

Completing I-9 Sections 1 and 2 through I-9 Virtual

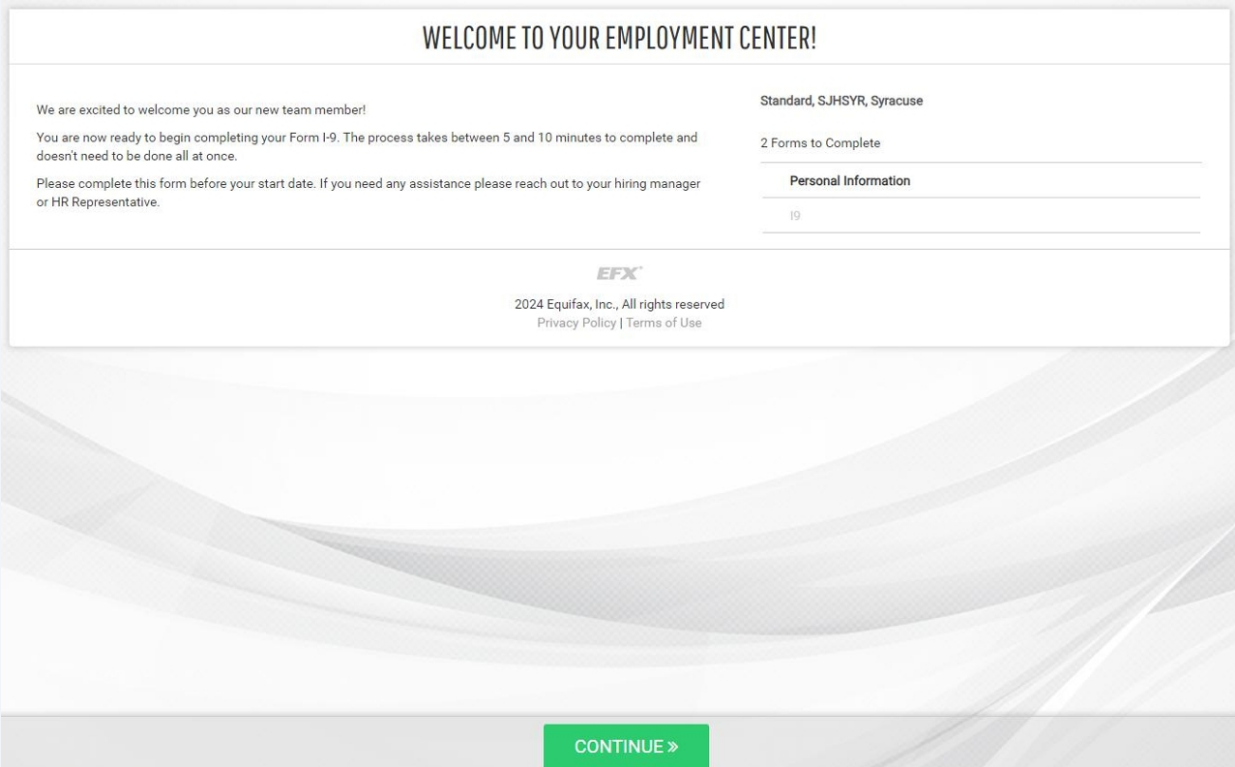
This guide offers a step-by-step process for accessing and completing your I-9 Employment Authorization Requirement using I-9 Virtual to ensure a smooth and efficient verification of your employment eligibility. It provides clear instructions on navigating the platform, entering personal information, uploading necessary documents, and connecting with an agent for final verification.

1

Navigate to I-9 remote link provided to you in your Welcome Email. This will navigate you to Section 1 of the I-9 Employment Authorization Requirement.

2

Click "Continue" when you are ready to begin.



The screenshot shows a web interface titled "WELCOME TO YOUR EMPLOYMENT CENTER!". The page is divided into two main columns. The left column contains three paragraphs of text: "We are excited to welcome you as our new team member!", "You are now ready to begin completing your Form I-9. The process takes between 5 and 10 minutes to complete and doesn't need to be done all at once.", and "Please complete this form before your start date. If you need any assistance please reach out to your hiring manager or HR Representative." The right column displays "Standard, SJHSYR, Syracuse" and "2 Forms to Complete". Below this, there is a section titled "Personal Information" with a sub-section for "I9". At the bottom center of the page, there is a green button labeled "CONTINUE »".

