



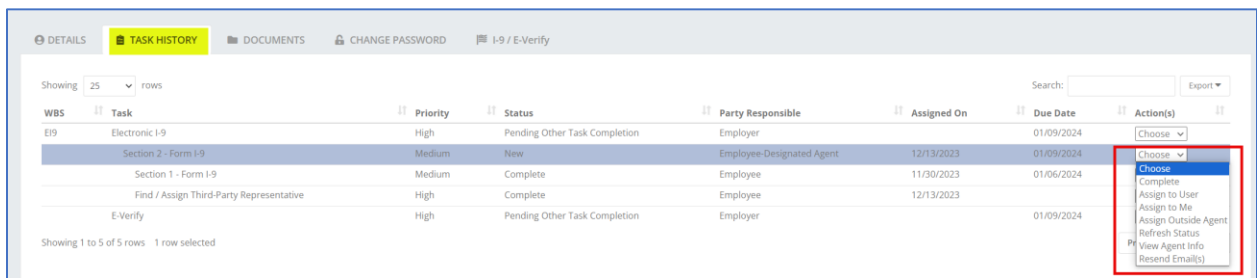
How to Complete Section 2

There are several options for employers to complete Section 2 of the Form I-9.

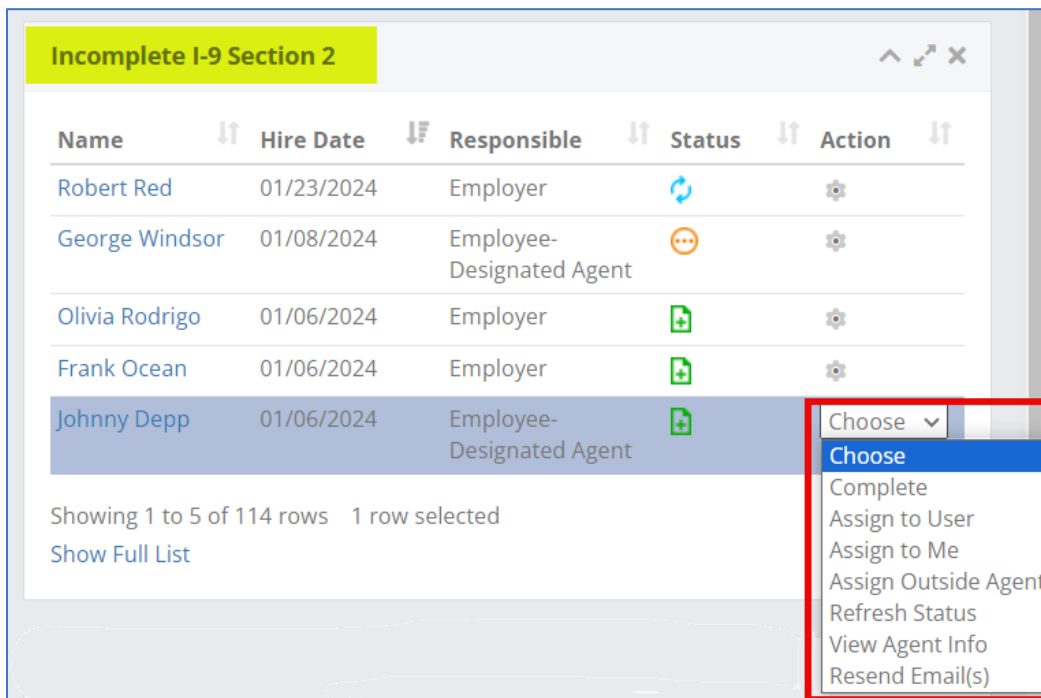
Options to Complete Section 2:

1. Complete
2. Assign to User
3. Assign to Me
4. Assign Outside Agent
5. Assign Notary Agent
6. Have Employee Find Agent

From the Employee Profile page, click on the Task History tab. Under Task Section 2-Form I-9 choose the option within the dropdown.



If the Incomplete Section 2 widget is enabled on the Dashboard, a user can assign the Section 2 completion option from the widget.



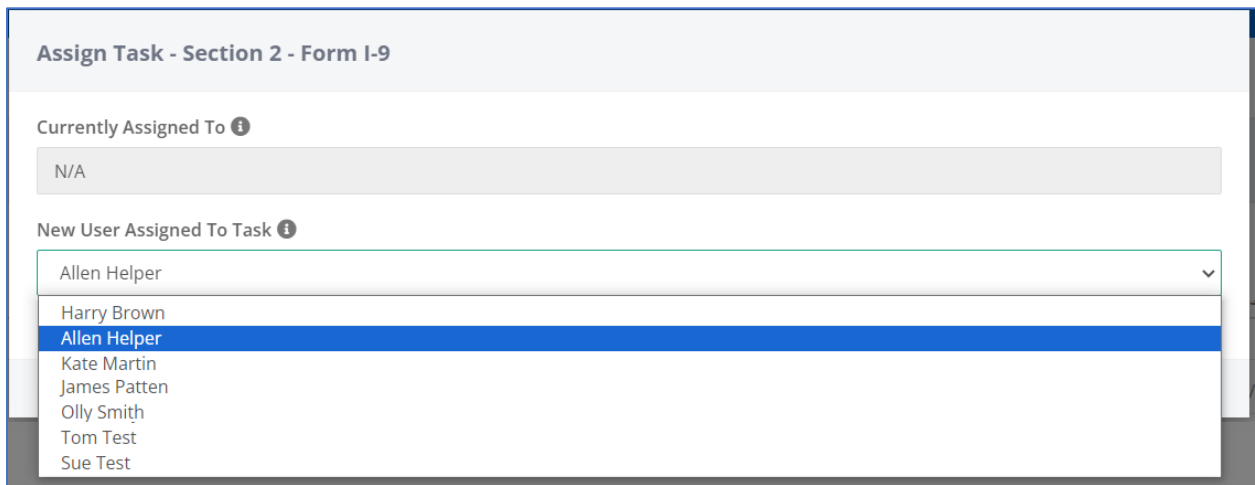
Below provides information for each option:

