




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@gryphonhr.com Reply Reply All Forward Fri 1/26/2024 3:48 PM

Dear Anna Employee,

A GryphonHR user account has been created for you at <https://stage-emp.gryphonhr.com/jtc>

GryphonHR is your HR compliance tool that has been chosen to assist Bames 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 e-mail

Click [List of Acceptable Documents](#) to view the documents acceptable to assist you with the completion of Section 2.


Please keep this e-mail 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 e-mail.

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@gryphonhr.com Reply Reply All Forward Fri 1/26/2024 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.gryphonhr.com/jtc>
- Enter your username (provided in an earlier email) and password
- Click the Login button

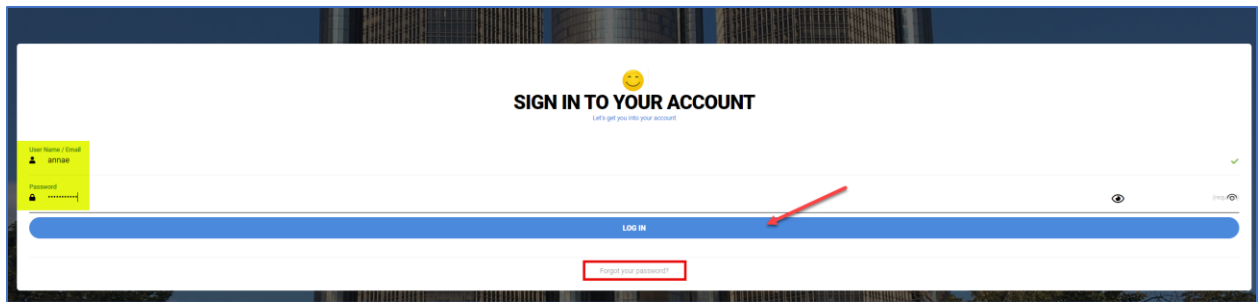
Should you need assistance about the process of using our GryphonHR, please contact your HR administrator.

Thank you!

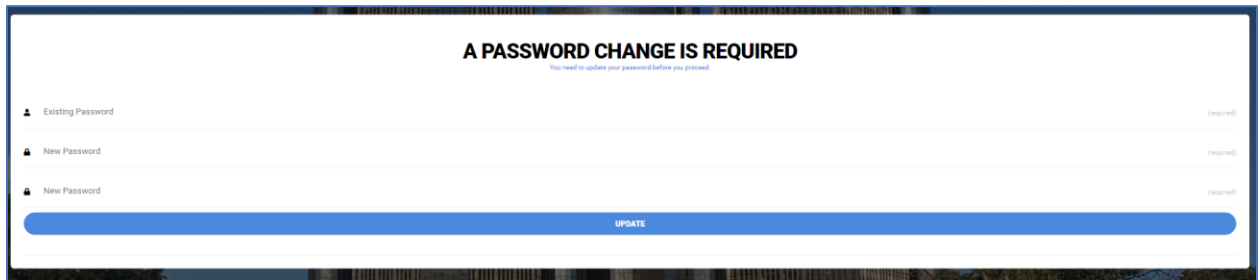
Please do not reply to this e-mail.

Note: You may login using a PC, laptop, tablet, or smart phone.

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.

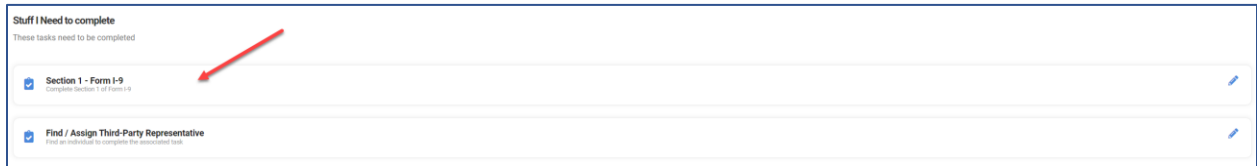
Here they have the ability to click on any of the icons, which include:

