GRYPHONHR
Compliance Matters. Make it Simple.

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.

☺ | ↩ Reply | ↩ Reply All | → Forward | 📑 | ⋯

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

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

☺ | ↩ Reply | ↩ Reply All | → Forward | 📑 | ⋯

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

Wed 2/21/2024 9:58 AM

Dear Mary Poppins,

Your temporary password for GryphonHR is **GHR1agt$** 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.

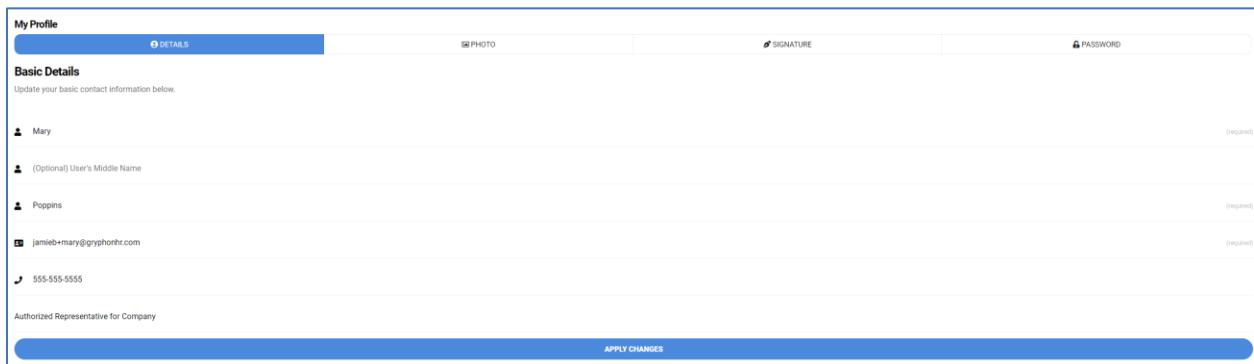3. Click on the URL provided in the email and enter your **Username** and **Password**.

SIGN IN TO YOUR ACCOUNT
Let's get you into your account

User Name / Email
jamieb+mary@gryphonhr.com

Password
••••••••

LOG IN

Forgot your password?
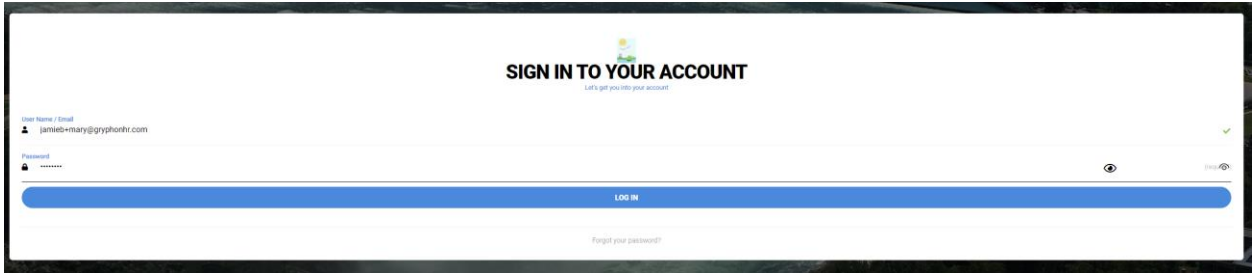
4. You will be prompted to change your password.

A PASSWORD CHANGE IS REQUIRED
You need to update your password before you proceed.

Existing Password (required)

New Password (required)

