email of Employee** ⓘ

dm@transcendsoftware.net

**City of Appt. Request** ⓘ

Detroit

**State of Appt. Request** ⓘ

Michigan

**Postal Code of Appt. Request** ⓘ

48021

Place Request

Close

After the Notary Request has been made, a new task line appears in the Employee Task History page. From here you can select the Choose option and select the View/Edit order option from the dropdown that appears.

Employee Profile - Betty Boop Home / Administration / Employee Admin / Betty Boop

DETAILS TASK HISTORY DOCUMENTS CHANGE PASSWORD I-9 / E-Verify

Showing 15 rows Search:  Add. Export

WBS	Task	Priority	Status	Party Responsible	Assigned On	Due Date	Action(s)
	E-Verify	High	New	Employer			Choose
E19	Electronic I-9	High	Pending Other Task Completion	Employer			Choose
	Section 2 - Form I-9	Medium	Pending Other Task Completion	N3Notary		07/09/2021	Choose
	Section 1 - Form I-9	Medium	Complete	Employee	09/14/2020		Choose
	Find / Assign a Notary	High	In Progress	N3Notary			Choose Choose Choose View / Update Order

Showing 1 to 6 of 6 rows



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The page that populates shows both the Order Status and the Order ID number. You can track status of the request from this page.

### Notary Provider Request - Section 2 - Form I-9

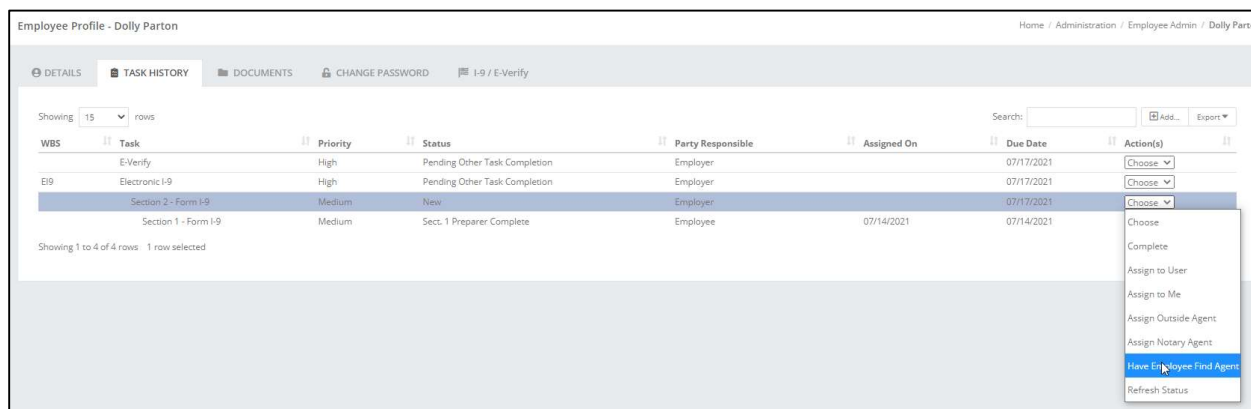
<b>Order Status</b> ⓘ	<b>Order ID</b> ⓘ
Request Received	2211653
<b>Date Appt. Completed By</b> ⓘ	<b>Rush Request?</b> ⓘ
07/06/2021 	<input type="checkbox"/>
<b>Employee First Name</b> ⓘ	<b>Employee Last Name</b> ⓘ
Betty	Boop
<b>Primary Phone of Employee</b> ⓘ	<b>Primary Email of Employee</b> ⓘ
5864651234	debbie.milantoni@transcendsoftware.net
<b>City of Appt. Request</b> ⓘ	
Edina	
<b>State of Appt. Request</b> ⓘ	<b>Postal Code of Appt. Request</b> ⓘ
Minnesota 	55436

 Close

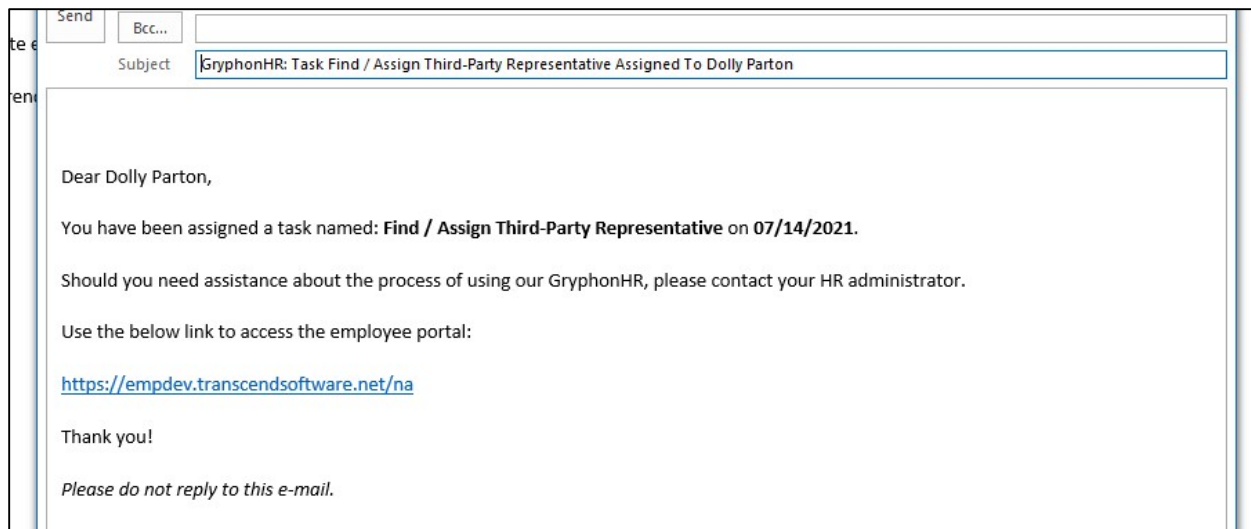
**\*\*\*Refer to the Notary Network User Guide for any additional Notary Details**

## Have Employee Find Agent

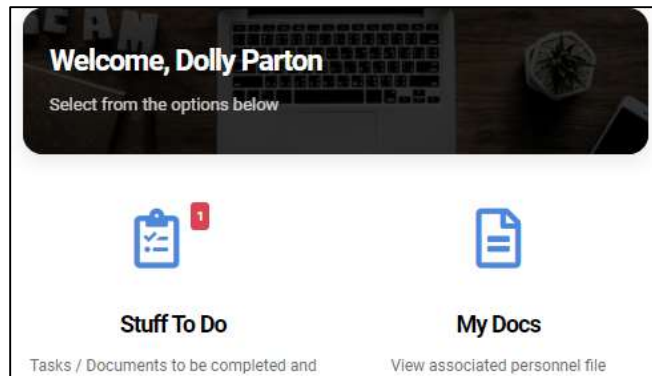
This option allows the User to task the employee to find an agent to assist them in completing Section 2 of the Form I-9.



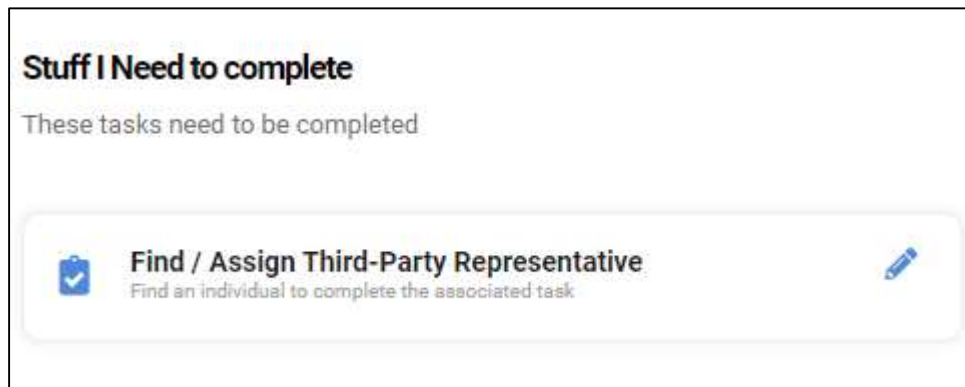
The employee receives an email indicating to them they have a task assigned to them in their employee portal. The employee logs in using their user's name and password and indicates who will be assisting them.



The employee clicks on the "Stuff to Do" task within their portal.