- **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

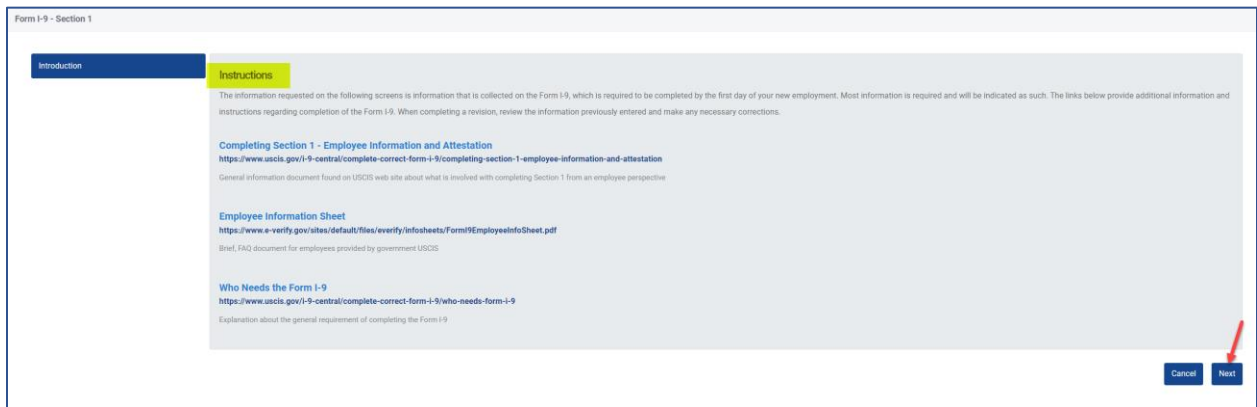
1. Click on *Stuff To Do* and choose **Section 1 – Form I-9**.



Stuff I Need to complete
These tasks need to be completed

- Section 1 - Form I-9
Complete Section 1 of Form I-9
- Find / Assign Third-Party Representative
Find an individual to complete the employment process

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



Form I-9 - Section 1

Introduction

Instructions

The information requested on the following screens is information that is collected on the Form I-9, which is required to be completed by the first day of your new employment. Most information is required and will be indicated as such. The links below provide additional information and instructions regarding completion of the Form I-9. When completing a revision, review the information previously entered and make any necessary corrections.

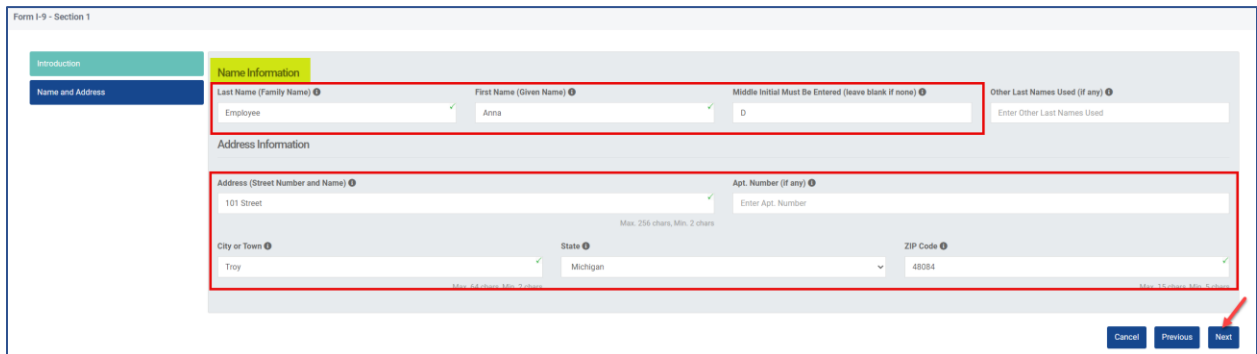
Completing Section 1 - Employee Information and Attestation
<https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-1-employee-information-and-attestation>
General information document found on USCIS web site about what is involved with completing Section 1 from an employee perspective

Employee Information Sheet
<https://www.e-verify.gov/sites/default/files/everify/info sheets/Form9EmployeeInfoSheet.pdf>
Brief, FAQ document for employees provided by government USCIS

Who Needs the Form I-9
<https://www.uscis.gov/i-9-central/complete-correct-form-i-9/who-needs-form-i-9>
Explanation about the general requirement of completing the Form I-9

Cancel Next

3. On the **Name Information** page complete all the required information and click **Next**.



Form I-9 - Section 1

Introduction

Name and Address

Name Information

Last Name (Family Name) ✓

First Name (Given Name) ✓

Middle Initial Must Be Entered (leave blank if none) ✓

Other Last Names Used (if any)

Address Information

Address (Street Number and Name) ✓

Apt. Number (if any)