Complete

The **Complete** option allows a user to complete the Section 2 with the employee directly. The employee must be present to use this option and they must present original unexpired documents to proceed. This option will not appear in the dropdown if Section 1 has not been completed.

Assign to User

The **Assign to User** option allows a user to assign Section 2 tasks to another system user. Once selected, a drop-down list will appear with all of the company users. Select the user to assign the task to and click **Assign**.



Assign Task - Section 2 - Form I-9

Currently Assigned To ⓘ
N/A


New User Assigned To Task ⓘ

- Allen Helper
- Harry Brown
- Allen Helper**
- Kate Martin
- James Patten
- Olly Smith
- Tom Test
- Sue Test

Assign Task - Section 2 - Form I-9

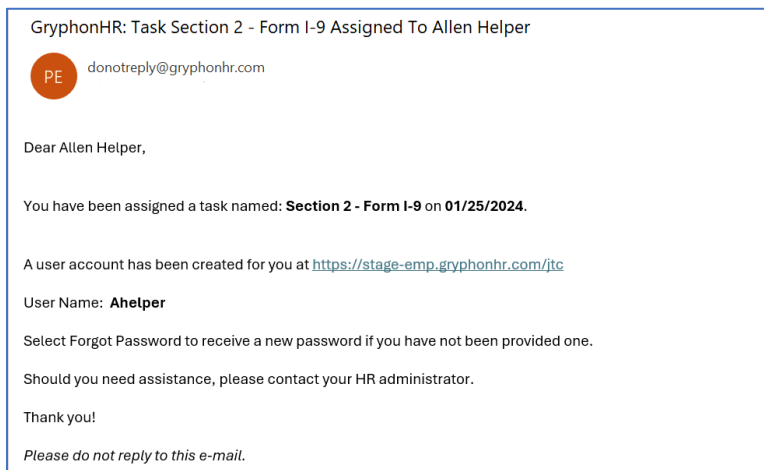
Currently Assigned To ⓘ
N/A

New User Assigned To Task ⓘ
Allen Helper

 Assign

Close

The assigned user will receive an email notification indicating they have been assigned a Section 2 to complete.



Assign to Me

The **Assign to Me** option allows a user to assign the Section 2 task to themselves.

Assign to Outside Agent

The **Assign to Outside Agent** allows a user to assign an authorized representative to complete Section 2.

There are two ways to Assign to Outside Agent:

1. A user can select a previously assigned representative from the dropdown and click **Assign Agent**.

Assign Outside Agent - Section 2 - Form I-9

Choose an existing agent from the drop-down list below, or fill out the contact information below to create a new agent and assign them to this task.

Existing Outside Agents ⓘ

Select an existing outside agent

- Select an existing outside agent
- Chandler Bing
- Ross Geller

Enter Phone Number Enter Email Address (will be confirmed)

Address (Street Number and Name) ⓘ **Apt. Number** ⓘ

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 Zip Code of Primary Address

Max. 64 chars, Min. 2 chars Max. 15 chars, Min. 5 chars

Close

2. Create a new representative by completing all the required fields, when completed click **Assign Agent**.

Assign Outside Agent - Section 2 - Form I-9

Choose an existing agent from the drop-down list below, or fill out the contact information below to create a new agent and assign them to this task.

Existing Outside Agents ⓘ

Select an existing outside agent

First Name (Given Name) ⓘ **Last Name (Family Name)** ⓘ

Enter First Name * Enter Last Name *

Primary Phone Number ⓘ **Primary E-mail Address (Used as login)** ⓘ

Enter Phone Number * Enter Email Address (Will be confirmed) *

Address (Street Number and Name) ⓘ **Apt. Number** ⓘ

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 Zip Code of Primary Address

Max. 64 chars, Min. 2 chars Max. 15 chars, Min. 5 chars

Close



The representative will receive an email indicating they have a request to complete Section 2 of the Form I-9 and will be provided a URL link and their Username to access the portal. If they have previously signed into the portal, they will be prompted to enter their original password. If they do not remember the password, they have the ability to select ***Forgot your password?*** and create a new password.

If the agent has not previously been assigned to complete a Section 2, they will receive a second email with a password.

The agent will then login and complete the Section 2 with the employee.

Note: An authorized representative (agent) of the company will only have access to that particular employee's Section 2. They will not have access to any other information within the system.

Assign to a Notary

The **Assign to a Notary** option is an integrated third-party option that allows a user to request an outside agent from the N3 Notary Network* to complete Section 2 of the Form I-9.

