



An Authorized Representative's Guide to Assisting with the Form I-9

Frequently Asked Questions

What is the Form I-9?

The Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must properly complete a Form I-9 for each individual they hire for employment in the United States

Who can complete Section 2 or Supplement B (formerly Section 3) of the Form I-9?

An employer or an employer may designate an authorized representative to assist in the completion of Section 2 or Supplement B (formerly Section 3) of the Form I-9. An authorized representative must physically examine the documentation presented by the employee and sign form on behalf of the employer.

What documents does an employee provide for Section 2 or Supplement B (formerly Section 3) of the Form I-9?

An employee can provide any documentation from the [Lists of Acceptable Documents](#). Only the employee can determine what documents to provide.

When does Section 2 of the Form I-9 need to be completed by?

Employers or an authorized representative must complete and sign Section 2 of Form I-9 within 3 business days of the date of hire of their employee (the hire date means the first day of work for pay). The Section 2 of the Form I-9 can be completed up to a year in advance of the employee's hire date.

- <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-2-employer-review-and-attestation>

When does Supplement B (formerly Section 3) of the Form I-9 need to be completed by?


- <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-3-reverification-and-rehires>

To Begin the Process

You will receive 2 emails:

1. The first email will contain the **URL** and your **Username**, to assist with logging into the system.

GryphonHR: You've been assigned a task.

 donotreply@gryphonhr.com
To: jamieb+mary@gryphonhr.com

Reply Reply All Forward

Wed 2/21/2024 9:58 AM

Dear Mary Poppins,

You have been assigned, or requested to complete the following task on behalf of Sabina Ness as part of his/her employment requirements.

Section 2 - Form I-9

If this task requires the employee to meet with you directly, they will be reaching out to coordinate a time and place to meet.

To access the portal to complete this task, please go the following URL: <https://stage-agent.gryphonhr.com/hds>

Your User Name is: jamieb+mary@gryphonhr.com


You should have received an initial password for this account in a separate email. If not, you may go to the above URL and request a password reset.

Thank you!

Please do not reply to this e-mail.

2. The second email will contain your **temporary password**.

GryphonHR: External Account Credentials for Mary Poppins

 donotreply@gryphonhr.com
To: jamieb+mary@gryphonhr.com

Reply Reply All Forward

Wed 2/21/2024 9:58 AM

Dear Mary Poppins,

Your temporary password for GryphonHR is **GHR1agtS** and is valid for your initial login, after which you will then be required to create a new one.

To access your account

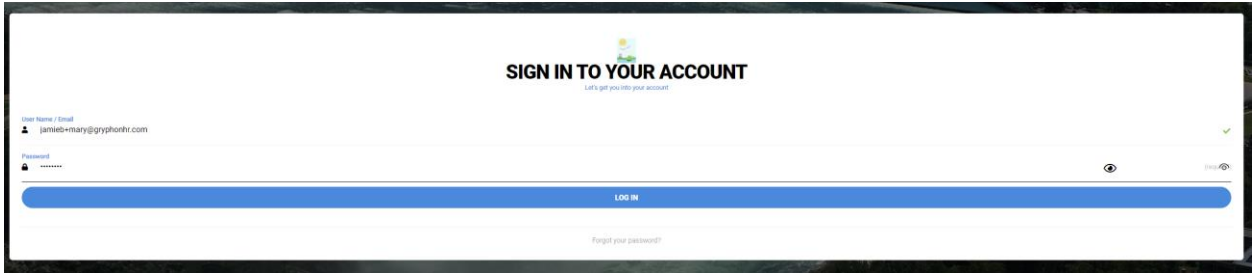
- Go to <https://stage-agent.gryphonhr.com/hds>
- Enter your username (provided in an earlier email) and password
- Click the Login button

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

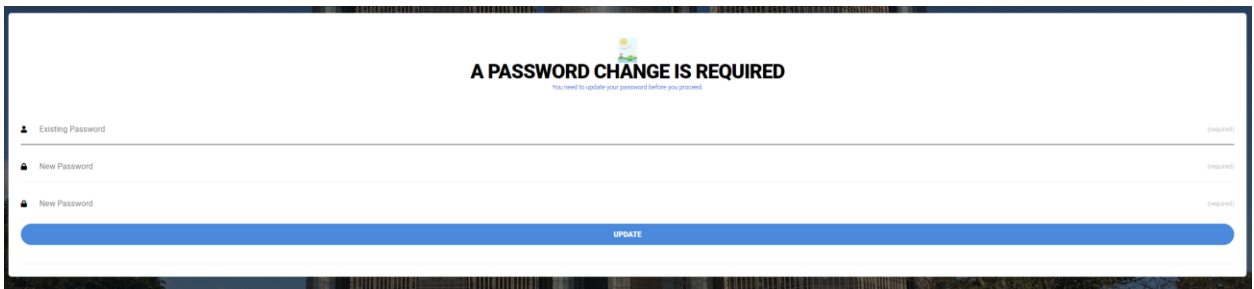
Thank you!

Please do not reply to this e-mail.

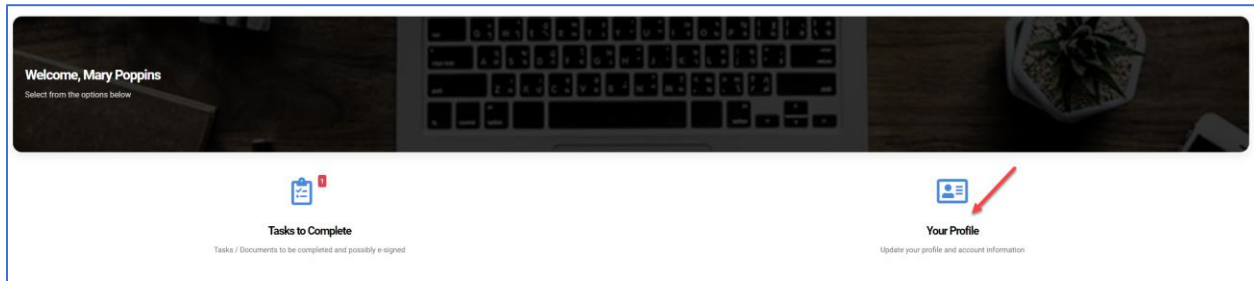
3. Click on the URL provided in the email and enter your **Username** and **Password**.