New Password (required)
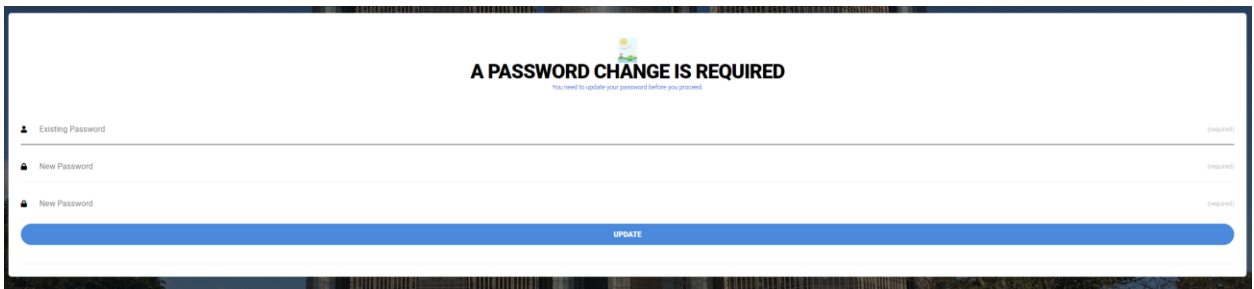
UPDATE

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

Welcome, Mary Poppins
Select from the options below

Tasks to Complete
Tasks / Documents to be completed and possibly e-signed

Your Profile
Update your profile and account information
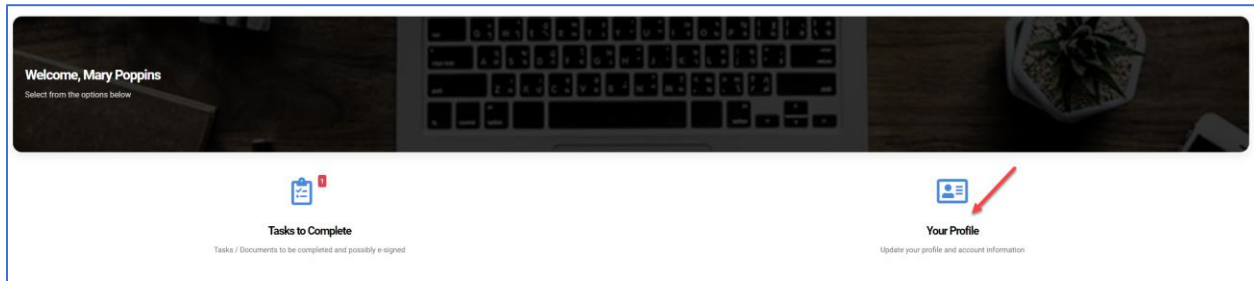
Be sure to click on **Apply Changes**, if any updates are made.

My Profile

❶ DETAILS	🖼 PHOTO	✒ SIGNATURE	🔒 PASSWORD

Basic Details
Update your basic contact information below.

Mary (required)

(Optional) User's Middle Name

Poppins (required)

jamieb+mary@gryphonhr.com (required)

