



## NEW HIRE AND UTOLEDO REPRESENTATIVE | **User Guide**

March 2022



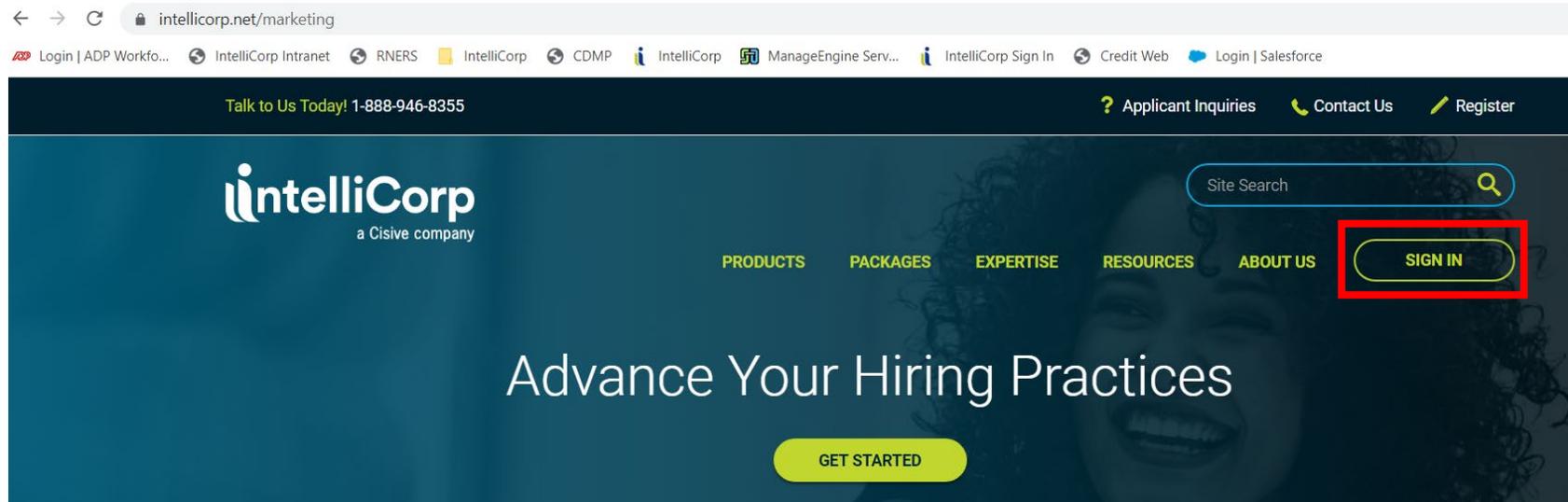
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(CLICK ON THE CONTENT TO GO DIRECTLY TO IT)

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## ACCESS INTELLICORP ACCOUNT

- ❖ UTOLEDO REPRESENTATIVE: Access the IntelliCorp website by going to [www.intellicorp.net](http://www.intellicorp.net). In the upper right hand corner, **click** the “Sign In” button.



- ❖ UTOLEDO REPRESENTATIVE: Enter User ID and Password and **click** the “Login” button.

### Sign In

\*Password entry is CASE sensitive.

\*\*Entries must be keyed in - do not use your copy & paste function.

User ID

Password

[Forgot your User ID or Password?](#)

LOGIN

- ❖ UTOLEDO REPRESENTATIVE: From the IntelliCorp Homepage, hover over the “Post Employment” section on the toolbar and **select** “I-9 | E-Verify Menu”.



Home Perform a Search **Post Employment** Results Center Your Account Help

**I-9 | E-Verify Menu**

ALERTS & MESSAGES (44) I-9 | E-Verify Menu View All History

**Sacramento County, CA Court Delay**  
 April 04, 2022  
 Description: Search delays in Sacramento, CA due to PAT DOB redactions that occurred last week.  
 Details: The county has redacted DOBs from their PAT. The courts are currently working on a new process to obtain DOB verification.  
[READ MORE](#)  Archive This

- ❖ UTOLEDO REPRESENTATIVE: Access the necessary section of the Compliance Dashboard or one of the links from the menu on the left.

Home Perform a Search Post Employment Results Center Your Account Help

**Form I-9**  
[New Electronic Form I-9](#)  
[Pending Form I-9](#)  
[Archived I-9](#)

**E-Verify**  
[New Electronic Verification Request](#)  
[Pending EVP Request](#)  
[Archived EVP](#)

**Reports**  
[Dashboard](#)  
[Company Level Reports](#)

**Resources**  
[Help](#)  
[USCIS – I-9, Employment Eligibility Verification](#)  
[USCIS – I-9, Verifying New & Existing Employees on Form I-9](#)  
[USCIS – I-9, Handbook](#)  
[What is E-Verify?](#)  
[E-Verify FAQ](#)

## Compliance Dashboard

Company View Hierarchy View

### Summary

Electronic I-9		Scanned I-9		Total	
Active Employees	0	Active Employees	0	Active Employees	0
Terminated Retain	0	Terminated Retain	0	Terminated Retain	0
Reverification Due	0	Reverification Due	0	Reverification Due	0

### Electronic I-9 [Action Required]

Reverification Expired	0	Expired Scans	0	Pending I-9	0
Receipt Update Due/Expired	0	E-Verify Due	0	Documents Missing	0