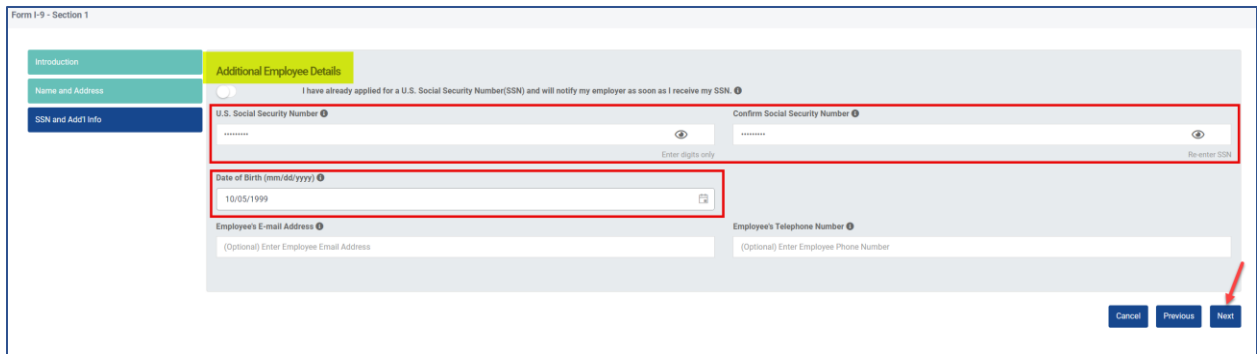
City or Town ✓

State ✓

ZIP Code ✓

Cancel Previous Next

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



Form I-9 - Section 1

Introduction

Name and Address

SSN and Add'l Info

Additional Employee Details

I have already applied for a U.S. Social Security Number(SSN) and will notify my employer as soon as I receive my SSN.

U.S. Social Security Number

Confirm Social Security Number

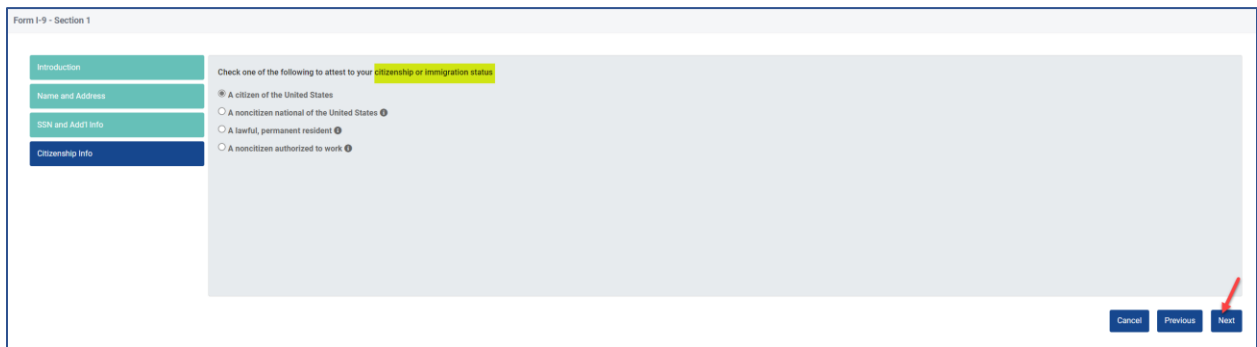
Date of Birth (mm/dd/yyyy)

Employee's E-mail Address

Employee's Telephone Number

Cancel Previous **Next**

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



Form I-9 - Section 1

Introduction

Name and Address

SSN and Add'l Info

Citizenship Info

Check one of the following to attest to your **citizenship or immigration status**

A citizen of the United States

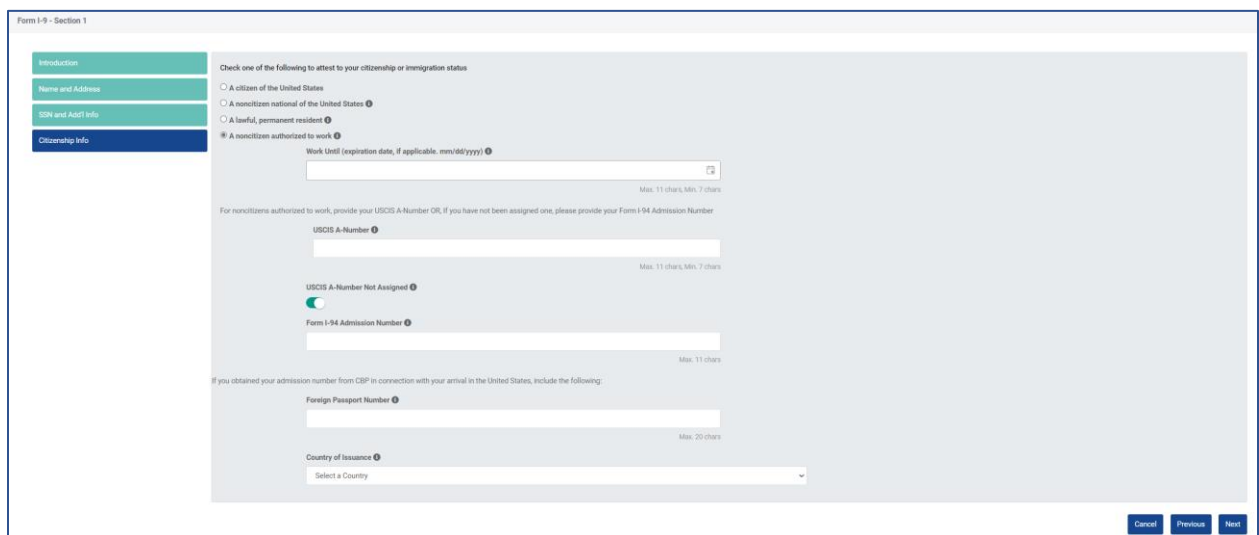
A noncitizen national of the United States

A lawful, permanent resident

A noncitizen authorized to work

Cancel Previous **Next**

If you choose a status that requires further information, additional fields will appear for you to complete.