3 Enter your personal information.

EMPLOYMENT CENTER

- Personal Information
- View Acknowledgement Custom
- PH

PERSONAL IDENTIFICATION

Social Security Number* Confirm Social Security Number*

Please check if you are a Foreign National authorized to work in the US
 Yes No

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

Email Address Telephone

PHYSICAL ADDRESS

International Address? Yes No Street Address*

4 Once you have entered your personal information and identifiers, read and acknowledge information by initialing under the "Signature" section and click "Continue".

Zip code* City* State

County*

SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify you.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is not to be disclosed to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information will be used for documentation.

Your Initials*

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◀ BACK CONTINUE ▶

5 Click "Yes" or "No" if you have a Visa.

VISA ACKNOWLEDGEMENT CUSTOM
Chuckly Cheese, Standard, Holy Cross Hospital-Florida

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- 19

Do you have a Visa ?

Yes

No

SIGNATURE

By initialing the box below I certify that the above information is true and correct, and I agree to the conditions

Enter your initials:

6 Read and acknowledge information by initialing under the "Signature" section.

VISA ACKNOWLEDGEMENT CUSTOM
Chuckly Cheese, Standard, Holy Cross Hospital-Florida

EMPLOYMENT CENTER

- Personal Information
- Visa Acknowledgement Custom
- 19

Do you have a Visa ?

Yes

No

SIGNATURE

By initialing the box below I certify that the above information is true and correct, and I agree to the conditions

Enter your initials:

7 Click "Continue".

8 In next section, you will enter your Hire Date on your offer letter. Enter your Citizenship Attestation and confirm if you did or did not utilize a preparer and/or translator.

9 Click "Continue".

I attest, under penalty of perjury, that I am

1. A citizen of the United States

2. A nonditizen national of the United States (see instructions)

3. A lawful permanent resident

4. A nonditizen authorized to work until

Preparer and/or Translator Certification

I did not use a preparer or translator.

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

[Edit Personal Info](#) « BACK CONTINUE »

10 Read and acknowledge information by checking the checkbox under "Employee Electronic Signature".

Date of Birth: 09/15/2000
U.S. Social Security Number: XXX-XX-7891

Address: 1234 State Boise, ID 83702
E-mail Address: chucky@test.com
Telephone Number: 2087475695

Work Status: A Citizen of the United States
Hire Date on Offer Letter: 11/18/2024

EMPLOYEE ELECTRONIC SIGNATURE
[Employee Signature in English](#) | [Firma del empleado en español](#)

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:
By providing your signature below, you:

By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

- Agree to electronically sign this document.
- Understand that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- Understand that the employer may electronically verify your work authorization with the United States Government.

[Edit Personal Info](#) « BACK CONTINUE »

11 Click "Continue".

U.S. Social Security Number: XXX-XX-7891

Address: 1234 State Boise, ID 83702
E-mail Address: chucky@test.com
Telephone Number: 2087475695

Work Status: A Citizen of the United States

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- Agree to electronically sign this document.
- Understand that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- Understand that the employer may electronically verify your work authorization with the United States Government.

« BACK CONTINUE »

12 Next steps include loading your documents. Ensure you have these saved and/or ready to capture.

U.S. Social Security Administration, U.S. Citizenship and Immigration Services

NEXT STEPS

[Print this page](#)

[English](#) | [Spanish](#)

You're almost done...

Next Step:
Upload images of your employment eligibility documentation. Then, meet virtually to review your original documentation.