## NEW HIRE | SECTION 1 OF THE FORM I-9 REMOTE ACCESS INVITATION

- ❖ UTOLEDO REPRESENTATIVE: From the Compliance Dashboard, scroll down to the bottom, and **click** either “Section 1 Pending” OR “Section 1 Complete” identifier

[Important information](#)

Compliance Dashboard Company View Hierarchy View

All

**Summary**

Electronic I-9		Scanned I-9		Total	
Active Employees	3	Active Employees	1	Active Employees	4
Terminated Retain	0	Terminated Retain	0	Terminated Retain	0
Reverification Due	0	Reverification Due	0	Reverification Due	0

**Electronic I-9 [Action Required]**

Reverification Expired	0	Expired Scans	0	Pending I-9	0
Receipt Update Due/Expired	0	E-Verify Due	0		

**Electronic I-9 [Section 1 Management]**

Section 1 Pending	4	Section 1 Complete	2
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- ❖ UTOLEDO REPRESENTATIVE: **Click** “Manage Access”

► To create and manage **Remote Access** click button below:

[Manage Access](#)

- ❖ UTOLEDO REPRESENTATIVE: **Enter** new hire information  
"Last Name", "First Name", and "Email" address

**Create a Remote Access Invitation**

**NEW HIRE INFORMATION**

Last Name:

First Name:

Email:

Send confirmation to:

E-Signature required:

Section 1  
 Form I-9

Send invitation copy  
 Send completion email

[Send Invitation](#)

- ❖ **The Send confirmation to:** This data field is for the HR/UTOLEDO REPRESENTATIVE representative to receive an e-mail notification as soon as the new hire completes his/her Section 1 remote invitation (given the "Send completion email" check-box (on the right) is checked)
- ❖ UTOLEDO REPRESENTATIVE: **Enter** (HR/UTOLEDO REPRESENTATIVE representative) e-mail address

**Create a Remote Access Invitation**

Last Name:

First Name:

Email:

Send confirmation to:

E-Signature required:

Section 1  
 Form I-9

Send invitation copy  
 Send completion email

[Send Invitation](#)

**E-Signature required:** By default, the check-box is already checked, if not please ensure that it is

- ❖ The **Send invitation copy** check-box, if that is checked, then the HR/UTOLEDO REPRESENTATIVE will receive the same Section 1 remote invitation e-mail the new hire receives

**Create a Remote Access Invitation**

Last Name:

First Name:

Email:

Send confirmation to:

E-Signature required:

Section 1  
 Form I-9

Send invitation copy  
 Send completion email

- ❖ UTOLEDO REPRESENTATIVE: **Select** either "Section 1" OR "Form I-9" option
  - "Section 1" option = On Campus = New Hire **only** complete the Section 1 of the Form I-9
  - "Form I-9" option = Remote - New Hire can designate an individual to act as the auth rep. for Section 2 completion. Your HR Representative can assist you in finding an auth rep.

**Create a Remote Access Invitation**

Last Name:

First Name:

Email:

Send confirmation to:

E-Signature required:

Section 1  
 Form I-9

Send invitation copy  
 Send completion email

- ❖ UTOLEDO REPRESENTATIVE: **Click** "Send Invitation" to send out the Section 1 remote invitation e-mail to the new hire

**Create a Remote Access Invitation**

Last Name:

First Name:

Email:

Send confirmation to:

E-Signature required:

Section 1  
 Form I-9

Send invitation copy  
 Send completion email

\*Website refreshes\*

- ❖ **Confirmation** from the system

**Create a Remote Access Invitation**

Last Name:

First Name:

Email:

Send confirmation to:

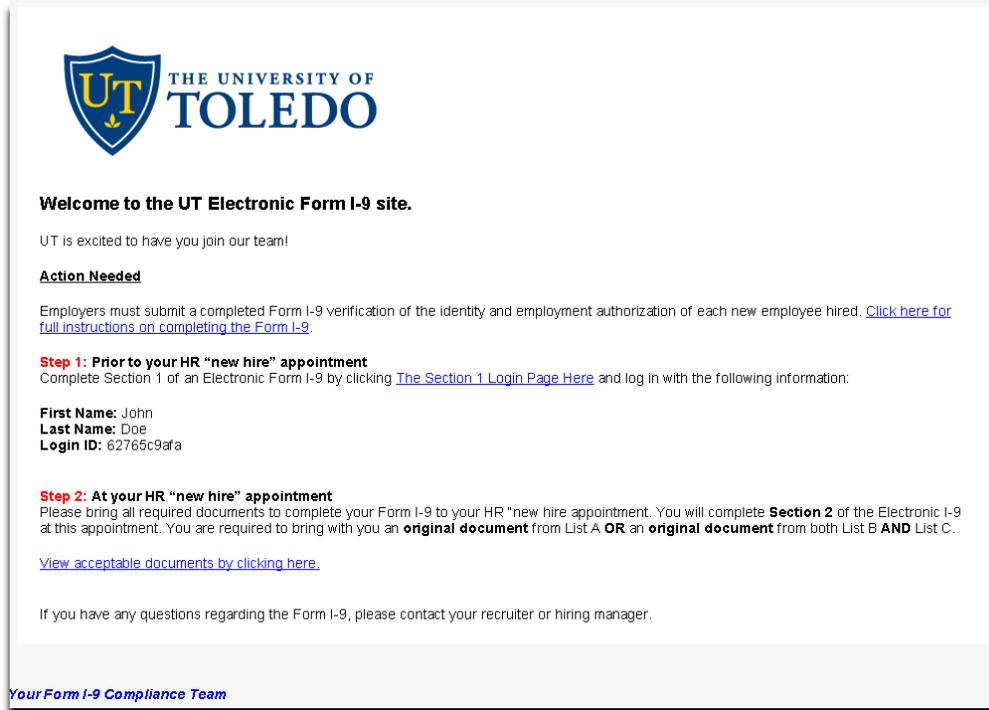
E-Signature required:

Section 1

Send invitation copy  
 Send completion email

## NEW HIRE | SECTION 1 OF THE FORM I-9 REMOTE ACCESS INVITATION | COMPLETE SECTION 1

- ❖ NEW HIRE/EMPLOYEE: **Received** 'Section 1 (ONLY) Remote Invitation E-mail' from UTOLEDO REPRESENTATIVE

**Sample**

- ❖ NEW HIRE/EMPLOYEE: **Review/Read** the email instructions then log in with the following information:

NEW HIRE/EMPLOYEE: **Click** the "[the section 1 login page here](#)" hyperlink

NEW HIRE/EMPLOYEE: **Enter** the "First Name"

NEW HIRE/EMPLOYEE: **Enter** the "Last Name"

NEW HIRE/EMPLOYEE: **Enter** the "Login ID"

**Section 1 Login**

**First Name:**

**Last Name:**

**Login ID:**

- ❖ NEW HIRE/EMPLOYEE: **Click** "Log In"
- ❖ NEW HIRE/EMPLOYEE: **Complete** Section 1 of the electronic Form I-9

EMPLOYEE: **Last Name**

EMPLOYEE: **First Name**

EMPLOYEE: Middle Initial (if applicable)

EMPLOYEE: Other Last Names Used (if any)

EMPLOYEE: **Address**

EMPLOYEE: Apt. Number (if applicable)

EMPLOYEE: **City or Town**

EMPLOYEE: **State**

EMPLOYEE: **Zip**

EMPLOYEE: **Date of Birth (mm/dd/yyyy)**

EMPLOYEE: U.S. Social Security Number

**Optional field**

**HOWEVER**

**It is required for E-Verify.  
Please only check the  
checkbox:**

**"SSN Applied For"**

**if the employee has  
applied for but not yet  
received his/her U.S.  
Social Security Number**

## Employee Information

► **START HERE: Read instructions carefully before completing this form. The instructions must be available during completion of this form.**  
[Click here to view Instructions](#)  
[Click here to view List of Acceptable Documents](#)

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Check box to show the Preparer / Translator section

Last Name	<input type="text"/>	?
First Name	<input type="text"/>	?
Middle Initial	<input type="text"/>	?
Other Last Names Used	<input type="text" value="(if any)"/>	?
Address	<input type="text" value="Street Number and Name"/>	?
Apt. Number	<input type="text"/>	?
City or Town	<input type="text"/>	?
State	<input type="text" value="- Select State -"/>	?
Zip	<input type="text"/>	?
Date of Birth	<input type="text" value="mm/dd/yyyy"/>	?
U.S. Social Security Number	<input type="text"/>	?
Email	<input type="text" value="OPTIONAL"/>	?
Telephone Number	<input type="text" value="OPTIONAL"/>	?

Next

- ❖ NEW HIRE/EMPLOYEE: **Click** the “Next” button to continue
- ❖ NEW HIRE/EMPLOYEE: **Select** ‘Citizenship Status’ Section 1 of the electronic Form I-9

**Citizenship Status**

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

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

An alien authorized to work until  
(Expiration date, if applicable, mm/yyyy)

Some aliens may write "N/A" in this field.

**N/A - Not Applicable**  
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number / USCIS Number

OR

2. Form I-94 Admission Number

OR

3. Foreign Passport Number

Country of Issuance

Back Next

- ❖ NEW HIRE/EMPLOYEE: **Click** the “Next” button to continue
- ❖ NEW HIRE/EMPLOYEE: **Choose** the “Security Question”
- ❖ NEW HIRE/EMPLOYEE: **Enter** the answer to the “Security Question”

**Employee eSignature**

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.

Last Name: Doe

First Name: John

Middle Initial Name:

**Security Question**: What is your mother's name?

Your answer: Your Answer

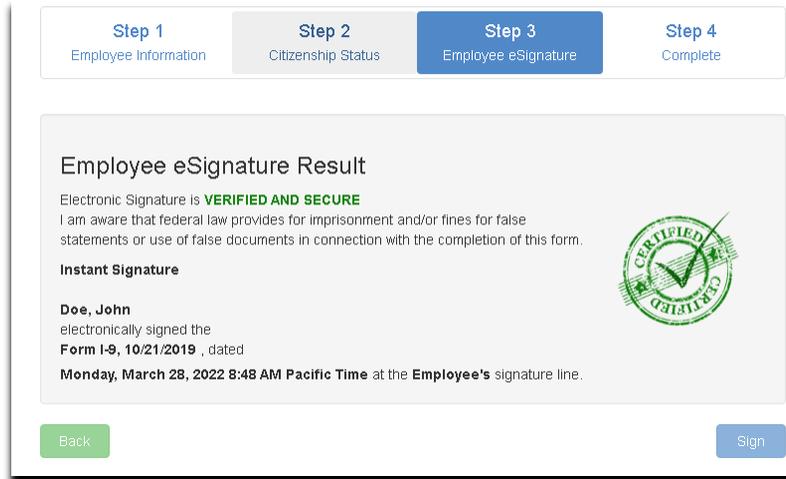
When the “Sign” button below is clicked, you acknowledge, agree and attest that you:

- Have reviewed and confirmed that the information in the Section 1 is true and correct to the best of your knowledge.
- Are the person named in Section 1.
- Freely intend to create and are adopting as your own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as your handwritten signature.
- Understand that you may refuse to sign this document electronically by selecting the “Back” button below, or close the browser window, but instead have freely elected to sign electronically.