555-555-5555

Authorized Representative for Company

APPLY CHANGES

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

7. Click on the task to begin the process.
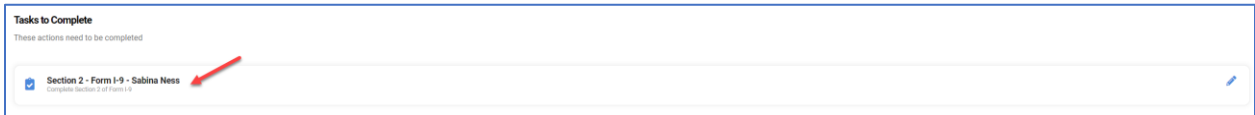
Completing Section 2

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**.
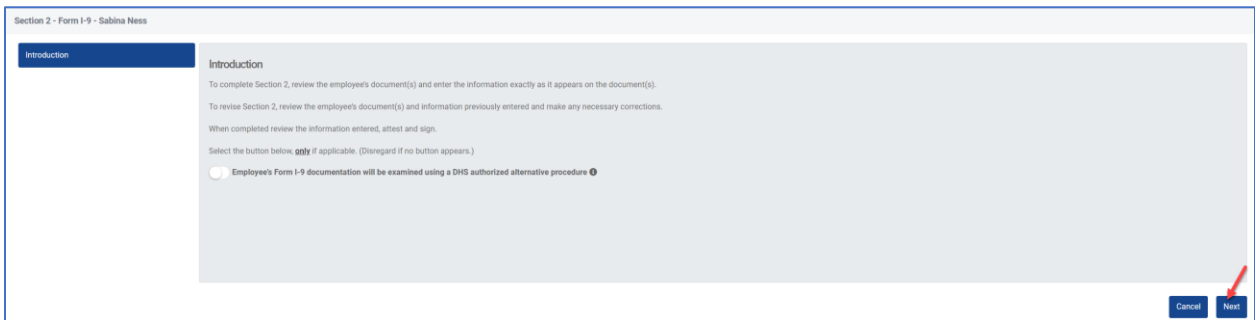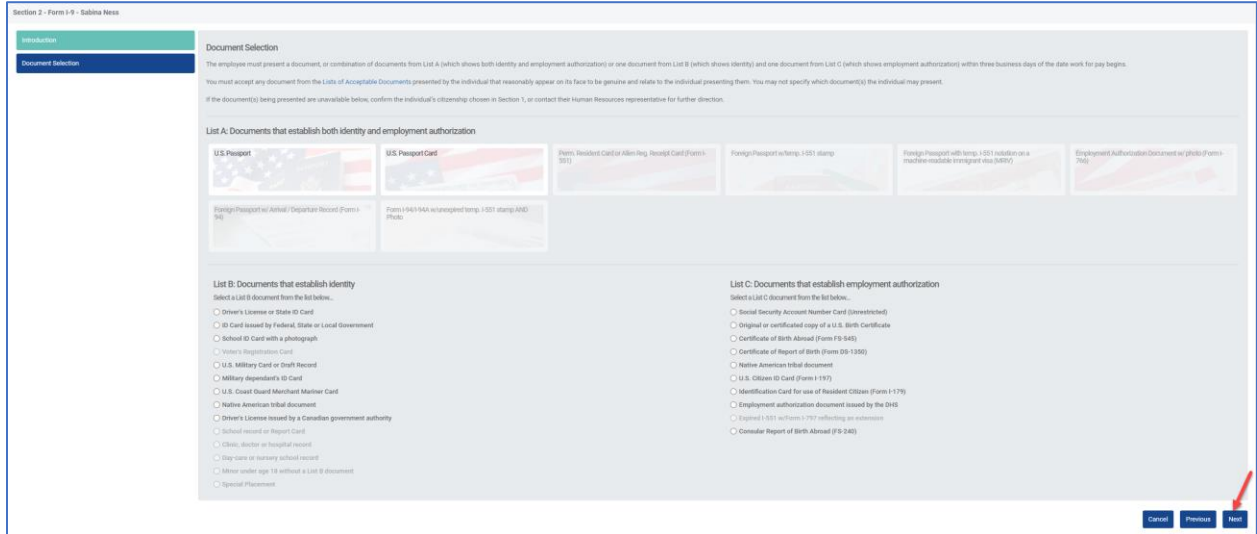
Using the **Alternative Procedure**
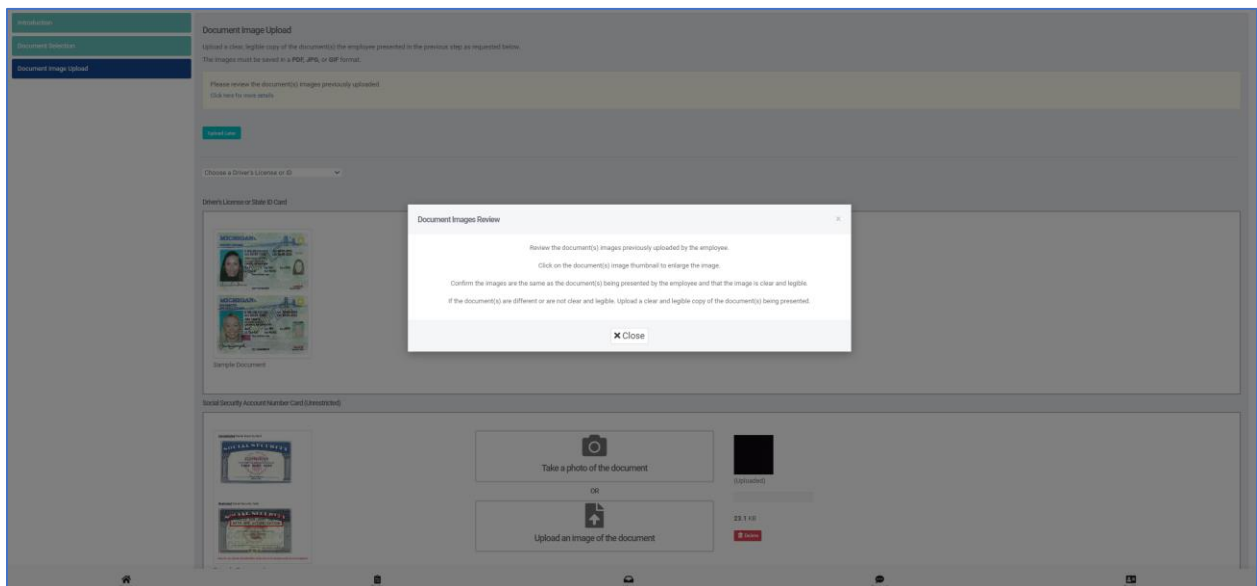
In some cases, employers may allow for the use to the DHS alternative procedure to complete Section 2 via video meeting. If this is selected, enter the date the video call is taking place. **Do NOT choose this if the employee is present.**
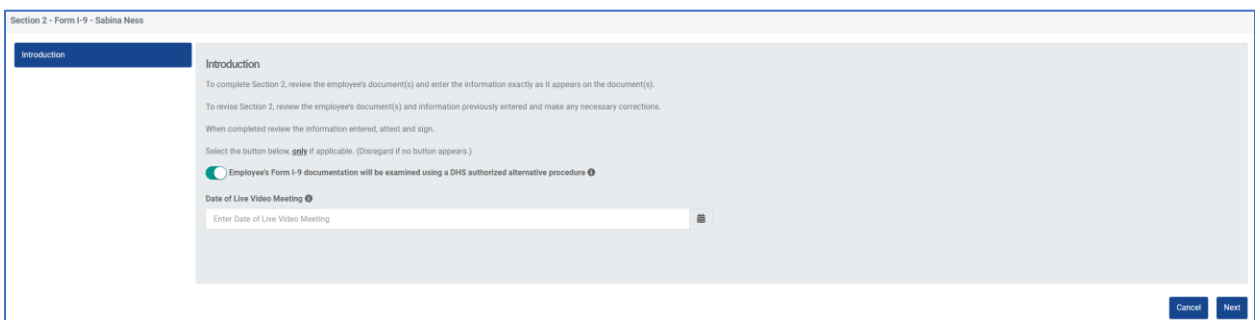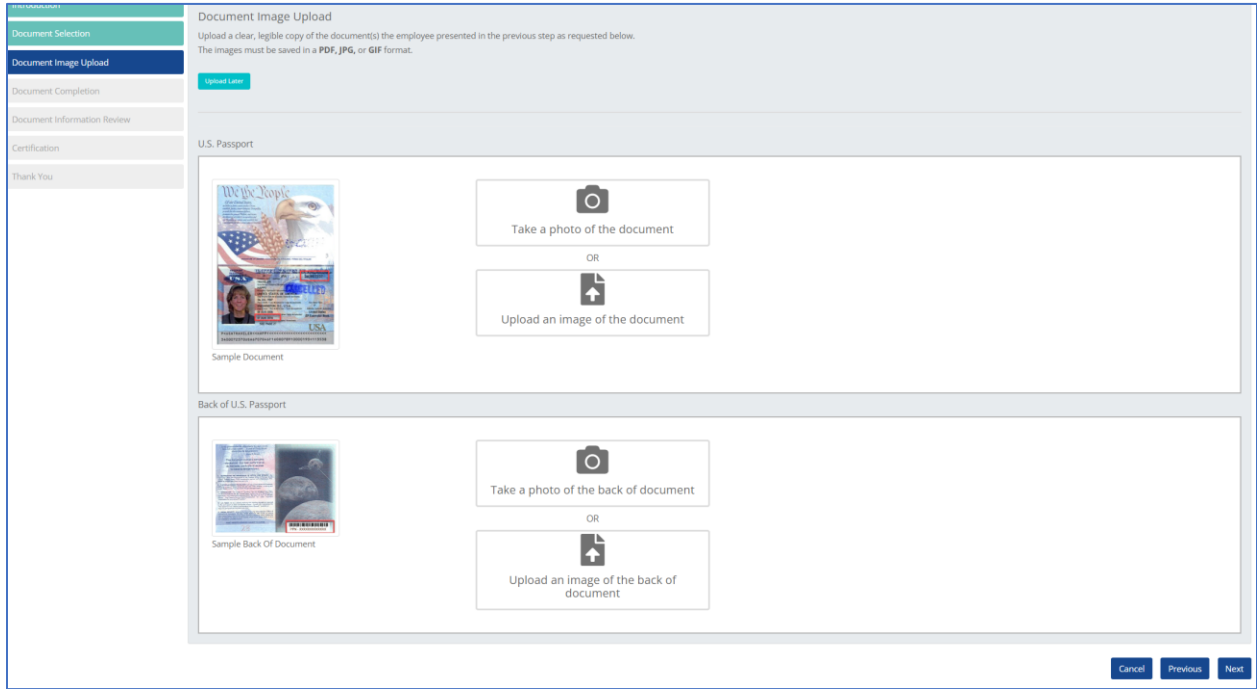
2. **Document Selection**—choose the document the employee is presenting and click **Next**. If you are unable to choose the document, ask the employee to confirm their citizenship, as the document choices coincide with the citizenship chosen in Section 1 by the employee.