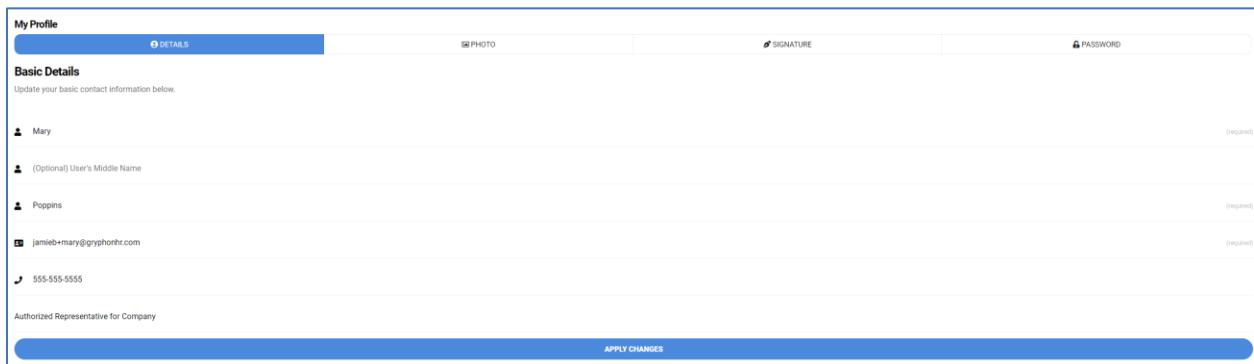
4. You will be prompted to change your password.



5. Click on **Your Profile** to view your information and complete any necessary updates.



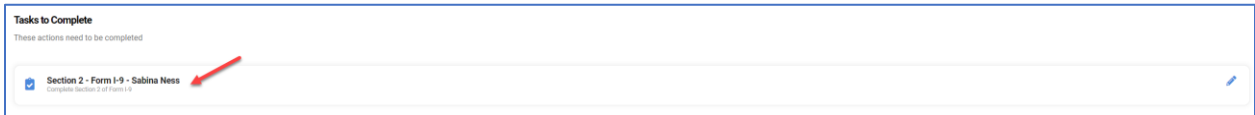
Be sure to click on **Apply Changes**, if any updates are made.



6. Click on **Tasks to Complete** to view your assigned tasks.



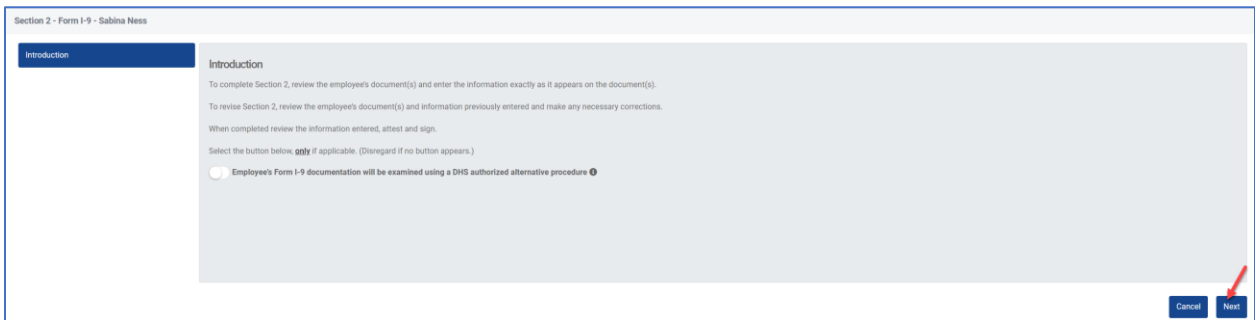
7. Click on the task to begin the process.



Completing Section 2

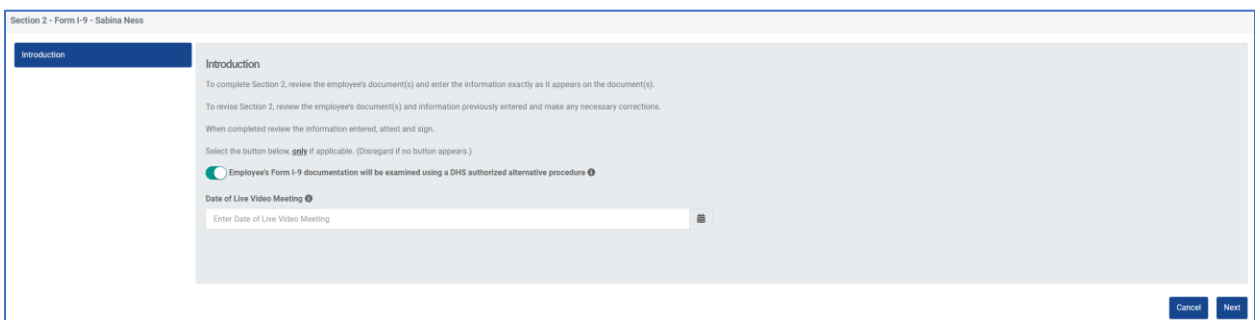
With the employee present, allow the employee to present a document(s) from the [Lists of Acceptable Documents](#). Do not advise the employee on what they can provide. Present the list if the employee has any questions regarding documents.