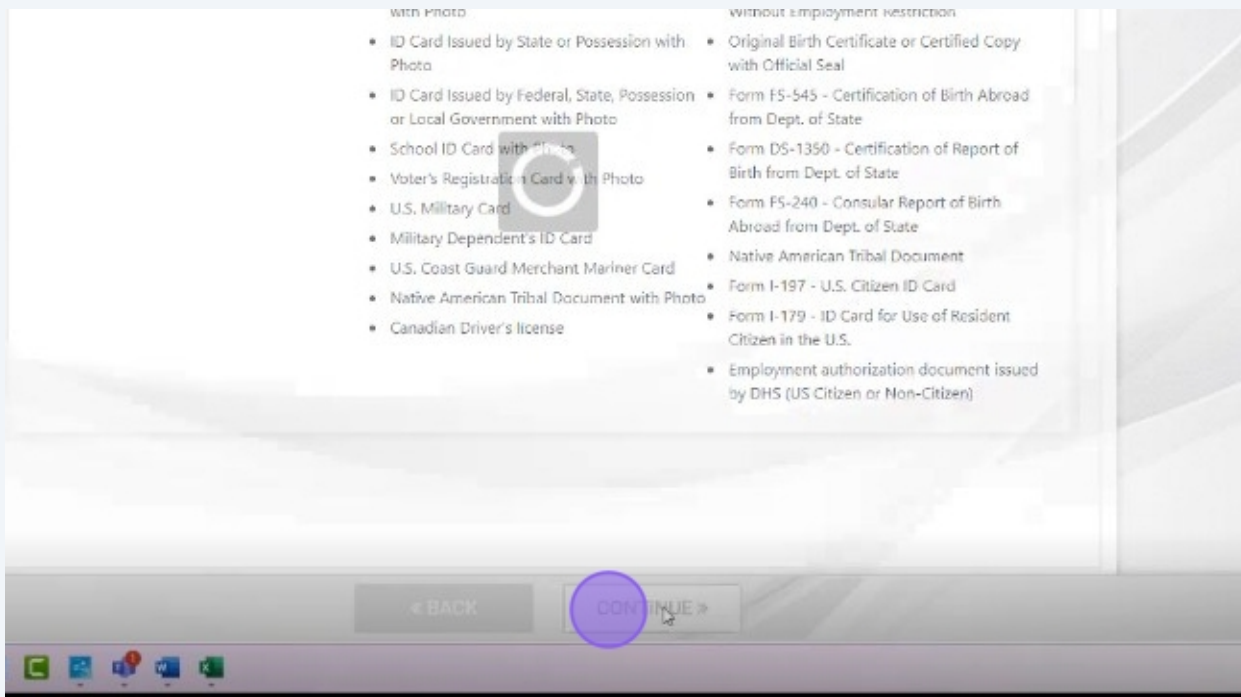
ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

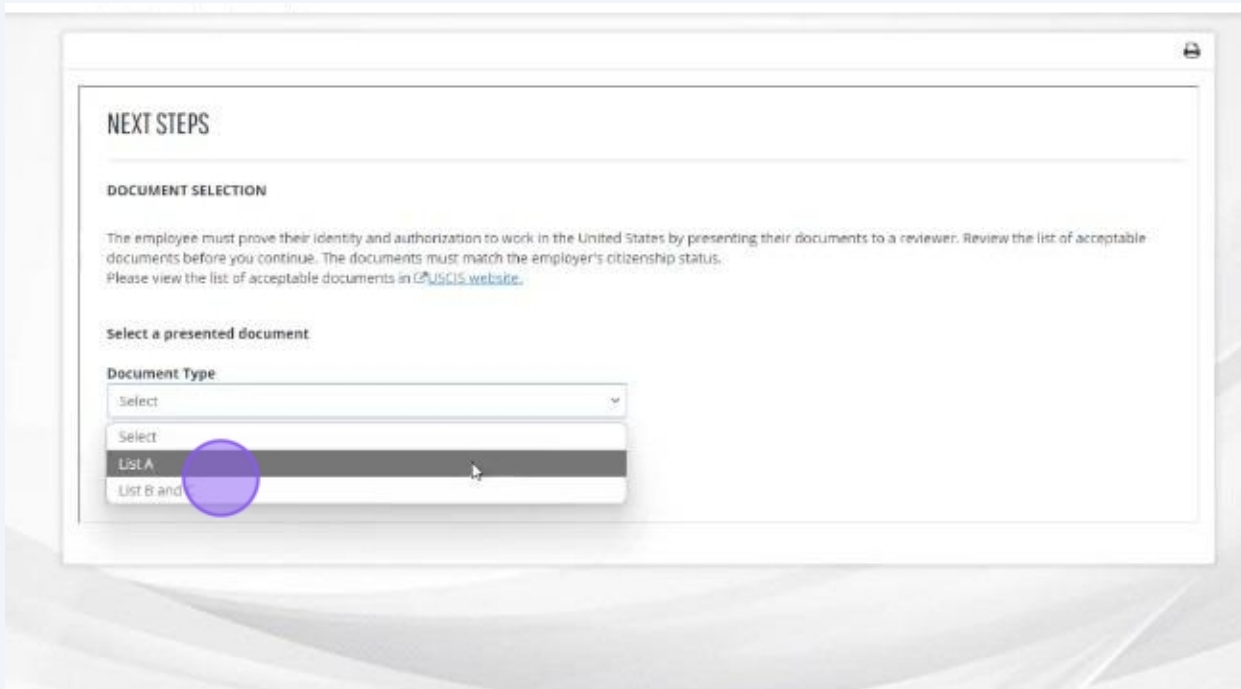
If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