The employee selects the “Find/Assign Third-Party Representative”



Instructions populate then the employee selects “Next”. *\*\*Instructions are customizable and can be updated to fit the clients needs.*

## Instructions

Please provide the contact information and details for the person you are assigning to complete the task(s) below. This person will receive an email at the address specified to confirm their information prior to being able to complete the task. Additional

Cancel

Next

The employee enters the below details:

- **\*\*Agent Last Name (required)**
- **\*\*Agent First Name (required)**
- **\*\*Primary Email Address (required)**
- **\*\*Primary Phone Number (required)**
- Address
- City
- State
- Zip

Find an Agent - Section 2 - Form I-9

### Contact Information

**Last Name (Family Name) ⓘ**  
Enter Last Name

**First Name (Given Name) ⓘ**  
Enter First Name

**Primary E-mail Address (Used as login) ⓘ**  
Enter Email Address (Will be confirmed)  
Valid Email address

**Primary Phone Number ⓘ**  
Enter Phone Number  
Valid Phone Number

### Address Information

**Address (Street Number and Name) ⓘ**  
Enter Primary Address  
Max. 256 chars, Min. 2 chars

**Apt. Number ⓘ**  
Enter Additional Address Info

**City or Town ⓘ**  
Enter City of Primary Address  
Max. 64 chars, Min. 2 chars

**State ⓘ**  
Select a State / Province

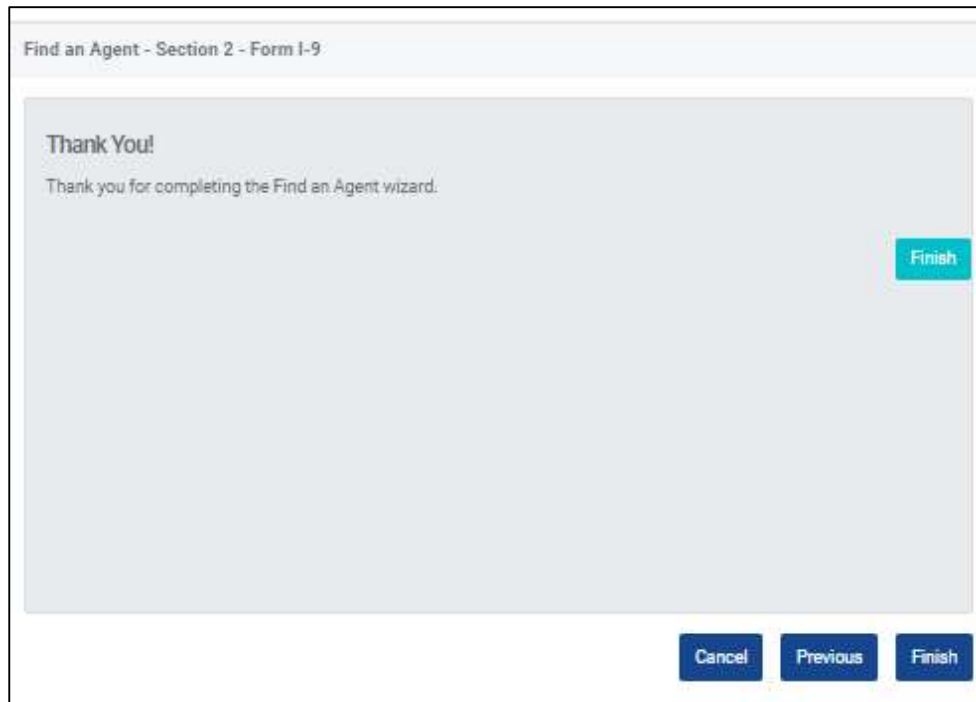
**ZIP Code ⓘ**  
Enter Zip Code of Primary Address  
Max. 15 chars, Min. 5 chars

Home    Tasks    Jobs    Files    Support    Profile

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Once complete, the employee is notified the process is complete.



The identified agent receives an email containing a URL and user name and a secondary email containing a password which allows them to access the employees Section. The employee and agent login together and complete the Section 2 process.

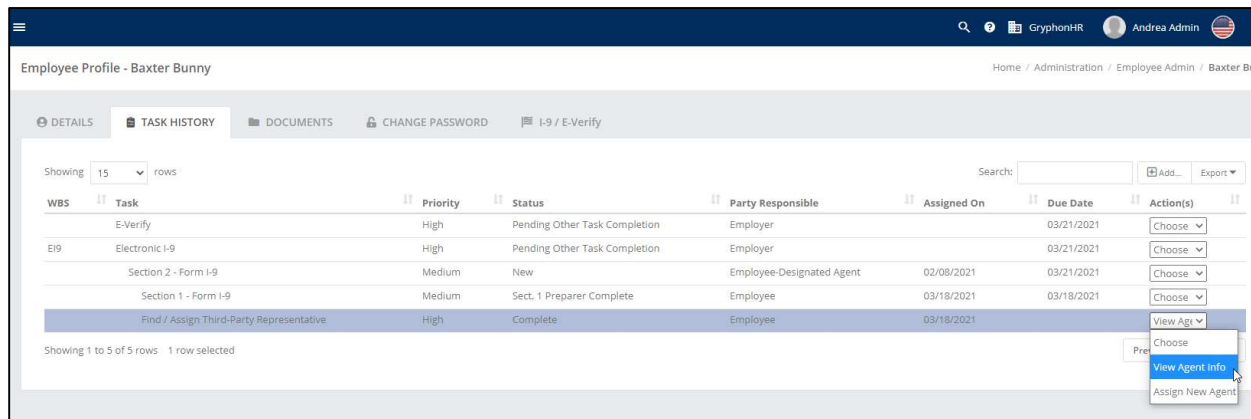
### **Refresh Status**

When a Section 2 is assigned a Section 2 option and that option needs to be updated to reflect a different choice, select the “Refresh Status” option. Once done, you will have the ability to reassign the Section 2 to another method for completion.

*\*\*\*The Notary Network option will not refresh and allow an update due to the integration.*

## Viewing Agent Details Assigned to a Task

Once an Agent has been assigned to a task, an option to view the Agent Info appears in the “Find /Assign Third Party Representative”. Select the “View Agent” option in the drop-down box. You can also reassign to a new agent if needed. This removes the existing agent and allows you to select another option from the Section 2 drop-down.



Once View/Agent Info is selected from, the below page populates with the agent details.



## Section 2 Process

Below are the steps to complete Section 2

### 1. Instructions:

Welcome, Andrea

**Introduction**

Document Selection

Document Image Upload

Document Completion

Document Review

Agent Attestation

Thank You

**Introduction**

You are assisting in the completion of Section 2 of the Form I-9. Your participation is very important and appreciated. Please review the employee's document(s) that are presented, and enter the information accurately. When finished, please sign off and attest to the information collected.

Cancel Previous Next

### 2. Document Selection and Upload. Only the documents associated with the employee's citizenship status in Section 1 will be available for selection.

**Document Selection**

The employee must be allowed to choose which document(s) he or she wants to present from the Lists of Acceptable Documents. You must accept any document(s) from the Lists of Acceptable Documents presented by the individual that reasonably appear on their face to be genuine and to relate to the person presenting them. You may not specify which document(s) an employee must present. If documents presented do not match the listing below, ask the employee to confirm the citizenship status selected in Section 1, or contact their Human Resources representative for further direction. For a complete listing of acceptable documents and categories of individuals, Click-Here.

**Choose Document:**

Click on the document the employee is presenting from the options below. Note: Depending upon the document selected, you may be prompted again for additional document(s) to present.

Employment Authorization Document w/ photo (Form I-766) <b>List 1</b>	Foreign Passport w/ Arrival / Departure Record (Form I-94) <b>List 1</b>	Driver's License or State ID Card <b>List 2</b>	ID Card issued by Federal, State or Local Government <b>List 2</b>	School ID Card with a photograph <b>List 2</b>	Voter's Registration Card <b>List 2</b>
U.S. Military Card or Draft Record <b>List 2</b>	Military dependant's ID Card <b>List 2</b>	U.S. Coast Guard Merchant Mariner Card <b>List 2</b>	Native American tribal document <b>List 2</b>	Driver's License issued by a Canadian government authority <b>List 2</b>	School record or Report Card <b>List 2</b>
Clinic, doctor or hospital record <b>List 2</b>	Day-care or nursery school record <b>List 2</b>	Minor under age 18 without a List B document <b>List 2</b>	Special Placement <b>List 2</b>		

Cancel Previous Next

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### 3. Enter the document details.

**Document Completion**

USCIS issues the Employment Authorization Document (Form I-766) to individuals granted temporary employment authorization in the United States. The card contains the bearer's photograph, fingerprint, card number, Alien number, birth date, and signature, along with a holographic film and the DHS seal. The expiration date is located at the bottom of the card. Cards may contain one of the following notations above the expiration date: "Not Valid for Reentry to U.S.", "Valid for Reentry to U.S.", or "Serves as I-512 Advance Parole."



