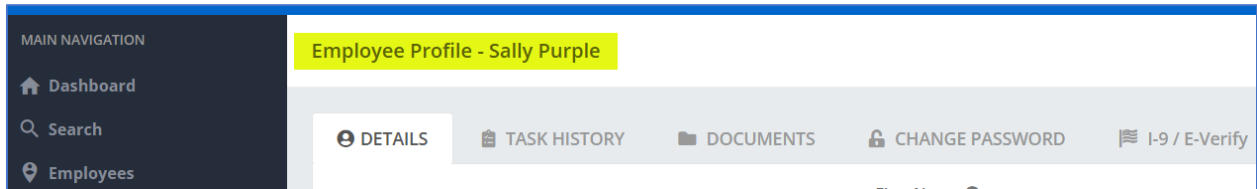
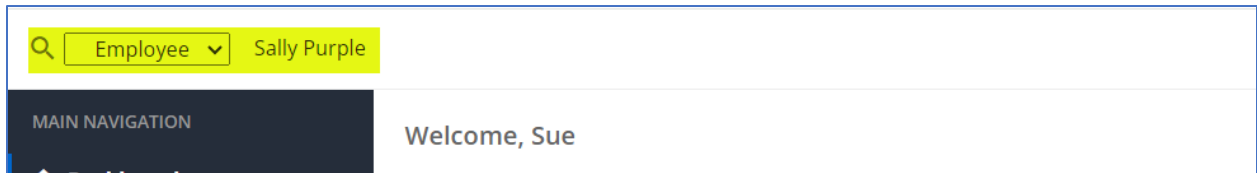




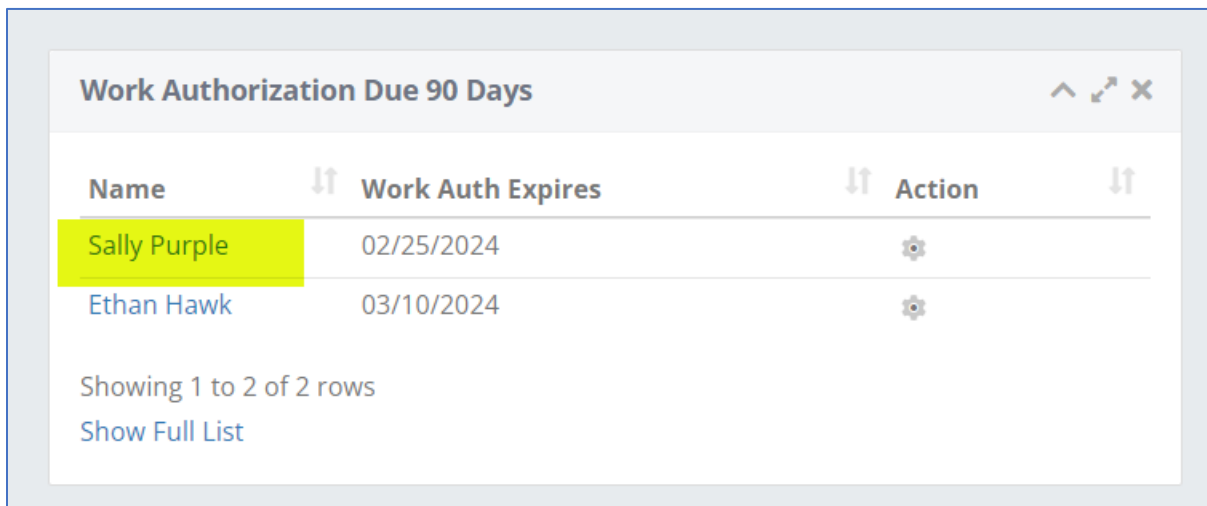
**How to Complete Supplement B
(formerly Section 3)
Reverifications and Rehires**

Supplement B (formerly Section 3) can be used to reverify an employee’s work authorization, update an employee’s legal name or rehire a previously terminated employee. Follow the instructions below to assist with these updates.

First search for the employee and navigate to the **Employee Profile**.



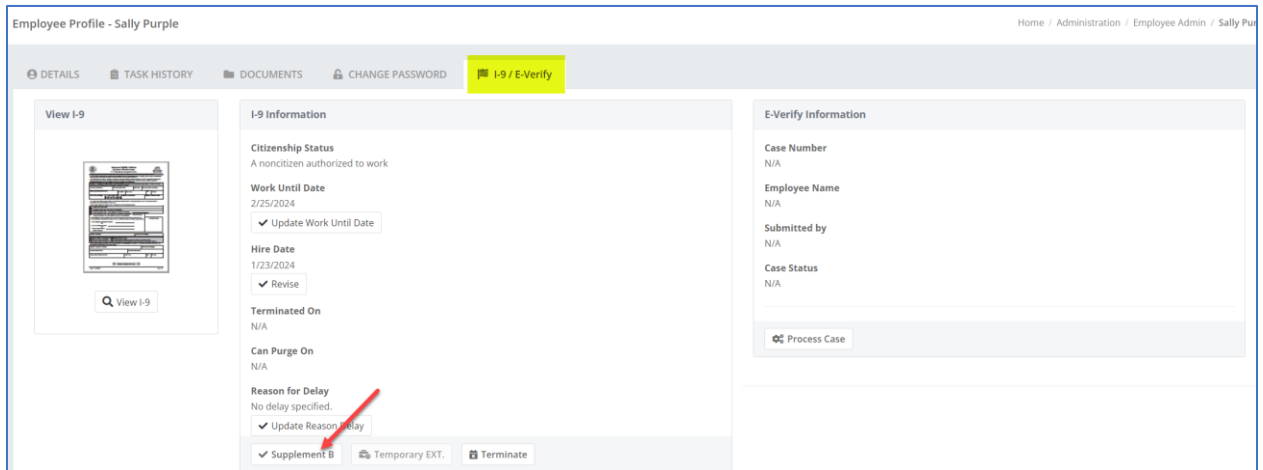
For Work Authorization Updates, you can navigate to the Employee Profile by clicking on the employee’s name within a **Work Authorization widget**.



