

Verified Person to SterlingONE™ Form I-9 User Guide

2017

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Tutorial Objective - Table of Contents

This tutorial was created to help you easily transition from the Verified Person platform to your new SterlingONE platform and provides an overview of Form I-9 and E-Verify in SterlingONE™.

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- Launch Paper Form I-9 – Section 1/2
- Launch Paper Form I-9 – Section 3

The Help & Resources menu in SterlingONE™ includes detailed articles on I-9 and E-Verify compliance and processes.

System Login

The **orange slides** reflect the Verified Person platform experience.

The **blue slides** reflect the new SterlingONE experience.

Verified Person: Login Process (Previous Experience)

- Previous login experience on Verified Person:

Login

Terms and Conditions
Please select a purpose for this session. By accessing this product, you (user) verify that you have a legitimate permissible business purpose to access the information provided, that you are the appropriate representative with privileges to access the information, and the information is being accessed for a single purpose from the presented list. If you conduct more than one search during this session and your purpose changes, you are required to logout and select a new purpose. Any use of the information other than for the selected purpose is a violation of the user's agreement with Verified Person and federal and state laws, and is grounds for termination of the agreement and referral to the appropriate investigative agency. By accessing this information you verify that you are compliant with the FCRA and all applicable federal, state and local laws, including limitations on driving records under the Driver's Privacy Protection Act and related state laws, and will not share the information or provide it to anyone other than the subject consumer or a joint user having the same purpose selected. For special provisions for employment purposes, [click here](#).

Purpose

Employment Purposes (FCRA) ▼

Account

User ID

Password

Forgot your password? [Click here.](#)

Note: Password is case sensitive.

