

Sterling I-9 User Guide

Version 4 | January 24, 2022

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STERLING I-9

Our modern, end-to-end, and integrated I-9 solution helps address the complexity of U.S. employment eligibility with ease and efficiency

At Sterling, we've made it our mission to provide the foundation of trust and safety our clients need to create great environments for their most essential resource, people.

With today's stringent government policies and ever-changing regulations, costly remote hiring, form retention and audit management – an intelligent I-9 solution has never been more important. With investment in our modern, end-to-end I-9 solution, Sterling helps our clients address of complexity of U.S. employment eligibility with ease and efficiency.

HOW STERLING I-9 IS DIFFERENT

- **High Standards of a Single Provider.** We lead the market as an expert in the screening functions with our own end-to-end I-9 solution, allowing us to respond faster to your needs, without relying on additional providers.
- **An Adaptable, Streamlined Solution.** We provide an end-to-end, streamlined screening and I-9 experience – including service, onboarding, and support – that can quickly adapt to changing market and business needs.
- **Modern, Intuitive Experience.** We offer a modern, easy-to-use, mobile-responsive experience for both clients and their employees.
- **Integrated Solution.** Our robust Sterling Integration Platform (SIP) ecosystem streamlines the hiring process with your onboarding and core HR systems.

USING THIS GUIDE:

Each line in the [Table of Contents](#) can be clicked to go directly to that section of the Guide.

At the bottom of each page, there's a  icon – clicking this will bring you back to the [Table of Contents](#).

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Initiating Electronic Form I-9/E-Verify

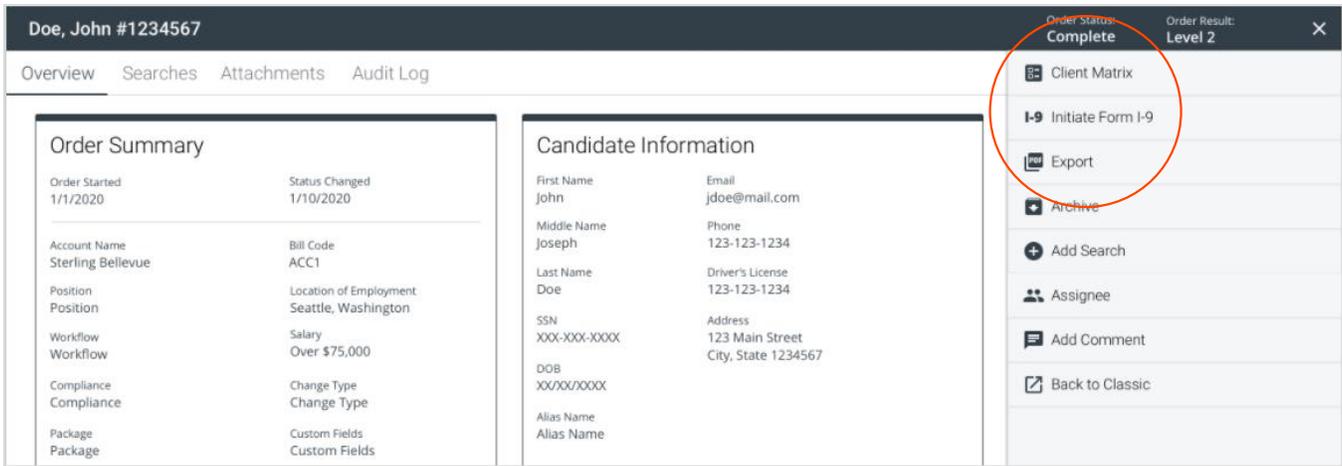
Initiate Task

Like background screening processes at Sterling, initiating Form I-9/E-Verify begins with an order. Orders can be launched from various locations in the Client Hub and SterlingONE. The primary methods are described here.

1. Initiate from a Background Check Overview via Client Hub

Locate the background check for the employee you want to initiate an I-9 for and click on their name.

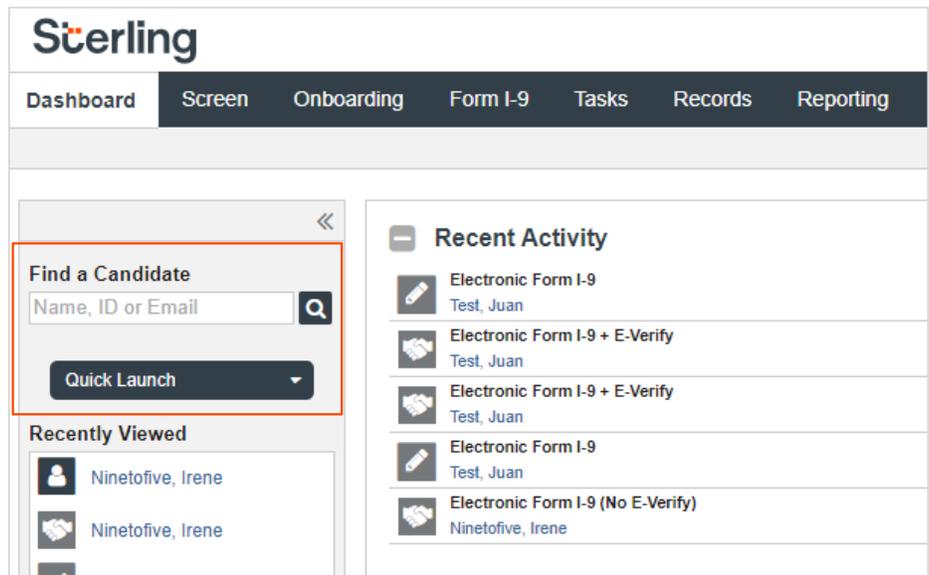
In the right-hand navigation bar, click on the **I-9 icon** or **Initiate Form I-9** link.



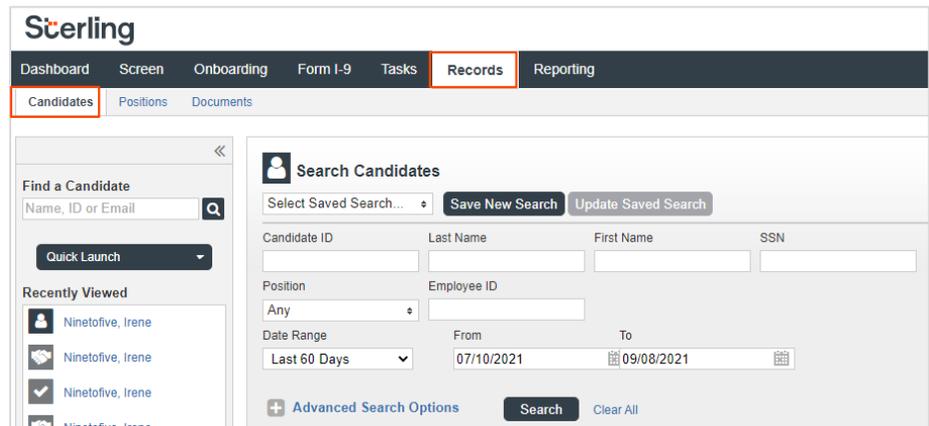
In a new browser tab, you will see a Candidate Record has been created. In the pop-up modal, select the I-9 package you wish to initiate.

2. Initiate from a Candidate Record via SterlingONE

In the left-hand quick-links bar use the **Find a Candidate** search bar.



Or, in the menu bar along the top of the page, click **Records** then **Candidates** for a more detailed search.



In the Candidate Record (Candidate View), find the **Onboarding History** section, and click **Add Onboarding**.

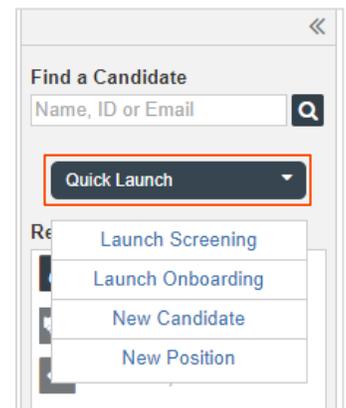


Then, select the appropriate package for ordering.



3. Initiate Without an Existing Candidate Record via Quick Launch on SterlingONE

From the left-hand quick-links bar, click **Quick Launch**. Then choose **Add Onboarding**.



Once the package is launched, you will proceed through the order setup process, and will be asked to create an Employee Profile.

- **Remote:** The employee will complete Section 1 remotely in advance of their first day of work.
- **In Person:** The Verifier will be present when the employee completes Section 1.

