

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	\rightarrow Forward	ij	•••
PE				Fri 1/2	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.						site,
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 Sectio	n 2.					
Please keep this e-mail for future reference. Should you need assistance about the process of using our GryphonH	IR, ple	ase contac	t your HR adm	ninistrator.		
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	\odot	← Reply	Reply All	ightarrow Forward	i
				Fri 1/2	6/2024 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 req	uired to cre	eate a new one	э.	
To access your account					
Go to https://stage-emp.grvphonhr.com/itc					
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.

	A PASSWORD CHANGE IS REQUIRED	
Existing Password		(required)
New Password		(required)
New Password		(required)
	UPDATE	

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

Welcome, Anna Employee Setert from the episons balow	
🖻 🗎	
Stuff To Do Tasks / Documents to be completed and possibly e-signed	Ny Docs Vere standard personnel file duramenta.
\bigtriangledown	23
Announcements Important system information	Your Profile Update your potent and base account information
<u>@</u>	
Meetings New and completed meetings	

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Completing Section 1

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

Stuff Need to complete These tasks need to be completed	
Section 1 - Form I-9 Compton Section 1 of Lone x 9	1
Pind / Assign Third-Party Representative Find a institution of our output for the manufacture trust	1

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

Form I-9 - Section 1	
1	
Introduction	Instructions
	The information requested on the following screene is information that is collected on the Form 19, 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 19. When completing a revision, review the information previously entered and make any necessary corrections.
	Completing Section 1 - Employee information and Attestation
	http://www.ucik.gov/i+6-centat/complete-correct-form-i+Vicompleting-section-1-amployee-information-and-attestation Completing-information-information-form-i-Vicompleting-section-1-amployee-information-and-attestation Completing-information-information-form-i-Vicompleting-section-1-amployee-information-and-attestation Completing-information-info
	understate indextates indextates in the case of the set
	Employee Information Sheet
	https://www.e-verify.gov/sites/default/files/everify/infosheets/FormI9EmployeeInfoSheet.pdf
	linel, FAQ document for employees provided by government USOIS
	Who Needs the Form I-9
	This is a second s
	Explanation about the general enguinement of completing the Form 19
	Cancell Next

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

Form I-9 - Section 1				
Introduction	Name Information			
Name and Address	Last Name (Family Name) 🕲	First Name (Given Name) 🕲	Middle Initial Must Be Entered (leave blank if none) 0	Other Last Names Used (if any) 0
	Employee	Anna	D	Enter Other Last Names Used
	Address Information			
	Address information			
	Address (Street Number and Name)		Apt. Number (if any) 🜒	
	101 Street	*	Enter Apt. Number	
		Max. 256 chars, Min. 2 chars		
	City or Town 🕲	State 🛛	ZIP Code 🕲	
	Troy	Michigan	✓ 48084	×
		Max 6d chore Min 2 chare		May 15 chars Min 5 chars
				Cancel Previous Next



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

m I-9 - Section 1			
Introduction	Additional Employee Details		
Name and Address	I have already applied for a U.S. Social Security N	lumber(SSN) and will notify my employer as soon as I receive my SSN.	
SSN and Add'I Info	U.S. Social Security Number ()	Confirm Social Security Number 🕲	
		(e)	۲
		Enter digits only	Re-enter SSI
	Date of Birth (mm/dd/yyyy)		
	10/05/1999	8	
	Employee's E-mail Address 0	Employee's Telephone Number 🔘	
	(Optional) Enter Employee Email Address	(Optional) Enter Employee Phone Number	
			Cancel Previous Ne

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

Check one of the following to attest to your integrables at hemogeneous attest
A citizen of the United States
O A nonchitzen national of the United States () O A lawful, permanent resident ()
A nonclitzen authorized to work O
Cancel Previous Next

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

1-9 - Section 1		
Introduction	Check one of the following to attest to your citizenship or immigration status	
	A citizen of the United States	
Name and Address	A clizer of the United States	
	A hosticizen national of the United States O	
Citizenship Info	W A noncitizen authorized to work O	
Citizenship Into	Work Until (expiration date, if applicable.mm/dd/yyyy) 🔕	
	a	
	Mar. 11 chart, Min. 7 chart.	
	For nonditizens 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 0	
	Max. 11 chars, Min. 7 chars.	
	USCIS A-Number Not Assigned O	
	C	
	Form I-94 Admission Number O	
	Max. 11 chara	
	If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:	
	Foreign Pasaport Number 🔕	
	Max 20 chara	
	Country of Issuance ()	
	Select a Country	
		Cancel Previo

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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**.