Back Sign

- ❖ NEW HIRE/EMPLOYEE: **Click** the “Sign” button to complete the electronic signature process (Section 1)

AT THIS STEP: The NEW HIRE/EMPLOYEE will wait for the system to finalize the electronic signature process, and a confirmation page will be displayed



**Step 1**  
Employee Information

**Step 2**  
Citizenship Status

**Step 3**  
Employee eSignature

**Step 4**  
Complete

### Employee eSignature Result

Electronic Signature is **VERIFIED AND SECURE**

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.

**Instant Signature**

**Doe, John**  
electronically signed the  
**Form I-9, 10/21/2019**, dated  
**Monday, March 28, 2022 8:48 AM Pacific Time** at the **Employee's** signature line.

Back Sign

**Congratulations! You have completed Section 1 of the electronic Form I-9!**

**Congratulations, you have completed Section 1 of the Form I-9.**

**(Please do not use your browser Back Button to return to or edit previous page)**

On your first day of work, you will meet with Human Resources to record the identity and Employment Authorization Documents you provide them for Section 2 of the Form I-9.

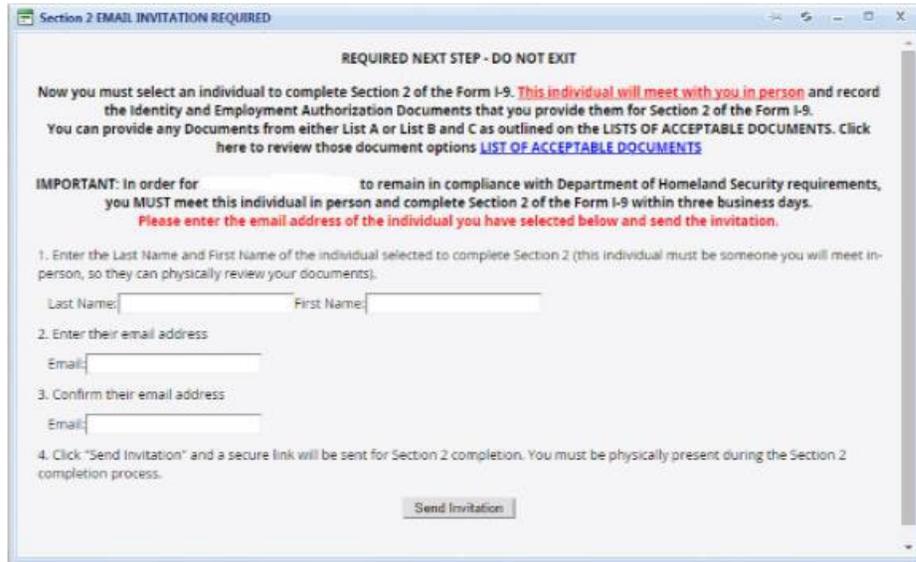
Please bring **original documents** that demonstrate your identity and your eligibility to work in the United States.

Please click [here](#) to view acceptable, unexpired documents that establish identity and employment authorization. You must present one selection from List A, or a combination of one selection from List B AND one selection from List C.

When you are ready, you may close this page.

## NEW HIRE | SEND REMOTE SECTION 2 INVITATION | DESIGNATED AUTHORIZED REPRESENTATIVE

- ❖ Once the New Hire has **COMPLETED** the Remote Section 1 of the Form I-9, a pop-up will appear asking them to send an email to the individual who will be completing Section 2 of the Electronic Form I-9.
- ❖ NEW HIRE: Enter the Last Name, First Name and Email Address of person they will meet with to complete Section 2.
- ❖ NEW HIRE: Click 'Send Invitation'.



The screenshot shows a web browser window titled "Section 2 EMAIL INVITATION REQUIRED". The window contains the following text and form fields:

**REQUIRED NEXT STEP - DO NOT EXIT**

Now you must select an individual to complete Section 2 of the Form I-9. **This individual will meet with you in person** and record the Identity and Employment Authorization Documents that you provide them for Section 2 of the Form I-9. You can provide any Documents from either List A or List B and C as outlined on the [LISTS OF ACCEPTABLE DOCUMENTS](#). Click [here](#) to review those document options [LIST OF ACCEPTABLE DOCUMENTS](#)

**IMPORTANT:** In order for \_\_\_\_\_ to remain in compliance with Department of Homeland Security requirements, you **MUST meet this individual in person** and complete Section 2 of the Form I-9 within three business days. **Please enter the email address of the individual you have selected below and send the invitation.**

1. Enter the Last Name and First Name of the individual selected to complete Section 2 (this individual must be someone you will meet in-person, so they can physically review your documents).  
Last Name:  First Name:

2. Enter their email address  
Email:

3. Confirm their email address  
Email:

4. Click "Send Invitation" and a secure link will be sent for Section 2 completion. You must be physically present during the Section 2 completion process.