**A SOW is required to be signed to activate this option. Additional charges will occur.*


When the option is chosen, the user will be required to confirm that the employee details are correct. The employee information is pulled from the system and the completed Section 1. Any required information must be completed if not visible. Once complete, select *Place Request*.

Note: *Be sure the zip code is correct as this is the zip code N3 Notary Network will use to find a notary in that area.*

Notary Provider Request - Electronic I-9

Order Status ⓘ
New

Order Type ⓘ
Standard Section 2 Request

Date Appt. Completed By ⓘ
01/28/2024 ✓ 

Rush Request? ⓘ

Employee First Name ⓘ
Jack ✓

Employee Last Name ⓘ
Spratt ✓


Primary Phone of Employee ⓘ
555-555-5555 ✓

Primary Email of Employee ⓘ
jack@email.com ✓

City of Appt. Request ⓘ
Troy ✓

State of Appt. Request ⓘ
Michigan

Postal Code of Appt. Request ⓘ
48084 ✓

 Place Request

Close


If the Section 1 has **not** been completed the user is required to complete all required fields.

Note: Be sure the zip code is correct as this is the zip code N3 Notary Network will use to find a notary in that area.

Notary Provider Request - Electronic I-9

Order Status ⓘ
New

Order Type ⓘ
Standard Section 2 Request

Date Appt. Completed By ⓘ
Requested Completed By Date * 

Rush Request? ⓘ

Employee First Name ⓘ
Jack ✓

Employee Last Name ⓘ
Spratt ✓



Primary Phone of Employee ⓘ
Contact's Primary Phone *

Primary Email of Employee ⓘ
jack@email.com ✓

City of Appt. Request ⓘ
Requested City of Appt. *

State of Appt. Request ⓘ
Select a State / Province

Postal Code of Appt. Request ⓘ
Requested Zip Code of Appt. *


A user can also select *Rush Request?*** which is typically completed within 24 to 48 hours and additional charges are incurred in addition to regular charge for this option.

** *Additional charges will occur.*

Notary Provider Request - Electronic I-9

Order Status ⓘ
New

Order Type ⓘ
Standard Section 2 Request

Date Appt. Completed By ⓘ
01/28/2024 ✓ 

Rush Request? ⓘ

Employee First Name ⓘ
Jack ✓

Employee Last Name ⓘ
Spratt ✓

Once the request has been placed, N3 will receive a notification indicating that a request has been made and will work to assign a notary. The request will update throughout the process to indicate the

status of the order. For example, once the request is assigned to a notary, the Order Status will reflect *Assigned*. Other statuses include *New*, *Scheduled*, *Completed* or *Attempted*.

After the Notary Request has been made, a new task line appears in the Task History page. Here you can choose to cancel the request or view/update the order.

Employee Profile - Jack Spratt Home / Administration / Employee Admin / Jack Spratt

DETAILS TASK HISTORY DOCUMENTS CHANGE PASSWORD I-9 / E-Verify

Showing 25 rows Search: Export

WBS	Task	Priority	Status	Party Responsible	Assigned On	Due Date	Action(s)
E19	Electronic I-9	High	Pending Other Task Completion	Employer		01/28/2024	Choose
	Section 2 - Form I-9	Medium	Pending Other Task Completion	Notary Agent		01/28/2024	Choose
	Section 1 - Form I-9	Medium	Complete	Employee	01/25/2024	01/25/2024	Choose
	Find / Assign a Notary	High	New	Notary Agent			Choose
	E-Verify	High	Pending Other Task Completion	Employer		01/28/2024	Choose Cancel Notary Request View / Update Order

Showing 1 to 5 of 5 rows 1 row selected

Click on View/Update Order, to view order details and status. The status will update as the process proceeds.

Notary Provider Request - Section 2 - Form I-9

Order Status **Order ID**

Received 2267787

Order Type
Standard Section 2 Request

Date Appt. Completed By **Rush Request?**

01/29/2024

Employee First Name **Employee Last Name**

Jack Spratt

Primary Phone of Employee **Primary Email of Employee**

555-555-5555 jack@email.com

City of Appt. Request

Troy

State of Appt. Request **Postal Code of Appt. Request**

Michigan 48084

[Check Updates](#)