Name	Work Auth Expires	Action
Sally Purple	02/25/2024	
Ethan Hawk	03/10/2024	

Showing 1 to 2 of 2 rows
[Show Full List](#)

Once on the Employee Profile page, go to the **I-9/E-Verify** tab and click on **Supplement B**.



Employee Profile - Sally Purple

Home / Administration / Employee Admin / Sally Purple

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

View I-9

I-9 Information

Citizenship Status
A noncitizen authorized to work

Work Until Date
2/25/2024
 Update Work Until Date

Hire Date
1/23/2024
 Revise

Terminated On
N/A

Can Purge On
N/A

Reason for Delay
No delay specified.
 Update Reason Delay

Supplement B Temporary EXT. Terminate

E-Verify Information

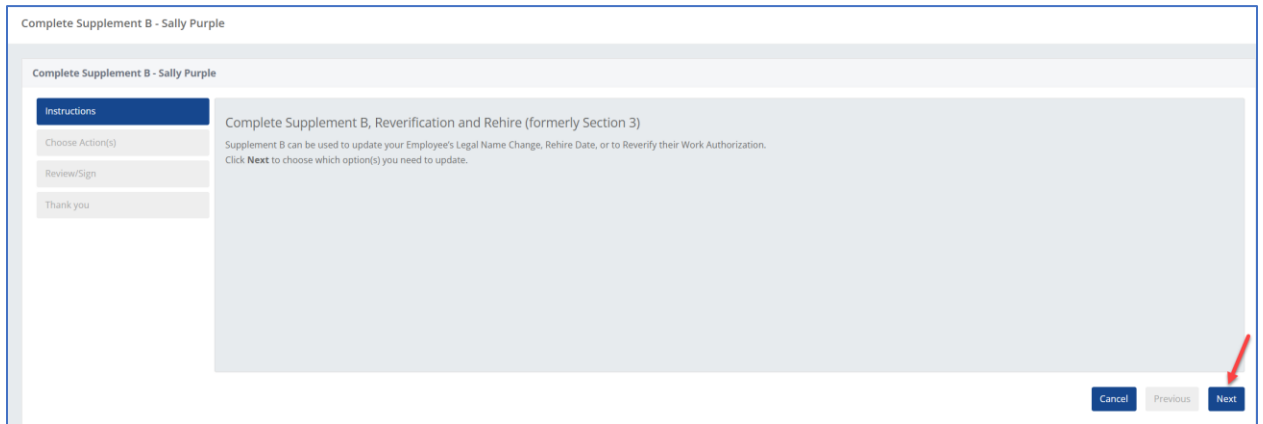
Case Number
N/A

Employee Name
N/A

Submitted by
N/A

Case Status
N/A

Click **Next** and choose which option you need to update.



Complete Supplement B - Sally Purple

Complete Supplement B - Sally Purple

Instructions

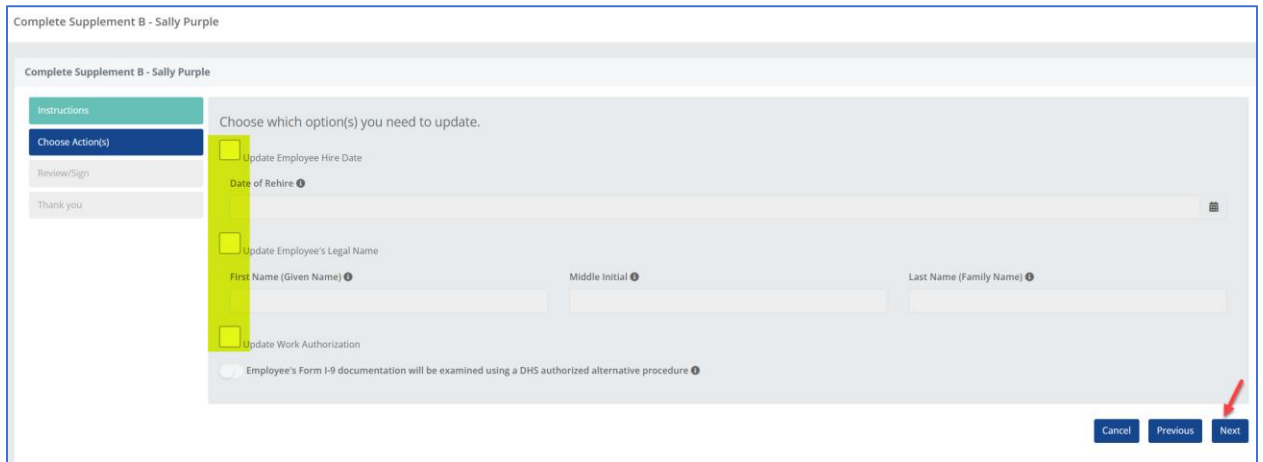
Choose Action(s)

Review/Sign

Thank you

Complete Supplement B, Reverification and Rehire (formerly Section 3)

Supplement B can be used to update your Employee's Legal Name Change, Rehire Date, or to Reverify their Work Authorization. Click **Next** to choose which option(s) you need to update.



Complete Supplement B - Sally Purple

Complete Supplement B - Sally Purple

Instructions

Choose Action(s)

Review/Sign

Thank you

Choose which option(s) you need to update.