**New Hire may close the screen**

## AUTHORIZED REPRESENTATIVE | FORM I-9 REMOTE INVITATION | SECTION 2 COMPLETION

- ❖ Authorized Representative: **Receive** a 'Section 2 Remote Invitation E-mail' from the employee/new hire

**From:** Form I-9 Compliance [mailto:services@formi9.com]  
**Sent:** Thursday, March 30, 2017 4:48 PM  
**To:** Kelly Randall <KRandall@formi9.com>  
**Subject:** Electronic Form I-9 Invitation (Company ID: [REDACTED])

**Resources, Human** has sent you an invitation to complete **Section 2** of the Electronic Form I-9 as the Authorized Representative for

Please visit [the Form I-9 login page here](#) and log in with the following information:

First Name: John  
 Last Name: Do  
 Login ID: 713d0143da

- ❖ Authorized Representative: **Follow** the instructions below:

Authorized Representative: **Copy** the "Login ID"

Authorized Representative: **Click** the "[the Form I-9 login page here](#)" hyperlink

Authorized Representative: **Enter** the "First Name"

Authorized Representative: **Enter** the "Last Name"

### eForm I-9 Login

<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Login ID:</b>	<input type="text"/>

- ❖ Authorized Representative: **Click** the "Log In" button
- ❖ Authorized Representative: **Complete** Section 2 of the electronic Form I-9 with the employee present

EMPLOYEE INFORMATION: **List A Document**

OR

**List B and List C Document**

EMPLOYEE INFORMATION: **First day of employment**

Authorized Representative: **Title of Employer or**

**Authorized Representative**

Authorized Representative: **Last Name**

Authorized Representative: **First Name**

Employer Information: **Employer's Business or Organization Name**

Employer Information: **Employer's Business or Organization Address**

Employer Information: **City or Town**

Employer Information: **State**

Employer Information: **Zip Code**

Section 2. Employer or Authorized Representative Review and Verification				
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>				
Employee Info from Section 1 ?	Last Name (Family Name) ? [Employee Last Name Here]	First Name (Given Name) ? [Employee First Name Here]	M.I. ? N/A	Citizenship/Immigration Status ? 1

[List A Identify and Employment Authorization Special Rules](#)      OR      [List B Identify Special Rules](#)      AND      [List C Employment Authorization Special Rules](#)

Document Title: ?		Document Title: ?	
Issuing Authority: ?		Issuing Authority: ?	
Document Number: ?		Document Number: ?	
Expiration Date (if any)(mm/dd/yyyy): ?		Expiration Date (if any)(mm/dd/yyyy): ?	
Document Title: ?		<div style="border: 1px solid black; padding: 5px;"> <p><b>Additional Information</b> ?</p> <p>QR Code - Section 2 &amp; 3 Do Not Write in This Space</p> </div>	
Issuing Authority: ?			
Document Number: ?			
Expiration Date (if any)(mm/dd/yyyy): ?			
Document Title: ?			
Issuing Authority: ?			
Document Number: ?			
Expiration Date (if any)(mm/dd/yyyy): ?			

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): ? [ ] (See instructions for exemptions)

Signature of Employer or Authorized Representative ? <input type="checkbox"/> Signature Validation	Today's Date (mm/dd/yyyy): ?	Title of Employer or Authorized Representative ?	
Last Name of Employer or Authorized Representative ?	First Name of Employer or Authorized Representative ?	Employer's Business or Organization Name ?	
Employer's Business or Organization Address (Street Number and Name) ?		City or Town ?	State ?      ZIP Code ?

❖ Authorized Representative: **Click** the "Save" button at the bottom of the electronic Form I-9

If there is no error, **check** the "Signature Validation" box (Signature of Employer or Authorized Representative) in Section 2 to electronically sign Section 2 of the Form I-9

- ❖ Authorized Representative: **Choose** the Security Question

**Section 2 Employer Signature - Instant Signature**

To E-Sign: Confirm name is correct, select and answer security question, then click 'E-Sign Document'.

[Make Form I-9 Instructions Available - Click here to Print](#)

First Name      MI      Last Name

What is your mother's name?

What is your mother's name?  
 What is your father's name?  
 In what city were you born?  
 What is the birth date of your son?  
 What is the birth date of your daughter?

E-Sign Document    Withdraw Consent    Sign On File

- ❖ Authorized Representative: **Type** in the answer to the "Security Question"

**Section 2 Employer Signature - Instant Signature**

To E-Sign: Confirm name is correct, select and answer security question, then click 'E-Sign Document'.

[Make Form I-9 Instructions Available - Click here to Print](#)

First Name      MI      Last Name

What is your mother's name?

YOUR ANSWER HERE

Hide content

E-Sign Document    Withdraw Consent    Sign On File

- ❖ Authorized Representative: **Click** the "E-Sign Document" button to complete the electronic signature process (Section 2) AT THIS STEP: The Authorized Representative will wait for the system to provide the following pop-up window:

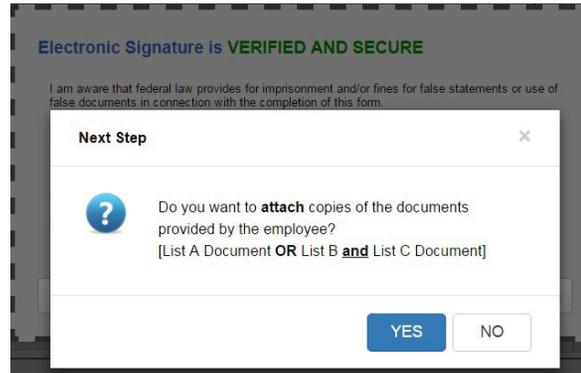
Click the following choice (below) for further instructions:

"YES"

**OR**

"NO"

(Select the following option: NO will exit the screen and Section 2 of the Form I-9 is completed!)