1. Review the **Introduction** page and click **Next**.

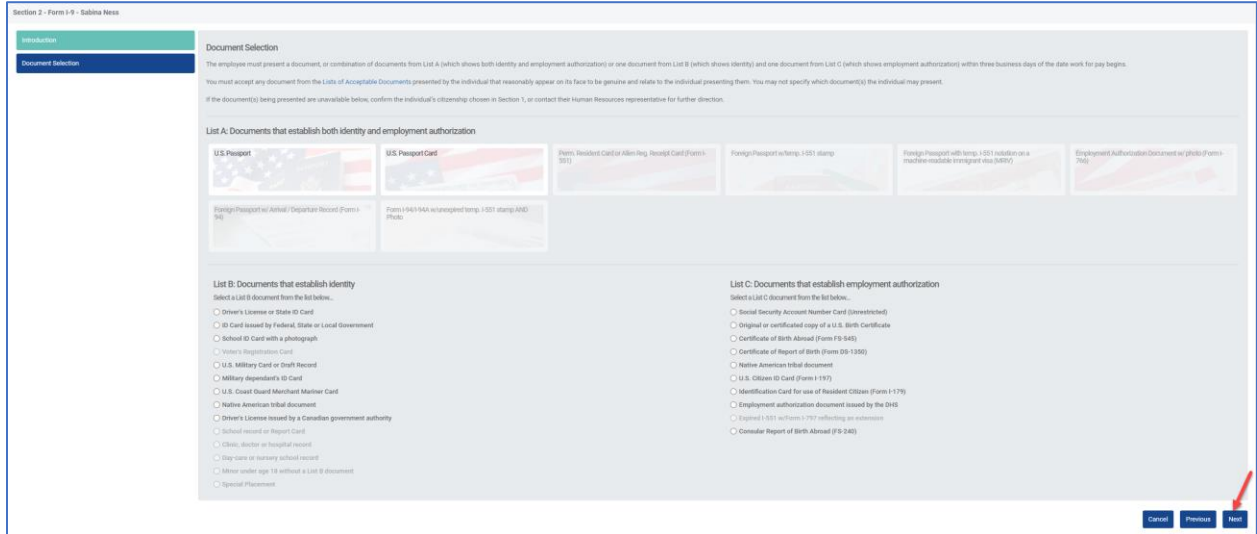


Using the **Alternative Procedure**

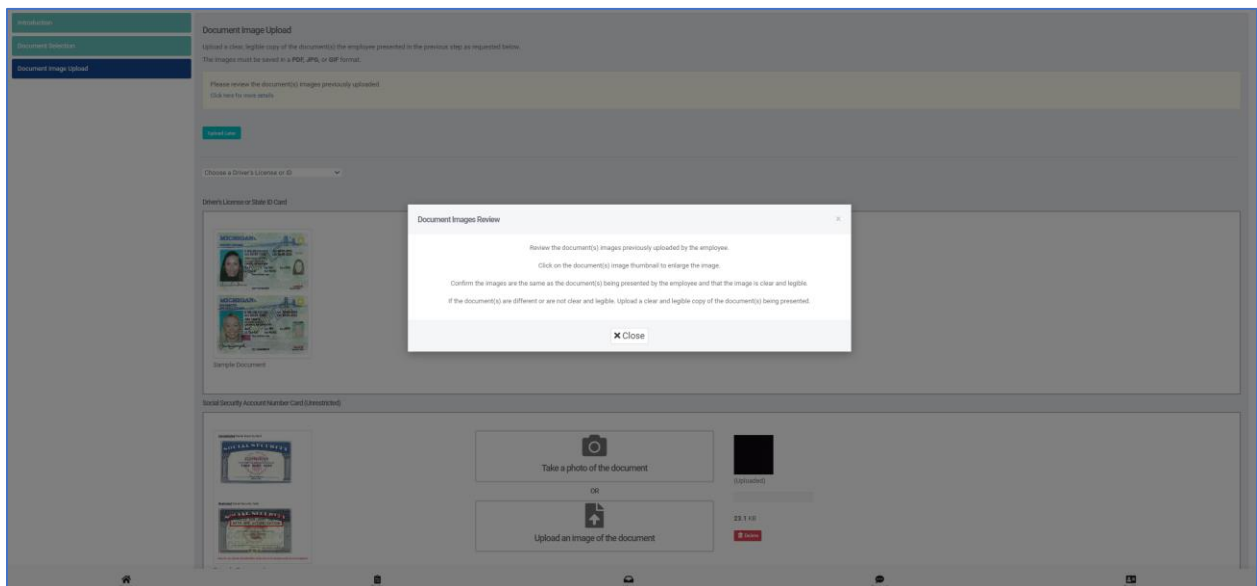
In some cases, employers may allow for the use to the DHS alternative procedure to complete Section 2 via video meeting. If this is selected, enter the date the video call is taking place. **Do NOT choose this if the employee is present.**



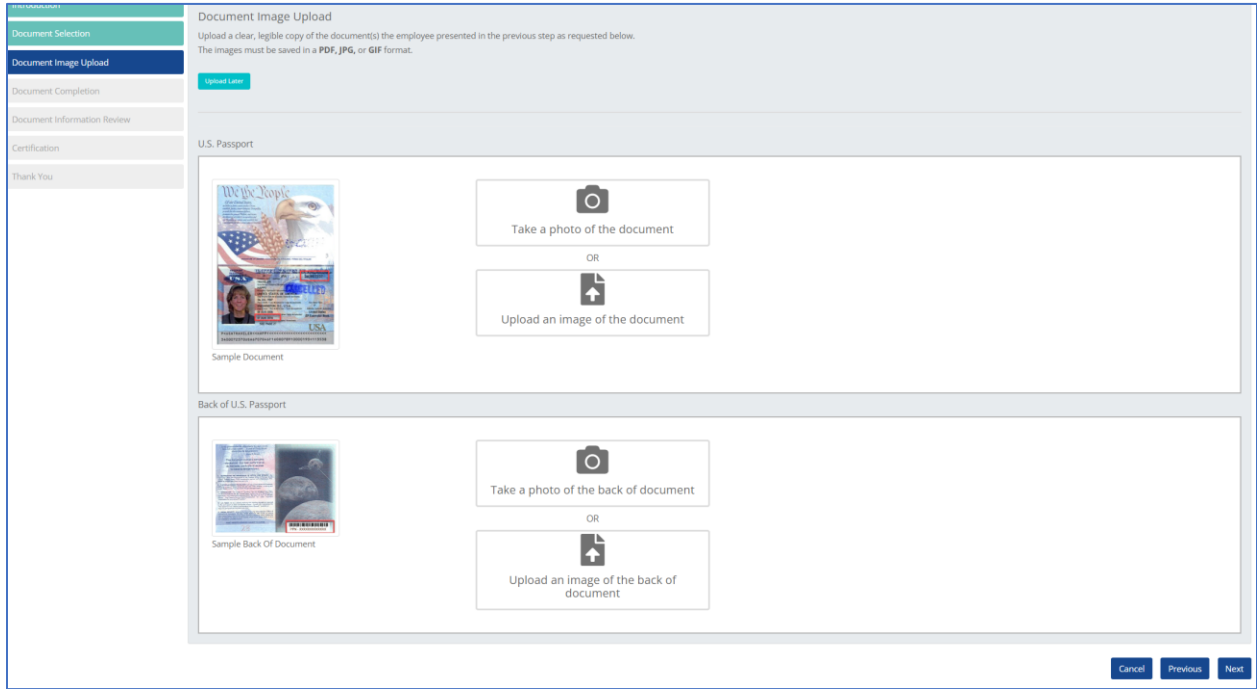
- Document Selection**—choose the document the employee is presenting and click **Next**. If you are unable to choose the document, ask the employee to confirm their citizenship, as the document choices coincide with the citizenship chosen in Section 1 by the employee.



- Document Upload**--If the employee uploaded their document(s) in Section 1, a pop-up will appear advising you to review what was previously uploaded. Read the pop-up and click **Close**. Click **Next** to continue.