Form I-9 - Section 1	
Introduction	Review Morraston
Name and Address	Fol Name
SSN and Add1 Info	Anna D Employee
	Other Name(s) Used
Citizenship Info	Lat dight Stri A66
Review and Attest	Date of Better 10/02/1999
	Address 101 Stort Toy, MARIA
	rang, new success
	Langaper entra Autorea Employer Process Number
	and the second se
	Citizenship or Inningation Status A citizen of the joined Dates
	Engineer Advantation Presenteering and stylebox
	I can use a build be provided by the improvement and/or free for faile adataments, or the use of faile adataments, in consection with the completion of this form. Lathert, under genally of perjory that this information, including my selection of the lose attenting to my obtaining on your immigration status, is true and consect.
	Options to sign within the signature bace. 1 Nature approx. Click any pure mouses, expensions, expens
	Auua Employee
	dementa lignature Sign Abore Like Oter
	Cavar Photos Ref

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**.

Form I-9 - Section 1	
Introduction	Supplement A, Preparer and/or Translator Certification for Section 1
Name and Address	Del anothe devided (e. a francisto) assist in the completion of Section 1 of the form 149
SSN and Add1 Info	efa de la constancia de la
Citizenship Info	
Review and Attest	
Preparer Assistance	
	1
	4
	Gent Peens Bit

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

om I-9 - Section 1					
Introduction	Supplement A, Preparer and/or Translator Certification for Section 1				
Name and Address SSN and Addr1 Info	Did another individual (i.e. a translator) assist in the completion of Section 1 of the Form I-07 No Yes				
Citizenship Info	Last Name (Family Name) 🛛 Helper		First Name (Given Name) O		
Review and Attest Preparer Assistance	Address (Street Namber and Name)				
	101 Street				Max. 256 chars
	City or Town 0	State O		Zip Code 0	
	Troy	Michigan	*	40034	
	Max 258-chars				Mis. 5 chars
	I, the undersigned attest, under penalty of perjury, that I have assisted in the completion of Section	1 of this form and that to the best of my knowledge the	information is true and correct.		
	Options for sign within the signature loss: 1. Mouse sign—Bick or mouse and sign using the mouse. 2. Generate—Bick Generate Signature to afflu your signature. Dick Char If an error was made.				
		Hden	Help	kor	
					Cancel Previous Next

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8. 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.

Form I-9 - Section 1					
introduction	Document Selection				
Name and Address	Choose the document you may be presenting to complete Section 2.				
Sites and AddTinfo	Choose one document from List A QB one document from List B and one document fro	n List C.			
Citizenskip into	Click here for a List of Acceptable Documents.				
Second Second	If the document you wish to upload is not available below, confirm the citizenship choice	const energian technomorphic			
Heview and Attest	a ne decarrent yez mor ar aprese a teo areadore arror, content are calendari proce-	pro providenty mate.			
Preparer Assistance	List A: Documents that establish both identity and employment author	zation			
Supporting Documents	U.S. Passport	U.S. Passport Card	Perm: Resident Card or Alien Rog. Receipt Card (Form HSS1)	Foreign Passport sytemp. 1051 stamp	
Document Selection	*** * * * usespont				
	+ + + +	*			
	Foreign Pasapart with Itemp. I-551 notation on a machine readable immigrant visa (MINV)	Employment Authorization Document w/photo (Form (-766)	Foreign Passport w/ Annual / Departure Record (Form 1-94)	Form 1-94/1-94A w/unexpirtd temp. 1-551 stamp: AMD Photo	
	(MIIIV)				
	List B: Documents that establish identity		List C: Documents that establish employment authorization		
	Select a List B document from the list below		Select a List C document from the list below		
	O Driver's License or State ID Card		 Gocial Security Account Number Card (Uprestricted) 		
	ID Card issued by Federal, State or Local Government		 Original or certificated copy of a U.S. Birth Certificate 		
	School ID Card with a photograph		Certificate of Birth Abroad (Form FS-545)		
	O Veter's Registration Card		Certificate of Report of Birth (Form DS-1350)		
	U.S. Military Card or Deaft Record		Hative American tribal document U.S. Citizes ID Card (Form I-197)		
	U.S. Coard Guard Merchant Mariner Card		U.S. Citizen to Card (norm (197)) Identification Card for use of Resident Citizen (Form I-179)		
	U.S. Coast operative werehave warehow card Native American tribal document		 Employment authorization document issued by the DHS 		
	Driver's License issued by a Canadian government authority		C Expend 1-AEL w/Form 1-787 selecting an extension		
	C School recent or Report Card		Consular Report of Birth Abroad (FS-240)		
	Clinic, dontor or hospital recent				
	C Day same or manage actional record				
	Attnor under sign 19 without a List B document				
	C Special Placement				
				Cancel Previous Next	

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.