Sample Document

Issuing Authority

Document Number

Expiration Date (if any)

A/USCIS Number

Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.

[Cancel](#) [Previous](#) [Next](#)

### 4. Review and confirm accuracy for document details

**Document Review**

Please review below, the document information collected and entered for this employee. Click on the Edit / View links if you need to change any details.

**Document Name**  
Employment Authorization Document w/ photo (Form I-766)

**Category Code**  
A02

**Issuing Authority**  
USCIS

**Document Number**  
L1NY234567890

**Expiration Date**  
07/14/2023

**USCIS Number**  
123456789

**Document Uploaded**  
AX-DL.PNG



[Cancel](#) [Previous](#) [Next](#)


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## 5. Confirm Start date, attest and sign

Agent Attestation  
Please review, enter, and confirm the start date for the employee, and then attest and sign off below.

Start Date   
07/29/2021 

Confirm Start Date 

Today's Date:  
7/14/2021 12:00:00 AM

Authorized Representative Name:  
Andrea Admin

Title of Authorized Representative:  
Authorized Representative

Employer's Business Name:  
GryphonHR

Employer's Address:  
4886 Menominee Lane, Clarkston, MI 48348

Read the attestation below, click the box to acknowledge and accept the statement, and sign below.

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, and to the best of my knowledge the employee is authorized to work in the United States.

To sign within the signature box, click on your mouse and sign using the mouse. click 'Clear' if an error is made.

Andrea Admin

Sign Above Line   Generate   Clear

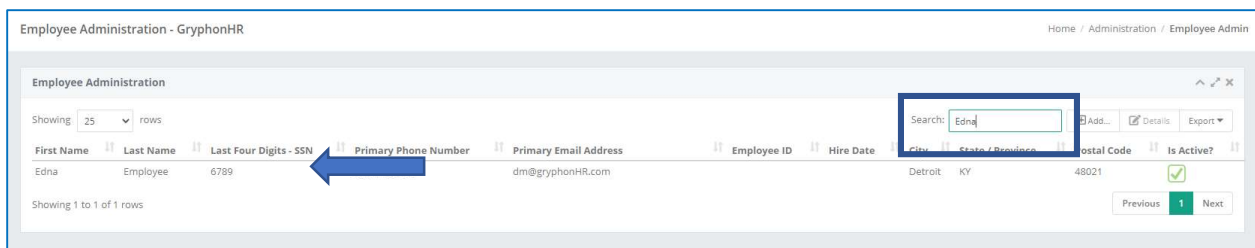
## 6. Confirmation of completion

Thank You  
Section 2 of the Form I-9 is now complete. Thank you for participating in the completion of the Form I-9.

## Form I-9 Completion: Section 2

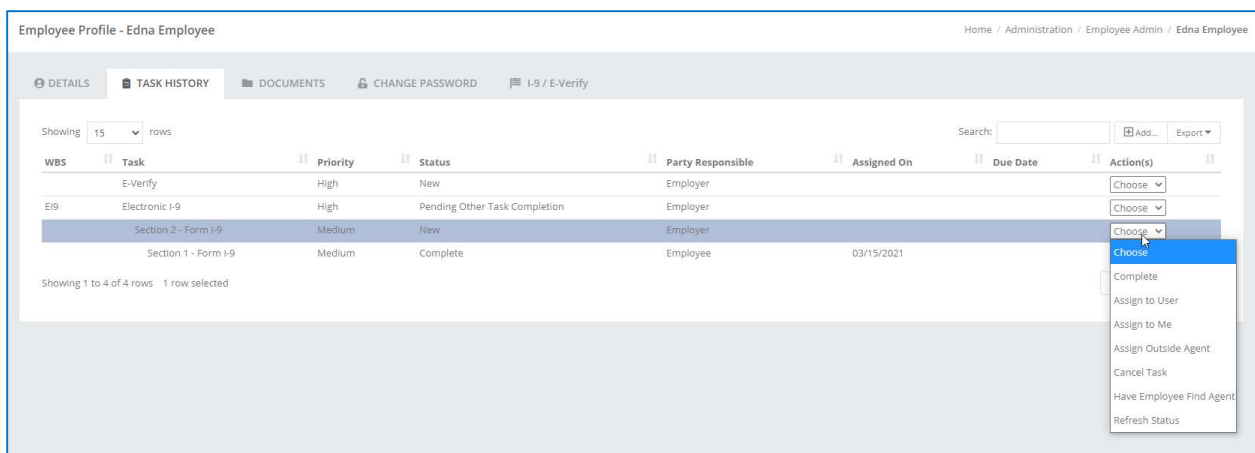
This guide walks through the completion of Section 2 from a User perspective.

The first step in the process is to search for the employee on the Employee tab. Enter the employee's name in the search box and then double click on their name once populated.



This takes you directly to the Employee Details tab. To access the task to complete Section 2, you will need to navigate to the "Task History" tab. Select "Complete" in the Dropdown box to be directed to the Employee's Section 2.

**\*\*\*If you select "Assign to Me" you will be sent an email with a user name and password to complete Section 2.**



### Steps to complete Section 2

1. Read the Introduction and select "Next"

Welcome, Debbie

**Introduction**

Document Selection

Document Image Upload

Document Completion

Document Review

Agent Attestation

Thank You

**Introduction**

You are assisting in the completion of Section 2 of the Form I-9. Your participation is very important and appreciated. Please review the employee's document(s) that are presented, and enter the information accurately. When finished, please sign off and attest to the information collected.

Cancel Previous Next

## 2. Select the document(s) and select Next

Welcome, Debbie

**Introduction**

**Document Selection**

Document Image Upload

Document Completion

Document Review

Agent Attestation

Thank You

**Document Selection**

The employee must be allowed to choose which document(s) he or she wants to present from the Lists of Acceptable Documents. You must accept any document(s) from the Lists of Acceptable Documents presented by the individual that reasonably appear on their face to be genuine and to relate to the person presenting them. You may not specify which document(s) an employee must present. If documents presented do not match the listing below, ask the employee to confirm the citizenship status selected in Section 1, or contact their Human Resources representative for further direction. For a complete listing of acceptable documents and categories of individuals, Click Here.

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

<b>U.S. Passport or U.S. Passport Card</b> List 1	Driver's License or State ID Card List 2	ID Card issued by Federal, State or Local Government List 2	School ID Card with a photograph List 2	Voter's Registration Card List 2	U.S. Military Card or Draft Record List 2
Military dependant's ID Card List 2	U.S. Coast Guard Merchant Mariner Card List 2	Native American tribal document List 2	Driver's License issued by a Canadian government authority List 2	School record or Report Card List 2	Clinic, doctor or hospital record List 2
Day-care or nursery school record List 2	Minor under age 18 without a List B document List 2	Special Placement List 2			

Cancel Previous Next

## 3. Upload the Document and select Next

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Welcome, Debbie


Welcome, Debbie

- Introduction
- Document Selection
- Document Image Upload**
- Document Completion
- Document Review
- Agent Attestation
- Thank You

### Document Image Upload

Upload a clear, legible copy of the document(s) the employee presented in the previous step as requested below.


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



Sample Document

Drag & Drop File Here

OR



[Cancel](#) [Previous](#) [Next](#)


#### 4. Enter the document details and select Next

Welcome, Debbie

- Introduction
- Document Selection
- Document Image Upload
- Document Completion**
- Document Review
- Agent Attestation
- Thank You

### Document Completion

The U.S. Department of State issues the U.S. passport to U.S. citizens and noncitizen nationals. There are a small number of versions still in circulation that may differ from the main versions shown here.<



Sample Document

Issuing Authority ⓘ  
US Department of State

Document Number ⓘ  
Enter Document Number

Expiration Date (if any) ⓘ  
01/01/1900

[Cancel](#) [Previous](#) [Next](#)

5. Review the Document details. If correct, select Next. If incorrect or changes need to be made, select Previous.

Welcome, Debbie

**Document Review**

Please review below, the document information collected and entered for this employee. Click on the Edit / View links if you need to change any details.

<b>Document Name</b>	U.S. Passport or U.S. Passport Card
<b>Issuing Authority</b>	US Department of State
<b>Document Number</b>	123456789
<b>Expiration Date</b>	10/24/2025
<b>Document Uploaded</b>	EAD.PNG

[Cancel](#) [Previous](#) [Next](#)

6. Confirm the start date and review the agent attestation. If you agree to the attestation, select the checkbox and then electronically sign Section 2.