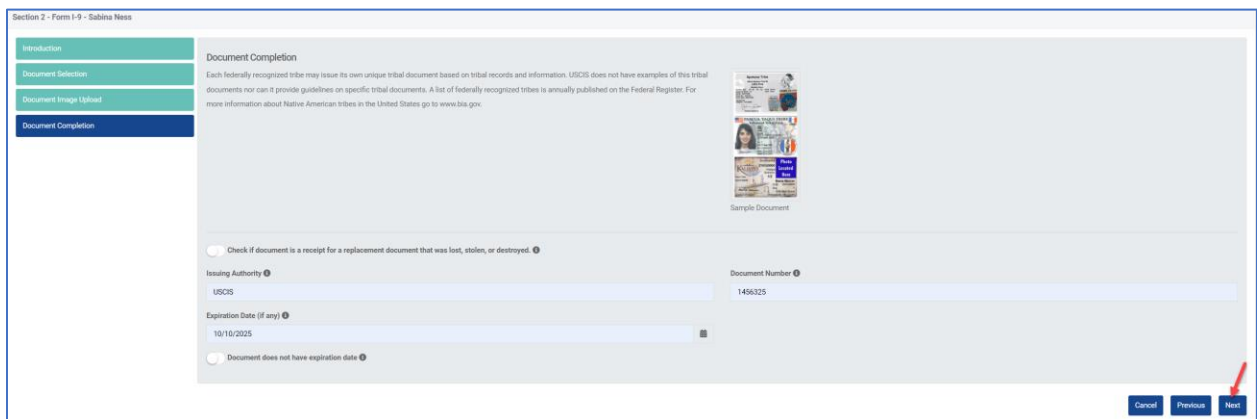


If you choose a document other than what the employee previously uploaded, you will be asked to upload a copy of the document(s) being presented or take a photo. You may also choose to **Upload Later**. *Note: Photos taken on any device are not saved on the device.* Click **Next** to continue.



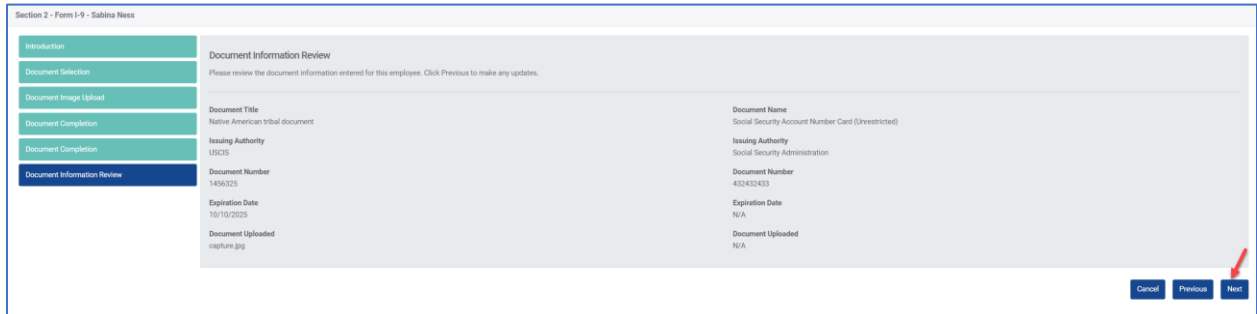
The screenshot shows the 'Document Image Upload' step. On the left is a navigation menu with 'Document Image Upload' selected. The main area is titled 'Document Image Upload' and contains instructions: 'Upload a clear, legible copy of the document(s) the employee presented in the previous step as requested below. The images must be saved in a PDF, JPG, or GIF format.' There is an 'Upload Later' button. Below this, there are two sections for document uploads: 'U.S. Passport' and 'Back of U.S. Passport'. Each section shows a sample document image and two options: 'Take a photo of the document' (with a camera icon) and 'Upload an image of the document' (with an upload icon). At the bottom right, there are 'Cancel', 'Previous', and 'Next' buttons.

4. **Document Completion**—On the document completion page, complete all the required fields for each document by entering the information **exactly** as it appears on the employee’s document(s). Click **Next** to continue.



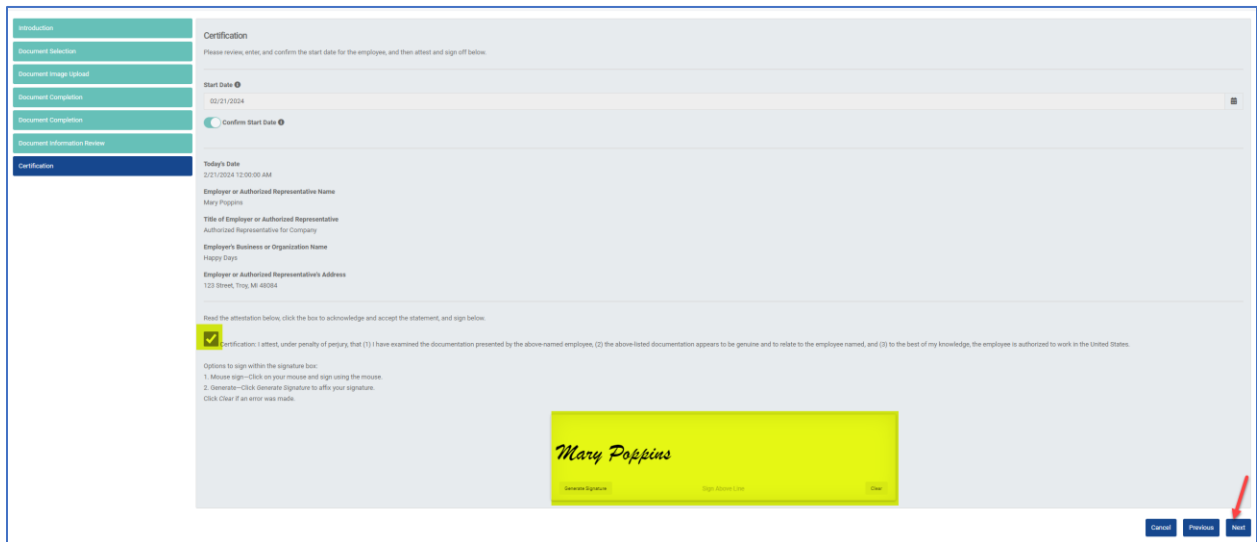
The screenshot shows the 'Document Completion' step. The navigation menu on the left has 'Document Completion' selected. The main area is titled 'Document Completion' and contains instructions: 'Each federally recognized tribe may issue its own unique tribal document based on tribal records and information. USCIS does not have examples of this tribal documents nor can it provide guidelines on specific tribal documents. A list of federally recognized tribes is annually published on the Federal Register. For more information about Native American tribes in the United States go to www.bia.gov.' There is a 'Sample Document' image. Below this, there are several input fields: 'Issuing Authority' (with a dropdown menu showing 'USCIS'), 'Expiration Date (if any)' (with a date picker showing '10/10/2025'), and 'Document Number' (with a text input field showing '1498325'). There are also radio buttons for 'Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.' and 'Document does not have expiration date'. At the bottom right, there are 'Cancel', 'Previous', and 'Next' buttons, with a red arrow pointing to the 'Next' button.