Form I-9 - Section 1	
Introduction	
Name and Address	Decoment image Upload Update 1 and update
SSN and Add1 info	Spool A const again constanting to only pre-presenting to compare anisotra. The integration of the spool and the s
Citizenship Info	
Review and Attest	UL Proport
Preparer Assistance	
Supporting Documents	Take a photo of the document
Document Selection	0
Document image Upload	Employed an image of the document Upload an image of the document
	Red of U.S. Parajort
	Sterije Back of Document
	ट्रिकरी विभाग विभ



Once uploaded, you can click on the image.

Form I-9 - Section 1	
Introduction	Document Image Upload
Name and Address	Liplical calcula legitic cays of the denomentity proving to provide taction 2: The maps must be and a rest PAP, 49, edition of mont.
SSN and Add'i Info	The mapped mature in a prog. who, to see Termine.
Citizenship Info	US Puppet
Review and Attest	
Preparer Assistance	
Supporting Documents Document Selection	Take a photo of the document UL Prosport and U.F. Prosport and U.F
Document Image Upload	0.2 VIG C2 VIG C2 VIG
	Sample Document
	Bes of U.S. Pasgort
	Take a photo of the back of document
	Example fixed of Document 6.2 km Upload an image of the back of document 8 conce
	Carcol Presion Net

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

Preview	×	
U.S. Passport		
The U.S. Department of State issues the U.S. passport to U.S. citizens and noncitizen nationals. A small number of versions still in circulation may differ from the main versions shown here.		
Current U.S. passport cover and interior		
<section-header></section-header>		
U.S. Passport Card		
The U.S. Department of State began issuing the passport card in July 2008. The passport card is a wallet-size card that can only be used for land and sea travel between the United States and Canada, Mexico, the Caribbean, and Bermuda.		
Passport card front and back		
× Close		



10. Click **Next** to continue.

Form I-9 - Section 1	
Introduction	Document Image Upload
Name and Address	Uplicad a clear, highlite copy of the documently) you may be presenting to complete Section 2.
SSN and Add1 Info	The trapper most the saved is a FBC, PPA, or GBF format.
Citizenship Info	U3.Propert
Review and Attest	U3-MB/01
Preparer Assistance Supporting Documents Document Selection Document Image Liplosed	Table a photo of the document or 0 2 100 2 2 10
	Upload an image of the document
	Bek dr US Peeport
	Image: Second
	Upload an image of the back of document
	Canad Presson Not

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		
Introduction	Thank Yout	
Name and Address	Thank you for completing Section 1 of your Form 19. Remember you must meet with your employer or employer representative to complete Section 2 of the Form 1-9 process, badger your third day of employment.	
SSN and Add1 info	Be sure to bring your original, unequired document(s) which you may or may not have previously uploaded. You may bring a different document ofher than the one uploaded, as long as the document qualifies as one listed on the List of Acceptable Documents.	
Citizenship Info		
Review and Attest		
Preparer Assistance		
Supporting Documents		
Document Selection		
Document Image Upload		
Thank You		1
		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 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.
l	



Third-Party Representative Process

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

Stuff I Need to complete			
hese 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	
Nitroduction	Productions: Provide the control of the supresentative you are requesting for assists in the completion of Section 2 of the Form 14, on behalf of you employee. Ensure the small for the supresentative is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self corted of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self corted of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self corted of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self corted of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self corted of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self corted of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self correct of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self correct of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of Section 2. The small self correct of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completion of the laperature is correct, as they self resolve as email modification lating them know they have been cheant to assist in the completi

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

Find an Authorized Representative - Section 2 - Form I-9						
Introduction	Contact Information					
Representative Information	Last Name (Family Name) 0			First Name (Given Name) 🛛		
	Enter Last Name			Enter First Name		•
	Primary E-mail Address (Used as login)			Primary Phone Number (
	Enter Email Address (Will be confirmed)		*	Enter Phone Number		•
			Valid Email address			Valid Phone Number
	Address Information					
	Address (Street Number and Name) ()			Apt. Number O		
	Enter Primary Address			Enter Additional Address Info		
			Max. 256 chars, Min. 2 chars			
	City or Town ()		State 🛛		ZIP Code ()	
	Enter City of Primary Address		Select a State / Province	~	Enter 2ip Code of Primary Address	
		Max. 64 chars, Min. 2 chars				Max. 15 chars, Min. 5 chars
						Cancel Previous New

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

Find an Authorized Representative - Section 2 - Form I-9	
introduction	Truct You
Representative Information	Thank you for providing the representativity contact information, we much has been sent to the representative.
Thank You	
	Cancel Provide Freeh

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.