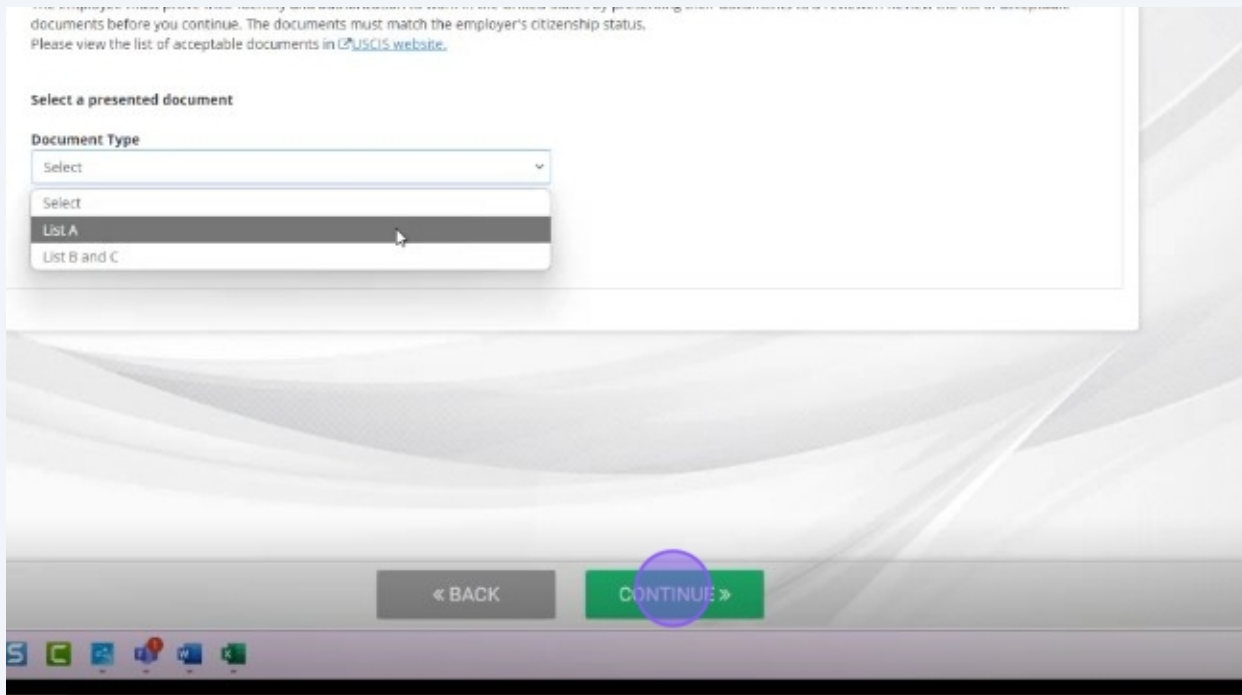
14 Once you are ready to upload your documents, click "Continue".