How will Form I-9 be completed? * Indicates required field

Please check one of the options below to begin.

Remote – Employee will complete Section 1 remotely; verifier will complete Section 2 (employee email address required)

In Person – Employee will complete Section 1 onsite with the verifier present; verifier will complete Section 2

Create Employee Profile

Fill in the **Employee Profile** information:

- Employee Name
- Employee Start Date

Employee Profile

First Name* Middle Name Last Name*

Employee Start Date*

Month Day Year

!!PLEASE NOTE!! Some fields may prepopulate if order initiated from the Candidate Record.

Assign the Verifier

In “Verified By” area, select the **Assigned Group** (defaults to Sterling users) and the **Assignee**. The verifier or assignee is the person inspecting the employee’s original supporting documents to complete and sign Section 2 of the Form I-9. If needed, use the “Create New Verifier” option to create a new Verification user.

Verifier

The verifier is the employee or qualified agent who will review the employee’s identity documentation to complete Section 2 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Verified By *

Select

Select

Sterling Users

Zone 1

Employee-Selected Verifier

Alternatively, if your organization allows individuals to select their own Form I-9 verifier or authorized representative, select the **Employee Selected Verifier** option from the drop-down menu below.

Verifier

The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Section 2 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Verified By *

Employee Selected Verifier ▼

Create New Verifier

- Click **Continue**.
- Review your order and click **Submit**. A confirmation of submission will display.

!!PLEASE NOTE!!

Verifier profiles are different from User or Candidate/Employee Profiles – the same email address can be used for User and Verifier account setup.

Completing Section 1

Dependent upon your choice of I-9 Launch/Order – Remote or In-Person – please follow the steps to complete Section 1 of the Form I-9

Remote – Employee Get Started

If **Remote** was selected during the form launch, the employee will receive an email from Sterling outlining the task details.

Included in the email will be a link (“**Get Started**” button). If this is their first time accessing SterlingONE, they will also receive a **temporary password** for login.

After clicking the **Get Started** button in the email message, the employee will log in with the credentials also provided in the email message.

Attention Fonda Compliance:

Your Email Address for Sign-In: sbctwdemo+JHILLFondaCompliance@gmail.com
 Your Temporary Password: **xKucDKMX**

Please use the button below to begin filling and signing your Employment Eligibility Verification (Form I-9) online. The Form I-9 should be completed before the due date shown below. If you have previously signed in to the Sterling Talent Solutions, you will be able to use the permanent password you previously set, or use the **Forgot your password?** option on the sign-in page to receive a new temporary password.

Task	Due Date	Status
Complete and Sign Form I-9	10/15/2021	New

Get Started

If you have any questions, or received this email in error, please [click here](#) to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

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Portal Sign In

Sign In

Email Address

Password

[Forgot your password?](#)

Sign In
Back

Welcome to Your Portal

Please use your email address and password to access the Portal. This will allow you to start new tasks that have been assigned to you or return to complete a task in progress.

If the password was not provided in the email notification and the user does not remember their SterlingONE password, they may use the “Forgot your password?” link. If a temporary password is used, the user will be prompted to reset/change their password to meet the following criteria:

Please update your temporary password. Your new password must:

- **Be at least 8 characters long**
- **Be different from the last 10 passwords**
- **Contain at least one character**
- **Contain at least one number**
- **Contain one of the following characters: ! # \$ % - _ = . +**

Once logged into the candidate portal, the employee will click **Start** to begin the Section 1 process.

My Dashboard

Welcome to the Sterling Talent Solutions Candidate Portal. Any active assigned tasks will be displayed in your Inbox below.

My Profile

- Name: Fonda Compliance
- Email Address: sbctwdemo+JHILLFondaCom...
- Address: Not on File
- Phone: Not on File

You have a new task!
 Each time you have a new task, it will appear in your "My Inbox" section. You can also access your tasks by navigating back to your Dashboard by clicking the link in the upper left corner of your portal. [Close this Note](#)

My Inbox

Task	Due Date	Status	
Complete and Sign Form I-9	10/31/21	NEW	Start

Remote – Document Upload

If enabled at the client-level, the user will be presented with a **document upload** portal.

The user should read the **Acceptable Documents** information and click the Acceptable Documents link if needed.

The user should choose which documents they wish to upload – One document from List A, or One document from List B and One document from List C.

My Dashboard > Electronic Form I-9

- File Upload
- Section 1
- eSign Forms

Acceptable Documents

In order to complete the I-9, an employee must present a document or combination of documents. You will be required to upload copies of the document(s).

From the list below, please identify if you will provide a document from List A (which shows both identity and employment authorization) or one document from List B (which shows identity) and one document from List C (which shows employment authorization).

For a full list of acceptable documents, please visit the [USCIS Acceptable Documents page](#).

File Upload

What document(s) will you be providing for review?

- One document from List A
- One document from List B -AND- One document from C

Document Type is required

Next **Save**

If the user chooses **One document from List A**, the page will prompt you to select and upload their List A document(s).

Then, the user must use the drop-down menu to select the title of the List A document(s) they will upload.

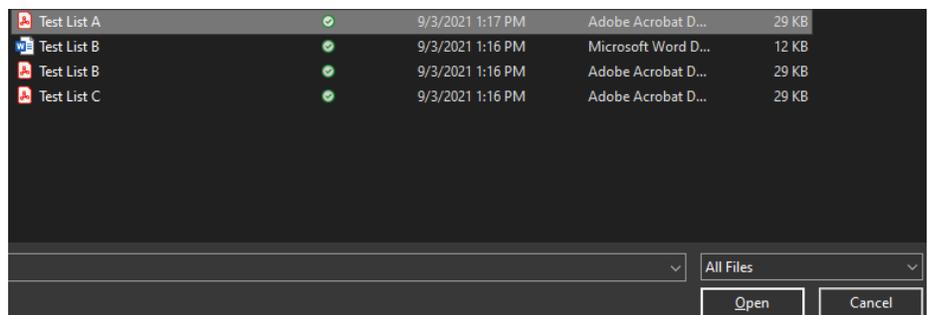
The screenshot shows the 'File Upload' section of the application. Under the heading 'What document(s) will you be providing for review?', the radio button for 'One document from List A' is selected and highlighted with a red box. Below this, the 'List A Documents' section contains a dropdown menu for 'List A Document Title *' with 'U.S. Passport' selected. Two 'Upload a File' buttons are visible, one for 'Attach photo page of U.S. Passport *' and one for 'Attach barcode page of U.S. Passport *', both highlighted with red boxes. A '5MB size limit' note is present below each button.

If the user chooses **One document from List B -AND- One document from List C**, the page appears allowing for choice and upload of specific documents.

Then, the user must use the drop-down menu to select the title of the List B and List C documents they will upload.

The screenshot shows the 'File Upload' section for the 'One document from List B -AND- One document from List C' option. The corresponding radio button is selected and highlighted with a red box. The 'List B Documents' section features a dropdown menu for 'List B Document Title *' with 'Select a List B Document' selected, and an 'Upload a File' button for 'Attach copy of documents *' with a '60MB size limit' note. The 'List C Documents' section has a similar dropdown menu for 'List C Document Title *' and an 'Upload a File' button for 'Attach copy of documents *' with a '60MB size limit' note. The entire form area is outlined with a red border.

Next, the user must upload a file by using the **Upload a File** button. Feel free to navigate to your device and choose the file. Then, click **Open**.



To validate that file has been uploaded, file name(s) should be visible as hyperlink text below the **Upload a File** button.

Click the trash can icon to remove an uploaded file from the page.

Repeat the **Upload a File** process to upload additional supporting documents used to complete the employee's Form I-9.

Click **Next** to proceed.

U.S. Passport

Attach photo page of U.S. Passport *

Upload a File

5MB size limit

Previously Uploaded:

Test List A.pdf

Attach barcode page of U.S. Passport *

Upload a File

5MB size limit

Previously Uploaded:

Test List A.pdf

!!PLEASE NOTE!!

We allow for most generally acceptable file-formats for document and portable file upload (ex: .jpg, .png, .bmp, .pdf). File size restrictions apply.

Remote – Employee-Selected Verifier

If enabled, the employee will be asked to provide information about their verifier or authorized representative for Section 2 of their Form I-9. They will be required to provide the verifier's **first name, last name** and **email address**.

Employees will not be allowed to enter their own email address as the Verifier's email address.