Electronic Signature is **VERIFIED AND SECURE**

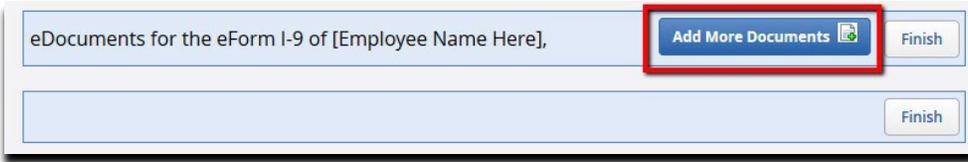
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

**Next Step** [Close]

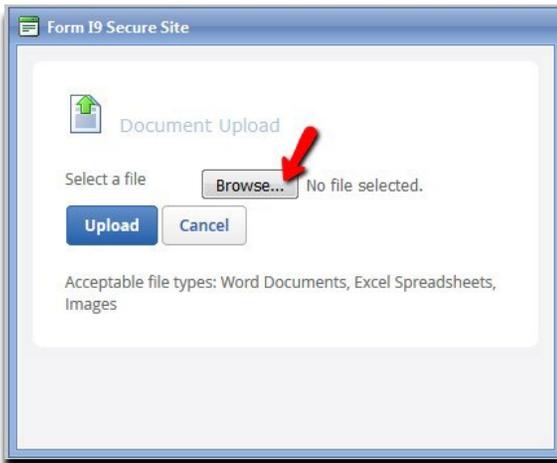
Do you want to **attach** copies of the documents provided by the employee?  
[List A Document **OR** List B **and** List C Document]

## AUTHORIZED REPRESENTATIVE | DOCUMENTT UPLOAD

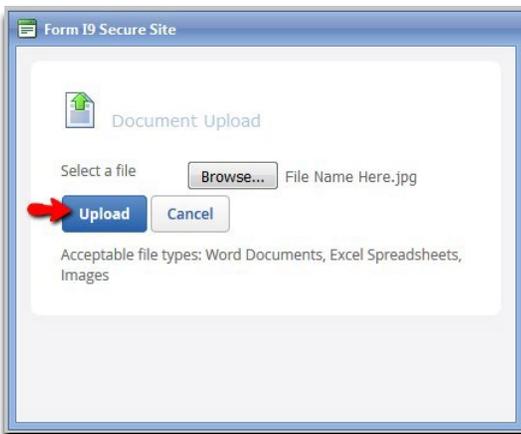
- ❖ Authorized Representative: **Click** the "Add More Documents " button to begin uploading the employee supporting document(s)



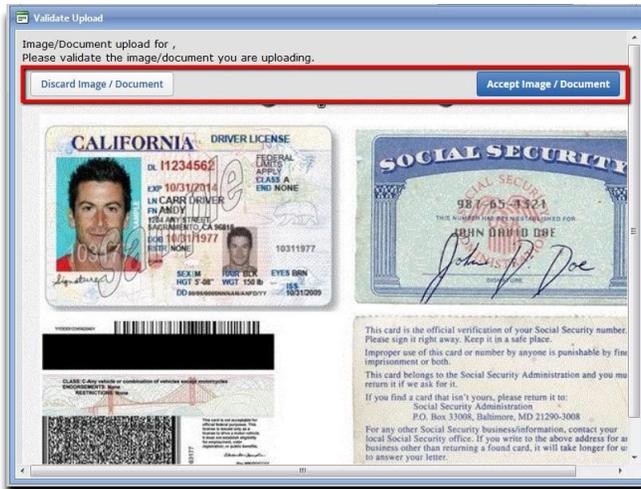
- ❖ Authorized Representative: **Click** the "Browse..." button to locate the file from your hard drive



- ❖ Authorized Representative: **Click** the "Upload" button to upload the file you have selected



- ❖ Authorized Representative: **Select** the following choice
  - o Discard Image / Document – To go back and select a new file to upload
  - o Accept Image / Document – Continue forward with the selected file



AT THIS STEP: The Authorized Representative can upload additional document by clicking on the “Add More Documents ” button

**OR**

Click on the “Finish” button to exit



❖ Section 2 of the Form I-9 is completed! (Confirmation page sample image below)



**UTOLEDO REPRESENTATIVE > COMPLETE SECTION 2 OF THE FORM I-9**

- ❖ UTOLEDO REPRESENTATIVE: From the Compliance Dashboard, scroll down to the bottom, and **click** the “Section 1 Complete” identifier

The screenshot displays the 'Compliance Dashboard' with the following sections and data:

- Summary:**

Category	Electronic I-9	Scanned I-9	Total
Active Employees	3	1	4
Terminated Retain	0	0	0
Reverification Due	0	0	0
- Electronic I-9 [Action Required]:**

Reverification Expired	0	Expired Scans	0	Pending I-9	0
Receipt Update Due/Expired	0	E-Verify Due	0		
- Electronic I-9 [Section 1 Management]:**

Section 1 Pending	4	<b>Section 1 Complete</b>	<b>2</b>
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The 'Section 1 Complete' metric is highlighted with a red box and a red arrow pointing to it.