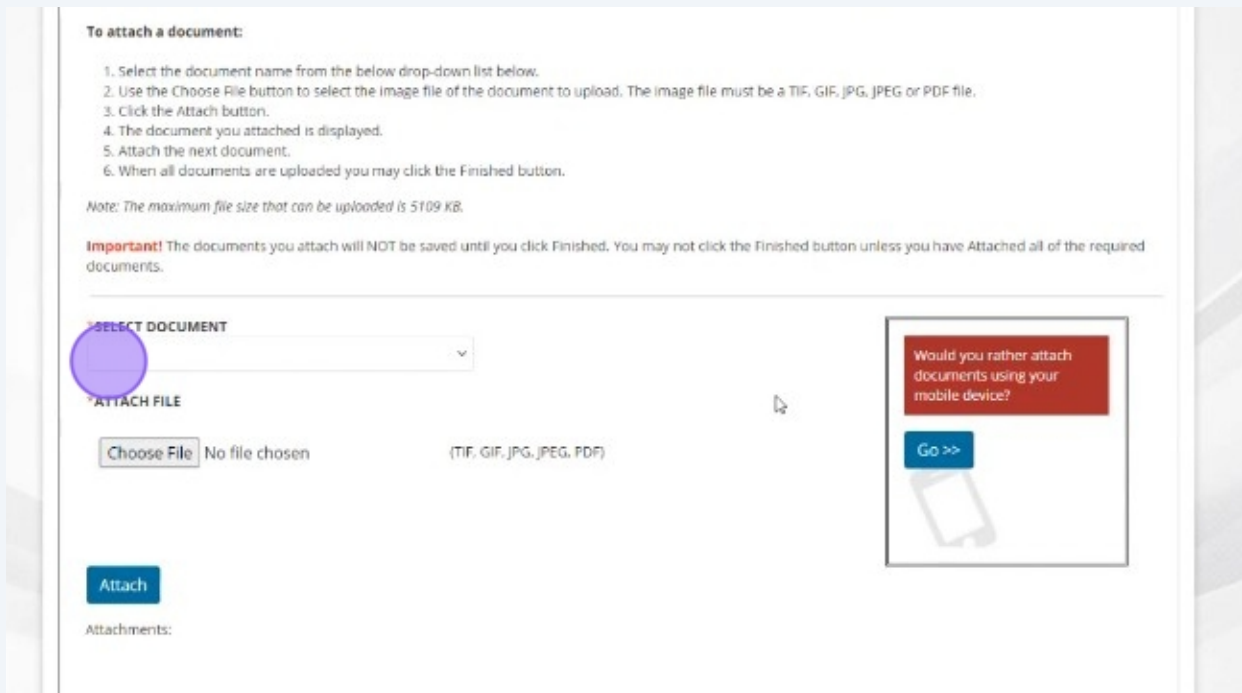
15 Choose your document types.



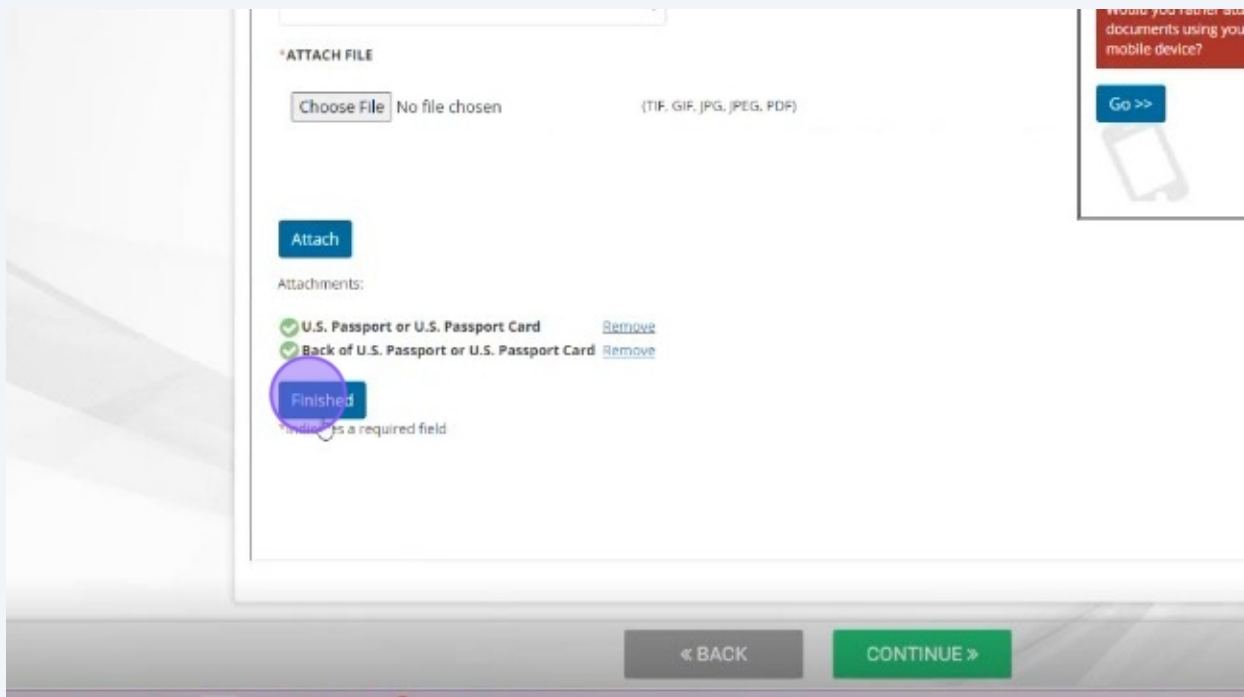
16 Click "Continue".