**Agent Attestation**

Please review, enter, and confirm the start date for the employee, and then attest and sign off below.

**Start Date**  
03/15/2021

Confirm Start Date

**Today's Date:**  
3/15/2021 12:00:00 AM

**Authorized Representative Name:**  
Debbie Milanoni

**Title of Authorized Representative:**  
System Administrator

**Employer's Business Name:**  
GryphonHR

**Employer's Address:**  
4886 Menominee Lane, Clarkston, MI 48348

Read the attestation below, click the box to acknowledge and accept the statement, and sign below.

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, and to the best of my knowledge the employee is authorized to work in the United States.

To sign within the signature box, click on your mouse and sign using the mouse. click 'Clear' if an error is made.

Sign Above Line [Generate](#) [Clear](#)



[Cancel](#) [Previous](#) [Next](#)


Once you have signed, select Next

Welcome, Debbie

**Agent Attestation**

Please review, enter, and confirm the start date for the employee, and then attest and sign off below.

Start Date  03/15/2021 

Confirm Start Date 

**Today's Date:**  
3/15/2021 12:00:00 AM

**Authorized Representative Name:**  
Debbie Milantoni

**Title of Authorized Representative:**  
System Administrator


**Employer's Business Name:**  
GryphonHR

**Employer's Address:**  
4886 Menominee Lane, Clarkston, MI 48348

Read the attestation below, click the box to acknowledge and accept the statement, and sign below.

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, and to the best of my knowledge the employee is authorized to work in the United States.

To sign within the signature box, click on your mouse and sign using the mouse, click 'Clear' if an error is made.

  
Sign Above Line

## 7. Select Finish upon Completion.

Welcome, Debbie

**Thank You**

Section 2 of the Form I-9 is now complete. Thank you for participating in the completion of the Form I-9.

If you participate in E-Verify and would like to process E-Verify after the Form is complete, navigate back to the Employee Task history page. Select Complete in the dropdown box within the E-Verify task. Refer to the E-Verify reference guide for additional details.

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Employee Profile - Edna Employee Home / Administration / Employee Admin / Edna Employee

[DETAILS](#) | [TASK HISTORY](#) | [DOCUMENTS](#) | [CHANGE PASSWORD](#) | [I-9 / E-Verify](#)

Showing 15 rows Search:  Add... Export

WBS	Task	Priority	Status	Party Responsible	Assigned On	Due Date	Action(s)
	E-Verify	High	New	Employer			Choose
E9	Electronic I-9	High	Complete	Employer			Choose
	Section 2 - Form I-9	Medium	Complete	Employer	03/15/2021		Complete
	Section 1 - Form I-9	Medium	Complete	Employee	03/15/2021		Complete

Showing 1 to 4 of 4 rows 1 row selected Previous 1 Next

## What is E-Verify?

E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

E-Verify is a voluntary program. However, employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to enroll in E-Verify as a condition of federal contracting. Employers may also be required to participate in E-Verify if their states have legislation mandating the use of E-Verify, such as a condition of business licensing. Finally, in some instances employers may be required to participate in E-Verify as a result of a legal ruling.

E-Verify, which is available in all 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, and Commonwealth of Northern Mariana Islands, is currently the best means available to electronically confirm employment eligibility.

E-Verify works by comparing the information employees provide for Form I-9, Employment Eligibility Verification, against records available to SSA and DHS. Generally, if the information matches, the employee's case receives an Employment Authorized result in E-Verify. If the information does not match, the case will receive a Tentative Nonconfirmation (TNC) result and the employer must give the employee an opportunity to take action to resolve the mismatch.

Employers must understand and follow the proper E-Verify procedures which are designed to ensure fair treatment and due process for all employees.

## When Creating E-Verify Cases

### DO:

- Review acceptable documents from Form I-9 Lists of Acceptable Documents.
- Review an identity document with a photo if the employee presented a List B document.

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- Create a case for each newly hired employee no later than the third business day after the employee starts work for pay.
- Enter the employee's email address in E-Verify if it was provided on Form I-9.
- Provide each employee who receives a Tentative Nonconfirmation (TNC) with notice and the opportunity to contest it.
- Print Further Action Notices and discuss them privately with employees who receive a TNC.
- Close cases properly.
- Safeguard all personally identifiable information.

#### **DO NOT:**

- Discriminate against workers because of their national origin, citizenship, or immigration status.
- Verify employees hired before November 7, 1986.
- Request specific documents from employees when completing Form I-9.
- Create cases for employees hired before the employer enrolled in E-Verify.
- Create duplicate cases for the same employee.
- Terminate or take adverse action against an employee because he or she receives a TNC.
- Share any login information, including user ID and password.

*\*\*\*Certain federal contractors may use E-Verify for employees hired before their enrolled in E-Verify*

<https://www.e-verify.gov/>

### **Monitoring and Compliance**

USCIS protects E-Verify against system misuse through monitoring and compliance activities, for example, identifying and resolving compliance issues and notifying employers of noncompliant behaviors. These monitoring and compliance activities assist and encourage E-Verify participants to use E-Verify as required by laws, rules, regulations and agency policies applicable to E-Verify and Form I-9, Employment Eligibility Verification. E-Verify Monitoring and Compliance:

- Detects employer misuse.
- Identifies and deters possible discriminatory practices.
- Gives guidance on the proper use of E-Verify.
- Contacts employers about potential case processing errors.
- Conducts desk reviews and site visits to assist employers with E-Verify program compliance.

Desk reviews take place by email and phone. Site visits take place in person. Both are opportunities for E-Verify staff and E-Verify participants and their users to discuss observations and recommendations.

USCIS conducts these monitoring and compliance activities to prevent misuse, abuse, discrimination, breach of privacy, and fraudulent use of E-Verify under applicable laws, rules, regulations.

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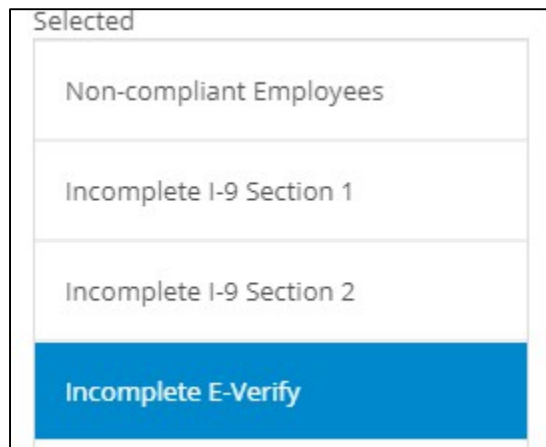
Improper use of E-Verify or Form I-9 indicating potential fraud, discrimination, or other illegal activities may be referred to Immigration and Customs Enforcement (ICE) and/or the Department of Justice.

<https://www.e-verify.gov/employers/monitoring-and-compliance>

### E-Verify and HireRight

HireRight integrates with E-Verify to easily allow you to send the details from your employee's Form I-9 to E-Verify and process the responses in one easy to use system.

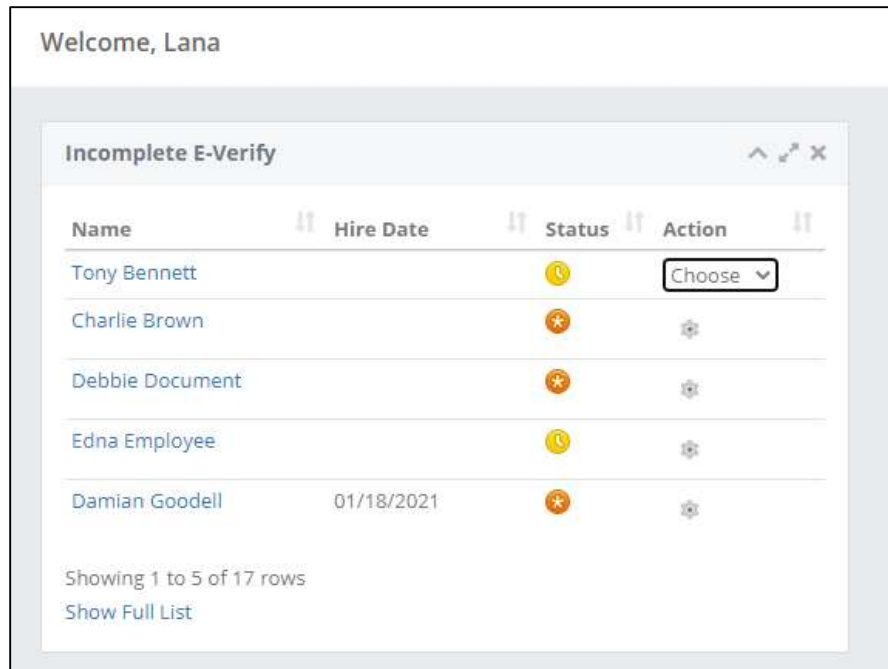
The HireRight platform has a widget that allows you to view any incomplete E-Verify cases from the Dashboard. A user can access the cases and process them accordingly from the widget. To enable this widget, select Incomplete E-Verify from the list of options.