Close

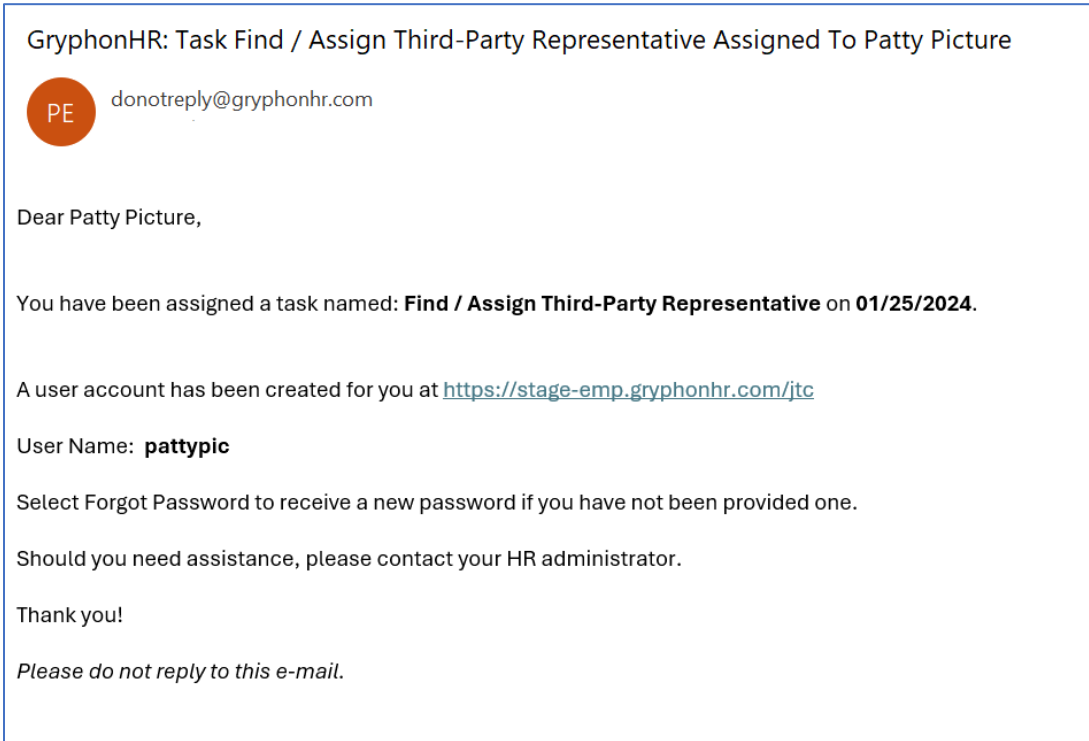
Refer to the Notary Network User Guide for any additional details.

Have Employee Find Agent

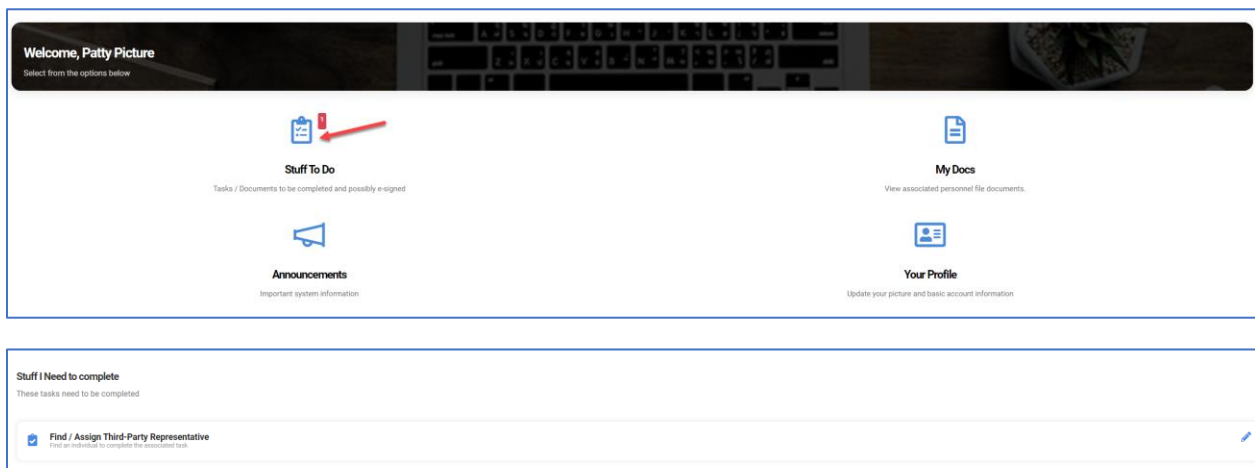
The **Have Employee Find Agent** option allows the user to initiate a task for the employee to find an agent to assist with completing Section 2.

This option can be assigned to an employee before or after Section 1 is completed.

The employee will receive an email indicating they have a task assigned to them in their employee portal.



The employee logs in using their username and password and clicks on the **Stuff To Do** icon.



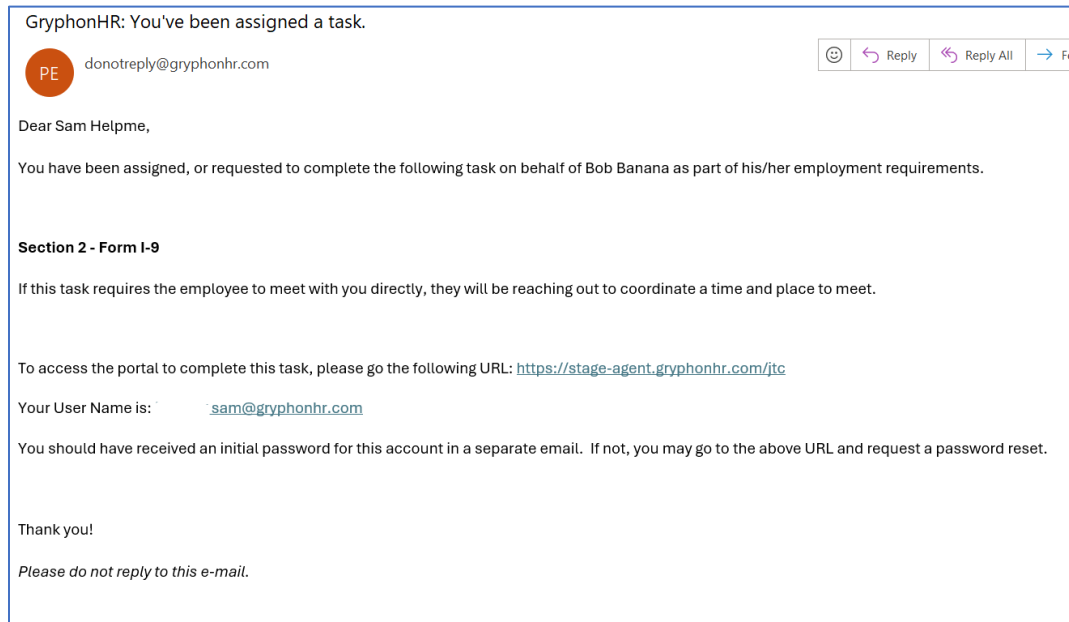
The employee then follows the instructions to complete the Find an Agent process. The employee must complete the required fields which are:

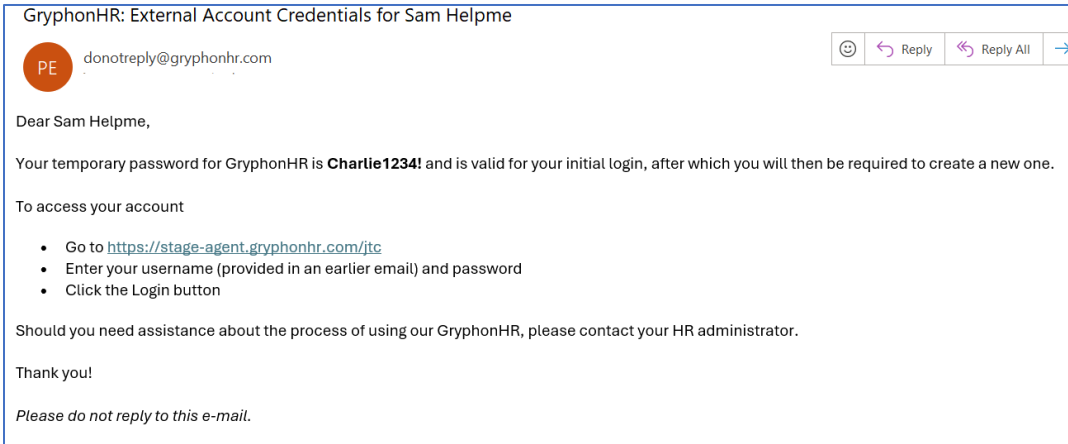
- Agent Last Name (required)
- Agent First Name (required)
- Primary Email Address (required)
- Primary Phone Number (required)

The representative will receive 2 emails indicating they have a request to complete Section 2 of the Form I-9. The first email will provide the URL link and their Username to access the portal and a second email will provide a password.

The agent will then login and complete the Section 2 with the employee.

Note: An authorized representative (agent) of the company will only have access to that particular employee’s Section 2. They will not have access to any other information within the system.





Additional Dropdown Information

Refresh Status

The **Refresh Status** option allows a user to refresh that status and update the previous choice made. Once refreshed the user will have the ability to choose another Section 2 option.

Note: *The Assign Notary Agent (N3 Notary Network) option will not refresh and allow an update due to the integration.*

View Agent Info

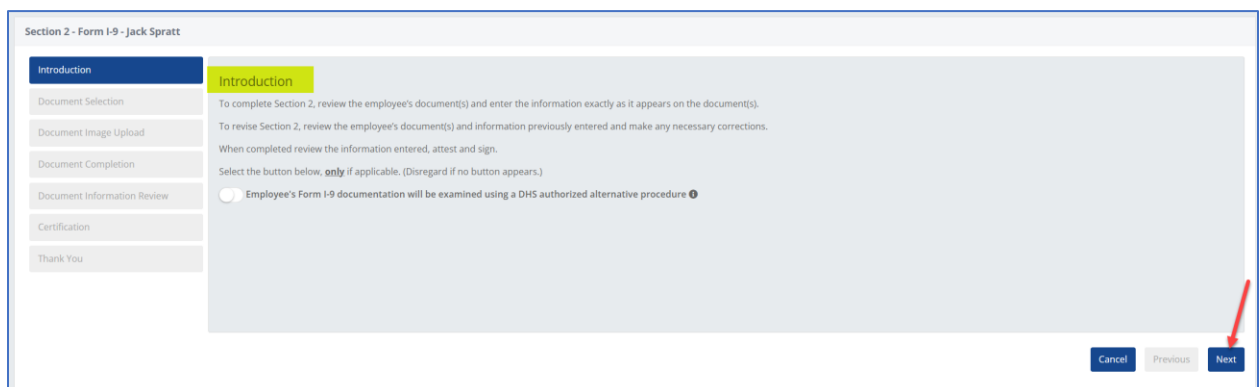
The **View Agent Info** option allows a user to view the authorized representatives information and resend the request, if applicable.