- Document Information Review**—On the document information review page, review all the information entered, if corrections are necessary click *Previous* to return to the prior page and make the necessary corrections. If the information is correct, click **Next** to continue.



Document Information Review	
Please review the document information entered for this employee. Click Previous to make any updates.	
Document Title	Document Name
Native American tribal document	Social Security Account Number Card (Unrestricted)
Issuing Authority	Issuing Authority
USCIS	Social Security Administration
Document Number	Document Number
1456325	432432433
Expiration Date	Expiration Date
10/10/2025	N/A
Document Uploaded	Document Uploaded
capturn.jpg	N/A

- Certification**—click the Certification box and sign. You may sign using a *mouse to sign* or click on *Generate Signature* to electronically sign.



Certification

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

Start Date: 02/21/2024

Confirm Start Date:

Today's Date: 2/21/2024 12:00:00 AM

Employer or Authorized Representative Name: Mary Poppins

Title of Employer or Authorized Representative: Authorized Representative for Company

Employer's Business or Organization Name: Happy Days

Employer or Authorized Representative's Address: 123 Street, Troy, MI 48064

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

I certify that 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.

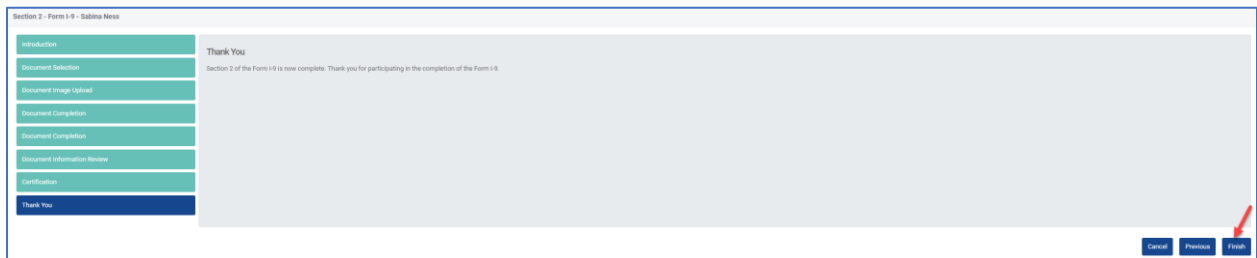
Options to sign within the signature box:

- Mouse sign—Click on your mouse and sign using the mouse.
- Generate—Click Generate Signature to affix your signature.

Click Clear if an error was made.

Mary Poppins

- Thank You**—click **Finish** to end the process.



Thank You

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

- You will be redirected back to the **Tasks to Complete** page, if you have completed all your task click off the browser.

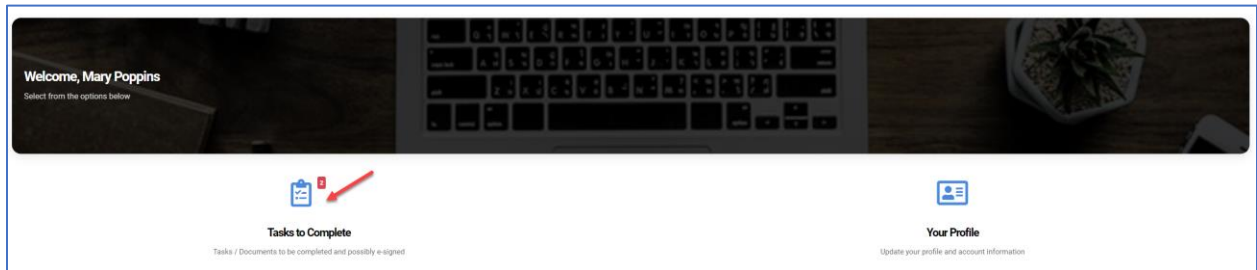


Completing Supplement B (formerly Section 3) or Revise Section 2

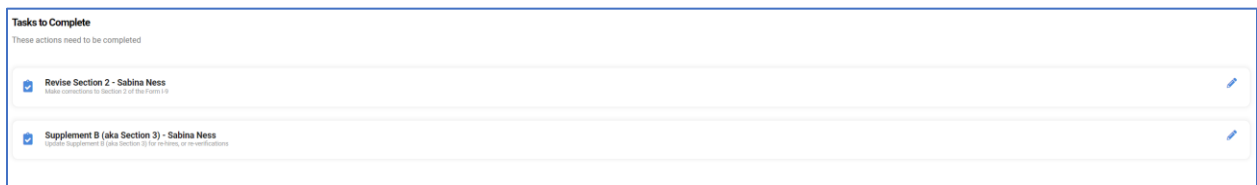
You may be asked to complete other tasks, such as complete Supplement B (formerly Section 3) work authorization or complete a revision of information previously entered in Section 2.

When these tasks are assigned to you, follow the prompts to complete the process.

- Log into your profile to view the **Tasks to Complete**.

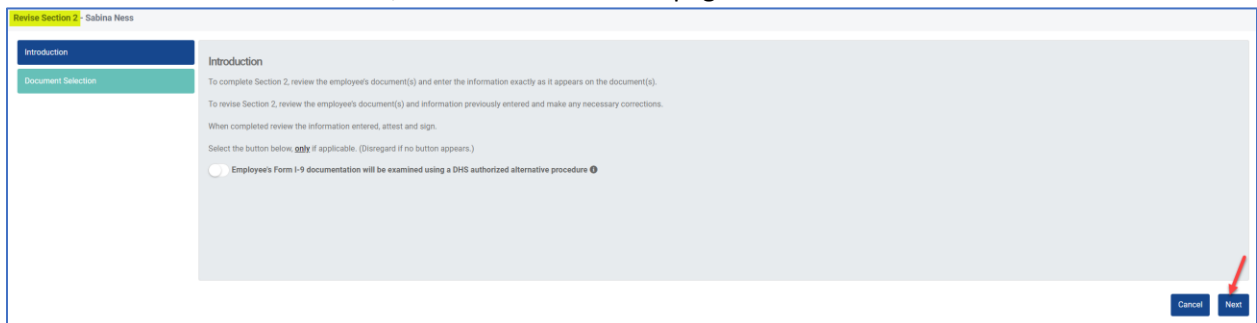


- You will see the list of tasks to complete, if applicable, and the employee for each task. Note: If you are a representative that is chosen to complete multiple tasks for different employees, be sure to choose the right employee when completing the task with the employee.