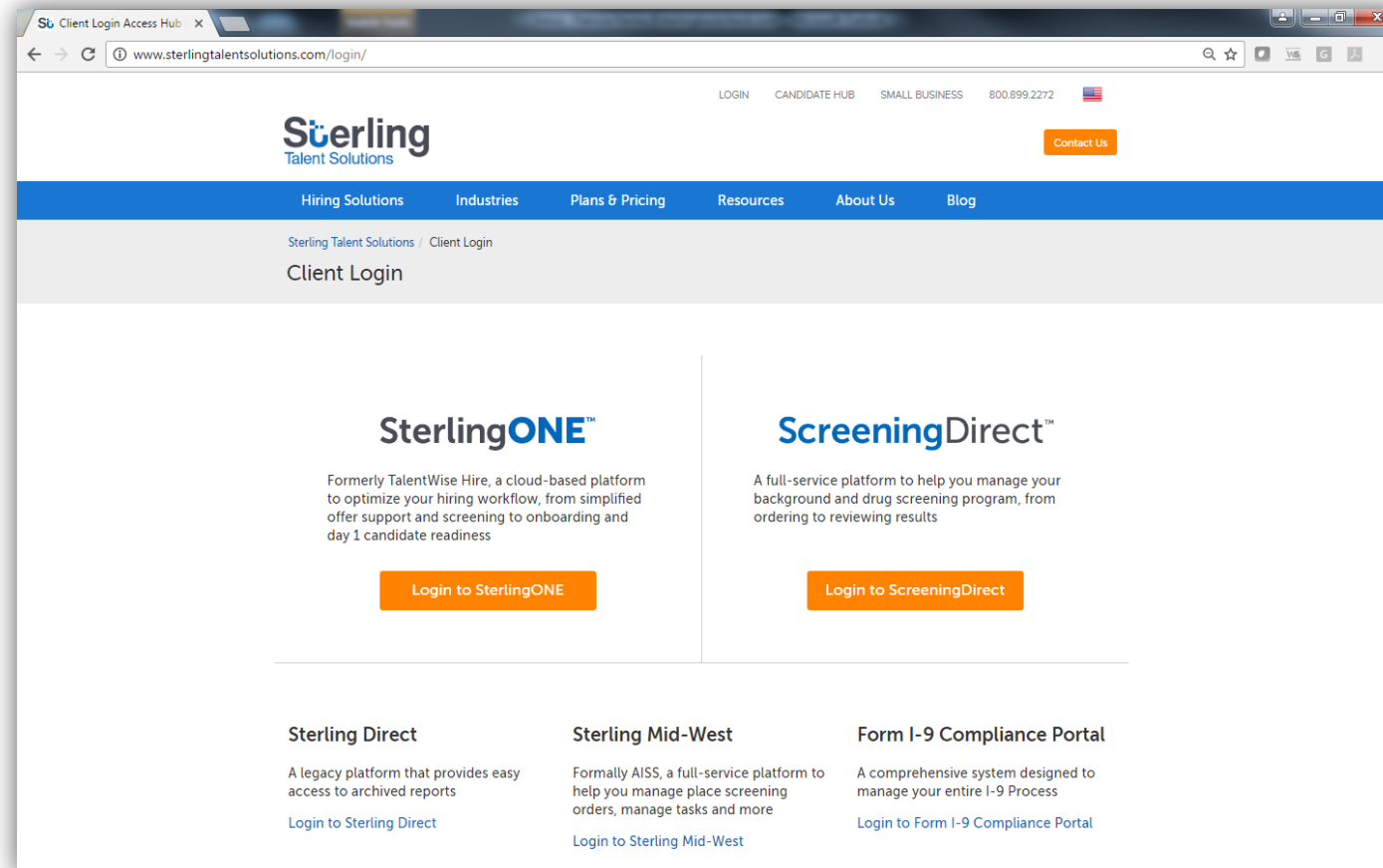
LOG IN

[Privacy / Security / Legal Policy](#)



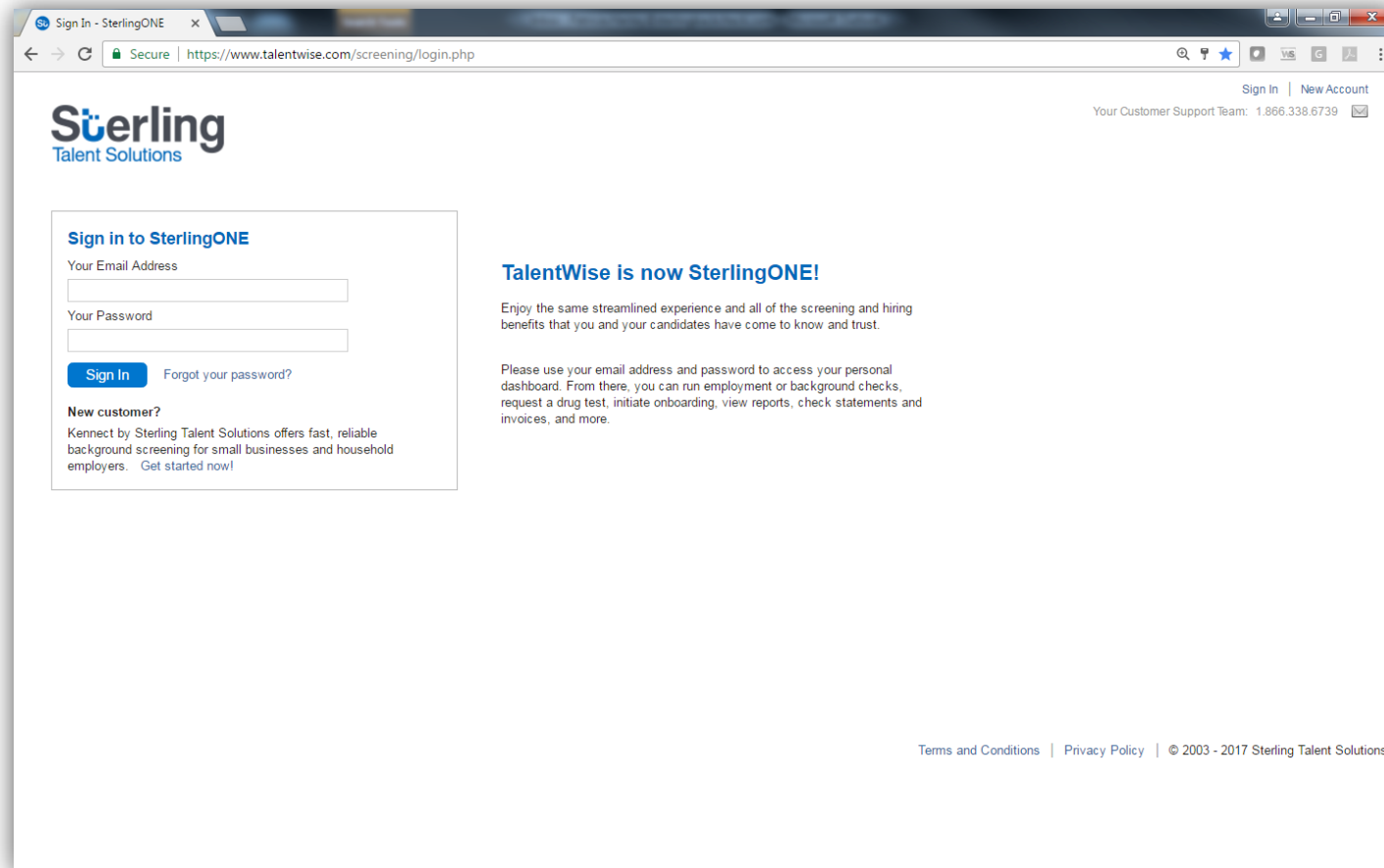
How to log into the SterlingONE™ system

- Go to www.sterlingtalentsolutions.com/login/ and select **Login to SterlingONE™**