Update Employee Hire Date
Date of Rehire

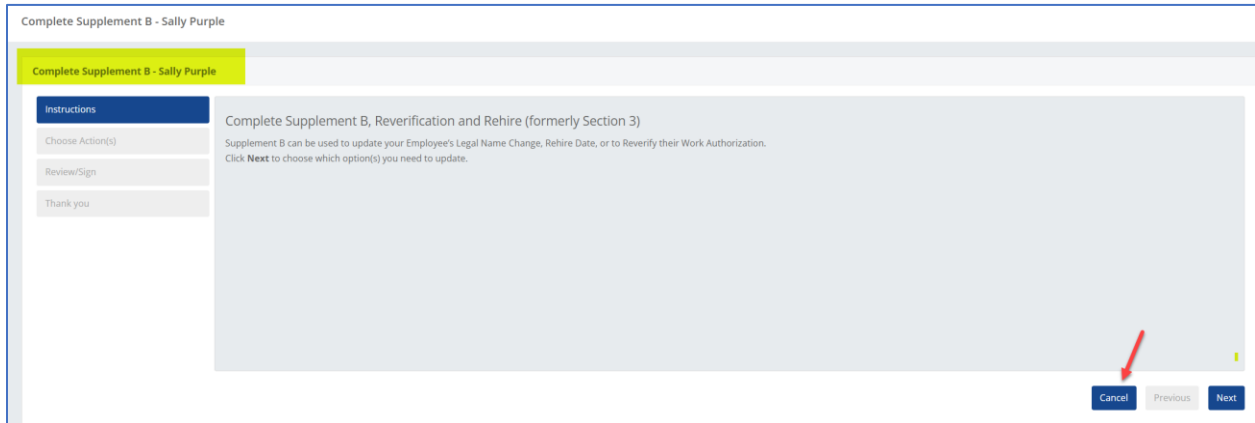
Update Employee's Legal Name
First Name (Given Name) Middle Initial Last Name (Family Name)

Update Work Authorization

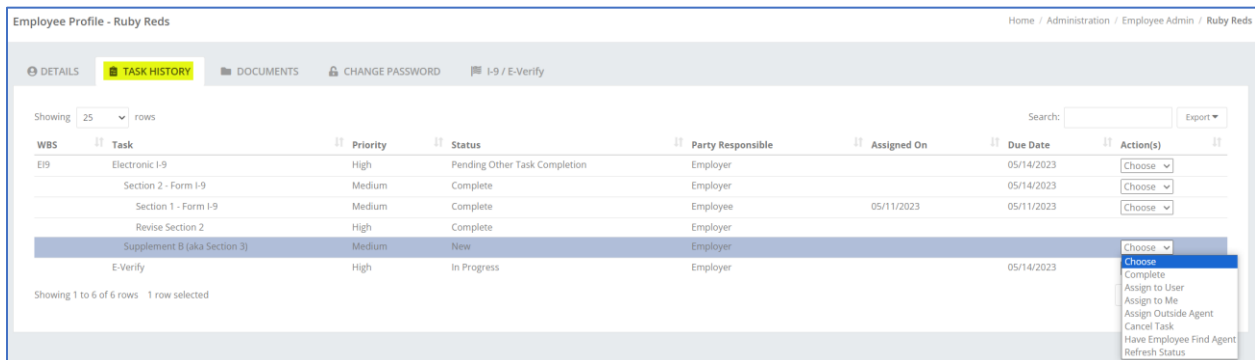
Employee's Form I-9 documentation will be examined using a DHS authorized alternative procedure

To Assign Supplement B to another User or Authorized Representative.

From the Complete Supplement B page, click **Cancel**, which will return you to the Employee’s Profile page.

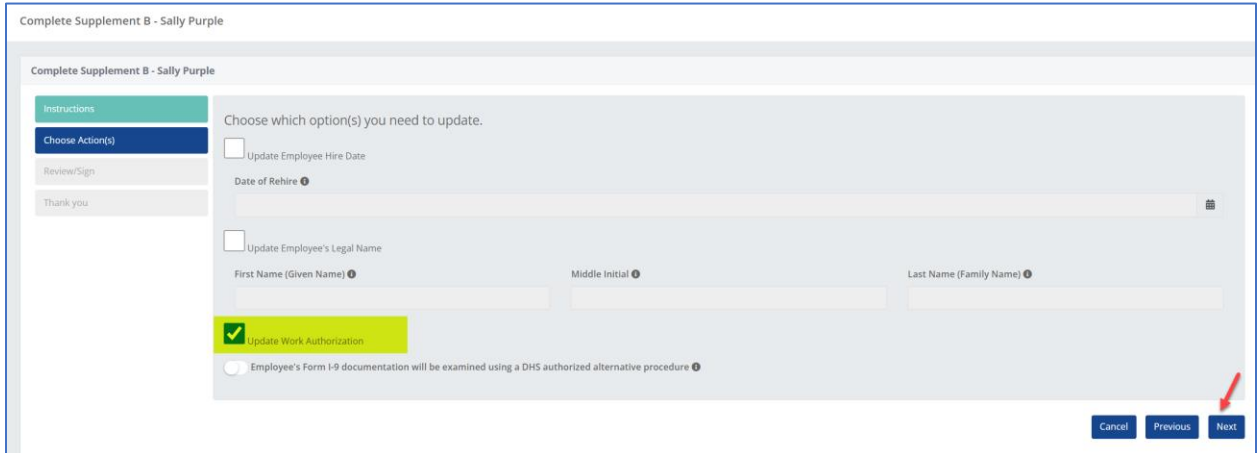


Click on the **Task History** tab. The **Supplement B (aka Section 3)** will now be available for you to select who will be completing the update.