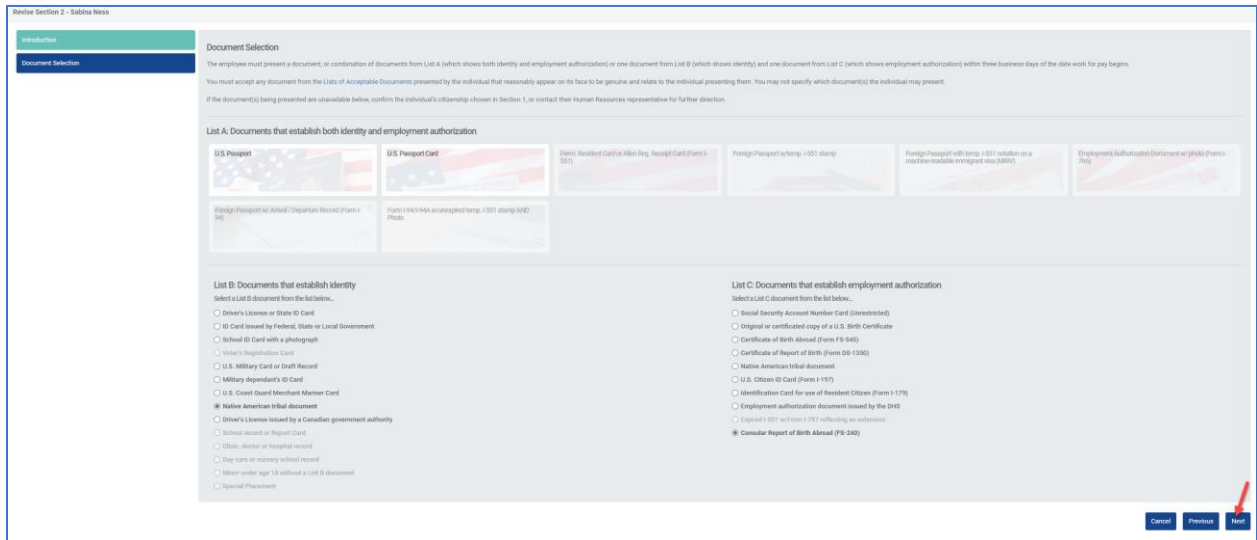


Completing Revise Section 2

- For the Revise Section 2 task, read the **Introduction** page and click **Next**.



2. **Document Selection**—the document previously chosen will already be selected, as this is information that was previously entered. Click **Next**.



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
- Form: Resident Card or Alien Reg. Receipt Card (Form I-551)
- Foreign passport with temp. I-951 stamp
- Foreign Passport with temp. I-951 extension on a machine-readable immigrant visa (MIRIV)
- Employment Authorized Document or photo (Form I-766)
- Foreign Passport/Arrival/Departure Record (Form I-94)
- Form I-94/I-94A annotated temp. I-951 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 dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's License issued by a Canadian government authority
 - British record or Report Card
 - Driver's license or hospital record
 - Day-pass or temporary school record
 - Minor under age 18 without a List B document
 - Special Placement

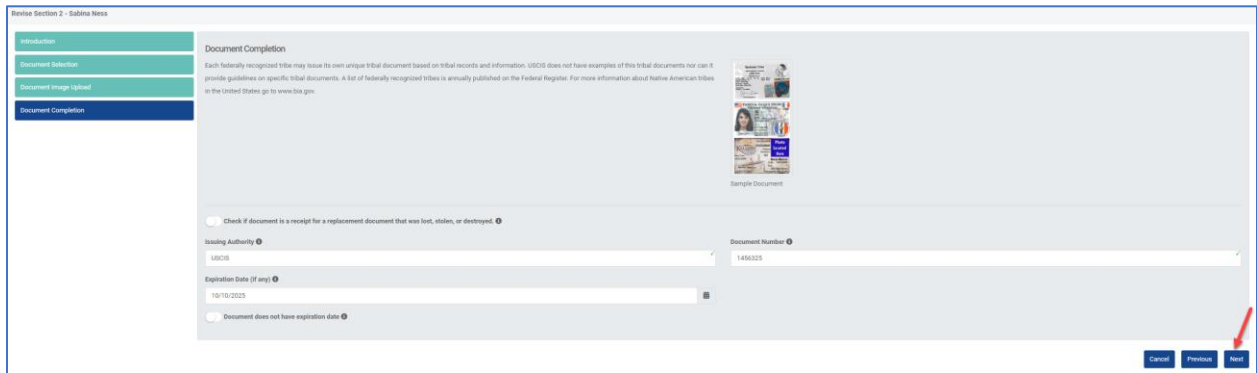
List C: Documents that establish employment authorization

Select a List C document from the list below.

- Social Security Account Number Card (Unrenewable)
- Original or certified copy of a U.S. Birth Certificate
- Certificate of Birth Abroad (Form FS-840)
- 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 Citizens (Form I-179)
- Employment authorization document issued by the DHS
 - English I-951 with Form I-797 reflecting an extension
 - Consular Report of Birth Abroad (FS-240)

Buttons: Cancel, Previous, Next

3. **Document Completion**—the previously entered information will be populated in the fields, review the information and make any necessary corrections. Click **Next**.



Document Completion

Each federally recognized tribe may issue its own unique tribal document based on tribal records and information. USCIS does not have examples of this tribal documents nor can it provide guidelines on specific tribal documents. A list of federally recognized tribes is annually published on the Federal Register. For more information about Native American tribes in the United States go to www.bia.gov.

Sample Document

Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.

Issuing Authority: USCIS

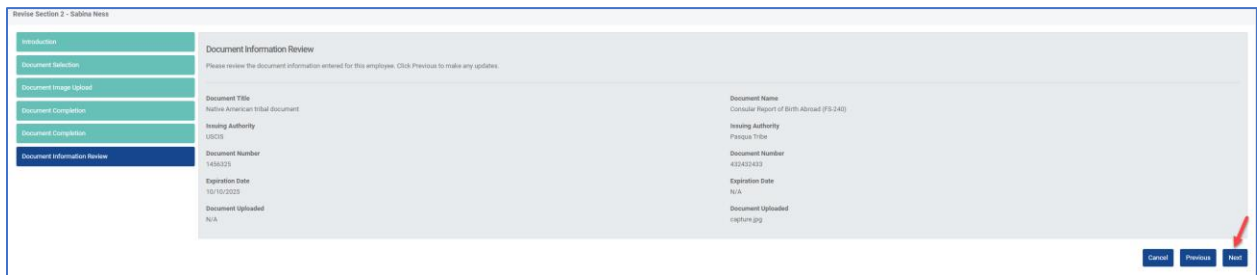
Document Number: 1466325

Expiration Date (if any): 10/10/2025

Document does not have expiration date

Buttons: Cancel, Previous, Next

4. **Document Information Review**—review the updated information and click **Next**.



