An Employee’s Guide to Completing Section 1
This guide will assist you with completing Section 1 for the Form I-9.

You will receive two emails from your employer:

1. The first email includes the URL and Username, you will need to log into their account and a link to the List of Acceptable Documents.

   GryphonHR: New Account Created for Anna Employee

   donotreply@grypohonhr.com

   Fri, 26 Feb 2024 3:48 PM

   Dear Anna Employee,

   A GryphonHR user account has been created for you at [https://stage-emp.grypohonhr.com/bo](https://stage-emp.grypohonhr.com/bo).

   GryphonHR is your HR compliance tool that has been chosen to assist Barnes Test Company and you with getting you started as quickly as possible. To log into the site, you will need to enter your username and password.

   **Username:** annae

   **Password:** will be provided in a separate email.

   Click [List of Acceptable Documents](https://stage-emp.grypohonhr.com/bo) to view the documents acceptable to assist you with the completion of Section 2.

   Please keep this email for future reference. Should you need assistance about the process of using our GryphonHR, please contact your HR administrator.

   Thank you!

   Please do not reply to this email.

2. The second email will include your password, which you will be required to change upon login, and a reminder on how to login.

   GryphonHR: Account Credentials for Anna Employee

   donotreply@grypohonhr.com

   Fri, 26 Feb 2024 3:48 PM

   Dear Anna Employee,

   Your temporary password for GryphonHR is **Special1234** and is valid for your initial login, after which you will then be required to create a new one.

   To access your account:

   - Go to [https://stage-emp.grypohonhr.com/jic](https://stage-emp.grypohonhr.com/jic)
   - Enter your username (provided in an earlier email) and password
   - Click the Login button

   Should you need assistance about the process of using our GryphonHR, please contact your HR administrator.

   Thank you!

   Please do not reply to this email.

   **Note:** You may login using a PC, laptop, tablet, or smartphone.
3. Click on the URL and enter your username and password.

4. You will then be required to change the password.

Once you log in you will access to your employee portal.

Here they have the ability to click on any of the icons, which include:

- **Stuff To Do**—Access your assigned tasks, which may include completing Section 1, revising Section 1, reviewing and signing a TNC document, or finding an authorized representative to assist in the completion of their Section 2.
- **My Docs**—Access any documents that have been uploaded, such as a copy of the completed Form I-9, copies of documents or the FAN/RDC letters.
- **Announcements**—Review any important system information
- **Your Profile**—Review and update your personal information
- **Meetings**—Access any meetings that are asked to attend
Completing Section 1

1. Click on Stuff To Do and choose Section 1 – Form I-9.

2. The Instructions page will provide additional information regarding the completion of the Form I-9. Click Next.

3. On the Name Information page complete all the required information and click Next.
4. On the **Additional Employee Details** page complete all the required fields and click **Next**.

5. Choose your **citizenship or immigration status** and click **Next**.

If you choose a status that requires further information, additional fields will appear for you to complete.
6. On the Review Information page, review the information previously entered. If a correction needs to be made, click Previous to return to the previous page and make any necessary changes. If all the information is correct, click Next.

7. On the Supplement A, Preparer and/or Translator Certification for Section 1 page answer the question is another individual assisted with the completion of Section 1. If No, click Next.

If Yes, the individual who assisted with the completion of Section 1, must complete the required fields and sign.
8. On the Document Selection page, choose the document you may be presenting when completing Section 2. Note: The document selection coincides with your citizenship/immigration status which was previously chosen.

9. On the Document Image Upload page, upload a copy of the document by uploading an image of the document or taking a photo on their device.
Once uploaded, you can click on the image.

The image will appear for you to view and confirm the image is correct and legible.
10. Click **Next** to continue.

11. The **Thank You** page has a reminder for you to meet with your employer or authorized representative by their third day of employment to complete Section 2. A link to the **List of Acceptable Documents** is also available for you to review. Click **Finish** to end the process.

You will be directed back to the **Stuff I Need to Complete** page and will either have no other tasks to complete or may have a task to find a Third-Party Representative to assist with completing Section 2 of your Form I-9.
Thirrd-Party Representative Process

1. If you have this task, click on Find/Assign Third-Party Representative.

2. The Instructions page provides instructions on completing the contact information for the representative.

3. On the Contact Information page, complete all the required fields and click Next.

4. On the Thank You page, click Next to end the process.

Once this process is complete, the representative will receive two emails to complete Section 2 with you. The first email includes the URL and their Username, the second email contains their password.