How to log into the SterlingONE™ system

- Enter your **email address** and your **password** then click **sign in**.



The screenshot shows a web browser window with the URL <https://www.talentwise.com/screening/login.php>. The page features the Sterling Talent Solutions logo in the top left. On the right, there are links for "Sign In" and "New Account", and a customer support team contact number: 1.866.338.6739. The main login section is titled "Sign in to SterlingONE" and contains two input fields: "Your Email Address" and "Your Password". Below these fields is a blue "Sign In" button and a link for "Forgot your password?". To the right of the login form, a message states "TalentWise is now SterlingONE!" and describes the streamlined experience. Below this, a paragraph explains that users should use their email address and password to access their personal dashboard for various tasks like running employment or background checks, requesting drug tests, and viewing reports. At the bottom left, there is a section for "New customer?" mentioning "Kennect by Sterling Talent Solutions" and offering a "Get started now!" link. The footer contains links for "Terms and Conditions", "Privacy Policy", and a copyright notice for 2003-2017 Sterling Talent Solutions.

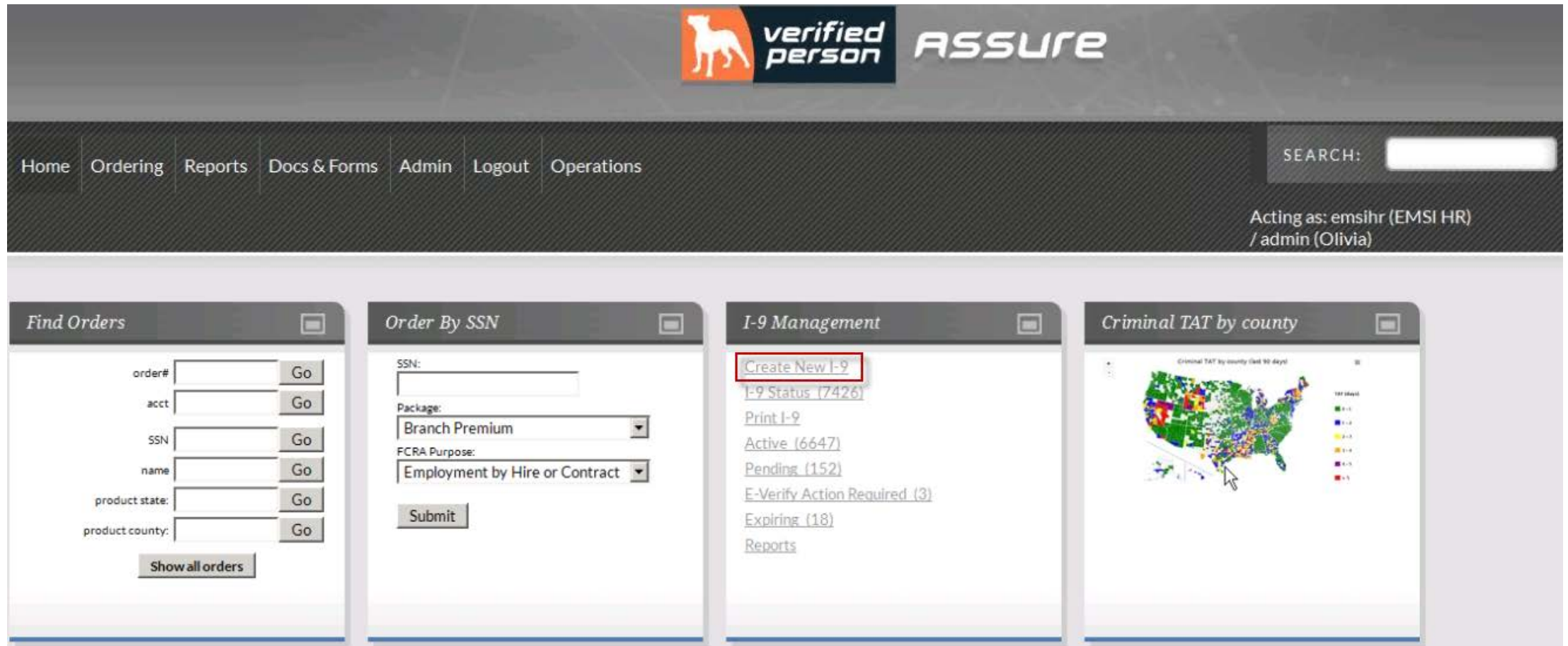
Note: “Purpose” is now set at the account level (Employment Purposes), and cannot be changed when logging in to SterlingONE.