Once selected, the Incomplete E-Verify widget will display on the Dashboard and you can easily access the cases from here.

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To process E-Verify from the employee record, a user can either select the E-Verify task from the Task history page, or can select process case from the I-9/E-Verify Tab.



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Employee Profile - Elaine Goodell

Home / Administration / Employee Admin / Elaine Goodell

DETAILS TASK HISTORY DOCUMENTS CHANGE PASSWORD I-9 / E-Verify

View I-9

I-9 Information

Citizenship Status  
A citizen of the United States

Work Until Date  
N/A

Hire / Rehire Date  
3/24/2021

Terminated On  
N/A

Can Purge On  
N/A

Rehire Terminate

E-Verify Information

Case Number  
N/A

Employee Name  
N/A

Submitted by  
N/A

Case Status  
N/A

Process Case

## E-Verify Responses

### Employment Authorized

There are several responses an employee could potentially receive from E-Verify. The most common is an Employment Authorized response. When an employee receives an Employment Authorized response, there is no further action required.

E-Verify Case Processing

E-Verify Case Processing

E-Verify Case: 2021146142012AK

**Employee:** Elaine Goodell

**Case Status:** Case Closed.

**Final Authorization:** Employment Authorized.

Exit

Once E-Verify is complete, the employee record will update to display this on the I-9-E-Verify Tab.

The screenshot displays the 'Employee Profile - Elaine Goodell' page. The top navigation bar includes 'DETAILS', 'TASK HISTORY', 'DOCUMENTS', 'CHANGE PASSWORD', and 'I-9 / E-Verify'. The main content area is divided into three sections: 'View I-9' (with a document image and a 'View I-9' button), 'I-9 Information', and 'E-Verify Information'. The 'E-Verify Information' section is highlighted with a red border and contains the following details:

E-Verify Information	
<b>Case Number</b>	2021146142012AK
<b>Employee Name</b>	Elaine Goodell
<b>Submitted by</b>	Debbie Milantoni
<b>Case Status</b>	The case has been closed
<b>Current Case Result</b>	EMPLOYMENT_AUTHORIZED
<b>Closed Reason</b>	N/A
<b>List A/B Document</b>	U.S. Passport or U.S. Passport Card
<b>Document Number</b>	441209749
<b>Expiration Date</b>	2027-04-06

## Photo Match

Often, when an employee presents a List A document: US Passport or Passport card, a Permanent Resident Card (Form I-551) or an Employment Authorization Document (EAD/Form I-766) the system will prompt for a Photo Match. When this happens, the employer will compare the photo on the document to the photo that appears on the screen and confirm if the images match.


The employer will select from the below options:

- Yes, the photo matches the List A Document (presented)
- No, the photo does not match the document the employee presented
- No Valid Image is displayed

E-Verify Case Processing

E-Verify Case Processing

E-Verify Case: 2021146142012AK  
**Employee:** Elaine Goodell  
**Case Status:** DHS Photo Match Required



Does the photo displayed match the photo on the employee's List A Document?

Yes, the photo matches the List A Document

No, the photo does not match the document the employee presented.

No valid image is displayed.


[Process Photo Match](#) [Close Case](#) [Exit](#)

If you select that the Photo matches the document, the case will go to *Employment Authorized Case Closed* and no further action is required.

E-Verify Case Processing

E-Verify Case Processing

E-Verify Case: 2021146142012AK  
**Employee:** Elaine Goodell  
**Case Status:** Case Closed.  
**Final Authorization:** Employment Authorized.




[Exit](#)

When selecting *No valid image is displayed*, the case could return Employment Authorized, or you could be prompted to upload the document images (both front and back) of the documents presented by the employee. Once complete, the case will more than likely go into a Case in Continuance, which means E-Verify needs additional time to process the case. Once the response is updated, you will process the results accordingly.

Upload Front of List A document provided.

Upload Document Image (Front)




Passport.PNG

0.1 MB

Delete Upload

Upload Back of List A document provided.

Upload Document Image (Back)



Passport.PNG

0.1 MB

Delete Upload

Submit Scanned Docs Close Case Exit

If you select *No the photo does not match*, then a TNC response is given and you will need to complete the TNC process with the employee.

### Duplicate Case

If the employee has already had an E-Verify case completed within the HireRight system and another case was required, then it is possible you will receive a Duplicate Case alert. In order to proceed, you will need to select *Continue to process New Case*.

E-Verify Case Processing

E-Verify Case Processing

The following table shows cases that have been already been created in the past 30 days associated with this Employee's Tax ID Number. If you would still like to process a new case for this employee, click the 'Continue - Process New Case' button below.

Case Number	Name	Created On	Status
2021140202613AD	Elaine Goodell	5/20/2021	CLOSED
2021137133909BA	Elaine Goodell	5/17/2021	CLOSED
2021138120743EM	Elaine Goodell	5/18/2021	CLOSED
2021138140220LK	Elaine Goodell	5/18/2021	CLOSED
2021138164500LK	Elaine Goodell	5/18/2021	CLOSED
2021139150856AE	Elaine Goodell	5/19/2021	CLOSED
2021144173111GD	Elaine Goodell	5/24/2021	CLOSED
2021137122912BC	April Showers	5/17/2021	MANUAL_REVIEW

[Continue - Process New Case](#)

[Exit](#)

Once you proceed, the system will prompt you to enter the reason you are processing the case again. An example of this would be the previous case was invalid. Whatever the reason, enter it here and then select process new case and then process the response E-Verify provides. If the case is *Employment Authorized*, no additional action is required.

E-Verify Case Processing

Invalid value for "duplicate\_continue\_reason", duplicate\_continue\_reason is required.

Please provide a reason for why you're continuing to create a new case, when a case for this employee's SSN has been processed within the last 30 days.

Duplicate Reason  Max chars: 255

[Process Case](#)

[Exit](#)

Ideally, the case will come back as Employment Authorized and no further action is required. If this is not the response, you will follow the appropriate actions to process the case.

## Potential Data Discrepancy

Prior to receiving a Tentative Non-Confirmation, the system will often indicate that there is a potential data discrepancy entered in either Section 1 or Section 2. When this happens, you will have the opportunity to determine if the information entered is correct and if not, revise and make a correction. If the error was entered in Section 1, click on "Revise Section 1". The employee will receive an email indicating that they need to login to the employee portal and make the correction. If Section 2 requires a correction, click on Section 2 and then proceed to make the necessary updates.

Once the correction(s) have been made, resubmit the case to E-Verify and process the response accordingly.



The screenshot displays the E-Verify Case interface for case 2021152134201FK. The case status is 'Potential Data Discrepancy' for employee Sammy Sosa. A confirmation form is shown with the following details:

First Name	Sammy
Last Name	Sosa
Date of Birth	1974-08-01
Social Security #	456-45-6456
U.S. Passport #	123456789

Buttons for 'Revise Section 1', 'Revise Section 2', 'Confirm Case Details', 'Close Case', and 'Exit' are visible at the bottom of the form.

## Tentative Non-confirmation Process

E-Verify works by comparing the information employees provide for Form I-9, Employment Eligibility Verification, against records available to SSA and DHS. Generally, if the information matches, the employee's case receives an Employment Authorized result in E-Verify. If the information does not match, the case will receive a *Tentative Nonconfirmation (TNC)* result and the employer must give the employee an opportunity to take action to resolve the mismatch.

Employers must understand and follow the proper E-Verify procedures which are designed to ensure fair treatment and due process for all employees.

E-Verify identifies the agency or agencies associated with the mismatch in the Further Action Notice.

Employers must complete the following steps in E-Verify within 10 federal government working days after issuance of the TNC result:

- Notify your employee of their TNC result as soon as possible within the 10 days.
- Give your employee a copy of the Further Action Notice.
- Review the Further Action Notice with your employee in private and have them confirm whether the information listed at the top is correct.
  - If the information is incorrect, close the case and select the statement indicating the information was not correct. After the case is closed, create a new case for your employee with the correct information.