My Dashboard > Standalone I9 Package

Document Verifier Information

Section 1

eSign Forms

Document Verifier Information

Sterling Talent Solutions has requested that you designate someone to complete Section 2 of the I-9 on their behalf. You and your designated agent must complete and sign Section 2 within 3 business days of your first day of employment, on or before **07/01/2021**.

Your designated agent must physically examine the document(s) that you provide. EITHER 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, that you provide.

Please provide the full name and email of the person you are designating to complete Section 2 of the Form I-9 below.

Verifier's First Name * Verifier's Last Name * Verifier's Email *

Valerie Verifier sbctwdemo+CMP_valerie.verifier@gmail.com

Next Save

If an individual needs to change their **selected verifier** after completing Section 1, they may log back into their candidate portal with the link in their original email and click the **Change Verifier** button.

My Dashboard

My Profile

Welcome to the Sterling Talent Solutions Candidate Portal. Any active assigned tasks will be displayed in your Inbox below.

My Profile

Name
Hildi Brand

Email Address
sbctwdemo+CMP_hildibrand...

Address
3235 West Randolph Blvd
Seattle, WA 98115

Phone
(206) 465-8975

My Inbox

Task	Due Date	Status
Complete and Sign Form I-9	6/30/21	Complete

[Change Verifier](#)

My Documents

Document Type	Document	Date Signed
Form I-9 Identification Documents	Passport Back .jpg	6/28/21
Form I-9 Identification Documents	Passport Front.jpg	6/28/21

The **original verifier** will receive an email that they are no longer assigned to Section 2. The newly assigned verifier will receive an email notifying them to complete section 2.

Attention Timothy Verid:

The task of completing section 2 of Hildi Brand's Employment Eligibility Verification (Form I-9) has been reassigned to another individual. The link provided to you in a previous communication will no longer access the Electronic Form I-9.

If you have any questions, or received this email in error, please [click here](#) to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

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Remote – Section 1 Data Input

On the next page, the user will be presented with on-screen instructions, as well as options to download PDF versions of instructions.

Form I-9 Section 1

This is the Form I-9 for Fonda Compliance

You are asked to complete Section 1 of an electronic Form I-9. This process should only take a few minutes to complete, and you can save your progress and come back later if needed. PDF versions of the complete Form I-9 in both English and Spanish are available from USCIS using the links below.

[Form I-9 Instructions - English](#)
[Form I-9 Instructions - Spanish](#)
[Form I-9 PDF - English](#)
[Form I-9 PDF - Spanish](#)

Read instructions carefully before completing this form. The instructions can be viewed using the links above.

The employee will complete the required Section 1 fields under **Employee Information and Attestation**.

If your company is enrolled in E-Verify, the employee must provide their Social Security number. If they have not yet received a Social Security Number (SSN), they must check **Awaiting SSN**.

Employee information and Attestation

First Name * Middle Name * Last Name *

No Middle Name

Other Last Names Used (if any) *

No Other Names

Social Security Number *

Check below if you have not yet received your SSN from the SSA.

Awaiting SSN 

Date of Birth (MM/DD/YYYY) *

The employee must enter their current place of residential under **Address**.

Also, the employee may choose to provide personal **Contact Information** to Department of Homeland Security (DHS) which may be used to contact them regarding their E-Verify status (optional).

Address

Address * Apt. Number

No Apt. Number

City * State Zip Code *

The City/State/Zip combination is not valid.

Email ⓘ

Telephone Number ⓘ

!!PLEASE NOTE!! Canadian and Mexican addresses are acceptable for cross-border employment. Scroll to the bottom of the “State” listing to see these options.

The employee will be asked to attest to their citizenship status and confirm their acknowledgement of federal law.

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

A lawful permanent resident

An alien authorized to work

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 Acknowledge *

Next **Save**

If the employee attests to being a lawful permanent resident, they will be prompted to provide additional information.

A link is provided to help the employee identify essential information about their work authorization documents.

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
 A lawful permanent resident
 An alien authorized to work

Alien Registration Number?

Document Type * Alien Registration Number/USCIS Number *

Select Document Type ▼

If the employee attests to being an alien authorized to work, they will be prompted to enter additional information.

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
 A lawful permanent resident
 An alien authorized to work

Work Authorization Expiration Date *



N/A - Check this box if your work authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshal Islands, or Palau.

For alien authorized to work, provide your Alien Registration Number/USCIS Number, Form I-94 Admission Number, or Foreign Passport Number with Country of Issuance.

Select one: *

Alien Registration Number/USCIS Number
 Form I-94 Admission Number
 Foreign Passport Number

Remote – Section 1 eSignature

The employee will be asked to consent to use an electronic signature by clicking **I Agree to Use an Electronic Signature**.

If the employee declines to use an electronic signature, the workflow will be halted, and the status will be set to **eSign Declined**. A new I-9 (paper copy) will then need to be completed in person.

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.



The employee will be prompted to either select a signature or draw their own.

After choosing their signature method, the employee will click **Proceed to eSign Preview**.

eSign Forms

[<< View Consent and Notice Regarding Electronic Signature](#)

Select or Draw Your Electronic Signature

Confirm your name:

Confirm your initials:

Select your signature

Signature

Fonda Compliance

Initials

FC

Or draw your signature

[Clear](#)

Initials

[Clear](#)

[Proceed to eSign Preview >>](#)

The employee will review Section 1 to confirm all fields are completed accurately, then click **Confirm and eSign Forms** to sign Form I-9.

eSign Forms

Confirm and eSign Forms

Save and Sign Later

I need to correct my information before I sign

Form I-9

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

**USCIS
Form I-9**
OMB No. 1615-0047
Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

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.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) Compliance	First Name (Given Name) Fonda	Middle Initial N/A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 1234 North Street St	Apt. Number N/A	City or Town Chicago	State IL
ZIP Code 60606	Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address
		Employee's Telephone Number	

If the employee identifies errors, they may click **I need to correct my information before I sign** at the top of the page.

The employee will be presented with a **List of Acceptable Documents**.

The employee may present any document from List A, or a combination of documents from List B and List C, to complete Section 2.

A copy of the List of Acceptable documents can be downloaded by clicking the PDF hyperlink.

Additional Action Required!

You must still bring original versions (not copies) of **either one document from List A, or a combination of one document from List B one document from List C** to be inspected by a representative of your employer, who will then complete section 2 of the Form I-9.

A list of acceptable list A, B, and C documents can be viewed as a PDF using the link below.

List of Acceptable Documents.pdf

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

In-Person – Accessing Section 1

For employees who complete I-9 Section 1 at an onsite employer location, the “In-Person” selection will NOT send an email notification to Employee for I-9 Section 1 completion. Instead, the assigned Verifier will receive the following notification.

The assigned Verifier email contains a link to access Section 1 of the form.

This workflow commonly entails an employee or new hire using a company-owned device to click the email link to log in and complete Form I-9 Section 1.

The Form I-9 Section 2 completion link is also included in this email.

Attention Anita Verification:

You have been designated to facilitate the completion of Irene Ninetofive's Employment Eligibility Verification (Form I-9). The link below will provide access to the employee portion of the Form I-9, which should be completed and signed by the employee by the end of their first day of work.

[Click here to access the Employee section of the Form I-9](#)

You will be prompted to enter your login and password to allow the employee to access the I-9.

After the employee is complete, the link below will provide access to your portion of the Form I-9. You must inspect original documentation provided by the employee and complete section 2. **The Form I-9 should be completed on the employee's start date**, and is required to be completed no later than three business days after the employee's start date.

Get Started

Task Details:

Task: **Complete Section 2 of Employee Form I-9**

Assigned by: **Prod Test**

Assigned to: **Anita Verification**

Employee: **Irene Ninetofive**

Employee Start Date: **11/20/2021**

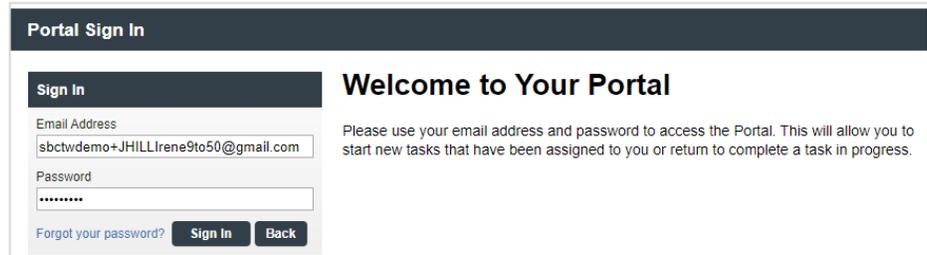
Task Due Date: **11/29/2021**



After clicking the Employee Section 1 link, a page appears which prompts the employee to log in. If a new password is needed, use the **Forgot your password?** link to email a temporary password.