Form I-9/E-Verify

Electronic Form I-9 (Section 1/2)

Verified Person: Launch Electronic Form I-9/E-Verify (Previous Experience)

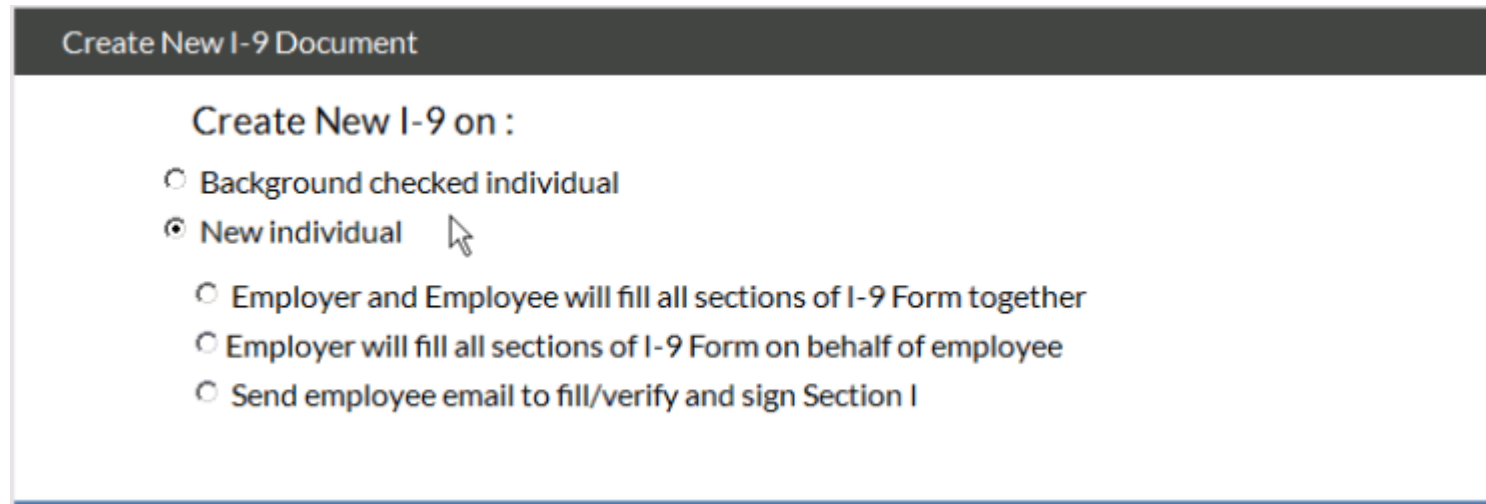
1. To launch a new Form I-9 in Verified Person, click **Create New I-9** within the **I-9 Management** widget.



Verified Person: Launch Electronic Form I-9/E-Verify (Previous Experience)

2. Select the appropriate options for your candidate:

- **Background checked individual:** Create a new I-9 for an existing candidate
- **New individual:** Create a new I-9 for a new candidate
- **Employer and Employee will fill all sections of I-9 Form together:** Employee is with the employer “in person”.
- **Employer will fill all sections of I-9 Form on behalf of employee:** Employer is responsible for having the employee sign the Form I-9.
- **Send employee email to fill/verify and sign Section 1:** Employee is “remote” and will complete and sign Section 1 electronically.



The screenshot shows a web interface for creating a new I-9 document. At the top is a dark header bar with the text "Create New I-9 Document" in white. Below the header, the text "Create New I-9 on :" is displayed. Underneath, there are five radio button options. The first two are "Background checked individual" and "New individual", with a mouse cursor hovering over the "New individual" option. The remaining three options are "Employer and Employee will fill all sections of I-9 Form together", "Employer will fill all sections of I-9 Form on behalf of employee", and "Send employee email to fill/verify and sign Section 1".

Verified Person: Launch Electronic Form I-9/E-Verify (Previous Experience)

3. Choose if you want to complete a Form I-9 only or complete a Form I-9 and verify with E-Verify.
4. Click **Continue**.