Update Work Authorization

1. To update an employee's work authorization, choose **Update Work Authorization** and click **Next**.



Complete Supplement B - Sally Purple

Complete Supplement B - Sally Purple

Instructions

Choose Action(s)

Review/Sign

Thank you

Choose which option(s) you need to update.

Update Employee Hire Date

Date of Rehire 

Update Employee's Legal Name

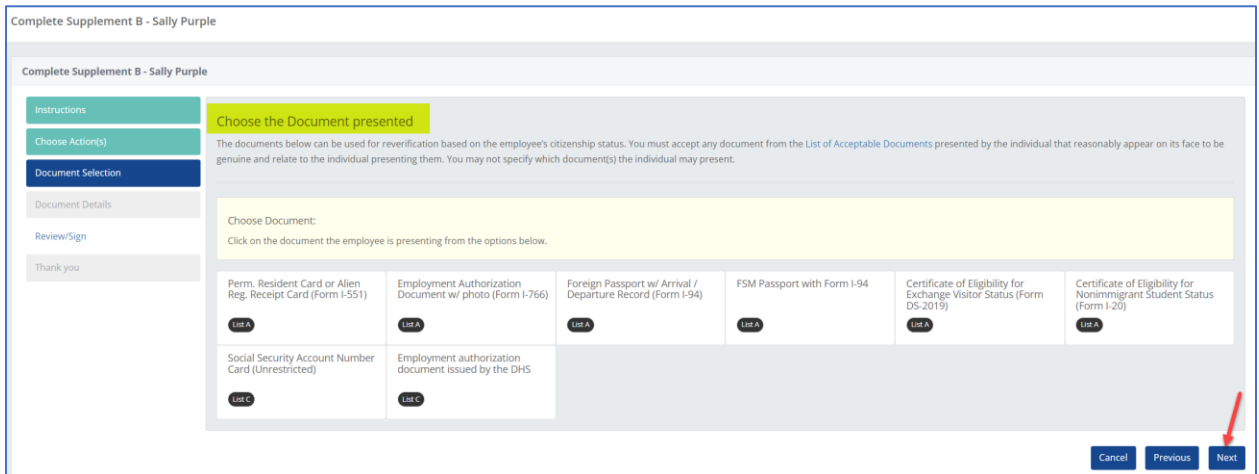
First Name (Given Name)  Middle Initial  Last Name (Family Name) 

Update Work Authorization

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

Cancel Previous Next

2. Choose the document the employee is presenting to update their work authorization and click **Next**.



Complete Supplement B - Sally Purple

Complete Supplement B - Sally Purple

Instructions

Choose Action(s)

Document Selection

Document Details

Review/Sign









Thank you

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.

Choose Document:

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) 
Social Security Account Number Card (Unrestricted) 	Employment authorization document issued by the DHS 				

Cancel Previous Next

3. Complete the required fields and click **Next**.

Complete Supplement B - Sally Purple

Complete Supplement B - Sally Purple

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.

Current EAD front and back



Previous EAD, front and back



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

Document Number
LIN1234567896

Expiration Date (if any)
01/23/2025

Cancel Previous **Next**

4. Review the information entered, check the box the certification box and sign. Click **Next**.

Complete Supplement B - Sally Purple

Complete Supplement B - Sally Purple

Instructions

Choose Action(s)

Document Selection

Document Details

Review/Sign

Thank you

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
LIN1234567896

Expiration Date
01/23/2025

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.

Sue Test

Generate Signature Sign Above Line Clear

Cancel Previous **Next**

5. Click **Finish**, which will return you to the Employee Profile page.

Complete Supplement B - Sally Purple

Complete Supplement B - Sally Purple

- 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.

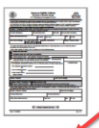
Cancel Previous **Finish**

6. Click on the **I-9/E-Verify** tab to review the Form I-9 Supplement B.

Employee Profile - Sally Purple Home / Administration / Employee Admin / Sally Purple

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

View I-9



View I-9

I-9 Information

Citizenship Status
A noncitizen authorized to work

Work Until Date
1/23/2025
 Update Work Until Date

Hire Date
1/23/2024
 Revise

Terminated On
N/A

Can Purge On
N/A

Reason for Delay
No delay specified.
 Update Reason Delay

Supplement B Temporary EXT. Terminate

E-Verify Information

Case Number
N/A

Employee Name
N/A

Submitted by
N/A

Case Status
N/A

Process Case

Supplement B,

Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 08/31/2026

Last Name (Family Name) from Section 1.		First Name (Given Name) from Section 1.		Middle Initial (if any) from Section 1.
Purple		Sally		

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 Instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire (if applicable)		New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial	

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
Employment Authorization Document w/ photo	LIN1234567896	01/23/2025