Alternatively, the initiator or other permitted Sterling I-9 user admin may click **Launch Form I-9 Section 1** on the Report details screen.

Clicking this link will open a new page/tab prompting employee to login (same as above).




Sequence	Role	Signer	Status	Action
+ Task 1	Employee	Irene Ninetofive	Notified	Launch Form I-9 Section 1
+ Task 2	Verifier	Anita Verification Sbctwdemo+JHILLAnitaVerification@gmail.com	Notified	

Please note: If accessing this link on the same computer, the Sterling I-9 admin user may be logged off and will need to log back in after Section 1 has been completed.

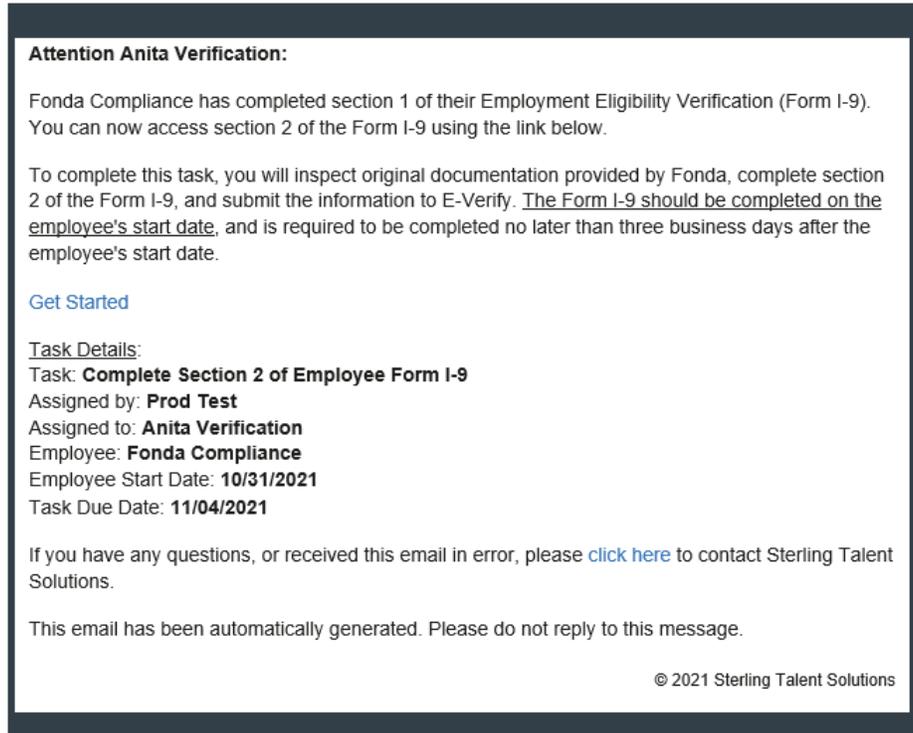
Employee completes Section 1 in same manner as describe for Remote Section 1 completion.

Completing Section 2

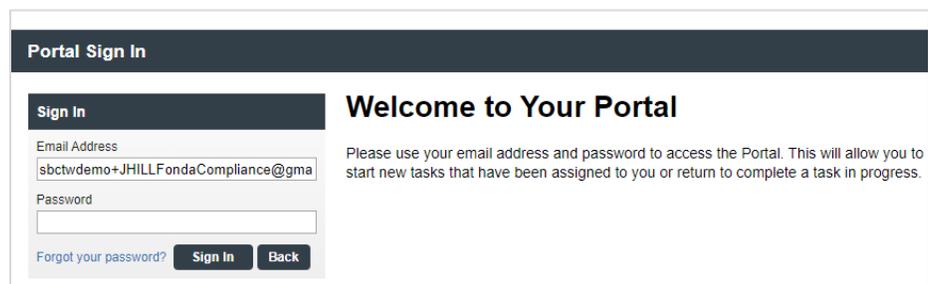
Employer-Selected Verifier

If a specific verifier was chosen by the employer in the launch/order process, the Verifier will receive email notification once Section 1 has been completed.

The verifier may access Section 2 through the verifier portal by clicking **Get Started** in their notification email.



After clicking the **Get Started** button from the email message, Verifier will need to login using the credentials provided in the email message.



If password was not provided in the email notification and user does not remember their SterlingONE password, they should use the “Forgot your password?” link. If a temporary password is used, the user will be prompted to reset/change their password to meet the criteria:

- Please update your temporary password. Your new password must:
- Be at least 8 characters long
 - Be different from the last 10 passwords
 - Contain at least one character
 - Contain at least one number
 - Contain one of the following characters: ! # \$ % - _ = . +

Once logged into the Verifier Portal, the Verifier will click **Start** to begin the Section 2 process.

There might be other assigned Verification tasks available, with options to Reassign or Launch assigned tasks.

My Dashboard

Welcome to the Verifier Portal

Welcome to the Verifier Portal. Any active assigned tasks will be displayed in the list view below.

My Tasks

Task	Candidate	Due Date	Status	
Complete and Sign Section 2	Test Three	1/19/21	In Progress	Launch Task
Complete and Sign Section 2	Fonda Compliance	11/4/21	NEW	Reassign Start
Complete and Sign Section 2	Irene Ninetofive	10/15/21	Pending	Reassign Start

Verifier – Document Review

If enabled, the verifier will be asked to review the documents uploaded by the employee. There will be multiple links showing for each file uploaded by employee.

Verifier should make appropriate choice regarding the documents that were reviewed.

Verifier clicks **Next**.

My Dashboard > Electronic Form I-9

File Upload ▶ **Employee Uploaded Documents**

Section 1

Section 2

eSign Forms

U.S. Passport Front.jpg
U.S. Passport Barcode.jpg

Verification Method

Please select from the following
(check one of the following) *

I am reviewing the documents remotely

I am physically reviewing the documents which MATCH the employee uploaded document(s)

I am physically reviewing the documents which DO NOT MATCH the employee uploaded document(s)

Next

If documents physically or virtually inspected do NOT match those uploaded to the I-9, click the **I am reviewing the documents in person, but they DO NOT MATCH the employee uploaded document(s)** option.

This will prompt for a message to send back to the employee to upload correct documents.

Verifier clicks **Next**.

The documents presented in person, did not match those that the employee uploaded. Send back to the employee to upload the correct documents.

Return Note

400

Close **Submit**

!!PLEASE NOTE!! Remote document inspection is an option at this point. Review USCIS guidelines and Sterling COVID I-9 guide for various inspection options

Verifier – Delegate to another Verifier & Return to Employee

At this phase of the process, Verifier will have an option to **Delegate to another Verifier** or **Return this Form I-9 to the employee**.

Verifier will be required to provide a Return Note

The verifier will not be able to continue with Section 2 until Section 1 has been corrected, indicating why the form was returned.

Form I-9 Section 1

This is the Form I-9 for Fonda Compliance

If you will not be able to complete this task, you may Delegate to another Verifier

You must review the information the employee provided in Section 1 as displayed to ensure that it was completed properly.

If you identify errors in Section 1, you may Return this Form I-9 to the employee for correction.

Verifier – Section 1 Review

The verifier will review the employee’s completed Form I-9 Section 1.

This page is read-only, and no corrections/edits can be made on this page.

Verifier clicks **Next** to proceed.

Employee information and Attestation

First Name *	Middle Name	Last Name *
Fonda	<input checked="" type="checkbox"/> No Middle Name	Compliance

Other Last Names Used (if any)

No Other Names

Social Security Number *

Check below if you have not yet received your SSN from the SSA.

123458888

Awaiting SSN

Date of Birth (MM/DD/YYYY) *

06/01/1955

Address

Address *	Apt. Number	
1234 North Street St	<input checked="" type="checkbox"/> No Apt. Number	
City *	State	Zip Code *
Chicago	IL	60606

Verifier – Section 2 Data Input

On the next page, Verifier will be presented with on-screen instructions, as well as options to download PDF versions of instructions.

Form I-9 Section 2

If you will not be able to complete this task, you may [Delegate to another Verifier](#)

You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

PDF versions of the complete Form I-9 in both English and Spanish are available from USCIS using the links below.