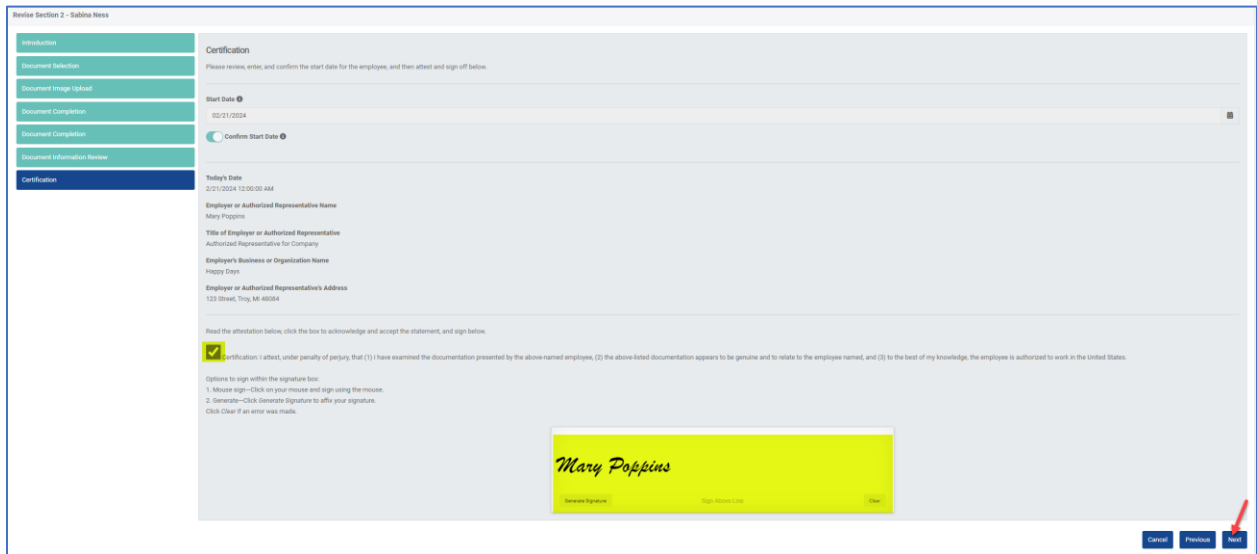
Document Information Review

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

Document Title	Native American Tribal document	Document Name	Consular Report of Birth Abroad (FS-240)
Issuing Authority	USCIS	Issuing Authority	Parque Tribe
Document Number	1466325	Document Number	42342493
Expiration Date	10/10/2025	Expiration Date	N/A
Document Uploaded	N/A	Document Uploaded	capture.jpg

Buttons: Cancel, Previous, Next

5. **Certification**—check the Certification box and sign. Click **Next**.



The screenshot shows the 'Certification' step of a form. On the left is a navigation menu with 'Certification' selected. The main area contains a 'Certification' section with a checkbox checked. Below the checkbox is a signature box with the name 'Mary Poppins' and a 'Generate Signature' button. At the bottom right, there are 'Cancel', 'Previous', and 'Next' buttons, with a red arrow pointing to the 'Next' button.

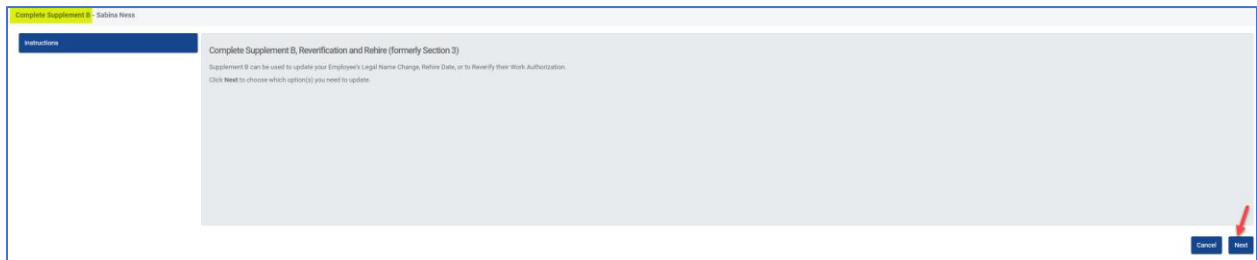
6. **Thank you**--click **Finish** to end the process.



The screenshot shows the 'Thank You' step of a form. On the left is a navigation menu with 'Thank You' selected. The main area contains a 'Thank You' message. At the bottom right, there are 'Cancel', 'Previous', and 'Finish' buttons, with a red arrow pointing to the 'Finish' button.

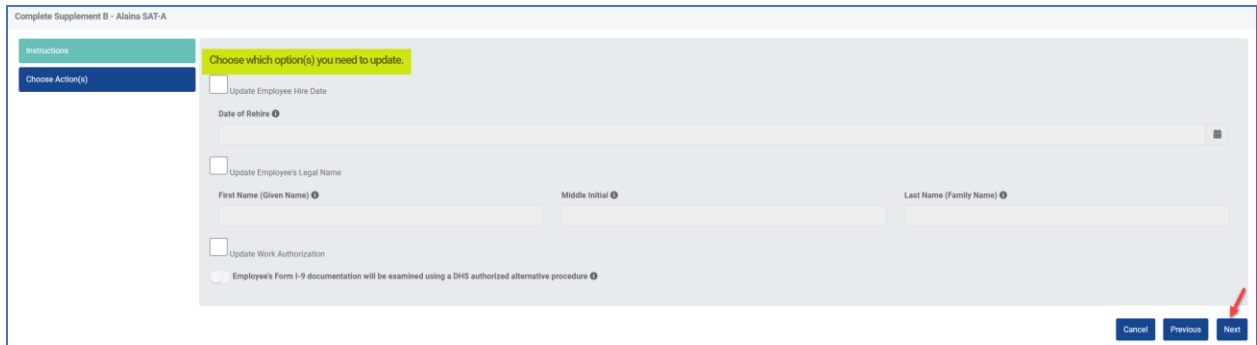
Completing Supplement B (formerly Section 3)

1. For the Supplement B task, read the **Introduction** page and click **Next**.



The screenshot shows the 'Introduction' page for 'Complete Supplement B, Reverification and Rehire (Formerly Section 3)'. The left navigation menu has 'Introduction' selected. The main area contains introductory text. At the bottom right, there are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

- Choose Action**—choose the action you will be taking. Note: This will primarily be **Update Work Authorization** as this is when the employee will need to be present.



Complete Supplement B - Alaina SAT-A

Instructions

Choose Action(s)

Choose which option(s) you need to update.