Create New I-9 Document

Create New I-9 on :

- ☐ Background checked individual
- ☒ New individual
 - ☒ Employer and Employee will fill all sections of I-9 Form together
 - ☐ Employer will fill all sections of I-9 Form on behalf of employee
 - ☐ Send employee email to fill/verify and sign Section I
- ☐ Create and save this I-9
- ☒ Create, save and verify with E-Verify this I-9

CONTINUE

Billing Identifier 1

Billing Identifier 2

Billing Identifier 3

Billing Identifier 4

Billing Identifier 5

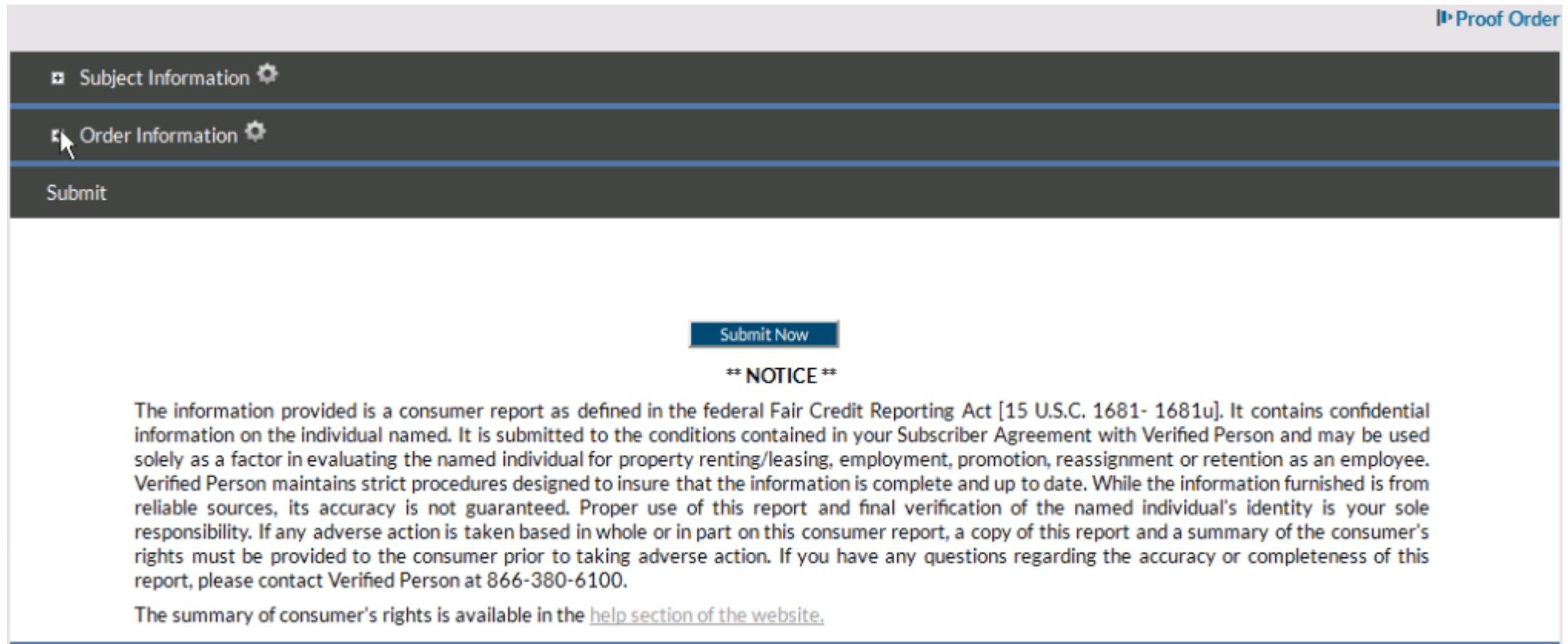
Billing Identifier 6

Billing Identifier 7

Billing Identifier 8

Verified Person: Launch Electronic Form I-9/E-Verify (Previous Experience)

5. To initiate order, click **Submit Now**.



The screenshot shows a web interface for 'Verified Person'. At the top right, there is a link 'Proof Order'. Below this, there are three tabs: 'Subject Information' (with a gear icon), 'Order Information' (with a gear icon and a mouse cursor), and 'Submit'. The 'Submit' tab is active. In the center of the page, there is a blue button labeled 'Submit Now'. Below the button, there is a section titled '** NOTICE **' containing a paragraph of legal text. At the bottom of this section, there is a link to the 'help section of the website'.