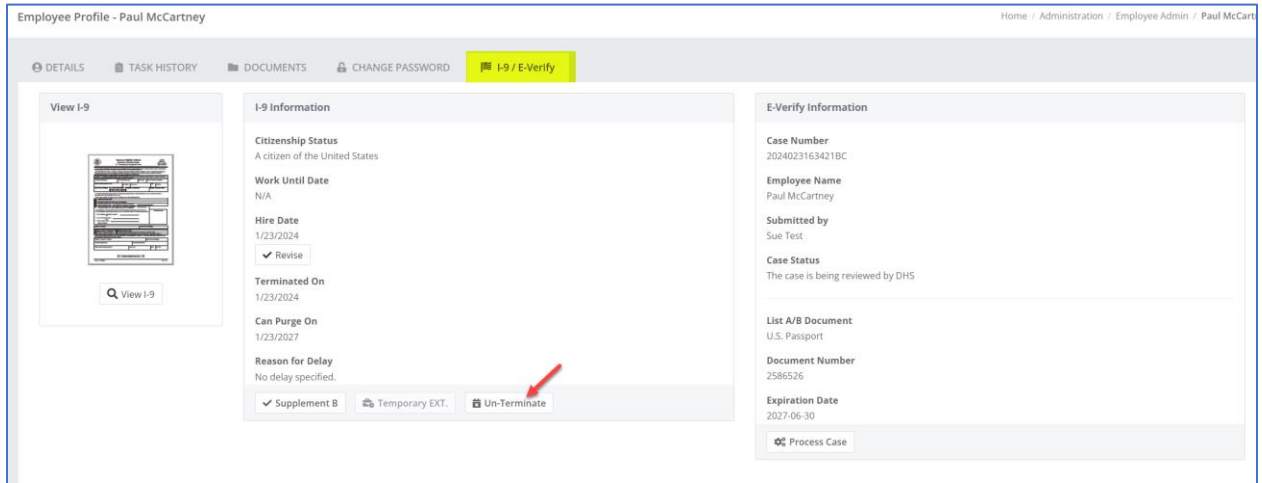
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Sue Test	<i>Sue Test</i> Signed on 1/23/2024 at 4:18:01 PM Sig ID: 77067ad0-8f73-4133-9681-69c0417791	01/23/2024

Additional Information (Initial and date each notation) Check here if you used an

Rehire

1. To rehire an employee, click on the **I-9/E-Verify** tab and click **Un-Terminate**.



Employee Profile - Paul McCartney

Home / Administration / Employee Admin / Paul McCartney

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

View I-9

I-9 Information

Citizenship Status
A citizen of the United States

Work Until Date
N/A

Hire Date
1/23/2024

Terminated On
1/23/2024

Can Purge On
1/23/2027

Reason for Delay
No delay specified.

Supplement B Temporary EXT. **Un-Terminate**

E-Verify Information

Case Number
2024023163421BC

Employee Name
Paul McCartney

Submitted by
Sue Test

Case Status
The case is being reviewed by DHS

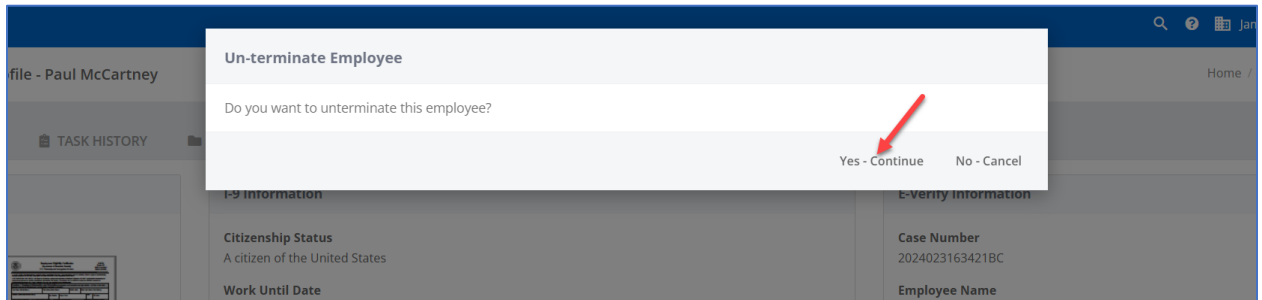
List A/B Document
U.S. Passport

Document Number
2586526

Expiration Date
2027-06-30

Process Case

Click **Yes-Continue** to confirm that you want to un-terminate this employee.

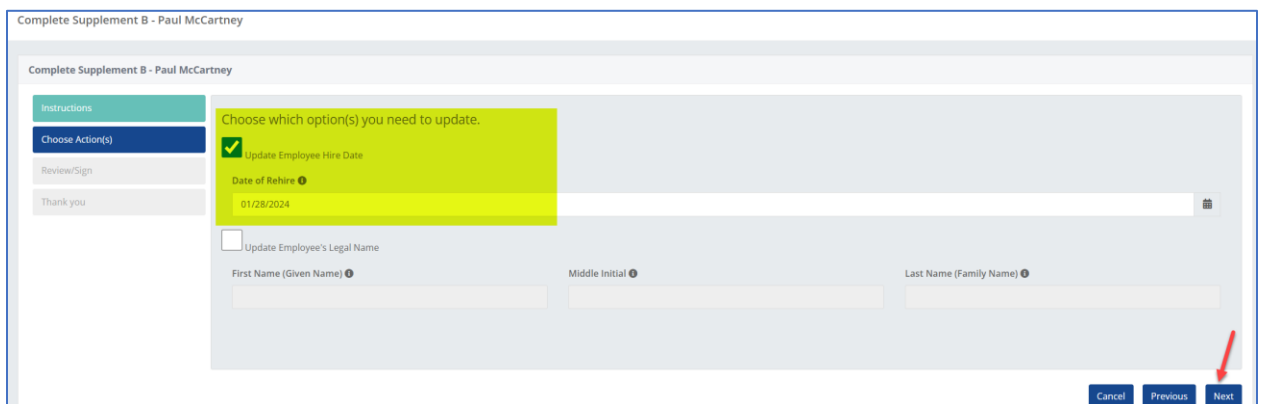


Un-terminate Employee

Do you want to unterminate this employee?

Yes - Continue No - Cancel

2. From the **I-9/E-Verify** tab, click Supplement B and choose **Update Employee Hire Date**, enter the **Date of Rehire** and click **Next**.