Update Employee Hire Date

Date of Rehire

Update Employee's Legal Name

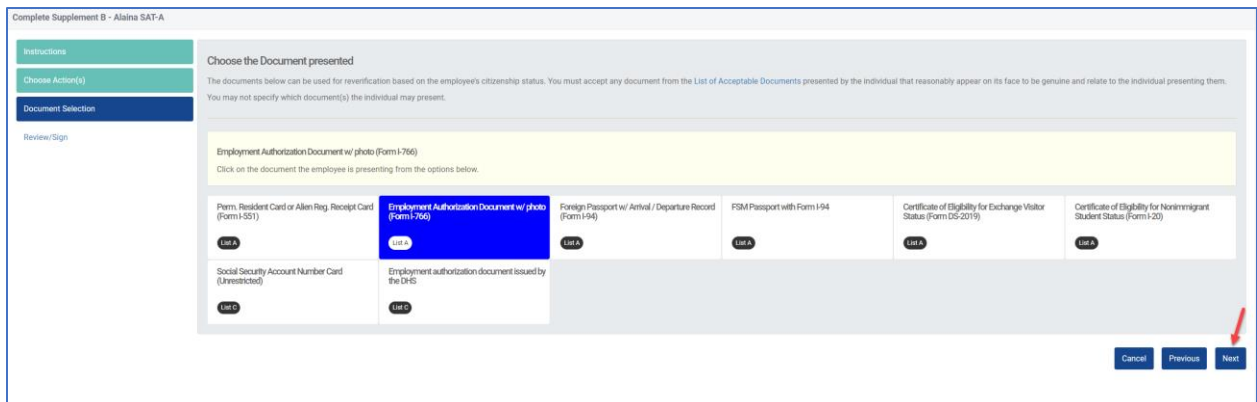
First Name (Given Name) Middle Initial Last Name (Family Name)

Update Work Authorization

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

Cancel Previous **Next**

- Document Selection**—choose the document the employee is presenting and click **Next**.



Complete Supplement B - Alaina SAT-A

Instructions

Choose Action(s)

Document Selection

Review/Sign

Choose the Document presented

The documents below can be used for reverification based on the employee's citizenship status. You must accept any document from the List 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.

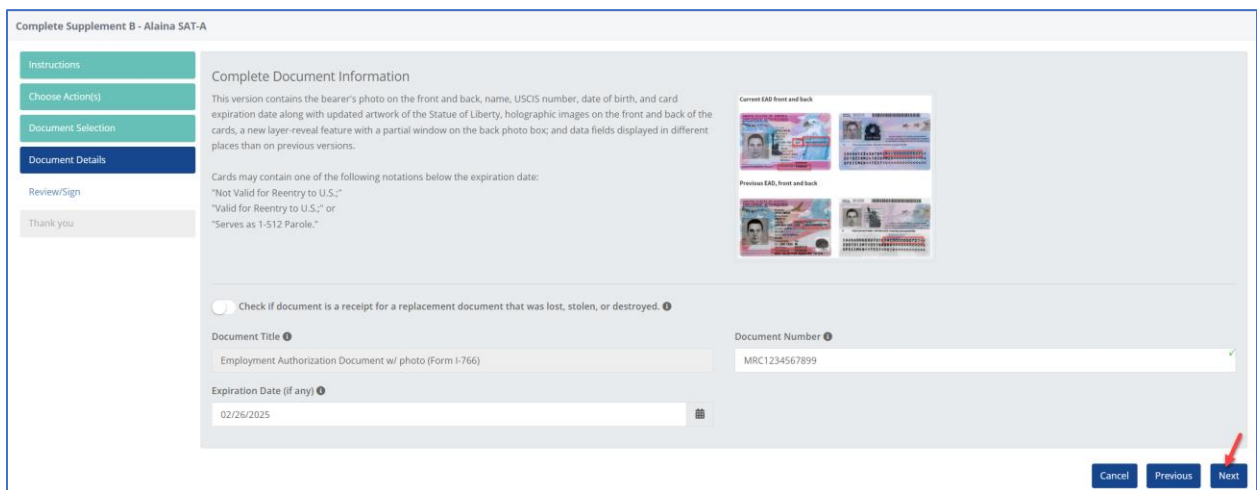
Employment Authorization Document w/ photo (Form I-766)

Click on the document the employee is presenting from the options below.

Perm. Resident Card or Alien Reg. Receipt Card (Form I-551)	Employment Authorization Document w/ photo (Form I-766)	Foreign Passport w/ Arrival / Departure Record (Form I-94)	FSM Passport with Form I-94	Certificate of Eligibility for Exchange Visitor Status (Form DS-2019)	Certificate of Eligibility for Nonimmigrant Student Status (Form I-20)
List A	List A	List A	List A	List A	List A
Social Security Account Number Card (Unrestricted)	Employment authorization document issued by the DHS				
List C	List D				

Cancel Previous **Next**

- Complete Document Information**--complete all the required fields for each document by entering the information **exactly** as it appears on the employee's document(s). Click **Next** to continue.



Complete Supplement B - Alaina SAT-A

Instructions

Choose Action(s)

Document Selection

Document Details

Review/Sign

Thank you

Complete Document Information

This version contains the bearer's photo on the front and back, name, USCIS number, date of birth, and card expiration date along with updated artwork of the Statue of Liberty, holographic images on the front and back of the cards, a new layer-reveal feature with a partial window on the back photo box, and data fields displayed in different places than on previous versions.

Cards may contain one of the following notations below the expiration date:
 "Not Valid For Reentry to U.S.;"
 "Valid for Reentry to U.S.;" or
 "Serves as I-512 Parole."

Check if document is a receipt for a replacement document that was lost, stolen, or destroyed

Document Title

Document Number

Expiration Date (if any)

Current EAD front and back

Previous EAD, front and back

Cancel Previous **Next**

5. **Certification**—check the Certification box and sign. Click **Next**.

Complete Supplement B - Alaina SAT-A

Instructions
Choose Action(s)
Document Selection
Document Details
Review/Sign

Review Information Entered and Sign

Please review the information entered, attest and sign. If information requires updating, click Previous to make any necessary changes.

Document Title
Employment Authorization Document w/ photo (Form I-766)

Document Number
LN1234567896

Expiration Date
02/21/2025

Please review, and confirm the above information is correct and then attest and sign off below.

Certification: I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

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.

Chandler Bing

Generate Signature Sign Above Line Clear

Cancel Previous **Next**

6. **Thank you**--click **Finish** to end the process.

Complete Supplement B - Alaina SAT-A

Instructions
Choose Action(s)
Document Selection
Document Details
Review/Sign
Thank you

Thank You

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

Cancel Previous **Finish**