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- If the information is correct, proceed to the next step.
- The employee will decide whether to take action on the TNC. Tell your employee they have 10 days from issuance of the TNC to notify you whether they will take action on the TNC.
- If your employee does not give you their decision by the end of the 10th federal government working day after E-Verify issued the TNC, then you close the case.

A TNC for an information mismatch against SSA records may result because:

- The employee has not updated his or her citizenship or immigration status with SSA
- The employee did not report a name change to SSA
- The employee's name, Social Security number or date of birth is incorrect in SSA records
- SSA records contain another type of mismatch
- The employer entered the employee's information incorrectly in E-Verify

A case can result in a TNC with DHS because the employee's:

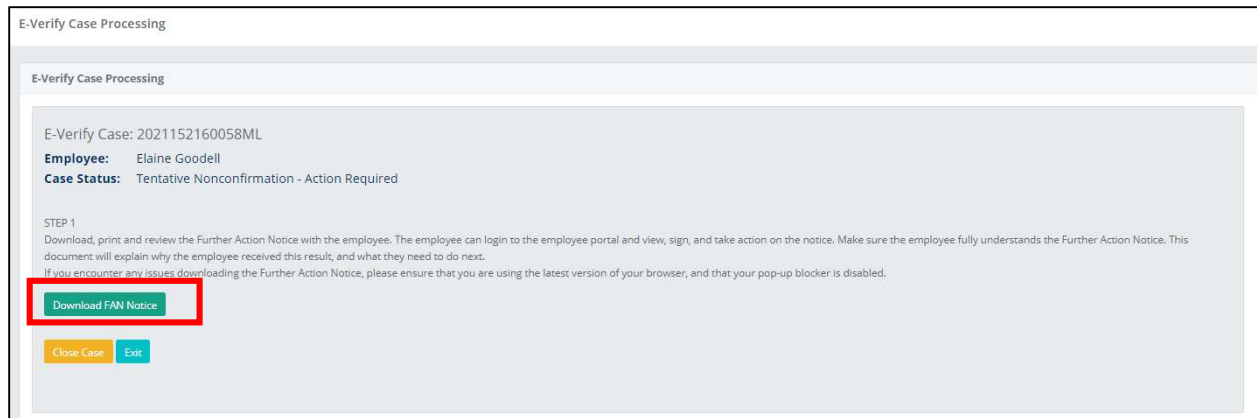
- Name, Alien Number, Form I-94 number and/or foreign passport number are incorrect in DHS records
- U.S. passport, passport card, driver's license, state ID, or foreign passport information could not be verified
- Information was not updated in the employee's DHS records
- Citizenship or immigration status changed
- Record contains another type of error
- Information was entered incorrectly in E-Verify by the employer

**IMPORTANT:** Employers may not terminate, suspend, delay training, withhold or lower pay, or take any other adverse action against an employee because of the TNC, until the TNC becomes a Final Nonconfirmation. If the employee chooses not to take action on the TNC, the employer may terminate employment with no civil or criminal liability as noted in "Responsibilities of the Employer," Article II, Section A paragraph 13 of the MOU. The case can be treated as a Final Nonconfirmation and the employer should close the case.

<https://www.e-verify.gov/employers/verification-process/tentative-nonconfirmations>

The system will allow you to close the Tentative Non-confirmation as invalid if you discover that there was an error in the case; however, the error is typically caught during the potential mismatch process. If you need to close the case due to an error, do so by selecting close case and indicating that the case is invalid due to an error. If you determine that the TNC is valid, follow the series of steps outlined below.

1. Select "Download the FAN (Further Action Notice) Notice"



2. Download and print and review the FAN letter with the employee. The employee will then need to login to the employee portal and view, sign and take action on the notice. Make sure that the employee fully understands the FAN letter. The FAN notice will explain to the employee why they received this result and what their next steps are.
3. Ask the employee if they will choose to action to resolve the matter and correct the data that lead to the results. Be sure the employee understands that
  - If the employee chooses to take action, they have **8 federal working days**, starting from **that** day, to take action. If the employee provided an email on their Form I-9, the employee will receive a confirmation email with this timeline.
  - If the employee chooses not to take action to resolve the matter, or is no longer available, indicate that in the options presented on the screen. You will receive a final result which indicates that E-Verify was unable to confirm employment eligibility. The employee needs to understand that refusing to take action could result in the loss of their job.

If the employee is taking action, select Exit. If not, select from one of the options presented on the screen. If you need to close the case as invalid, indicate as such.

E-Verify Case Processing

E-Verify Case Processing

E-Verify Case: 2021152160058ML

**Employee:** Elaine Goodell

**Case Status:** Tentative Nonconfirmation - Action Required

STEP 1

Download, print and review the Further Action Notice with the employee. The employee can login to the employee portal and view, sign, and take action on the notice. Make sure the employee fully understands the Further Action Notice. This document will explain why the employee received this result, and what they need to do next.

If you encounter any issues downloading the Further Action Notice, please ensure that you are using the latest version of your browser, and that your pop-up blocker is disabled.

[Download FAN Notice](#)

STEP 2

Ask if the employee will choose to take action to resolve this error and correct the data mismatch that led to this result.

If Employee chooses to take action, make sure they understand there will be a deadline of **8 federal working days, starting today, to take action**. If the employee provided an email on his/her Form I-9, the employee will receive a confirmation email indicating this timeframe.

If Employee chooses not to take action to resolve this case, or is no longer available, indicate that in the option below. You will receive a final result that indicates that E-Verify was unable to confirm employment eligibility. The employee needs to understand that refusing to take action could result in the loss of his/her job.

If the employee chooses not to take action, or the case is no longer valid, indicate the decision below:

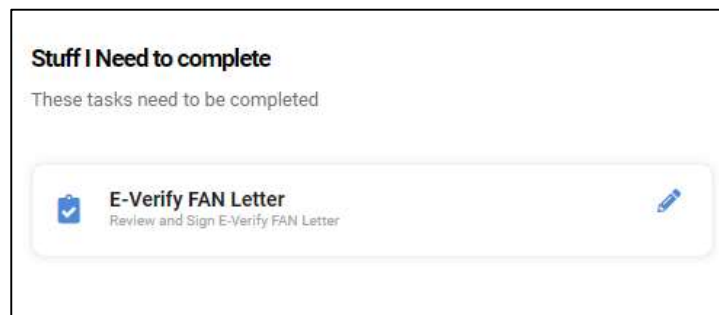
Employee will not take action to resolve this E-Verify case.

The information entered was incorrect. This case will be closed.

[Submit and Continue](#)

[Close Case](#) [Exit](#)

- The Employee receives an email indicating they have a task to complete within the employee portal. Once they login, they will select the E-Verify FAN Letter task.



- Employee reviews the FAN letter.

Employee's Last Name, First Name		Employee's Social Security Number	
Goodell, Elaine		132-21-3213	
Employee's A-Number		Employee's Document Number	
		441209749	
Date of DHS Tentative Nonconfirmation 06/01/2021		Case Verification Number 2021152160058ML	
Reason for this Notice:	Photo Mismatch Resulting in DHS TNC. The photograph on the document this employee provided for Form I-9 did not match with the photograph in DHS records.		

- Employee determines to take action to resolve the issue, or not to take action. The system reminds them that by choosing to take action they have 8 federal business days to resolve the matter and that by choosing not to take action could result in the loss of their job.

**CHOOSE ACTION**  
Select your option to take action

Choose your option below and sign to acknowledge

- I will take action to resolve this case. I understand there is a deadline of **8 federal working days**, starting today, to take action.
- I will not take action to resolve this case. I understand that refusing to take action could result in the loss of my job.

**SUBMIT AND CONTINUE**

- There are no longer actions to complete under the Employee Tasks.

### Stuff I Need to complete









These tasks need to be completed



**Nothing! All your tasks have been completed.**

8. The employee will find the signed FAN letter and Referral Date Confirmation (RDC) letter under the “My Documents” tab within the employee portal.

#### My Documents

Below is a copy of all the documents completed, uploaded, or associated with your personnel file. Click on the file to view.

-  U.S. Passport or U.S. Passport Card 
-  E-Verify FAN Letter 
-  E-Verify RDC Letter 
-  Electronic I-9 

## Referral Date Confirmation Tentative Nonconfirmation (TNC) (United States Department of Homeland Security (DHS))

E-Verify Case Verification Number:

Employee Name:

Your employer referred your E-Verify case to DHS after you decided to take action to resolve a DHS Tentative Nonconfirmation (DHS TNC). This document confirms that your case was referred to DHS.