Complete Supplement B - Paul McCartney

Complete Supplement B - Paul McCartney

Instructions

Choose Action(s)

Review/Sign

Thank you

Choose which option(s) you need to update.

Update Employee Hire Date

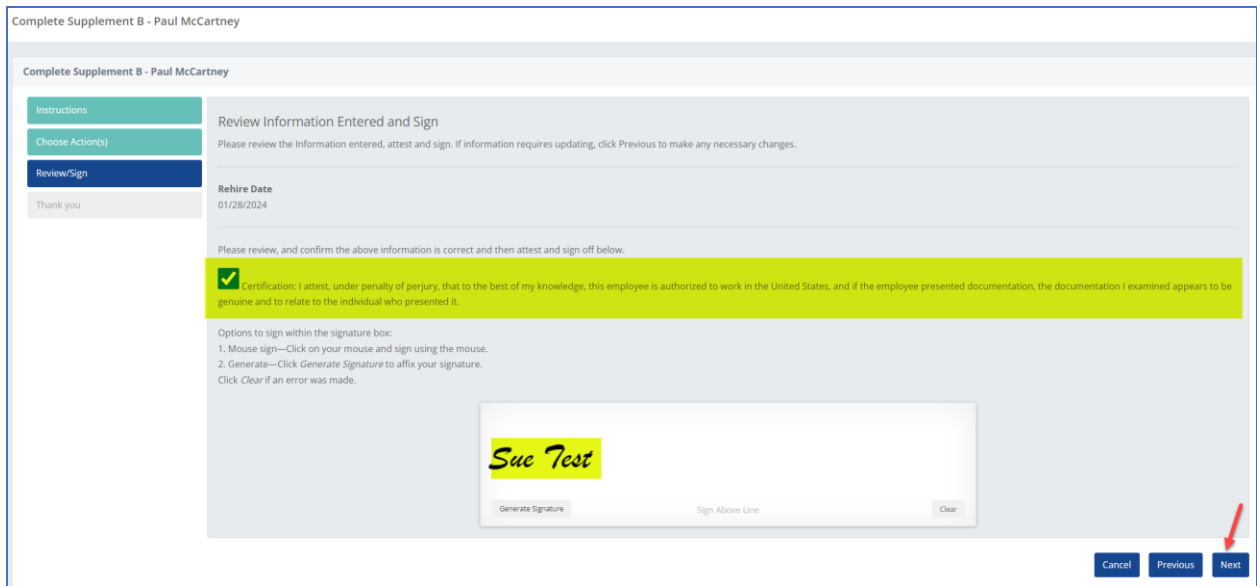
Date of Rehire

Update Employee's Legal Name

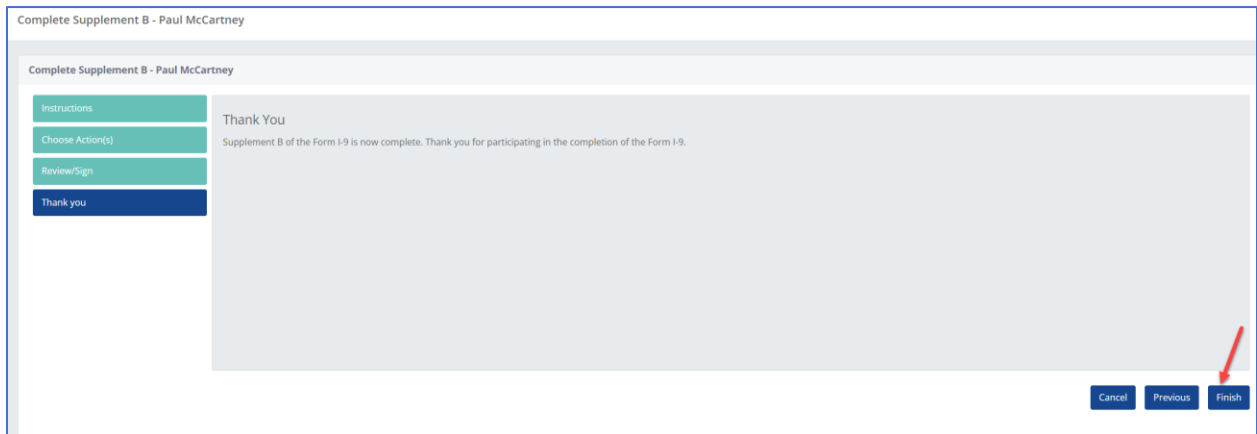
First Name (Given Name) Middle Initial Last Name (Family Name)

Cancel Previous **Next**

3. Review the information entered, check the box the certification box and sign. Click **Next**.



4. Click **Finish**, which will return you to the Employee Profile page.




5. Click on the **I-9/E-Verify** tab to review the Form I-9 Supplement B.

Employee Profile - Paul McCartney Home / Administration / Employee Admin / Paul M

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

View I-9



View I-9

I-9 Information

Citizenship Status
A citizen of the United States

Work Until Date
N/A

Hire Date
1/28/2024

Revise

Terminated On
N/A

Can Purge On
N/A

Reason for Delay
No delay specified.