Proof Order

Subject Information ⚙️

Order Information ⚙️

Submit

Submit Now

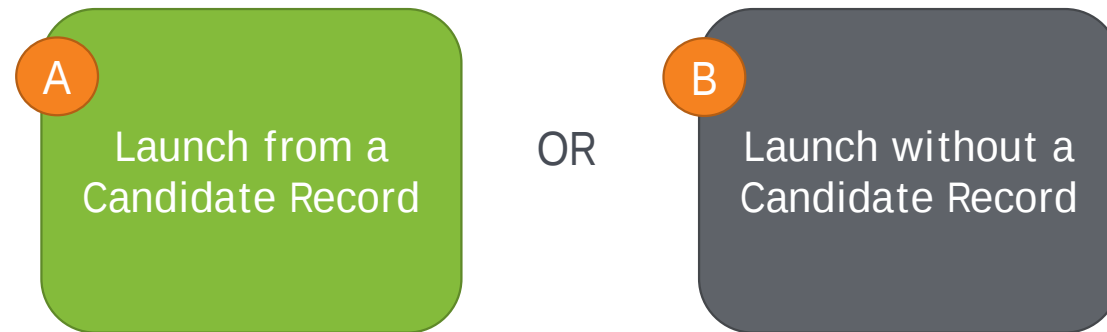
**** NOTICE ****

The information provided is a consumer report as defined in the federal Fair Credit Reporting Act [15 U.S.C. 1681- 1681u]. It contains confidential information on the individual named. It is submitted to the conditions contained in your Subscriber Agreement with Verified Person and may be used solely as a factor in evaluating the named individual for property renting/leasing, employment, promotion, reassignment or retention as an employee. Verified Person maintains strict procedures designed to insure that the information is complete and up to date. While the information furnished is from reliable sources, its accuracy is not guaranteed. Proper use of this report and final verification of the named individual's identity is your sole responsibility. If any adverse action is taken based in whole or in part on this consumer report, a copy of this report and a summary of the consumer's rights must be provided to the consumer prior to taking adverse action. If you have any questions regarding the accuracy or completeness of this report, please contact Verified Person at 866-380-6100.

The summary of consumer's rights is available in the [help section of the website](#).

SterlingONE™ Launch: Electronic Form I-9/E-Verify (New Experience)

- There are two ways to initiate a new I-9/E-Verify task in SterlingONE™:

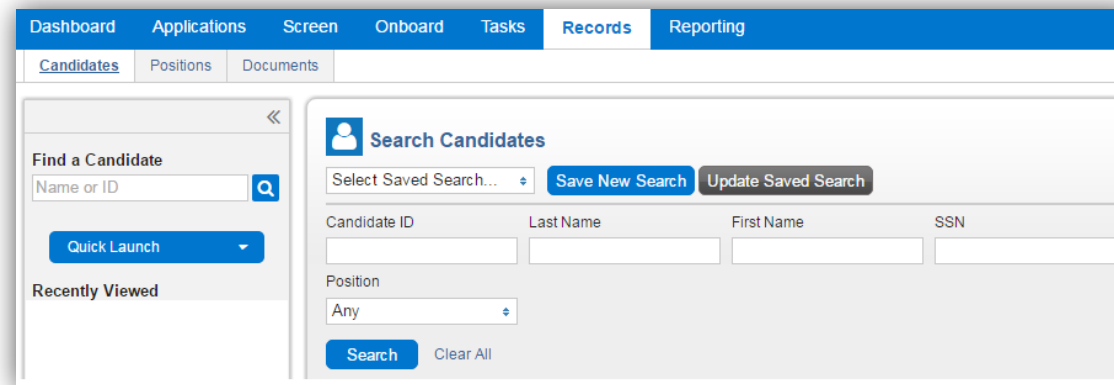


- The system will alert the user if there are duplicate candidate records based on name.

SterlingONE™ Launch: Electronic Form I-9/E-Verify (New Experience)

To initiate Electronic Form I-9/E-Verify [from a Candidate Record](#):

- Search for and select the candidate record under the **Records** tab.



The screenshot shows the SterlingONE interface with the 'Records' tab selected. The 'Search Candidates' section is visible, featuring a search bar with the placeholder 'Name or ID' and a magnifying glass icon. Below the search bar is a 'Quick Launch' button. To the right of the search bar are buttons for 'Save New Search' and 'Update Saved Search'. Below these are input fields for 'Candidate ID', 'Last Name', 'First Name', and 'SSN'. A 'Position' dropdown menu is set to 'Any'. At the bottom of the search section are 'Search' and 'Clear All' buttons.