Completing Section 2

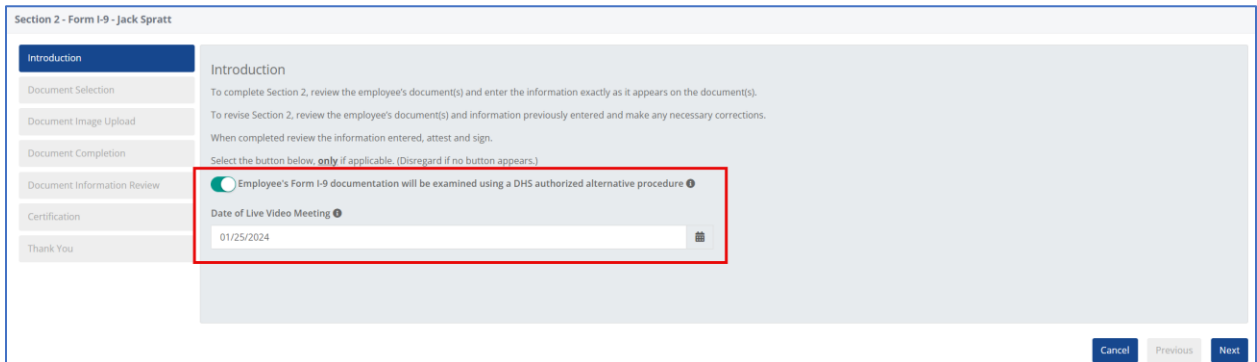
Note: Section 2 can only be completed after Section 1 is completed.

Below are the steps to complete Section 2

1. **Instruction**—The Instruction page provides a brief description of what is expected when completing Section 2. This page provides the option to use the DHS Alternative Procedure, if configured.



Alternative Procedure—this process is a configuration that must be activated to use throughout a company. Choose the *Employee’s Form I-9 documentation will be examined using a DHS authorized alternative procedure*. Enter the **Date of Live Video Meeting**.



Section 2 - Form I-9 - Jack Spratt

Introduction

Document Selection
Document Image Upload
Document Completion
Document Information Review
Certification
Thank You

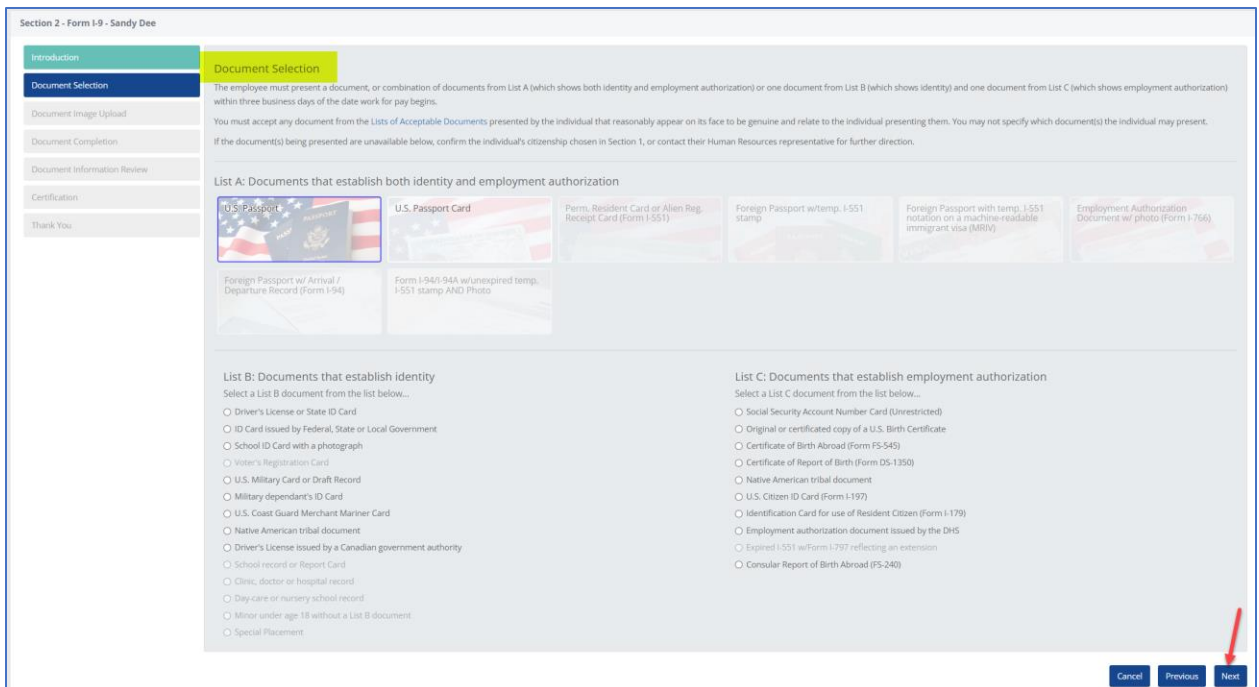
Introduction
To complete Section 2, review the employee's document(s) and enter the information exactly as it appears on the document(s).
To revise Section 2, review the employee's document(s) and information previously entered and make any necessary corrections.
When completed review the information entered, attest and sign.
Select the button below, **only** if applicable. (Disregard if no button appears.)

Employee's Form I-9 documentation will be examined using a DHS authorized alternative procedure

Date of Live Video Meeting
01/25/2024

Cancel Previous Next

- Document Selection**—choose the document(s) the employee is presenting to complete Section 2 and click **Next**. Active documents coincide with the citizenship the employee selected in Section 1.