Form I-9 - Section 1

Introduction

Name and Address

SSN and Add'l Info

Citizenship Info

Check one of the following to attest to your citizenship or immigration status

A citizen of the United States

A noncitizen national of the United States

A lawful, permanent resident

A noncitizen authorized to work

Work Until (expiration date, if applicable, mm/dd/yyyy)

For noncitizens authorized to work, provide your USCIS A-Number OR, if you have not been assigned one, please provide your Form I-94 Admission Number

USCIS A-Number

USCIS A-Number Not Assigned

Form I-94 Admission Number

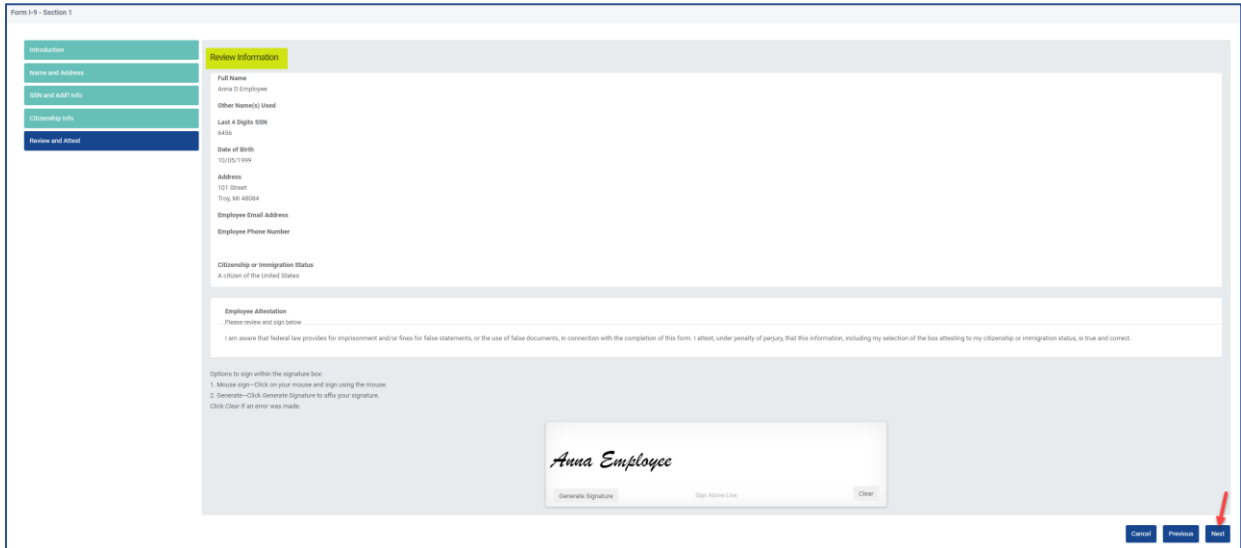
If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number