- Under Onboarding History, click **Add Onboarding**, and select **Electronic Form I-9 with E-Verify**.

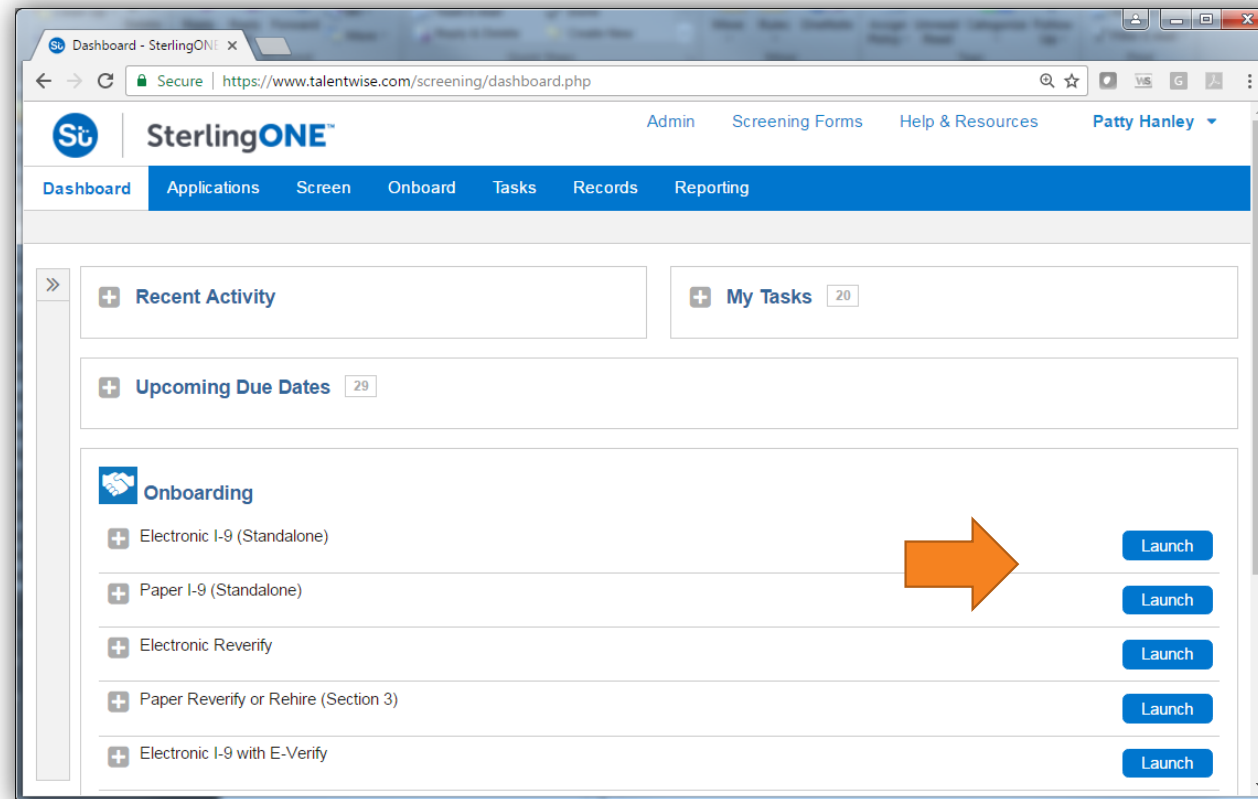


The screenshot shows the 'Onboarding History' section. It features a header with an icon and the text 'Onboarding History'. Below the header, it states 'Candidate has no onboarding history'. To the right of this text is an 'Add Onboarding' button, which is highlighted by a large orange arrow. Below the 'Add Onboarding' button are sections for 'Documents (0)' and 'Notes (0)', each with a plus icon. At the bottom right of the 'Notes (0)' section is an 'Add Note' button with a green plus icon.

SterlingONE™ Launch: Electronic Form I-9/E-Verify (New Experience)

To initiate Electronic Form I-9/E-Verify without a Candidate Record:

- From the SterlingONE™ Dashboard, scroll down to the **Onboarding** section, and click **Launch** for the desired Electronic I-9 package.



SterlingONE™ Launch: Electronic Form I-9/E-Verify (New Experience)

- Once the package is launched, identify how the Form I-9 will be completed:
 - **Remote**: The employee will complete Section 1 remotely in advance of their first day of work.
 - **In Person**: The Verifier will be present when the employee completes Section 1.