Section 2 - Form I-9 - Sandy Dee

Document Selection

The employee must present a document, or combination of documents 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) within three business days of the date work for pay begins.
You must accept any document from the Lists of Acceptable Documents presented by the individual that reasonably appear on its face to be genuine and relate to the individual presenting them. You may not specify which document(s) the individual may present.
If the document(s) being presented are unavailable below, confirm the individual's citizenship chosen in Section 1, or contact their Human Resources representative for further direction.

List A: Documents that establish both identity and employment authorization

- U.S. Passport
- U.S. Passport Card
- Perm. Resident Card or Alien Reg. Receipt Card (Form I-551)
- Foreign Passport w/temp. I-551 stamp
- Foreign Passport with temp. I-551 notation on a machine-readable immigrant visa (MRIV)
- Employment Authorization Document w/ photo (Form I-766)
- Foreign Passport w/ Arrival / Departure Record (Form I-94)
- Form I-940-94A w/unexpired temp. I-551 stamp AND Photo

List B: Documents that establish identity

Select a List B document from the list below...

- Driver's License or State ID Card
- ID Card issued by Federal, State or Local Government
- School ID Card with a photograph
- Voter's Registration Card
- U.S. Military Card or Draft Record
- Military dependant's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's License issued by a Canadian government authority
- School record or Report Card
- Clinic, doctor or hospital record
- Day-care or nursery school record
- Minor under age 18 without a List B document
- Special Placement

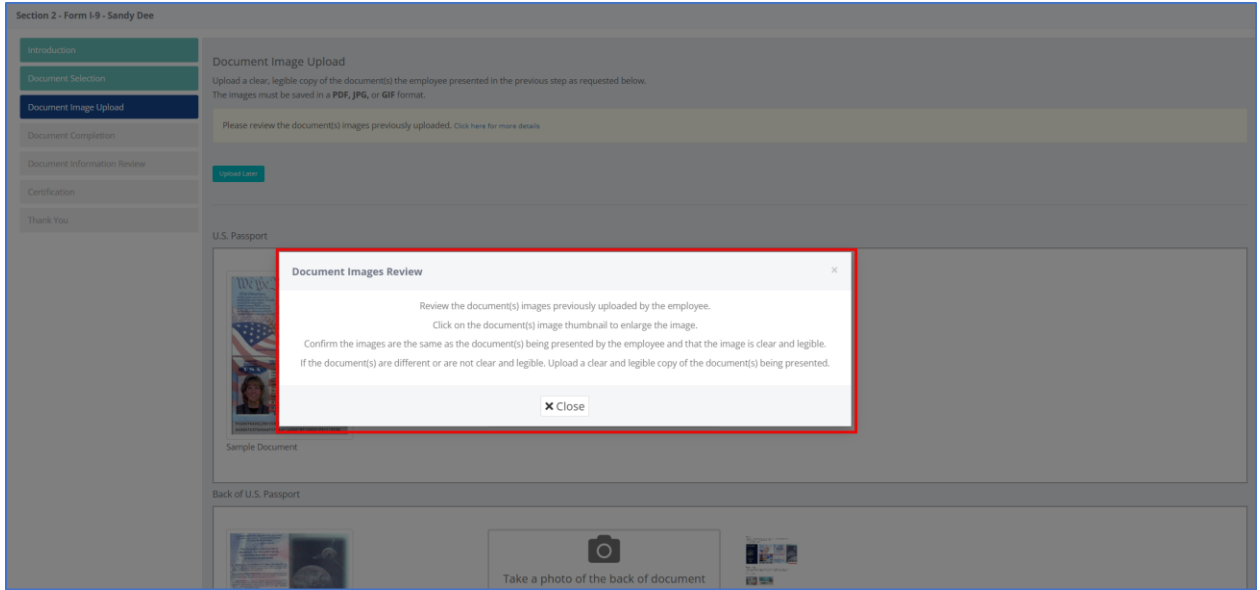
List C: Documents that establish employment authorization

Select a List C document from the list below...