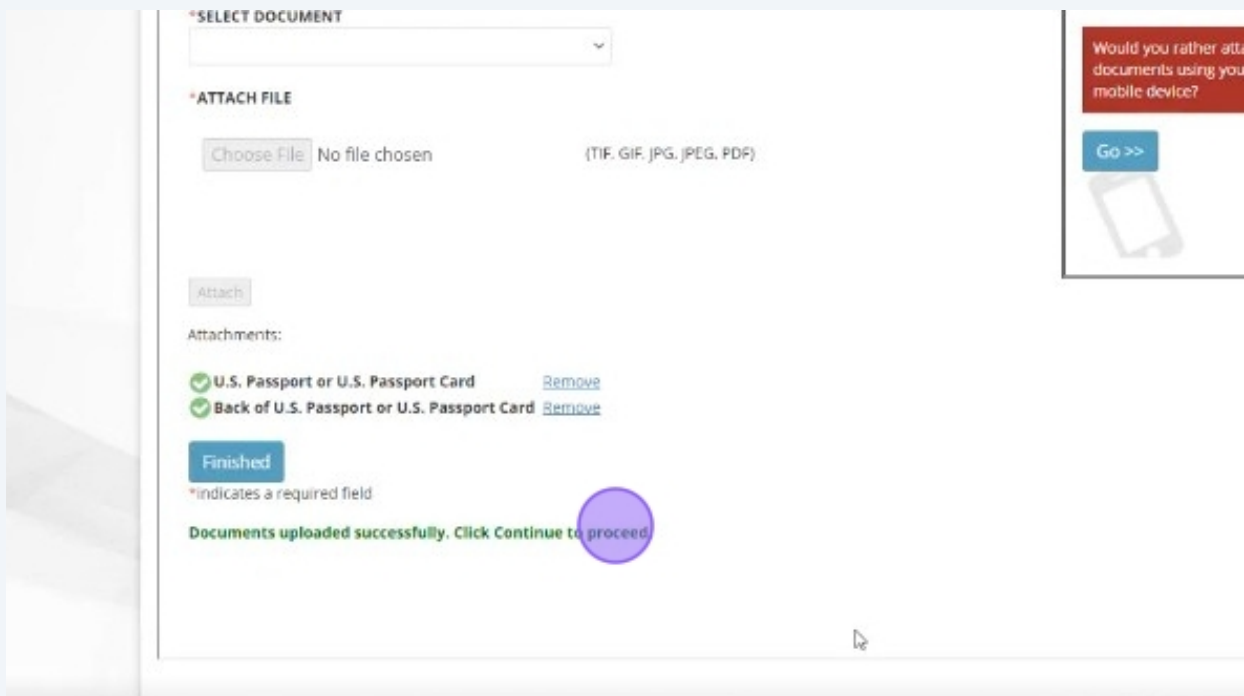
17 Select document type and click "Choose File" and attach document.