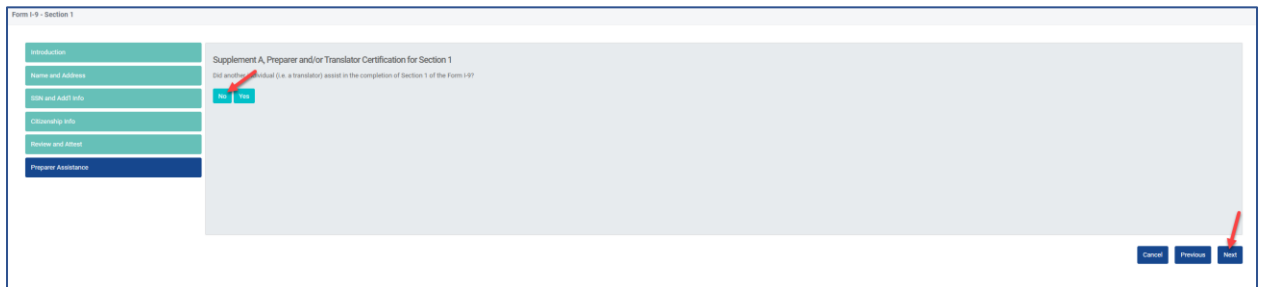
Country of Issuance

Cancel Previous **Next**

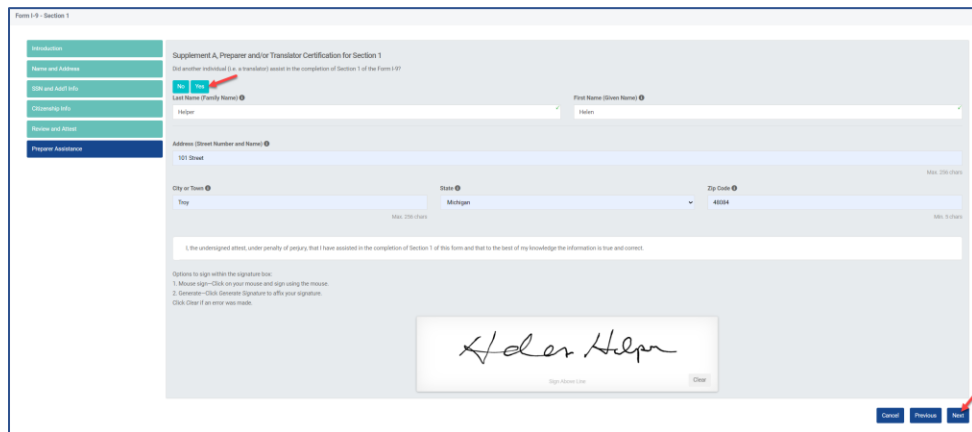
- On the **Review Information** page, review the information previously entered. If a correction needs to be made, click *Previous* to return to the previous page and make any necessary changes. If all the information is correct, click **Next**.



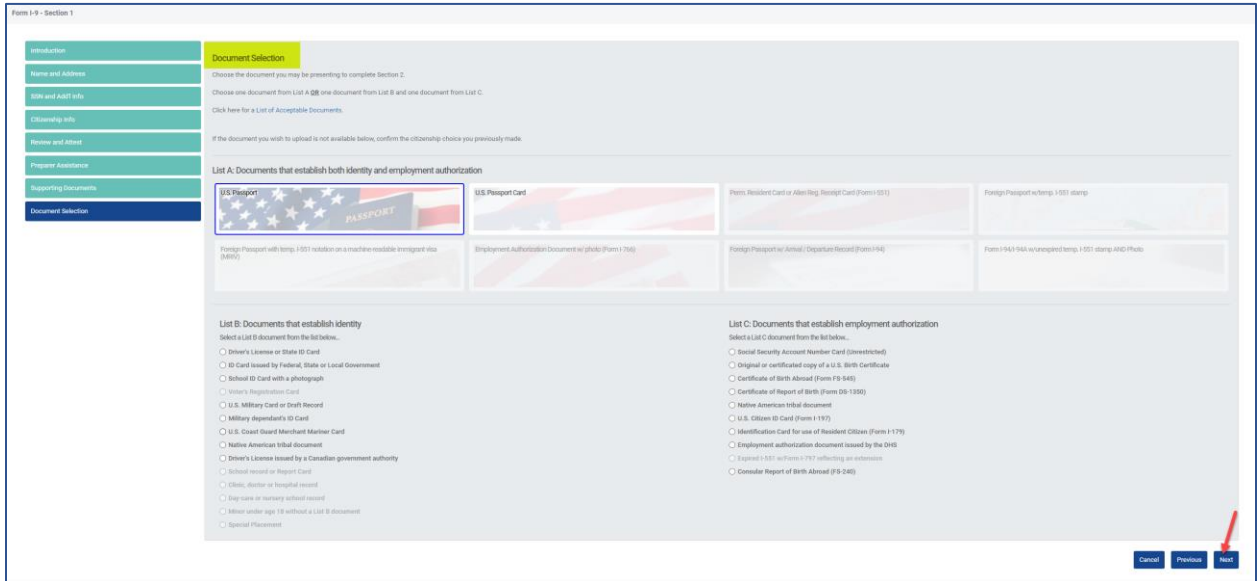
- On the **Supplement A, Preparer and/or Translator Certification for Section 1** page answer the question is another individual assisted with the completion of Section 1. If **No**, click **Next**.



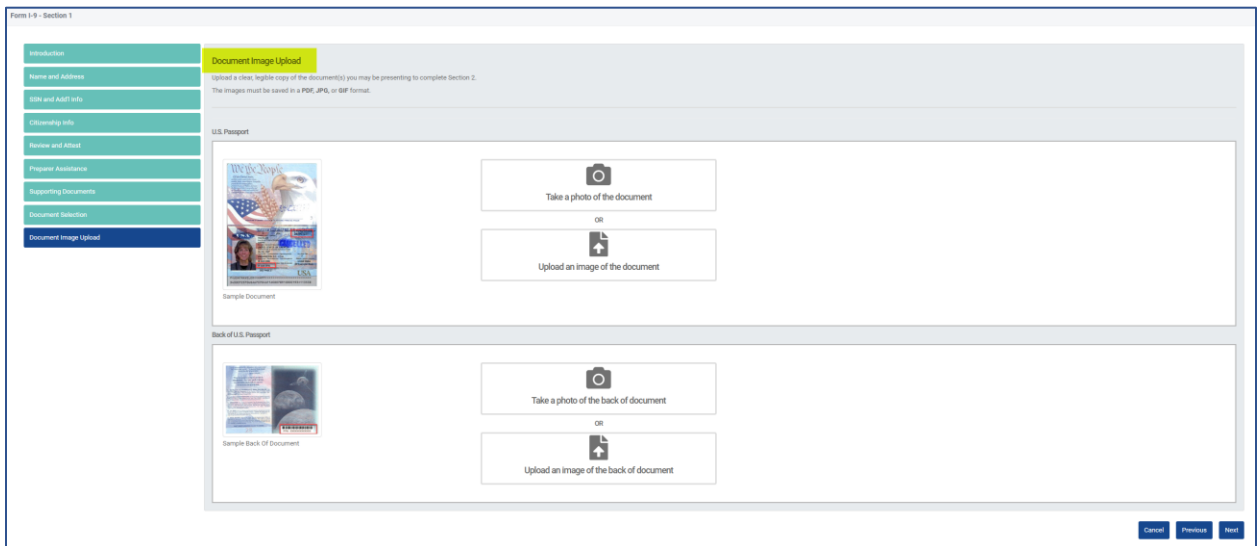
If **Yes**, the individual who assisted with the completion of Section 1, must complete the required fields and sign.