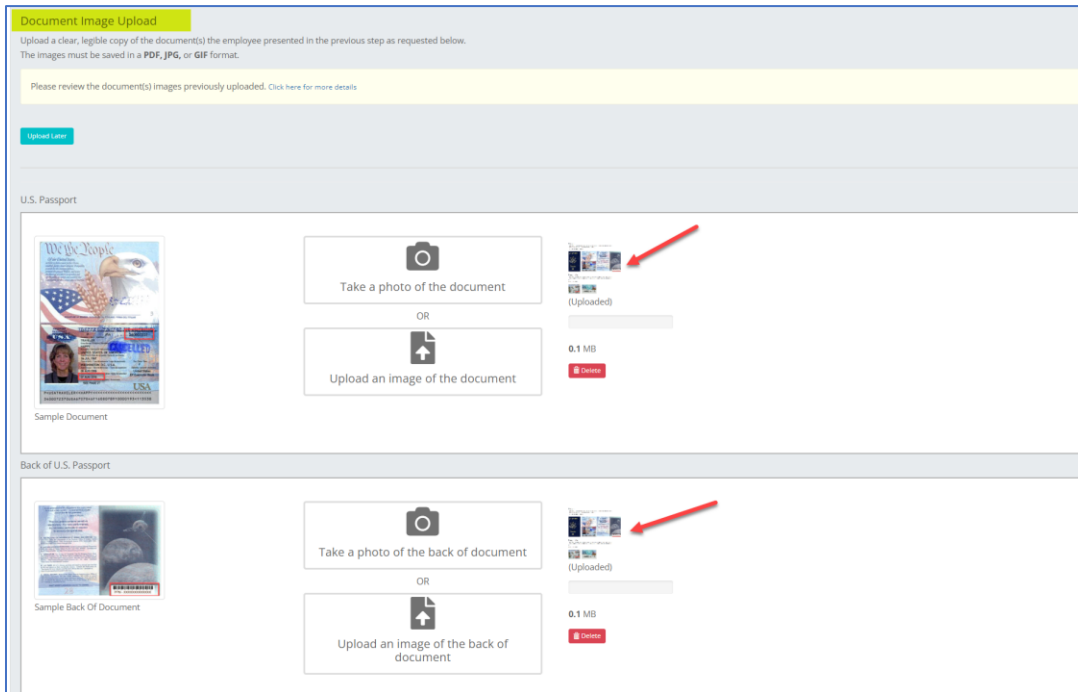
- Social Security Account Number Card (Unrestricted)
- Original or certified copy of a U.S. Birth Certificate
- Certificate of Birth Abroad (Form FS-545)
- Certificate of Report of Birth (Form DS-1350)
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for use of Resident Citizen (Form I-179)
- Employment authorization document issued by the DHS
- Expired I-551 w/Form I-797 reflecting an extension
- Consular Report of Birth Abroad (FS-240)

Cancel Previous Next

- Document Image Upload** If the employee uploaded the documents in Section 1 a pop will appear advising the user to review the documents previously uploaded.



After closing the pop-up, click on the image to enlarge and view.



The document will appear, ensure the copies are clear and legible, if not click on Delete and upload a clear legible copy.

Please review the document(s) you have uploaded. The images must be saved in a PDF, JPG, or GIF format.


Please review

Upload Later

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



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

If the document(s) are different from what the employee previously uploaded in Section 1, the user will be prompted to upload copies of the documents. Or choose Upload Later, if this is chosen an alert will appear in the Missing Document widget on the Dashboard.

Section 2 - Form I-9 - Sandy Dee


Document Image Upload

Upload a clear, legible copy of the document(s) the employee presented in the previous step as requested below. The images must be saved in a PDF, JPG, or GIF format.

[Upload Later](#)

Choose a Driver's License or ID

Driver's License or State ID Card




Sample Document

Take a photo of the document

OR

Upload an image of the document

Social Security Account Number Card (Unrestricted)



Sample Document

Take a photo of the document

OR


Upload an image of the document

- Document Completion**—Complete all required fields based on the document(s) being presented and click **Next**.


Section 2 - Form I-9 - Sandy Dee

Document Completion - U.S. Passport


The U.S. Department of State issues the U.S. passport to U.S. citizens and noncitizen nationals. There are a small number of versions still in circulation that may differ from the main versions shown here.




Sample Document

Issuing Authority 

US Department of State

Document Number 

2586526

Expiration Date (if any) 

06/30/2027

[Cancel](#) [Previous](#) [Next](#)

- Document Information Review** Review all the information entered. If the information is not correct, click *Previous* to return to the previous page to correct any errors. If all information is correct, click **Next**.

Section 2 - Form I-9 - Sandy Dee

Document Information Review

Please review the document information entered for this employee. Click Previous to make any updates.

Document Title
U.S. Passport

Issuing Authority
US Department of State

Document Number
2586526

Expiration Date
06/30/2027

Document Uploaded
N/A

Cancel Previous **Next**

6. **Certification** Confirm the start date or enter correct start date, check the certification box and sign by using a mouse to sign, or click on Generate Signature and click **Next**.

Section 2 - Form I-9 - Sandy Dee

Certification

Please review, enter, and confirm the start date for the employee, and then attest and sign off below.

Start Date
01/25/2024

Confirm Start Date

Today's Date
1/25/2024 12:00:00 AM

Employer or Authorized Representative Name
Sue Test

Title of Employer or Authorized Representative
Authorized Representative

Employer's Business or Organization Name
Jamie's Test Company

Employer or Authorized Representative's Address
12345 Ocean Avenue, Tampa, FL 33647

Read the attestation below, click the box to acknowledge and accept the statement, and sign below.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

Options to sign within the signature box:
1. Mouse sign—Click on your mouse and sign using the mouse.
2. Generate—Click Generate Signature to affix your signature.
Click Clear if an error was made.

Sue Test

Generate Signature Sign Above Line Clear

Cancel Previous **Next**

7. **Thank you** Click **Finish** to complete the process.

Revise Section 2 - Sandy Dee

Thank You

Section 2 of the Form I-9 is now complete. Thank you for participating in the completion of the Form I-9.

Cancel Previous **Finish**

E-Verify Process If the company participates in E-Verify the Form I-9 information will be immediately sent to E-Verify for verification and the E-Verify result will appear.

E-Verify Case Processing	
E-Verify Case: 2024025204150AG	
Employee:	Sandy Dee
Case Status:	Potential Data Discrepancy

See the E-Verify Guide for more information regarding E-Verify Results.