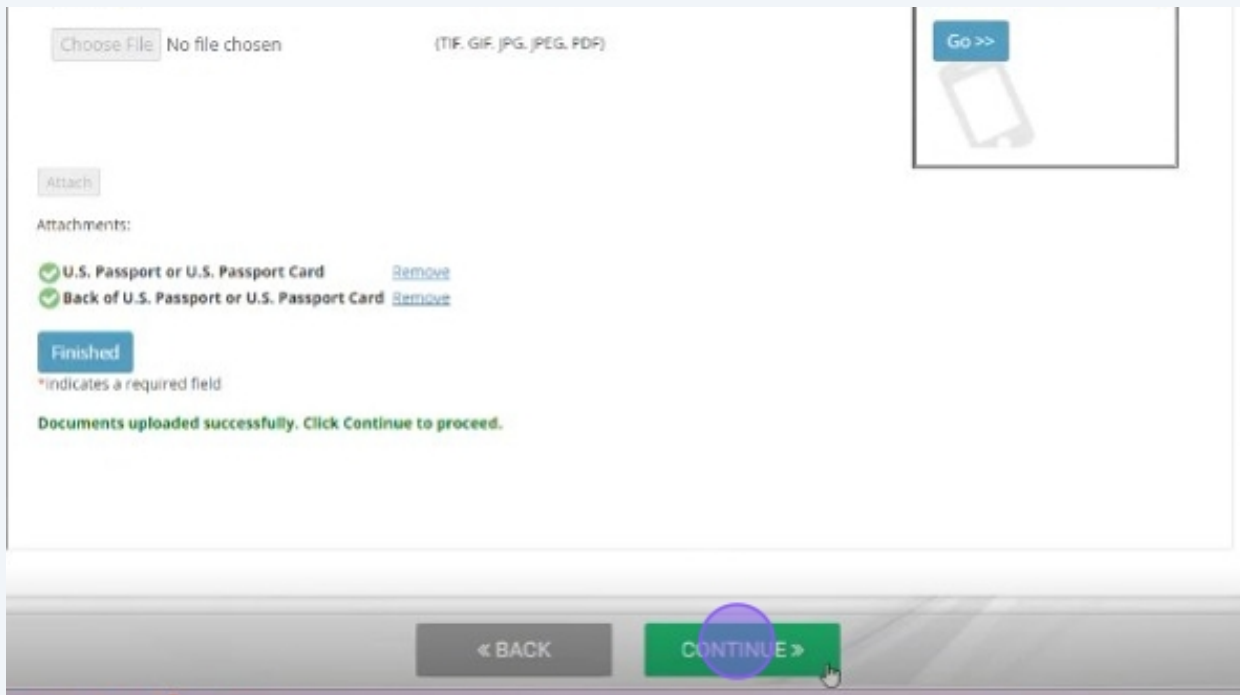
20 Click "Finished" once you have added all your required documents.



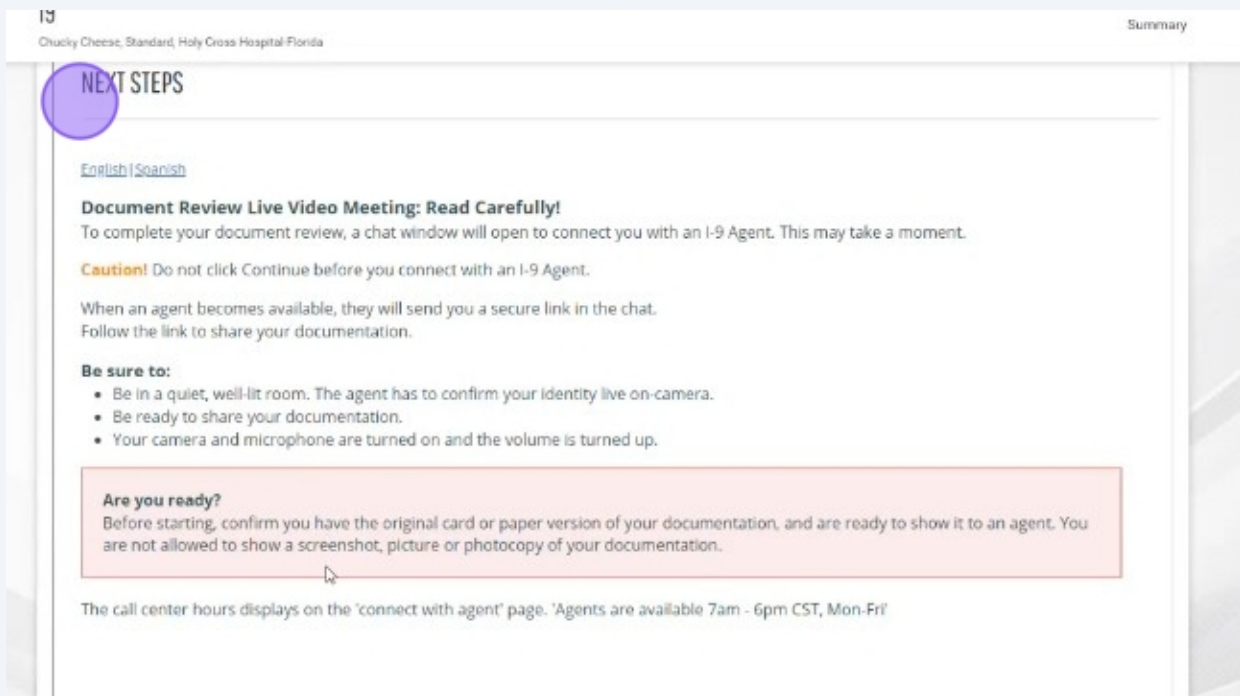
21 Verify that your documents have uploaded successfully.