3. **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.
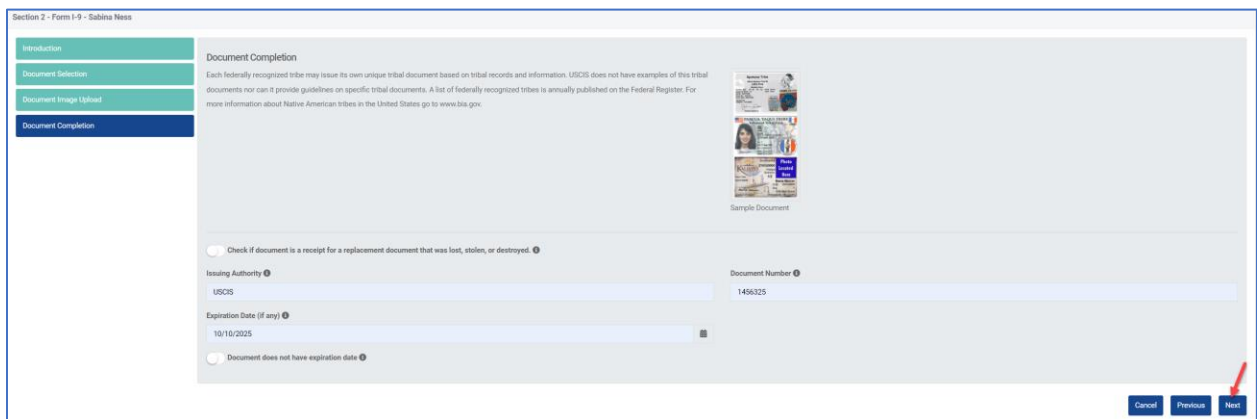
If you choose a document other than what the employee previously uploaded, you will be asked to upload a copy of the document(s) being presented or take a photo. You may also choose to *Upload Later*. *Note: Photos taken on any device are not saved on the device.* Click **Next** to continue.