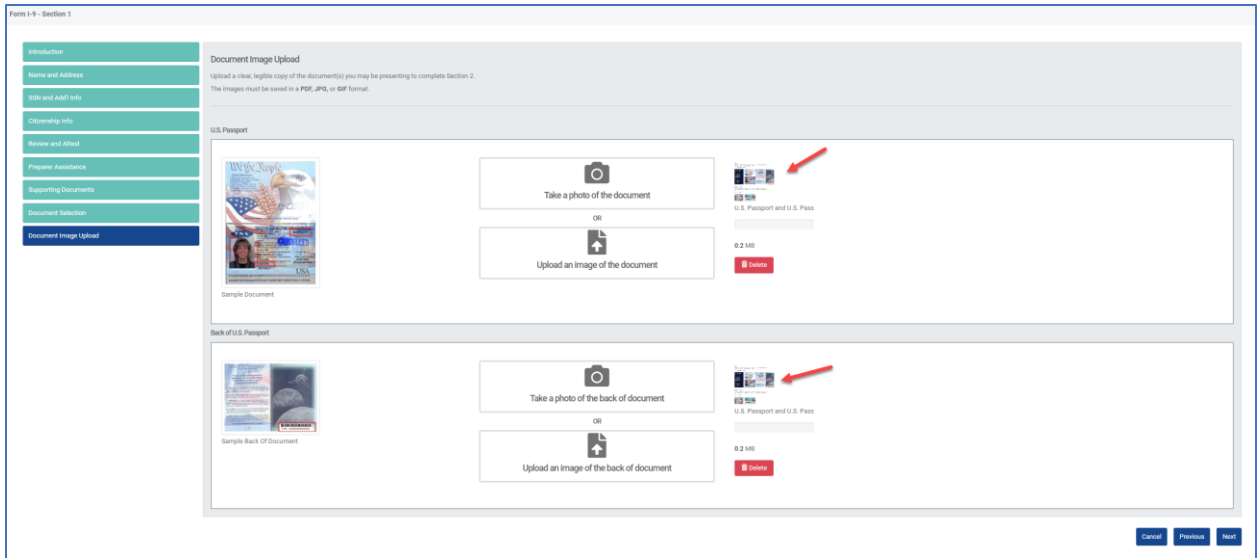
- On the **Document Selection** page, chooses the document you may be presenting when completing Section 2.
Note: The document selection coincides with your citizenship/immigration status which was previously chosen.



- 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.



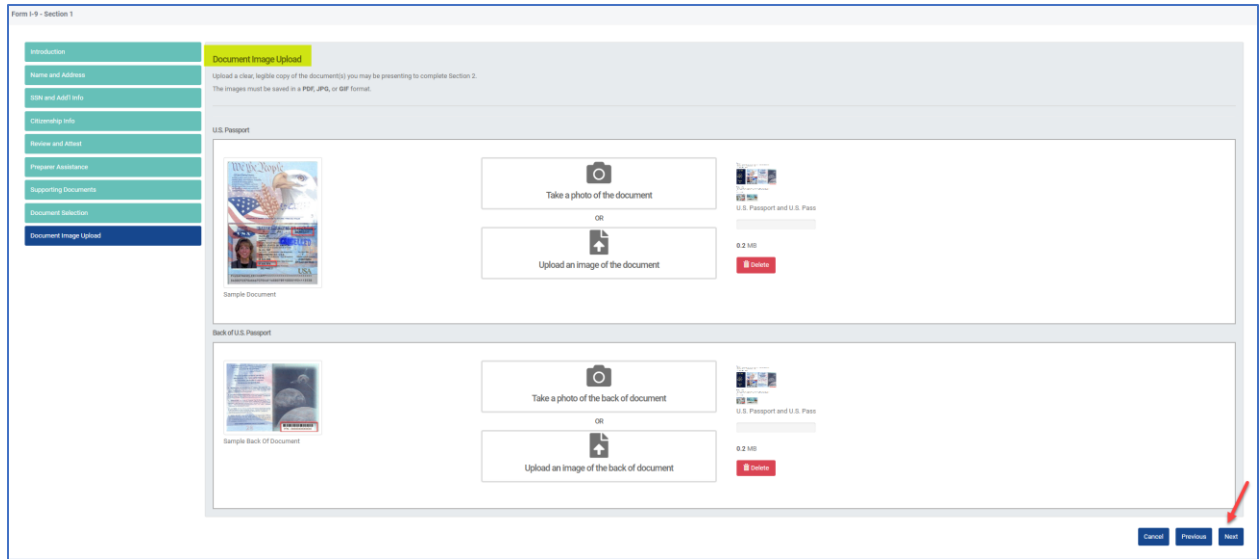
Once uploaded, you can click on the image.