- ❖ UTOLEDO REPRESENTATIVE: **Enter** the last name OR the full/partial(last four) social security number to conduct a search  
OR

UTOLEDO REPRESENTATIVE: **Click** the "📄" icon corresponding to the new hire/employee name

### E-Form I-9 Section 1 Forms (3) Complete

You can search by last name or full/partial SSN

To sort the list below, click on the title of the column you'd like to sort by.

FormI9PK	Name	eForm I-9	Entry Method	Status	ParentId	PartnerRequestID	SSN	Hire Date	Enter Date ▼	Type	Delete
31928721	<b>Doe, John</b>		Employee	Complete	demoutoledo	UToledo			3/24/2022		
31898510	<b>Cook, David</b>		Employee	Complete	demoutoledo	UToledo	4234		3/21/2022		
31892045	<b>Cook, David</b>		Employee	Complete	demoutoledo	UToledo	4234		3/21/2022		

3 Records in 1 Page(s) Display  Records per Page

Page  of 1  ◀ Previous | Next ▶

❖ UTOLEDO REPRESENTATIVE: **Complete** Section 2 of the electronic Form I-9

EMPLOYEE INFORMATION: **List A Document**  
OR  
**List B and List C Document**

EMPLOYEE INFORMATION: **First day of employment**

Authorized Representative: **Title of UTOLEDO REPRESENTATIVE or Authorized Representative**

Authorized Representative: **Last Name**

Authorized Representative: **First Name**

UTOLEDO REPRESENTATIVE Information: **UTOLEDO REPRESENTATIVE's Business or Organization Name**

UTOLEDO REPRESENTATIVE Information: **UTOLEDO REPRESENTATIVE's Business or Organization Address**

UTOLEDO REPRESENTATIVE Information: **City or Town**

UTOLEDO REPRESENTATIVE Information: **State**

UTOLEDO REPRESENTATIVE Information: **Zip Code**

Section 2. Employer or Authorized Representative Review and Verification				
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document form List C as listed on the "Lists of Acceptable Documents.")</i>				
<b>Employee Info from Section 1</b>	Last Name (Family Name) <sup>?</sup> Doe	First Name (Given Name) <sup>?</sup> John	M.I. <sup>?</sup> N/A	Citizenship/Immigration Status <sup>?</sup> 1
List A Identify and Employment Authorization <a href="#">Document Samples</a>		OR	List B Identify	AND List C Employment Authorization
Document Title: <sup>?</sup>	-- Select a Document --	-- Select a Docum	-- Select a Docum	-- Select a Docum
Issuing Authority: <sup>?</sup>				
Document Number: <sup>?</sup>				
Expiration Date (if any)(mm/dd/yyyy) <sup>?</sup>				
Document Title: <sup>?</sup>		<div style="border: 1px solid black; padding: 5px;"> <b>Additional Information</b> <sup>?</sup> <div style="float: right; border: 1px solid black; padding: 2px; font-size: small;">                     QR Code - Section 2 &amp; 3 Do Not Write in This Space                 </div> </div>		
Issuing Authority: <sup>?</sup>				
Document Number: <sup>?</sup>				
Expiration Date (if any)(mm/dd/yyyy) <sup>?</sup>				
Document Title: <sup>?</sup>				
Issuing Authority: <sup>?</sup>				
Document Number: <sup>?</sup>				
Expiration Date (if any)(mm/dd/yyyy) <sup>?</sup>				
<b>Certification:</b> I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.				
The employee's first day of employment (mm/dd/yyyy): <sup>?</sup> _____ (See instructions for exemptions)				
Signature of Employer or Authorized Representative <sup>?</sup> <input type="checkbox"/> Signature Validation	Today's Date (mm/dd/yyyy) <sup>?</sup> 03/28/2022	Title of Employer or Authorized Representative <sup>?</sup>		
Last Name of Employer or Authorized Representative <sup>?</sup>	First Name of Employer or Authorized Representative <sup>?</sup>	Employer's Business or Organization Name <sup>?</sup> Demo - Utoledo		
Employer's Business or Organization Address (Street Number and Name) <sup>?</sup> Demo - 2801 W. Bancroft St		City or Town <sup>?</sup> Toledo	State <sup>?</sup> OH	ZIP Code <sup>?</sup> 43606
<input type="button" value="Save"/> <input type="button" value="Print PDF"/> <input type="button" value="Add eDocuments"/> <input type="button" value="Add Notes"/> <input type="button" value="Cancel"/>				

- ❖ UTOLEDO REPRESENTATIVE: **Click** the “Save” button  
-If there is no error, **check** the “Signature Validation” box (Signature of UTOLEDO REPRESENTATIVE or Authorized Representative) in Section 2 to electronically sign Section 2 of the Form I-9

Signature of Employer or Authorized Representative ?

Signature Validation

- ❖ UTOLEDO REPRESENTATIVE: **Choose** the “Security Question”
- ❖ UTOLEDO REPRESENTATIVE: **Enter** the answer to the “Security Question”

Section 2 Employer Signature - Instant Signature

To E-Sign: Confirm name is correct, select and answer security question, then click 'E-Sign Document'.

[Make Form I-9 Instructions Available - Click here to Print](#)

First Name MI Last Name  
Rep Auth

What is your mother's name?