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.

5. **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.

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

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

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

> **Tasks to Complete**
> These actions need to be completed
>
> **Nothing! All your tasks have been completed.**

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.

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

> **Welcome, Mary Poppins**
> Select from the options below
>
> **Tasks to Complete**
> Tasks / Documents to be completed and possibly e-signed
>
> **Your Profile**
> Update your profile and account information
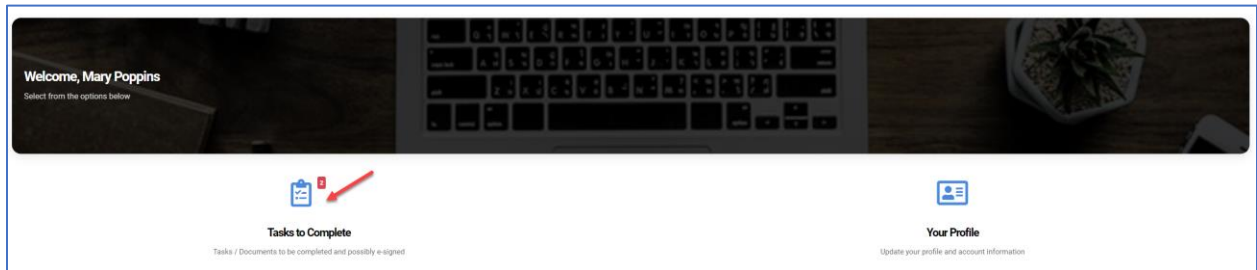
2. You will see the list of tasks to complete, if applicable, and the employee for each task. Note: If you are a representative that is chosen to complete multiple tasks for different employees, be sure to choose the right employee when completing the task with the employee.