[Form I-9 Instructions - English](#)
[Form I-9 Instructions - Spanish](#)
[Form I-9 PDF - English](#)
[Form I-9 PDF - Spanish](#)

Read instructions carefully before completing this form. The instructions can be viewed using the links above.

The Verifier chooses whether the employee has provided **List A** or **List B and List C** documents for review.

Employer or Authorized Representative Review and Verification

List A

U.S. Passport
Permanent Resident Card (I-551)
Employment Authorization Document (I-766)
and other documents...

List B and C

Driver's License or ID Card
Voter's Registration Card
U.S. Military Card or Draft Card

Social Security Card
Birth Certificate
and other documents...

Document choices appear based on the specific documents selected for review and verification.

The Verifier will enter document information into the required fields, and the form will display alerts if any information appears to be missing or inaccurate.

If the employee presents a receipt for a document that was **lost, stolen, or damaged**, then the Verifier may check the box and enter the receipt details. For Form I-9, a receipt is valid for 90 days from the date of hire, and the system will automatically calculate the due date.

List A Documents

List A Document Title

Receipt for a document that was lost, stolen, or damaged

Issuing Authority *

Document Number *

Expiration Date *

Due to delays in processing documents at the State and Federal level (COVID-19), there is an option to allow for expired documents.

!!PLEASE NOTE!!

Use this option in accordance with applicable rules and guidelines.

Did this List B document expire on or after 03/01/2020 and the candidate is unable to renew it?

Please select One * Yes No

Verifier has opportunity to provide details in the **Additional Information** box.

If the Verifier chose the “I am reviewing the documents remotely” option during the document upload review (if applicable), the following information is automatically entered in the Additional Information box: **Remote Inspection completed on MM/DD/YYYY.**

Additional Information

Use this space to notate any additional information required for Form I-9 such as:

- Employment authorization extensions for Temporary Protected Status beneficiaries, F-1 OPT STEM students, CAP-GAP, H-1B and H-2A employees continuing employment with the same employer or changing employers, and other nonimmigrant categories that may receive extensions of stay
- Additional document(s) that certain nonimmigrant employees may present
- Discrepancies that E-Verify employers must notate when participating in the IMAGE program
- Employee termination dates and form retention dates
- Any other comments or notations necessary for the employer's business process

Remote inspection completed on 10/25/2021

Note: “Remote inspection completed on MM/DD/YYYY” will be added to the Additional Information section of the final .pdf version of this form.



The Verifier will enter the employee's first date of employment (pre-populated based on original launch/order value).

Next, the Verifier will enter their name, title, and the employer's business or organization details.

Employer business information may be prefilled based on account configuration.

The Verifier attests via the checkbox and then clicks the **Next** button.

Certification

Employee's first day of employment

Title of Employer or Authorized Representative *

Employer's Business or Organization Name *

Address (Do not provide P.O. Box) *

City * Country/Region * State or Province * Zip *

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.

I Acknowledge *

Verifier – Verifier Uploaded Documents

Based on account setup, the Verifier may be prompted to attach a copy of the employee's identification documents.

Simply **Choose File**, **Upload File**, and repeat as necessary for multiple attachments.

If necessary, documents may be removed by clicking the **trash can icon**.

1

Attach copy of documents *

No file chosen

Max file size is 15MB

2

Attach copy of documents *

USPassport.gif

Max file size is 15MB

3

Attach copy of documents *

No file chosen

Max file size is 15MB

Previously Uploaded:

USPassport.gif

Verifier – Section 2 eSignature

The Verifier will be asked to consent to use an electronic signature by clicking **I Agree to Use an Electronic Signature**.

If the Verifier declines to use an electronic signature, the workflow will be halted, and the status set to **eSign Declined**. A paper I-9 will be required at this point.

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.

If you decline to use an electronic signature by clicking the "I Decline to Use an Electronic Signature" button, you will be asked to enter your reason for declining. You should contact your employer to manually sign your document.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

You will receive a copy of the following forms.

I Agree to Use an Electronic Signature

[I Decline to Use an Electronic Signature](#)

The Verifier will be prompted to either select a signature or draw their own.

Once a signature has been chosen, the Verifier will click **Proceed to eSign Preview**.

eSign Forms

<< View Consent and Notice Regarding Electronic Signature

Select or Draw Your Electronic Signature

Confirm your name: Confirm your initials:

Select your signature

Signature Initials





Or draw your signature Clear Initials Clear

[Proceed to eSign Preview >>](#)

The Verifier will review the form to ensure all fields are complete and click **Confirm and eSign Forms** to sign.

If the Verifier identifies errors, they may return to the form by clicking **I need to correct my information before I sign**.

The screenshot shows the 'eSign Forms' interface. At the top, there are buttons for 'Confirm and eSign Forms' and 'Save and Sign Later'. A link 'I need to correct my information before I sign' is visible. The main content is 'Form I-9' from the Department of Homeland Security, U.S. Citizenship and Immigration Services. It includes instructions and a table for 'Section 1. Employee Information and Attestation'.

Section 1. Employee Information and Attestation <small>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</small>					
Last Name (Family Name) Employer		First Name (Given Name) Test		Middle Initial N/A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 123			Apt. Number N/A	City or Town Chicago	State IL
Date of Birth (mm/dd/yyyy) 06/09/1977			U.S. Social Security Number [] [] - [] [] - [] []	Employee's E-mail Address N/A	Employee's Telephone Number N/A

Once eSigning is complete, the verifier may **Return to Dashboard** to complete assigned I-9 tasks for other employees or **Logout** of the verifier portal.

The confirmation screen displays 'eSigning Complete' with a checkmark icon. Below the text 'You have completed electronically signing your Form I-9.', there are two buttons: 'Return to Dashboard' and 'Logout'.

Verifier – Employee-Selected Verifier

If the employee selects their own verifier, that person will receive an invitation via email.

To begin the process, Verifier will click the **Get Started** link in the email notification.

The email notification content includes:

- Attention Veronica Verifier:** test test has selected you to complete Section 2 for their Form I-9. You can now access Section 2 of the Form I-9 using the link below.
- To complete this task, you must **be present in person to physically inspect** original documentation provided by test and complete Section 2 of the Form I-9 electronically. You must complete this task by 07/04/2021.
- [Get Started](#)
- If you have any questions, or received this email in error, please [click here](#) to contact Sterling Talent Solutions.
- This email has been automatically generated. Please do not reply to this message.

Upon logging in, the verifier will experience a similar Section 2 experience as listed above. On the welcome page, they should select the **Launch Task** button.

The 'Welcome to the Verifier Portal' screen includes a 'My Tasks' section with the following table:

Task	Candidate	Due Date	Status	
Complete and Sign Section 2	Test Test	7/4/21	NEW	Launch Task

The verifier can then review Section 1 and complete Section 2 in the same manner described above.

Verifier – Late I-9 Verification

If the verifier completes Section 2 of the Form I-9 more than 3 days after the employee’s first day of employment, the I-9 task will be considered late. The verifier must select an **Overdue Reason** and click **Continue** to complete submission.

eSign Forms

eSigning Complete

You have completed electronically signing your Form I-9.

Your signed documents can be accessed through the links below, or through the My Documents panel on your dashboard.

[Form_I9_Goodell_Elaine_2016-03-21_1454PDT.pdf](#)
[USPassport.pdf](#)

⚠ This case is considered overdue because it is not submitted within three (3) business days of hire. Please give reason:

Overdue Reason

Continue

Return to Dashboard **Logout**

Select

- Awaiting Social Security Number
- Technical problems
- Audit revealed that new hire was not run
- Federal Contractor with E-Verify Clause verifying an existing employee
- Other

Verifier – E-Verify Photo Match

If an employer is setup for E-Verify, then the Verifier may be asked to complete the **photo match** for E-Verify.

The verifier selects Yes or No to indicate whether the photo on the screen matches the photo on the physical document the employee provided. After making a choice, the verifier will click the **Continue** button.

E-Verify will return initial verification within 3-5 seconds.

eSign Forms

eSigning Complete

You have completed electronically signing your Form I-9.

Your signed documents can be accessed through the links below.

[Form_I9_Goodell_Elaine_2015-11-25_1100PST.pdf](#)
[USPassport.pdf](#)

Important: Please Verify the Photo Below

Does this photo match the photo on the U.S. Passport or U.S. Passport Card provided by the employee?

Note: If "No Photo on this Document" appears below, select **Yes**.