**What you should do**

Call DHS **within 8 Federal Government working days**, by  (MM/DD/YYYY), to begin to resolve the DHS TNC. If you have not received the DHS TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The DHS TNC Further Action Notice includes information about your E-Verify case and which documents you need when you contact DHS. Have the Further Action Notice open when you call DHS, so that you can refer to it.

If you do not take action **within 8 Federal Government working days**, by  (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest a DHS TNC and may not take adverse action against you because of the DHS TNC while you are contesting the DHS TNC and your E-Verify case is pending.

**For More Information**

For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at [www.e-verify.gov](http://www.e-verify.gov).

- Both the FAN letter and the RDC letter will populate within the “Task History” tab within the employee profile.

Employee Profile - Elaine Goodell Home / Administration / Employee Admin / Elaine Goodell

DETAILS   
  TASK HISTORY   
  DOCUMENTS   
  CHANGE PASSWORD   
  I-9 / E-Verify

Showing 15 rows Search:

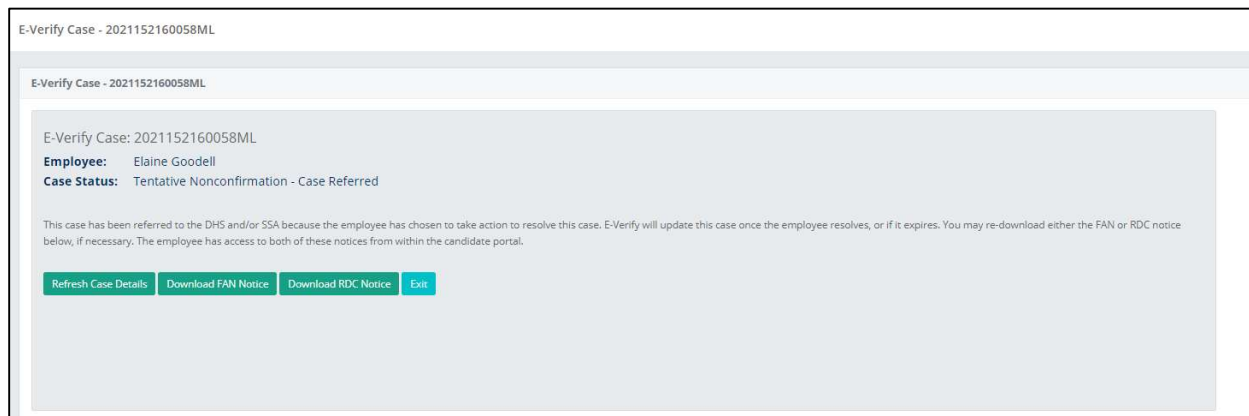
WBS	Task	Priority	Status	Party Responsible	Assigned On	Due Date	Action(s)
	E-Verify	High	Pending Other Task Completion	Employer			<input type="button" value="Choose"/>
	E-Verify FAN Letter	High	Complete	Employee	06/01/2021		
	E-Verify RDC Letter	Medium	New	Employee	06/01/2021		
EI9	Electronic I-9	High	Pending Other Task Completion	Employer		06/04/2021	<input type="button" value="Choose"/>
	Section 2 - Form I-9	Medium	Complete	Employee		06/04/2021	<input type="button" value="Choose"/>
	Section 1 - Form I-9	Medium	Sec. 1 Preparer Complete	Employee	06/01/2021	06/01/2021	<input type="button" value="Choose"/>

Showing 1 to 6 of 6 rows

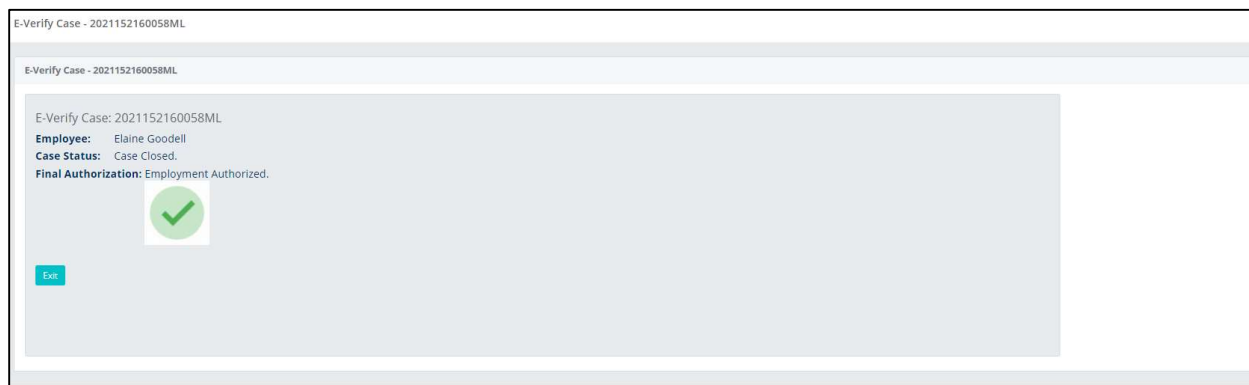
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10. If the employer reviews the E-Verify case, it will show as referred once the employee completes the FAN letter process.



11. When E-Verify responds, the system will update to reflect the new E-Verify response. The response will either be an Employment Authorized – Case Closed response, to which no further action is required, or a Final Non-Confirmation. If a Final Non-Confirmation is received, the employer must decide next steps based on company protocol.



12. Once the case is updated, there are no further E-Verify actions available.



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A Section 3 reverification is required when specific work authorization documents expire or a recently terminated employee is rehired. A Section 3 reverification may also be completed when an employee changes their name. Use the steps provided below to initiate a Section 3 reverification.

Follow the below steps to initiate a Section 3 reverification.

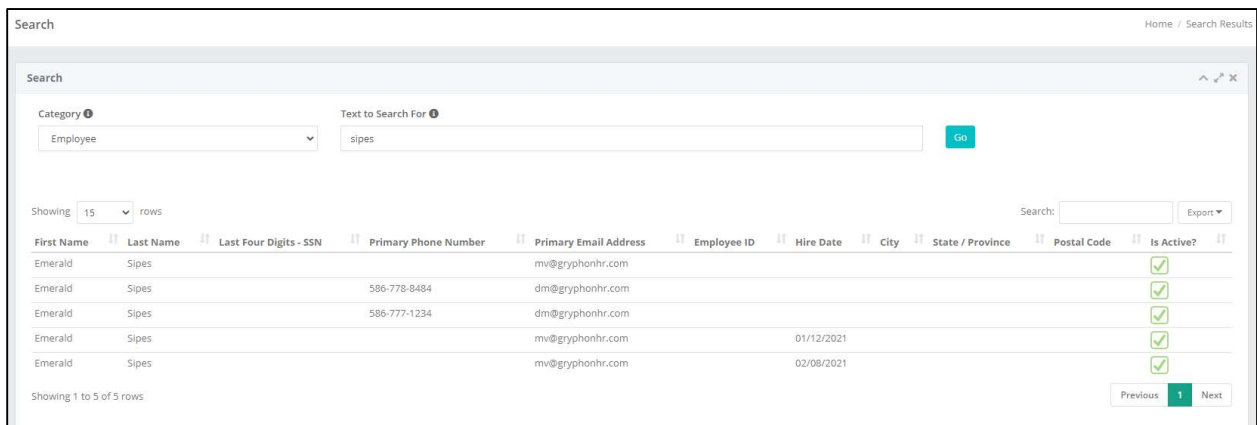
1. Click on the Search icon (magnifying glass) at the top of the screen.



2. Select "Employee" in the drop down menu and then enter the employees name and hit "Enter".



3. A list will populate including all employees with the search criteria you entered. For example, if you only entered the name Goodell, any employee who has the first or last name Goodell will populate. Select the desired employee from the displayed list by double clicking on their name. This will take you to the employee profile. *Additional ways to access an employees Section 3 will be detailed later in this document.*



First Name	Last Name	Last Four Digits - SSN	Primary Phone Number	Primary Email Address	Employee ID	Hire Date	City	State / Province	Postal Code	Is Active?
Emerald	Sipes			mv@gryphonhr.com						<input checked="" type="checkbox"/>
Emerald	Sipes		586-778-8484	dm@gryphonhr.com						<input checked="" type="checkbox"/>
Emerald	Sipes		586-777-1234	dm@gryphonhr.com						<input checked="" type="checkbox"/>
Emerald	Sipes			mv@gryphonhr.com		01/12/2021				<input checked="" type="checkbox"/>
Emerald	Sipes			mv@gryphonhr.com		02/08/2021				<input checked="" type="checkbox"/>

4. Click on the employee's name and navigate to the Task History page. Select the dropdown box from the "Section 3" option on the page. Here you can select "Complete, to launch into the Section 3, or you can assign the process to one of the options identified in the dropdown box (refer to Section 2 completion options)

- Follow the steps below to complete the process directly with the employee:  
Select “Complete” from the dropdown menu

The screenshot shows the 'TASK HISTORY' tab in the HireRight interface. A table lists tasks with columns for WBS, Task, Priority, Status, Party Responsible, Assigned On, Due Date, and Action(s). The 'Section 3' task is selected, and its dropdown menu is open, showing options like 'Complete', 'Assign to User', and 'Cancel Task'.