The image will appear for you to view and confirm the image is correct and legible.



10. Click **Next** to continue.



Form I-9 - Section 1

Document Image Upload

Upload a clear, legible copy of the document(s) you may be presenting to complete Section 2. The images must be saved in a PDF, JPG, or GIF format.

U.S. Passport

Take a photo of the document

OR

Upload an image of the document

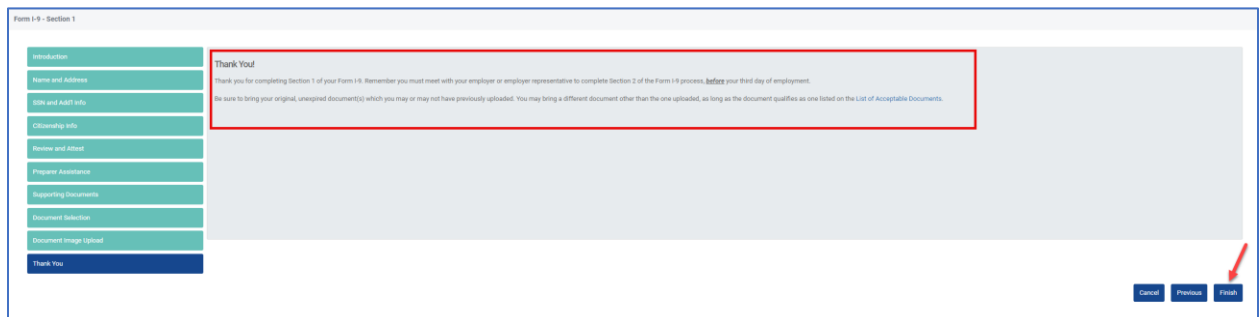
Sample Document

U.S. Passport and U.S. Pass

0.2 MB

Cancel Previous **Next**

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.



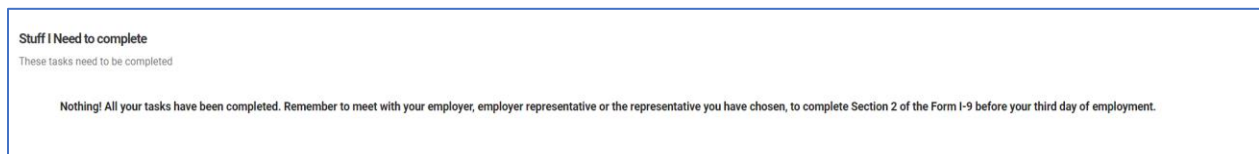
Form I-9 - Section 1

Thank You

Thank you for completing Section 1 of your Form I-9. Remember you must meet with your employer or employer representative to complete Section 2 of the Form I-9 process, before your third day of employment. Be sure to bring your original, unexpired document(s) which you may or may not have previously uploaded. You may bring a different document other than the one uploaded, as long as the document qualifies as one listed on the List of Acceptable Documents.

Cancel Previous **Finish**

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.



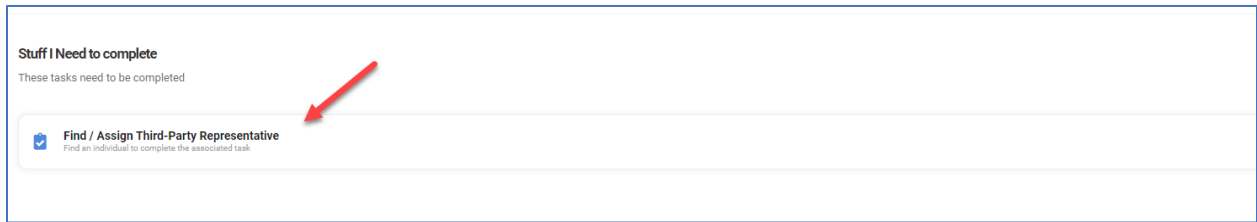
Stuff I Need to complete

These tasks need to be completed

Nothing! All your tasks have been completed. Remember to meet with your employer, employer representative or the representative you have chosen, to complete Section 2 of the Form I-9 before your third day of employment.