YES NO

E-Verify has completed with a result of **Employment Authorized - Employee Retained**
 The employee continues to work after receiving an Employment Authorized result.

Completing Section 3

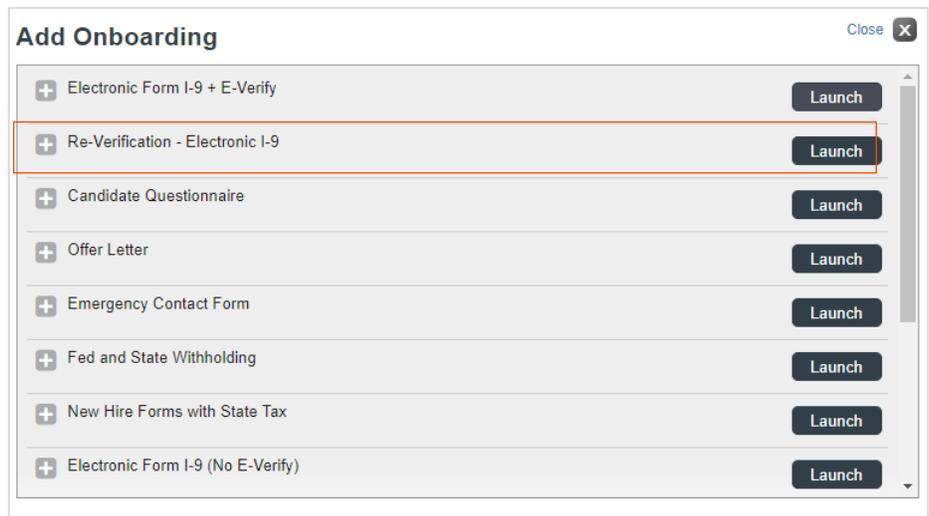
Per USCIS guidance, Form I-9 Section 3 can be used to verify an employee’s continued work authorization, record a legal name change for the employee, or indicate that an employee is a rehire within the defined period.

See [USCIS M-274 – Handbook for Employers](#) for use-cases when it is compliant to use Section 3 or complete a new Form I-9.

Note: Rehire process is handled through a unique Section 3 workflow. See separate **Section 3 – Rehire** section of guide.

Launch Section 3

Like an I-9 order, a **Reverification Electronic Form I-9** task can be launched via the same methods previously described (see **Initiate Form I-9** section).



The reverification tasks may also be launched through the **Form I-9 Expiration Report** by selecting **Reverify Employee** from the **Action** menu.



User will choose which type of Section 3 task will be completed – **Reverification** (work authorization document renewal) or **Update Form I-9** (name change).

User will fill-in or modify all required fields. If **Reverification** was launched for an existing employee record, previously used Name and Expiration Date fields may be prepopulated.

Select the **Assigned Group** and **Assignee**. The assignee is the person inspecting the employee’s original documents to complete and sign Section 3 of the Form I-9.

Click **Continue**, review the order confirmation, and click **Submit**.

Verifier Task for Section 3 - Reverification

The assigned verifier will receive an email with access to complete and sign Form I-9 Section 3.

The verifier may access Section 3 through the verifier portal by clicking **Get Started** in their notification email.

How will Section 3 of the Form I-9 be completed?
Please check one of the options below to begin.

Reverification

- Current employee's work authorization or document is about to expire

Update Form I-9

- Employee has changed their name

Employee Profile
Employee Name as entered on original Form I-9

First Name*	Middle Name	Last Name*	Social Security #
Paisley	M	Clark	xxx-xx-6789
Due Date*	Previous Document Expiration Date*	Previous Report ID	
04/29/2016	06/01/2016	62050036	

Verifier
The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Section 3 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Verified By *

Zone 1

Assignee *

Anita Verification (Sbctwdemo+JHILLAnitaVerification@

Attention Anita Verification:

You have been designated to complete Section 3 of Irene Ninetofive's Form I-9. To complete this task you complete the required portions of Section 3 and inspect original documentation provided by Irene if the employee's work authorization documents have expired since the completion of their original Form I-9.

[Get Started](#)

Task Details:
 Task: **Complete Section 3 of Employee Form I-9**
 Assigned by: **Prod Test**
 Assigned to: **Anita Verification**
 Employee: **Irene Ninetofive**
 Task Due Date: **11/01/2021**

If you have any questions, or received this email in error, please [click here](#) to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

© 2021 Sterling Talent Solutions

After clicking **Get Started** from the email message, Verifier will need to log in using credentials provided in the email message.

Portal Sign In

Sign In

Email Address

Password

[Forgot your password?](#)

Welcome to Your Portal

Please use your email address and password to access the Portal. This will allow you to start new tasks that have been assigned to you or return to complete a task in progress.

If password was not provided in the email notification and user does not remember their SterlingONE password, they should use the “Forgot your password?” link. If temporary password is used, user will be prompted to reset/change their password to meet the criteria.

- Please update your temporary password. Your new password must:
- Be at least 8 characters long
 - Be different from the last 10 passwords
 - Contain at least one character
 - Contain at least one number
 - Contain one of the following characters: ! # \$ % - _ = . +

Once logged into the Verifier Portal, the Verifier will click **Start** to begin the Section 3 process.

PLEASE NOTE: There might be other assigned Verification tasks available, with options to Reassign or Launch assigned tasks.

My Dashboard

Welcome to the Verifier Portal

Welcome to the Verifier Portal. Any active assigned tasks will be displayed in the list view below.

My Tasks

Task	Candidate	Due Date	Status	
Complete and Sign Section 2	Test Three	1/19/21	In Progress	<input type="button" value="Launch Task"/>
Complete and Sign Section 3	Irene Ninetofive	11/4/21	NEW	<input type="button" value="Reassign"/> <input type="button" value="Start"/>

Verifier may update the employee’s name (if applicable).

Reverification and Rehires

Employee Name from Section 1: Dexter Simpson

A. New Name (if applicable)

Complete Block A if an employee's name has changed at the time you complete Section 3. Enter only the part of the name that has changed.

For example: If the employee changed only his or her last name, enter the updated last name in the Last Name field, then select "Name has not changed" checkbox for the First Name field.

First Name

Name has not changed

Middle Name

No Middle Name or Name has not changed

Last Name

Name has not changed

Next, the Verifier will complete Section 3 based on the employee's original, updated work authorization document and enter the document title, document number, and expiration date (if applicable).

If enabled, Verifier will also need to upload a file containing an image of the document inspected for reverification.

Verifier will attest to and acknowledge the statement shown and click **Next**.

The verifier will be asked to consent to use an electronic signature by clicking **I Agree to Use an Electronic Signature**.

If the verifier declines to use an electronic signature, the workflow will be halted, and the status set to **eSign Declined**. A paper I-9 will be required at this point.

C. Reverification (if applicable)
 If the employee's previous grant of employment authorization has expired, provide the information for the document from the List A or List C the employee presented that establishes current employment authorization.
 To complete Block C:
 a. Examine either List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
 b. Record the document title, document number, and expiration date (if any)

List A/C Document Title *

Receipt for a document that was lost, stolen, or damaged

Document Number *

Expiration Date *

This document does not have an expiration date

Attach copy of documents *
 No file chosen Max file size is 60MB

Certification

attest, under penalty of perjury, that
 a. this employee is authorized to work in the United States, and
 b. if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

I Acknowledge *

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.

If you decline to use an electronic signature by clicking the "I Decline to Use an Electronic Signature" button, you will be asked to enter your reason for declining. You should contact your employer to manually sign your document.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

You will receive a copy of the following forms.

[I Decline to Use an Electronic Signature](#)



The verifier will be prompted to either select a signature or draw their own.

Once a signature has been chosen, the verifier will click **Proceed to eSign Preview**.

eSign Forms

<< View Consent and Notice Regarding Electronic Signature

Select or Draw Your Electronic Signature

Confirm your name: Anita Verification Confirm your initials: AV

Select your signature

Signature Initials

Anita Verification AV

Or draw your signature Clear Initials Clear

Proceed to eSign Preview >>

The verifier will review the form to ensure all fields are complete and click **Confirm and eSign Forms** to complete signing.

If the verifier identifies errors, they may return to the form by clicking **I need to correct my information before I sign**.

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

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	
N/A	N/A	N/A	N/A	

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.