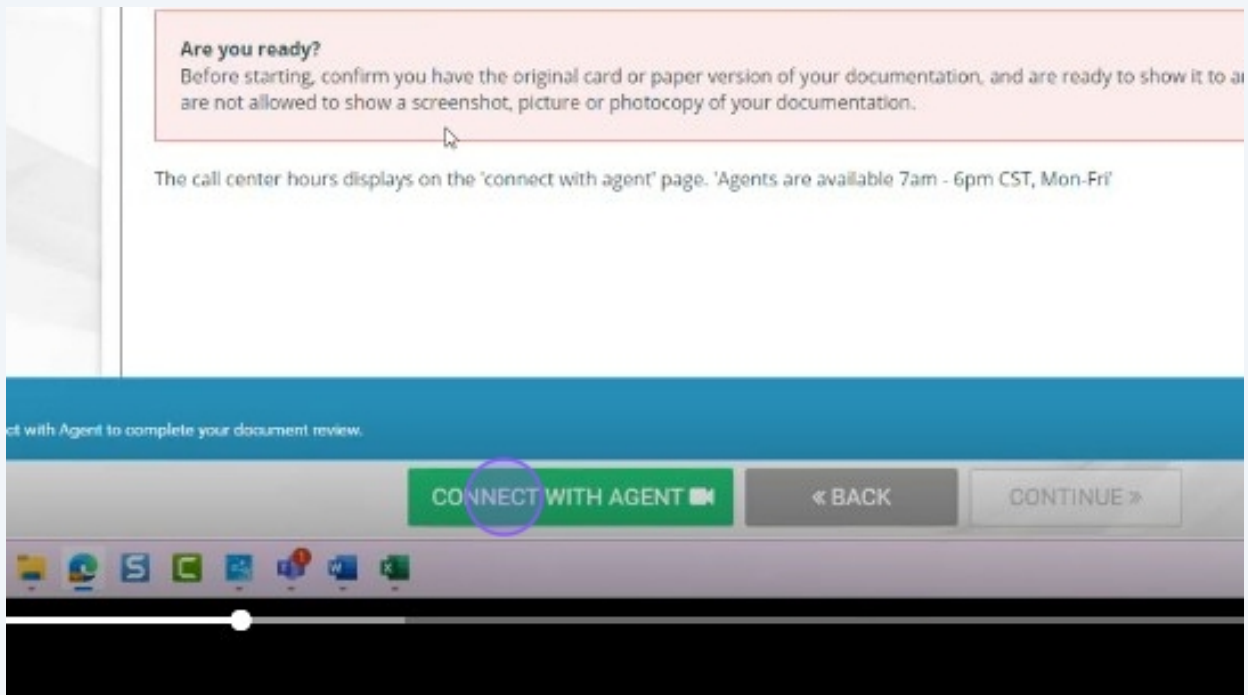
22 Click "Continue".



23 Next Steps will be to connect with an agent to verify your uploaded documents.



24 Click "Connect with Agent".



25 Once you are connected, you will be welcomed by an agent to verify Section 2 of the I-9 Verification process.

26 You will be asked to verify your name and employer.

27 You will be asked to verify document type uploaded in Section 1 and they will ask you to show front and back portions of the document to verify.

28 Once your documents have been verified through the virtual verification process, your I-9 process is complete.