> **Tasks to Complete**
> These actions need to be completed
>
> ☑ **Revise Section 2 - Sabina Ness**
> Make corrections to Section 2 of the Form I-9
>
> ☑ **Supplement B (aka Section 3) - Sabina Ness**
> Update Supplement B (aka Section 3) for re-hires, or re-verifications
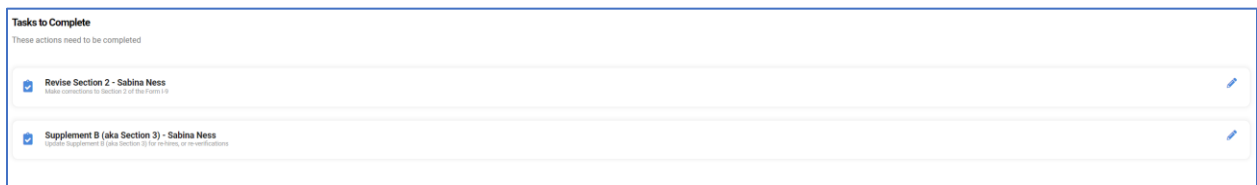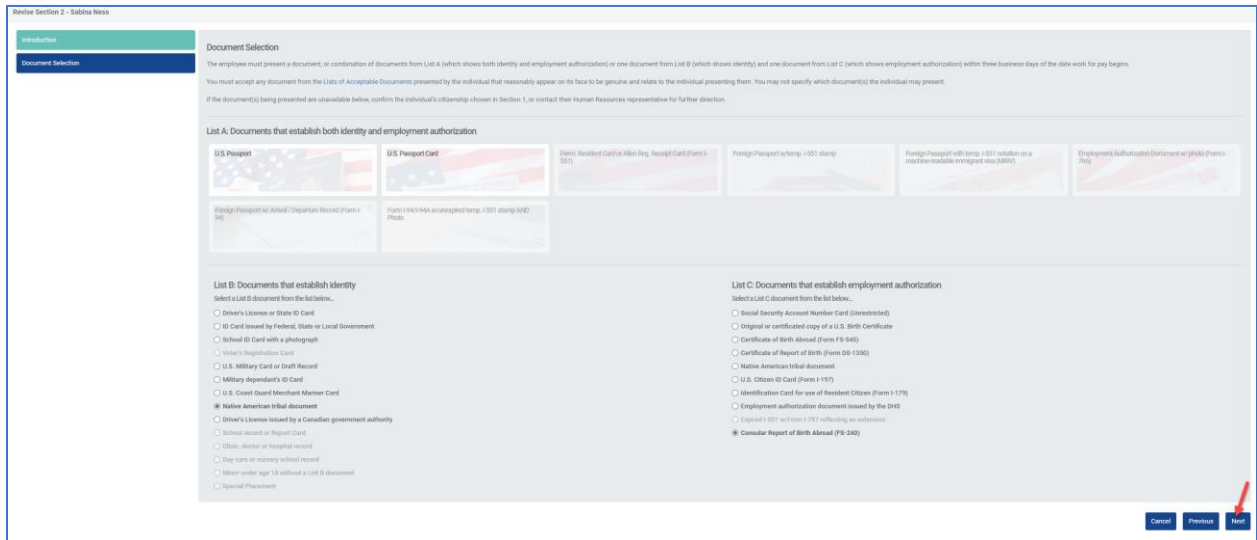
Completing Revise Section 2

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

> **Revise Section 2** - Sabina Ness
>
> Introduction
> Document Selection
>
> **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 ⓘ
>
> Cancel   Next

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

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

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

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

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

Completing Supplement B (formerly Section 3)

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

2. **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.

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

4. **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.

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

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