Document Title U.S. Passport Card	Document Number C12345678	Expiration Date (if any) (mm/dd/yyyy) 10/31/2027
--------------------------------------	------------------------------	---

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 Authorized Representative <i>Anita Verification</i> Anita Verification	Today's Date (mm/dd/yyyy) 10/25/2021	Name of Employer or Authorized Representative Anita Verification
---	---	---

Form I-9 10/21/2019 Page 2 of 3

Once eSigning is complete, the verifier may **Return to Dashboard** to complete assigned I-9 tasks for other employees or **Logout** of the verifier portal.

eSign Forms

eSigning Complete

You have completed electronically signing your Form I-9.

Return to Dashboard **Logout**

Verifier Task for Section 3 - Rehire

In the employee record, click **Add Onboarding** in the Onboarding History section and select **Rehire Electronic Form I-9**. Enter the Employee Rehire Start Date and click **Continue**.

If **more than 3 years** have passed since the original Form I-9, message will direct user to create a new Form I-9. Click **Continue** to launch a new I-9.

The screenshot shows a window titled "Add Onboarding" with a "Close" button in the top right. A list of onboarding options is displayed, each with a plus icon, a name, a price, and a "Launch" button. The "Rehire Electronic I-9" option is highlighted with a red border.

Item	Price	Action
+ Paper I-9	\$0.00	Launch
+ Paper I-9 with E-Verify	\$0.00	Launch
+ Electronic I-9 with E-Verify	\$0.00	Launch
+ Reverify Electronic Form I-9	\$0.00	Launch
+ Rehire Electronic I-9	\$0.00	Launch
+ Electronic I-9	\$0.00	Launch
+ I-9 Verifier Network Standalone	\$45.00	Launch
+ I-9 Keved in from Hard Copy (Rehire)		

Verifier will enter employee's **rehire start date**.

The screenshot shows a form titled "Add Onboarding" with a sub-header "Rehire Electronic Form I-9". Below the sub-header is a text prompt: "Enter the employee's date of rehire below to determine whether a new Form I-9 is required for this rehire." There is a text input field labeled "Employee Rehire Start Date" with a calendar icon to its right.

If a rehire qualifies for Section 3 completion, a confirmation message will appear.

Click **Continue** to proceed.

The screenshot shows a confirmation message window titled "Add Onboarding". The message states: "The employee's original Form I-9 qualifies for Section 3 completion. Click Continue to launch an electronic Form I-9 Section 3 for this employee." Below the message is a note: "*E-Verify is not included in this workflow." A table provides details about the original I-9, and a "Continue" button is at the bottom right.

Original I-9			
Previous Report ID	Original Hire Date	DHS Case Number	Work Authorization Expiration Date
224645545	11/09/2021	No E-Verify Case	2021-10-26
Document Type	Document Number	Document Expiration Date	
Alien Reg Card (I-551)	ABC1234567890	10/26/2021	

Complete the **Employee Profile** information if not prefilled. The due date for the rehire Section 3 task will be automated based on the employee's rehire start date.

Assign the **Verifier**. Click **Continue**, review, and select **Submit**.

Irene Ninetofive Candidate View

Rehire Electronic I-9

Company Information * Indicates required field

Company Profile*

Employee Profile
Employee Name as entered on original Form I-9

<small>First Name*</small>	<small>Middle Initial</small>	<small>Last Name*</small>	<small>Social Security #</small>
<input type="text" value="Irene"/>	<input type="text"/>	<input type="text" value="Ninetofive"/>	<input type="text" value="xxx-xx-4444"/>

Employee Rehire Start Date*

Verifier
The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Section 3 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Verified By *
 Create New Verifier

Assignee *

Order Tracking

Organization Name*

Billing Code*

Continue

An email notification is sent to the Verifier. To access Section 3, click **Get Started**.

A verifier who has Sterling I-9 user access may access Section 3 from the report.

Attention Anita Verification:

You have been designated to complete Section 3 of Irene Ninetofive's Form I-9. To complete this task you complete the required portions of Section 3 and inspect original documentation provided by Irene if the employee's work authorization documents have expired since the completion of their original Form I-9.

[Get Started](#)

Task Details:
 Task: **Complete Section 3 of Employee Form I-9**
 Assigned by: **Prod Test**
 Assigned to: **Anita Verification**
 Employee: **Irene Ninetofive**
 Task Due Date: **11/01/2021**

If you have any questions, or received this email in error, please [click here](#) to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

The verifier will access Section 3 by clicking **Start** next to the appropriate Form I-9 Section 3 task.

My Dashboard

Welcome to the Verifier Portal

Welcome to the Verifier Portal. Any active assigned tasks will be displayed in the list view below.

My Tasks

Task	Candidate	Due Date	Status	
Complete and Sign Section 2	Test Three	1/19/21	In Progress	Launch Task
Complete and Sign Section 3	Irene Ninetofive	11/29/21	NEW	Reassign Start

The Rehire process will allow for the entry of new name and work authorization details. **Date of Rehire** section is populated with the information provided with the original order.

PLEASE NOTE: As document validation is not required for rehire, document upload section is NOT required, and can be skipped accordingly for the Rehire process.

My Dashboard > Standalone I-9 Section 3

Section 3

Form I-9 Section 3

eSign Forms

If you will not be able to complete this task, you may [Delegate to another Verifier](#)

PDF versions of the complete Form I-9 in both English and Spanish are available from USCIS using the links below:

[Form I-9 Instructions - English](#)
[Form I-9 Instructions - Spanish](#)
[Form I-9 PDF - English](#)
[Form I-9 PDF - Spanish](#)

Read instructions carefully before completing this form. The instructions can be viewed using the links above.

Reverification and Rehires

Employee Name from Section 1: Irene Ninetofive

A. New Name (if applicable)

First Name

Middle Name

Last Name

Name has not changed
 No Middle Name or Name has not changed
 Name has not changed

B. Date of Rehire (if applicable)

Employee's first day of employment

11/20/2021

C. Reverification (if applicable)

If the employee's previous grant of employment authorization has expired, provide the information for the document from the List A or List C the employee presented that establishes current employment authorization.

List A/C Document Title

Select a List A/C Document

Receipt for a document that was lost, stolen, or damaged

The verifier will be asked to consent to use an electronic signature by clicking **I Agree to Use an Electronic Signature**.

If the verifier declines to use an electronic signature, the workflow will be halted, and the status set to **eSign Declined**. A new I-9 would then need to be completed.

The verifier will be prompted to either select a signature or draw their own.

Once a signature has been chosen, the verifier will click **Proceed to eSign Preview**.

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.

If you decline to use an electronic signature by clicking the "I Decline to Use an Electronic Signature" button, you will be asked to enter your reason for declining. You should contact your employer to manually sign your document.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

You will receive a copy of the following forms.

I Agree to Use an Electronic Signature

[I Decline to Use an Electronic Signature](#)

eSign Forms

[<< View Consent and Notice Regarding Electronic Signature](#)

Select or Draw Your Electronic Signature

Confirm your name:

Anita Verification

Confirm your initials:

AV

Select your signature

Signature

Anita Verification

Initials

AV

Or draw your signature

[Clear](#)

Initials

[Clear](#)

Proceed to eSign Preview >>

The verifier will review the form to ensure all fields are completed correctly and click **Confirm and eSign Forms** to complete sign

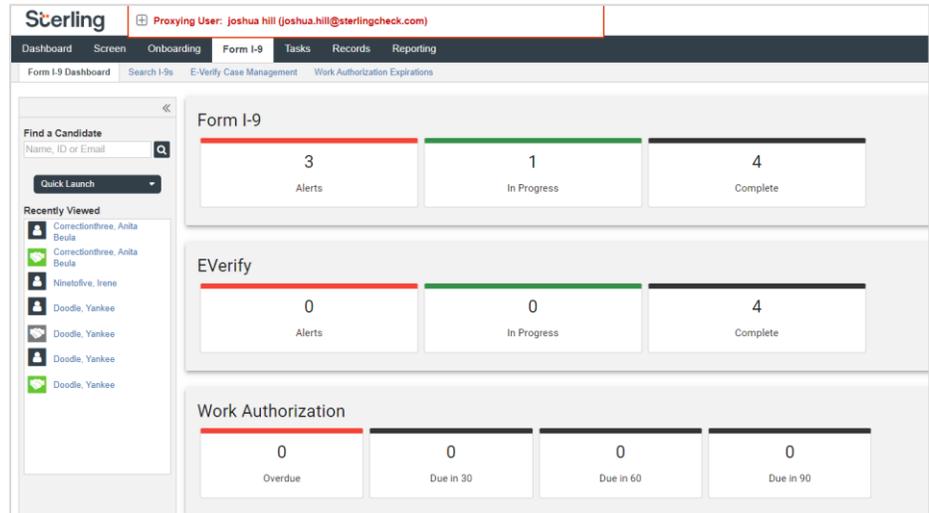
Employer's business or organization's address (street number and name), city or town, state, and ZIP Code			
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)			
A. New Name (if applicable)		B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
N/A	N/A	N/A	N/A
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.			
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)	
U.S. Passport Card	C12345678	10/31/2027	
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 Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative	
Anita Verification	10/25/2021	Anita Verification	