Third-Party Representative Process

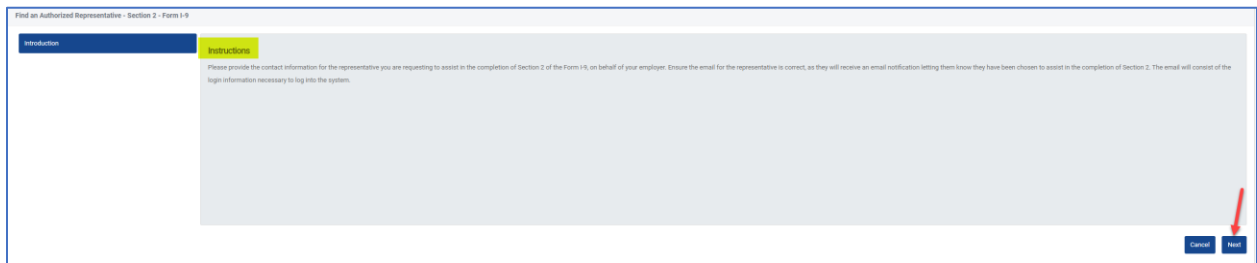
1. If you have this task, click on **Find/Assign Third-Party Representative**.



Stuff I Need to complete
These tasks need to be completed

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

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



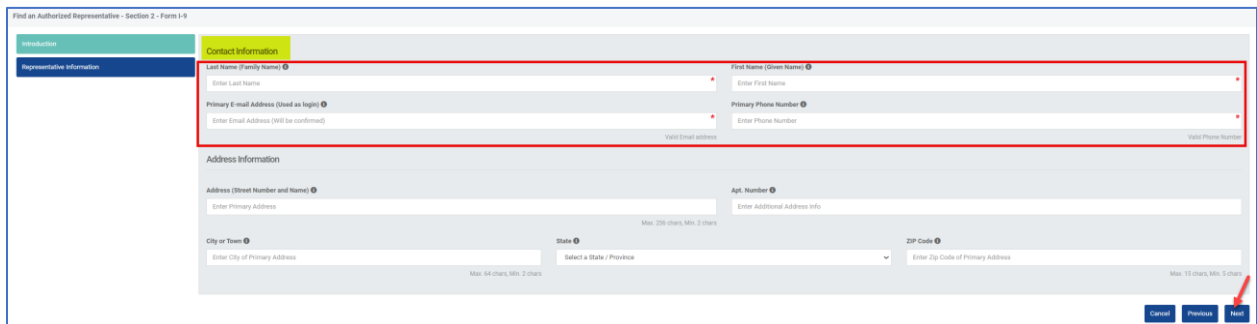
Find an Authorized Representative - Section 2 - Form I-9

Instructions

Please provide the contact information for the representative you are requesting to assist in the completion of Section 2 of the Form I-9, on behalf of your employer. Ensure the email for the representative is correct, as they will receive an email notification letting them know they have been chosen to assist in the completion of Section 2. The email will consist of the login information necessary to log into the system.

Cancel **Next**

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



Find an Authorized Representative - Section 2 - Form I-9

Contact Information

Representative Information

Last Name (Family Name)

First Name (Given Name)

Primary E-mail Address (Used as login)

Primary Phone Number

Address Information

Address (Street Number and Name)

Apt. Number

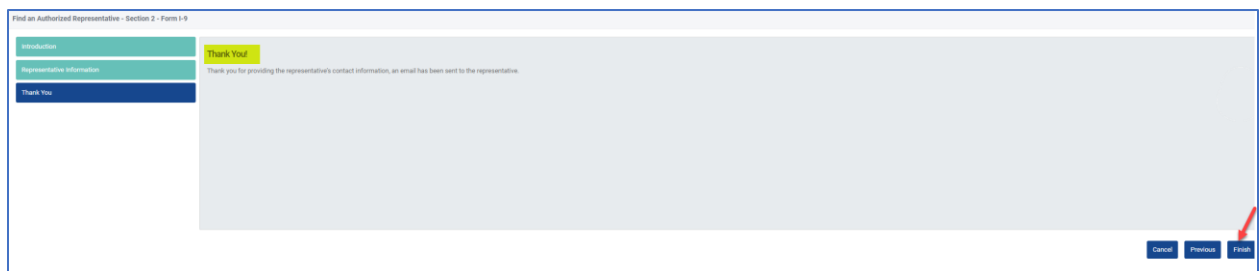
City or Town

State

ZIP Code

Cancel **Previous** **Next**

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



Find an Authorized Representative - Section 2 - Form I-9

Thank You

Thank you for providing the representative's contact information, an email has been sent to the representative.

Cancel **Previous** **Next**

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.