WBS	Task	Priority	Status	Party Responsible	Assigned On	Due Date	Action(s)
E19	E-Verify	High	New	Employer			Choose
	Electronic I-9	High	Pending Other Task Completion	Employer			Choose
	Section 2 - Form I-9	Medium	Complete	Employer			Choose
	Section 1 - Form I-9	Medium	Complete	Employee	02/08/2021		Choose
	Section 3	Medium	New	Employer			Choose

- Select “Next” to proceed, or “Cancel” to withdraw from the process

The screenshot shows the 'Complete Form I-9 Section 3 - Emerald Sipes' wizard. The 'Instructions' step is active, displaying the text: 'Update Section 3 - Instructions. Use this wizard to update section 3 of the Form I-9. On the subsequent page, choose one or more options for the information you need to update. Only update information that is required.' Navigation buttons for 'Cancel', 'Previous', and 'Next' are visible at the bottom.

- Choose to Update the Employee Hire Date, Update the Employee’s Legal Name, or Update Work Authorization by clicking in the appropriate box

The screenshot shows the 'Choose Action(s)' step of the wizard. It prompts the user to 'Check off the type of change you need to update for this change. (Multiple can be selected)'. There are three checkboxes: 'Update Employee Hire Date', 'Update Employee's Legal Name', and 'Update Work Authorization'. The 'Update Employee Hire Date' option is selected, and a 'Date of Rehire' field is visible. The 'Update Employee's Legal Name' option is also selected, with fields for 'First Name (Given Name)', 'Middle Initial', and 'Last Name (Family Name)'. The 'Update Work Authorization' option is not selected.

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- a. Both the Hire Date and Employee's Legal Name change will be completed on this screen and an attestation and signature is required on a following page. Once those are complete, select "Finish" on the third screen and the process is complete. The update can now be seen on the employees Form I-9 from the I-9 / E-Verify Tab.

Complete Form I-9 Section 3 - Emerald Sipes

Instructions

Choose Action(s)

Review / Sign

Thank you

Check off the type of change you need to update for this change. (Multiple can be selected)

Update Employee Hire Date

Date of Rehire

Update Employee's Legal Name

First Name (Given Name)

Middle Initial

Last Name (Family Name)

Update Work Authorization

Cancel Previous Next

Complete Form I-9 Section 3 - Emerald Sipes

Instructions

Choose Action(s)

Review / Sign

Thank you

Review / Sign Section 3 Changes

Please review the changes made below and if correct, attest and sign the box below. If anything is incorrect, please click on the Previous button to go back and make changes.

Rehire Date  
08/01/2021

Legal First Name


Legal Middle Initial

Legal Last Name  
Jones

Please review, and confirm the above information is correct and then attest and sign off below.

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, and to the best of my knowledge the employee is authorized to work in the United States.

To sign within the signature box, click on your mouse and sign using the mouse. click 'Clear' if an error is made.



Sign Above Line

Generate Clear

Cancel Previous Next

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Complete Form I-9 Section 3 - Emerald Sipes

Instructions

Choose Action(s)

Review / Sign

Thank you

Thank You

Section 3 of the Form I-9 is now complete. Thank you for participating in the completion of the Form I-9.

Cancel Previous Finish

- b. To update the Work Authorization, select the “Update Work Authorization” option and then select “Next”

Complete Form I-9 Section 3 - Emerald Sipes

Complete Form I-9 Section 3 - Emerald Sipes

Instructions

Choose Action(s)

Review / Sign

Thank you

Check off the type of change you need to update for this change. (Multiple can selected)

Update Employee Hire Date

Date of Rehire ⓘ

Update Employee's Legal Name

First Name (Given Name) ⓘ Middle Initial ⓘ Last Name (Family Name) ⓘ

Update Work Authorization

Cancel Previous Next

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Complete Form I-9 Section 3 - Emerald Sipes

Complete Form I-9 Section 3 - Emerald Sipes

**Instructions**

**Choose Action(s)**

**Document Selection**

Document Details

Review / Sign

Thank you

**Choose the Document presented**

The list of acceptable documents that can be used for reverification are listed below. This list is based upon the employee's citizenship status. If you don't see a document, check the employee's citizenship status. To select a document, simply click the correct one below.

**Choose Document:**

Click on the document the employee is presenting from the options below. Note: Depending upon the document selected, you may be prompted again for additional document(s) to present.

Employment Authorization Document w/ photo (Form I-766) <b>List 1</b>	Foreign Passport w/ Arrival / Departure Record (Form I-94) <b>List 1</b>	FSM Passport with Form I-94 <b>List 1</b>	Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) <b>List 1</b>	Social Security Account Number Card (Unrestricted) <b>List 3</b>	Native American tribal document <b>List 3</b>
Employment authorization document issued by the DHS <b>List 3</b>					

**Cancel Previous Next**

8.

Select the appropriate document from the presented list and follow the prompts

Complete Form I-9 Section 3 - Emerald Sipes

Complete Form I-9 Section 3 - Emerald Sipes

Instructions  
Choose Action(s)  
Document Selection  
Document Details  
Review / Sign  
Thank you

Fill in document details  
26-PD-Dochelp

360×240

Issuing Authority  
DHS

Document Number  
EAD1234567890

Expiration Date (if any)  
05/16/2022

Cancel Previous Next

a. Sign and attest and select “Next”

Complete Form I-9 Section 3 - Emerald Sipes

Instructions  
Choose Action(s)  
Document Selection  
Document Details  
Review / Sign  
Thank you

Review / Sign Section 3 Changes  
Please review the changes made below and if correct, attest and sign the box below. If anything is incorrect, please click on the Previous button to go back and make changes.

Document Name  
Employment authorization document issued by the DHS

Document Number  
EAD1234567890

Expiration Date  
05/16/2022

Please review, and confirm the above information is correct and then attest and sign off below.

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, and to the best of my knowledge the employee is authorized to work in the United States.

To sign within the signature box, click on your mouse and sign using the mouse. click 'Clear' if an error is made.

Sign Above Line

Generate Clear

Cancel Previous Next

b. Select “Finish”

Complete Form I-9 Section 3 - Emerald Sipes

Complete Form I-9 Section 3 - Emerald Sipes

- Instructions
- Choose Action(s)
- Document Selection
- Document Details
- Review / Sign
- Thank you

Thank You  
Section 3 of the Form I-9 is now complete. Thank you for participating in the completion of the Form I-9.


Cancel Previous Finish

9. The Form I-9 can be viewed from the I-9 / E-Verify tab within the employee's record by clicking "View I-9". To view the updates, view the Section 3 portion of the Form I-9

Employee Profile - Emerald Sipes Home / Administration / Employee Admin / Emerald Sipes

DETAILS TASK HISTORY DOCUMENTS CHANGE PASSWORD I-9 / E-Verify

View I-9



View I-9

I-9 Information

**Citizenship Status**  
An alien authorized to work

**Work Until Date**  
6/1/2021

**Hire / Rehire Date**  
2/8/2021

**Terminated On**  
N/A

**Can Purge On**  
N/A

Reverify Rehire Terminate

E-Verify Information

**Case Number**  
N/A

**Employee Name**  
N/A

**Submitted by**  
N/A

**Case Status**  
N/A

Process Case

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
<b>C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.</b>			
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)	
Employment authorization document issued by the DH EAD1234567890			5/16/2022
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Auth	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative	
<i>Signature</i>	4/21/2021	Debbie Feather	

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You can also complete a Section 3 work authorization reverification from the Dashboard widgets. Click on the employee's name and follow the steps detailed above.

Welcome, Debbie

### Work Authorization Due 90 Days

Name	Work Auth Expires	Action
David Cook	06/01/2021	
Emerald Sipes	06/01/2021	

Showing 1 to 2 of 2 rows  
[Show Full List](#)

### Work Authorization Due 180 Days

Name	Work Auth Expires	Action
David Cook	06/01/2021	
Emerald Sipes	06/01/2021	

Showing 1 to 2 of 2 rows  
[Show Full List](#)