Form I-9 10/21/2019 Page 2 of 3

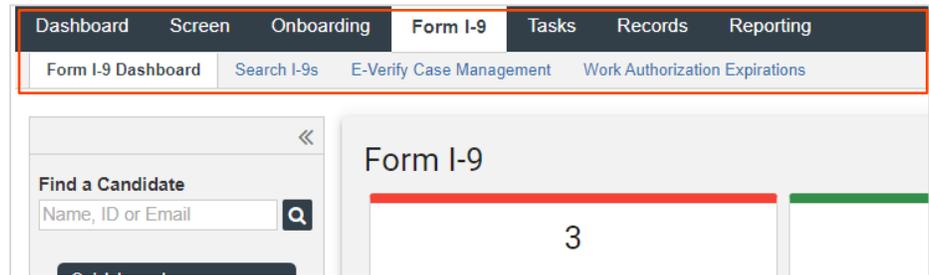
I-9 Monitoring Dashboard

The Monitoring Dashboard is a landing-page and a simple starting place for Sterling I-9 visibility.

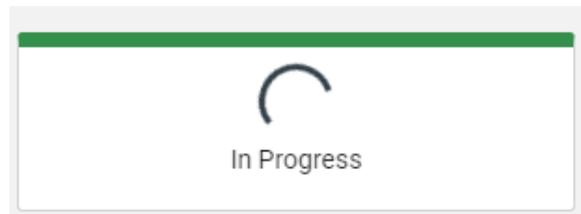
Designed to be intuitive, this Monitoring Dashboard is based on an actionable, to-do list design to help assist in maintaining Form I-9s and E-Verifications (as applicable).



To access the Monitoring Dashboard, click the **Form I-9** tab in the upper menu bar. If needed, click the **Form I-9 Dashboard** sub-tab.



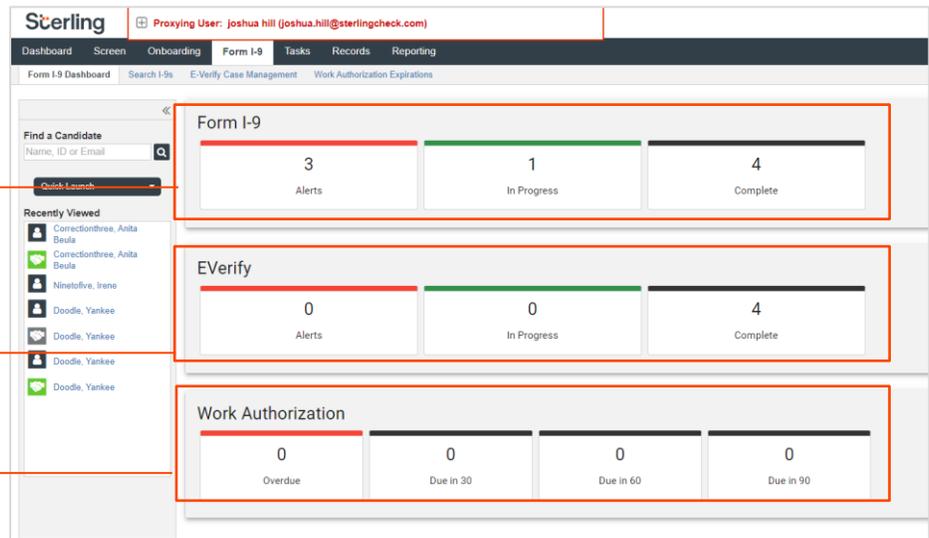
The Monitoring Dashboard is a dynamic tool, which may result in a brief delay while dynamic data populates on the dashboard. Please be patient – the delay is typically 5 to 10 seconds.



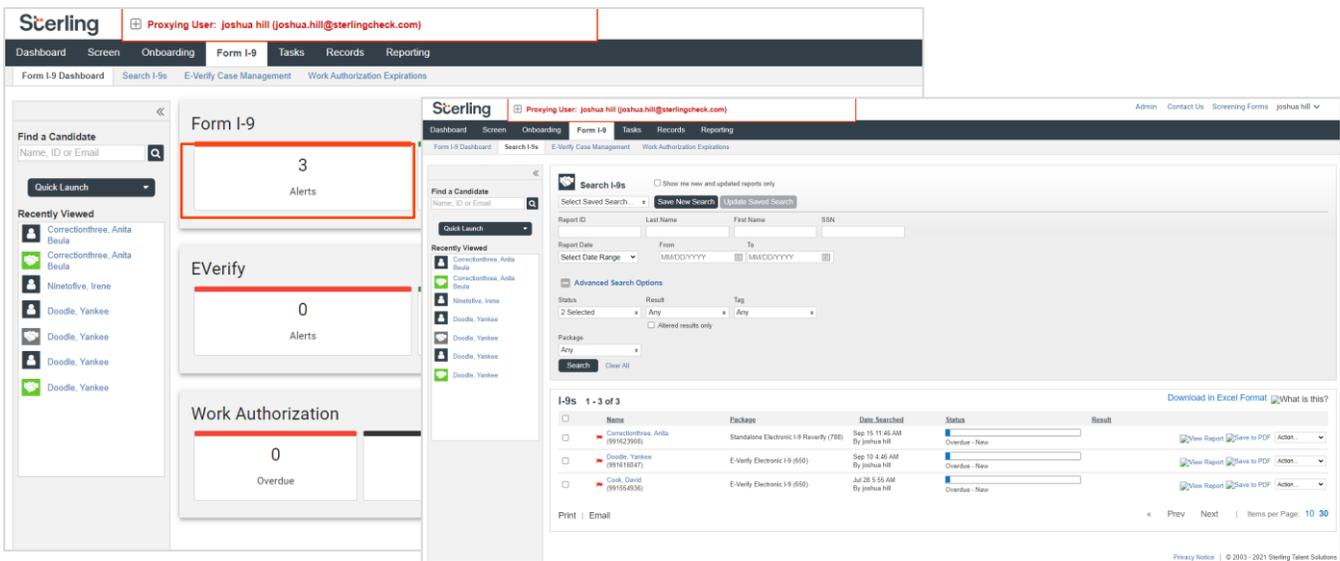
Form I-9 Status area

E-Verification Status area
(as applicable by client – row will not be shown for non-E-Verify clients)

Work Authorization Expiry area



Click-thru any tile on the Monitoring Dashboard to find a page of actionable items.



Each tile accumulates an actionable list of information for the user. These are the definitions of each tile.

FORM I-9 Area

- Alerts - Any Form I-9 with a Status of “Overdue – In Progress” or “Overdue – New”
- In Progress - Any Form I-9 with a Status of “Form I-9 Required”
- Complete - Any Form I-9 with a Status of “Closed” or “Complete”

EVerify Area (visibility of this section requires E-Verify and E-Verify Case Management enablement)

- Alerts - Any E-Verify Case with E-Verify Status of:
 - Close Case or Resubmit Case
 - DHS Final Nonconfirmation
 - DHS No Show



- Final Nonconfirmation
- Pending Duplicate Case
- Pending Info Check
- Pending Name Check
- Pending Overdue Reason
- Pending Photo Verification
- SSA Final Nonconfirmation
- Tentative Nonconfirmation
- Unable to Process
- *In Progress* - Any E-Verify Case with E-Verify Status of:
 - DHS Case in Continuance
 - DHS Referral
 - Initial Verification Complete
 - Referral
 - SSA Case in Continuance
 - SSA Referral
- *Complete* - Any E-Verify Case with E-Verify Status of:
 - Closed
 - Complete
 - Complete – Cancelled
 - Complete – No Show
 - Employment Authorized

Work Authorization Area

- *Overdue* – Any Work Authorization Expiration with Due Date prior to Today that is not Completed
- *Due in 30, Due in 60, and Due in 90* – Any Work Authorization Expiration with Due Date after today for the respective amount of days (30, 60, and 90)