[Hide content](#)

When the 'E-Sign Document' button below is clicked, the person named above acknowledges, agrees and attests that they (1) have reviewed and confirmed that the information in the Section and signature block referenced above is true and correct, (2) are the person named in that Section of the document, (3) freely intend to create and are adopting as their own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as their handwritten signature, and (4) understand that they may refuse to sign this

- ❖ UTOLEDO REPRESENTATIVE: **Click** the “E-Sign Document” button to complete the electronic signature process (Section 2)
- ❖ UTOLEDO REPRESENTATIVE: **Click** the “Close Form” button to close the confirmation window

Electronic Signature is **VERIFIED AND SECURE**

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.

Instant Signature

Rep Auth  
electronically signed the  
Form I-9, 10/21/2019, dated  
Monday, March 28, 2022 9:04 AM Pacific Time at the  
Employer's signature line.

Congratulations! You have completed Section 2 of the electronic Form I-9!

## UPLOAD SOURCE DOCUMENT(S) TO THE ELECTRONIC FORM I-9 RECORD

- ❖ UTOLEDO REPRESENTATIVE: **View** the electronic Form I-9 that is in question
- ❖ UTOLEDO REPRESENTATIVE: **Scroll down** to the bottom of the page
- ❖ UTOLEDO REPRESENTATIVE: **Click** the "Add eDocuments" button

Last Name of Employer or Authorized Representative <sup>?</sup> Rep	First Name of Employer or Authorized Representative <sup>?</sup> Auth	Employer's Business or Organization Name <sup>?</sup> Demo - Utoledo		
Employer's Business or Organization Address (Street Number and Name) <sup>?</sup> Demo - 2801 W. Bancroft St	City or Town <sup>?</sup> Toledo	State <sup>?</sup> OH ▼	ZIP Code <sup>?</sup> 43606	

[Print PDF](#) [Add eDocuments](#) [Add Notes](#)

- ❖ UTOLEDO REPRESENTATIVE: **Follow** the instructions being prompted to you

NOTE:

- If you are using mobile device (smart phone/tablet), you must take a picture of the provided document(s), then upload to the system
- If you are using personal computer/laptop, you must photocopy the provided document(s) to your hard-drive, then upload to the system

## COMPLETE SECTION 3 UPDATE

- ❖ UTOLEDO REPRESENTATIVE: **View** the electronic Form I-9 that is in question
- ❖ UTOLEDO REPRESENTATIVE: **Scroll down** to the bottom of the page
- ❖ UTOLEDO REPRESENTATIVE: **Click** the "Add New Section 3" button

Last Name of Employer or Authorized Representative ? Rep	First Name of Employer or Authorized Representative ? Auth	Employer's Business or Organization Name ? Demo - Utoledo		
Employer's Business or Organization Address (Street Number and Name) ? Demo - 2801 W. Bancroft St		City or Town ? Toledo	State ? OH	ZIP Code ? 43606

Print PDF   Add eDocuments   Add Notes

Section 3 Updating and Reverification

Add New Section 3

Here are the instructions for Section 3 update:

### BLOCK A: New Name

- ❖ Complete BLOCK A if the employee has a new name

### BLOCK B: Date of Rehire

- ❖ Complete BLOCK B if the employee is a rehire
- ❖ The Rehire Date cannot be more than three (3) years from the original Date of Hire

### BLOCK C: Employment Authorization

- ❖ Choose appropriate Document Title
- ❖ Enter the Document Number
- ❖ Enter the Expiration Date

UTOLEDO REPRESENTATIVES SHOULD NOT RE-VERIFY:

- ❖ U.S. Citizens and Non-citizen nationals
- ❖ Lawful permanent residents who presented a Form I-551, Permanent Resident or Alien Registration Receipt card for Section 2. (This includes conditional residents.
- ❖ List B Documents

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) ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>C.</b> If 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.			
Document Title ?	Document Number ?	Expiration Date (if any)(mm/dd/yyyy) ?	
-- Select a Document --	<input type="text"/>	<input type="text"/>	
<b>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.</b>			
Signature of Employer or Authorized Representative ? <input type="checkbox"/> Signature Validation	Today's Date (mm/dd/yyyy) ? 03/31/2022	Name of Employer or Authorized Representative: ? Last Name <input type="text"/> First Name <input type="text"/>	
Home		Save	Print PDF
Cancel		Return to Form I-9	

## TERMINATE AN ELECTRONIC FORM I-9 RECORD

- ❖ UTOLEDO REPRESENTATIVE: **View** the electronic Form I-9 that is in question
- ❖ UTOLEDO REPRESENTATIVE: **Scroll down** to the bottom of the page
- ❖ UTOLEDO REPRESENTATIVE: **Click** the “Terminate” button

Last Name of Employer or Authorized Representative ? Rep	First Name of Employer or Authorized Representative ? Auth	Employer's Business or Organization Name ? Demo - Utoledo	
Employer's Business or Organization Address (Street Number and Name) ? Demo - 2801 W. Bancroft St	City or Town ? Toledo	State ? OH	ZIP Code ? 43606

[Print PDF](#) [Add eDocuments](#) [Add Notes](#)

Section 3 Updating and Reverification

[Add New Section 3](#)

[Home](#) [Delete Form I-9](#) [View Audit Trail](#) [Terminate](#)

- ❖ UTOLEDO REPRESENTATIVE: Enter the termination date, then click the “OK” button

Do you want to terminate this Form I-9? ✕

In order to terminate an eFormI9 you must supply a Termination Date.



[OK](#) [Cancel](#)