Supplement B Temporary EXT. Terminate

E-Verify Information

Case Number
2024023163421BC

Employee Name
Paul McCartney

Submitted by
Sue Test


Case Status
The case is being reviewed by DHS

List A/B Document
U.S. Passport

Document Number
2586526

Expiration Date
2027-06-30

Process Case



Supplement B,

Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

**USCIS
Form I-9
Supplement B**

OMB No. 1615-0047
Expires 08/31/2026

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.
McCartney	Paul	

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
01/28/2024			

Reverification. If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

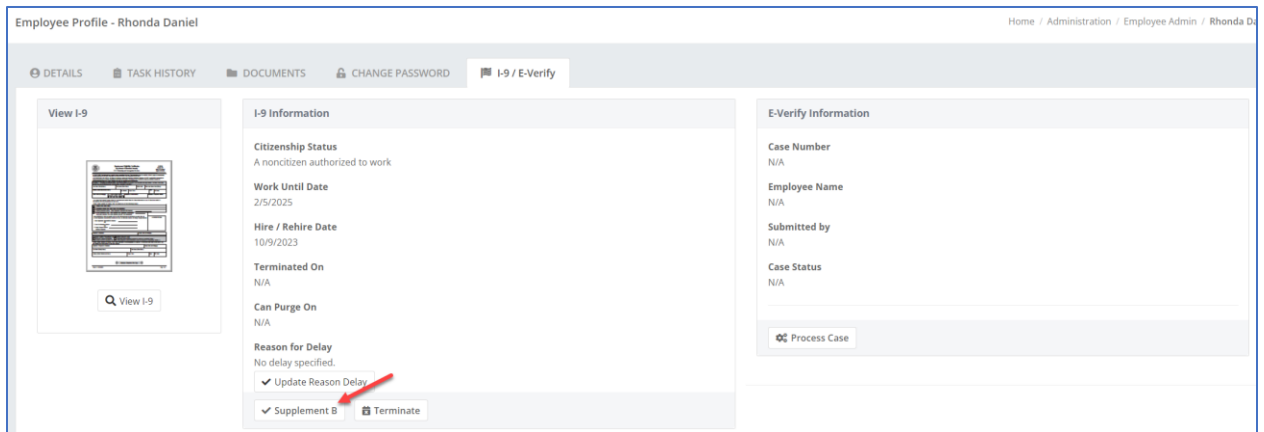
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Sue Test	<i>Sue Test</i> Signed on 1/23/2024 at 4:43:28 PM. Sig. ID: 208f4470-61ce-4011-9081-10c1d8791e	01/23/2024

Additional Information (Initial and date each notation.) Check here if you used an

Name Change

- To update an employee's legal name, click on the **I-9/E-Verify** tab.



Employee Profile - Rhonda Daniel

Home / Administration / Employee Admin / Rhonda D

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

View I-9

I-9 Information

Citizenship Status
A noncitizen authorized to work

Work Until Date
2/5/2025

Hire / Rehire Date
10/9/2023

Terminated On
N/A

Can Purge On
N/A

Reason for Delay
No delay specified.

Update Reason Delay

Supplement B Terminate

E-Verify Information

Case Number
N/A

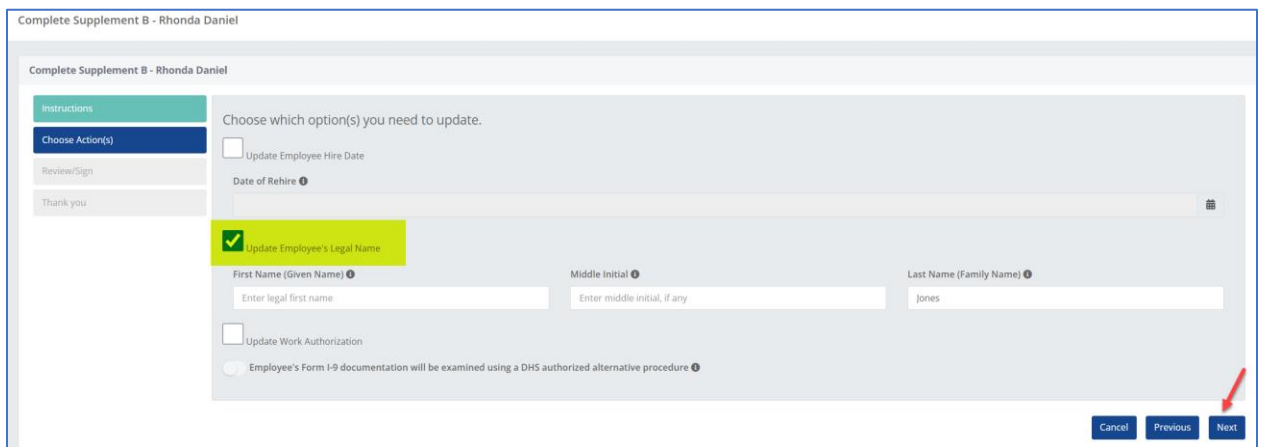
Employee Name
N/A

Submitted by
N/A

Case Status
N/A

Process Case

- From the **I-9/E-Verify** tab, click Supplement B and choose **Update Employee's Legal Name**, enter the updated name, and click **Next**.



Complete Supplement B - Rhonda Daniel

Complete Supplement B - Rhonda Daniel

Instructions

Choose Action(s)

Review/Sign

Thank you

Choose which option(s) you need to update.

