

ONLINE I-9 EMPLOYEE REFERENCE GUIDE

Completing your electronic I-9

Step 1: Access the online I-9 Web site.

1. Access the online I-9 through the University of Minnesota Employee Self Service site at **hrss.umn.edu**.
2. Click on the link labeled: **I-9 form – new employee**. You will then be directed to the I-9 eXpress website login page.
3. On the I-9 eXpress Welcome page, enter **13636** in the **Employer Name or Code** field.
4. Click **Go**.



1

Welcome to **newI9.com!**

It's simple and fast to create a new I 9 form online.

Start by entering your employer's name or code on the right.

[Learn More](#) | [Demo and Tutorial](#) | [Security](#)

2

3

Start a New I 9

Enter the employer's name or code number below to begin creating a new I-9.

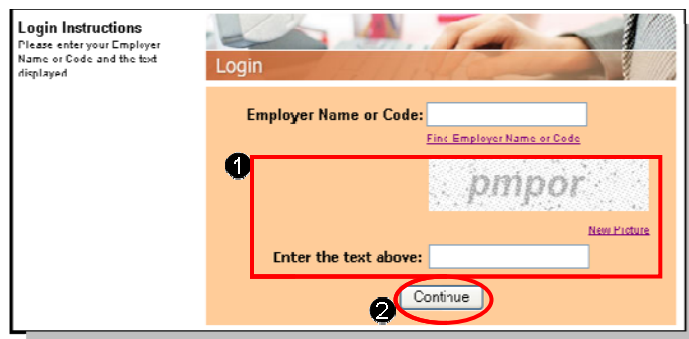
Employer Name or Code

Remember my ID on this Computer

[Find employer name](#)

Step 2: Login.

1. In the **Enter the text above** field, enter the characters displayed in the picture above the field.
2. Click **Continue**.



1

2

Login Instructions

Please enter your Employer Name or Code and the text displayed

Login

Employer Name or Code:

[Find Employer Name or Code](#)

1

2

Enter the text above:

[New Picture](#)

Step 3: Complete the I-9 information.

1. In the fields provided, enter your name, address, date of birth, University location (as provided in your I-9 instruction letter), start date, and your Social Security number.

NOTE: Name on the social security card must match what is entered in the Last, First and Middle Initial field.

Section 1. Employee Information and Verification.
To be completed and signed by employee at the time employment begins.

Last	First	Middle Initial	Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Street Name and Number) <input checked="" type="radio"/> U.S. <input type="radio"/> International		Apt. #	Date of Birth (mm/dd/yyyy)
<input type="text"/>		<input type="text"/>	<input type="text"/>
City	State/Province	Zip/Postal Code	Social Security #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employment Date(mm/dd/yyyy)	Location		
<input type="text"/>	<input type="text"/>		

2. Select the appropriate citizen status option, and enter the required information in the appropriate fields.

2 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 or national of the United States

A Lawful Permanent Resident (Alien #) A

An alien authorized to work until (mm/dd/yyyy)

(Alien #) A (I-94 #)

3. Click **Continue**.

NOTE: A message will display with the applicable fields highlighted in green if there are mistakes you need to correct.

Step 4: Review your information.

1. **CRITICAL!** Carefully review your information. If any information is incorrect, click the **Change Information** link.
2. Sign your I-9 electronically by selecting the check box.

NOTE: To change the language to English or Spanish, click the appropriate link.

3. Click **Continue**.

Employee Review

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

1

Name: John A Smith
Maiden Name:
Social Security #: 123 45 6780
Birth Date: 09/09/1970
Address: 123 Main St.
Lapeer, MI 48146
Employment Date: 08/31/2006
Work Status: A Citizen or national of the United States
Alien #:
I-94 #:
Work Expiration Date:

[Change Information](#)

2 Employee Electronic Signature (English or Español)

By checking this checkbox 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.

3

Back Cancel **Continue**

Step 5: Review and Logout.

1. Review your information in the **Employee Summary** section.
2. Review the list of employment eligibility documents you will be asked to present on your **start date**.

NOTE: The list of documents varies according to the citizen status you entered in Section 1 of the I-9.

3. Click **Logout**.

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

IMPORTANT! On your first day of work, you must present original documentation to your employer that proves your IDENTITY and AUTHORIZATION TO WORK in the U.S.

You may want to [print this page](#) as a receipt for your reference.
If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one.

08/31/2006 11:31:21 AM

Employee Summary

Name: John A Smith
Maiden Name:
Social Security #: XXX-XX-6789
Birth Date: 09/00/1970
Address: 123 Main St.
Lapeer, MI 49446
Employment Date: 08/31/2006
Work Status: A Citizen or national of the United States
Alien #:
I-94 #:
Work Expiration Date:

You must bring either 1 item from List A or a combination of 1 item from List B and 1 item from List C.

List A - Identity and work authorization
U.S. Passport (unexpired or expired)

List B - Identity
Clinic, doctor or hospital record
Day-care or nursery school record
Driver's license or ID card issued by a state
ID card issued by federal, state, or local government agency
Military dependant's ID card
Native American tribal document
Enhanced ID card with a photograph
School record or report card
U.S. Coast Guard Merchant Mariner Card
U.S. Military card of draft record
Voter's registration card

List C - Work authorization
Certification of Birth Abroad from U.S. Dep. of State (Form FS-545 or DS-1290)
ID Card for use of Resident Citizen in the United States (Form I 179)
Native American tribal document
Original or certified copy of a birth certificate
Social Security card receipt
U.S. Citizen ID Card (Form I 197)
U.S. Social Security card issued by SSA (not stating not valid for employment)
Unexpired employment authorization document issued by DHS (other than List A)

Logout

Step 6: Close the Web browser.

1. When this page opens, close the Web browser to ensure your information is cleared from the browser's memory.

Thank you for using I-9 eXpress. You have successfully ended your online session. To log back in, [click here](#).

To completely clear your activity from your Internet browser's memory, we recommend that you close this window. Closing the window is especially important if you use a shared or public computer.

Account Login