Update Employee Hire Date

Date of Rehire

Update Employee's Legal Name

First Name (Given Name) Enter legal first name

Middle Initial Enter middle initial, if any

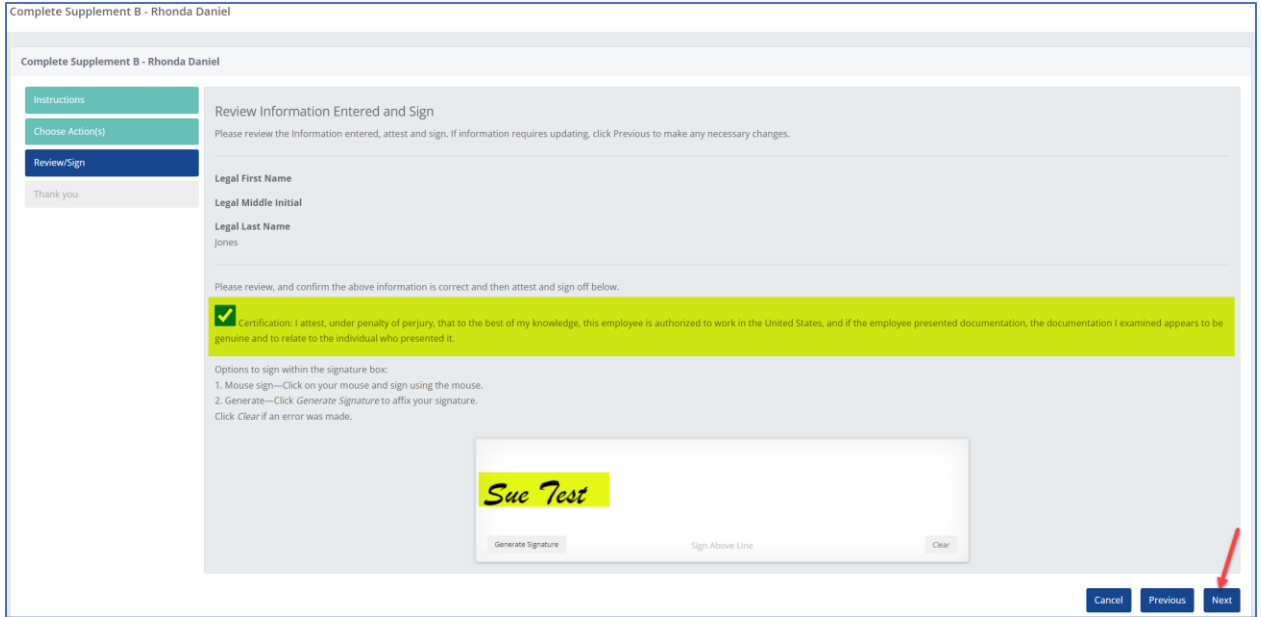
Last Name (Family Name) Jones

Update Work Authorization

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

Cancel Previous Next

- Review the information entered, check the box the certification box and sign. Click **Next**.



Complete Supplement B - Rhonda Daniel

Complete Supplement B - Rhonda Daniel

Instructions

Choose Action(s)

Review/Sign

Thank you

Review Information Entered and Sign

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

Legal First Name

Legal Middle Initial

Legal Last Name
Jones

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.

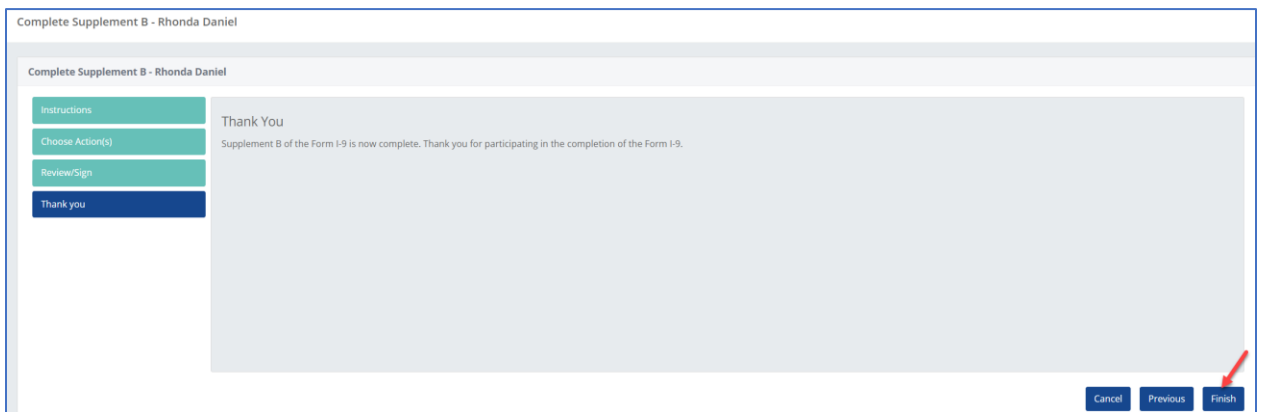
Click Clear if an error was made.

Sue Test

Generate Signature Sign Above Line Clear

Cancel Previous **Next**

4. Click **Finish**, which will return you to the Employee Profile page.



Complete Supplement B - Rhonda Daniel

Complete Supplement B - Rhonda Daniel

Instructions

Choose Action(s)

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**

5. Click on the **I-9/E-Verify** tab to review the Form I-9 Supplement B.

Employee Profile - Rhonda Daniel Home / Administration / Employee Admin / Rhonda Daniel

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

View I-9



[View I-9](#)

I-9 Information

Citizenship Status
A noncitizen authorized to work

Work Until Date
2/5/2025

Hire / Rehire Date
10/9/2023

Terminated On
N/A

Can Purge On
N/A

Reason for Delay
No delay specified.

Update Reason Delay

Supplement B Terminate

E-Verify Information

Case Number
N/A

Employee Name
N/A

Submitted by
N/A

Case Status
N/A

[Process Case](#)

I-9 Notes

Showing 25 rows

Note Type	Title	Notes	Last Modified	Modified By	Action
-----------	-------	-------	---------------	-------------	--------

Supplement B,

Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 08/31/2026

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle Initial (if any) from Section 1.
Daniel	Rhonda	

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 Instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
	Jones		

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

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.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Sue Test	<i>Sue Test</i> Signed on 1/23/2024 at 4:58:16 PM. Sig_ID: d18c00ff-80ca-425c-1a-c048afcb795	01/23/2024

Additional Information (Initial and date each notation) Check here if you used an _____