Electronic I-9 (Standalone)

How will Form I-9 be completed? * Indicates required field

Please check one of the options below to begin.

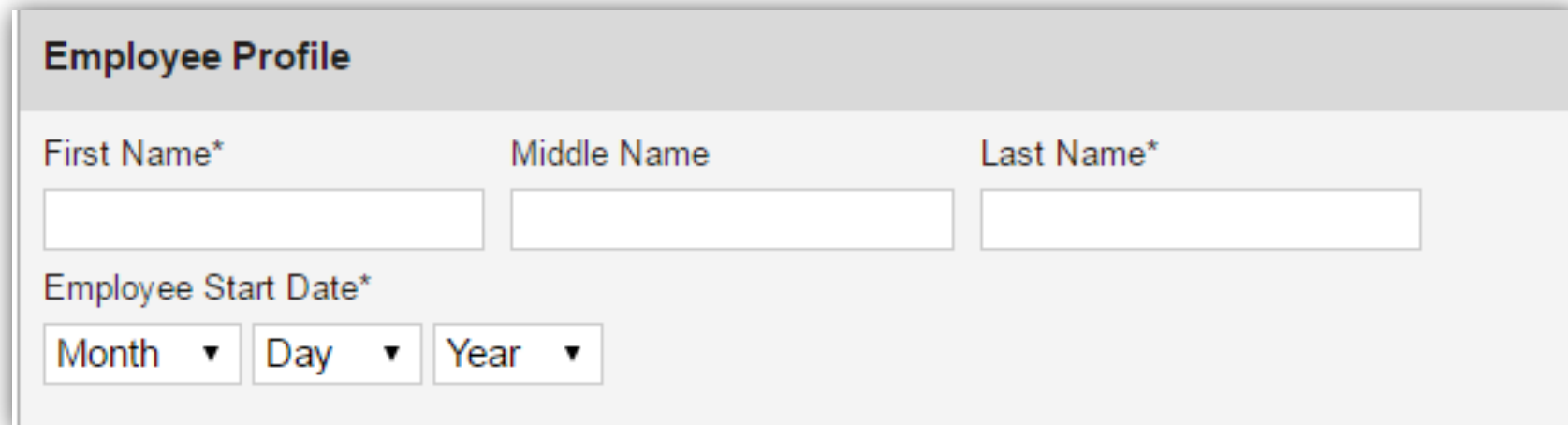
☐ **Remote** – Employee will complete Section 1 remotely; verifier will complete Section 2 (employee email address required)

☐ **In Person** – Employee will complete Section 1 onsite with the verifier present; verifier will complete Section 2

[Continue](#)

SterlingONE™ Launch: Electronic Form I-9/E-Verify (New Experience)

- Complete the Employee Profile.
 - Enter the employee's **name** and **start date**. Note- these fields may already be prefilled with the employee information if you initiated the request from the Candidate Record.



The form is titled "Employee Profile" and contains the following fields:

- First Name* (text input)
- Middle Name (text input)
- Last Name* (text input)
- Employee Start Date* (date selection)
 - Month (dropdown)
 - Day (dropdown)
 - Year (dropdown)

SterlingONE™ Launch: Electronic Form I-9/E-Verify (New Experience)

- Assign the Verifier.
 - Select the **Assigned Group** and **Assignee**. This will be the person verifying the employee's acceptable documents and signing Section 2 of the Form I-9 .
 - Click **Continue**.

Verifier

The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Section 2 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Assigned Group *

TalentWise Users ▼

Create New Contributor

Assignee *

Unassigned ▼

Continue

SterlingONE™ Launch: Electronic Form I-9/E-Verify (New Experience)

- Review Your Order and select **Purchase**.

Review Your Order

Package

Electronic I-9 (Standalone)

Please review the package details below. To submit your purchase, click the **Purchase** button. To change any information, use the **edit** links.

Order Details

 [edit](#)

Form I-9 Completion:	In Person
Employee:	Test Employee
Start Date:	1/30/2017
Verifier Group:	TalentWise Users
Verifier:	Patty Hanley (Patricia.Hanley@sterlingbackcheck.com)

Purchase

SterlingONE™ Launch: Electronic Form I-9/E-Verify (New Experience)

- The order is now in progress.
 - After launch, SterlingONE™ will display a confirmation to the initiator.
 - Select [View Report in Progress](#) to view the I-9/E-Verify request.
 - Select [Go to Candidate View](#) to view the Candidate Record

Confirmation

Candidate	Test Employee (7578045)	Go to Candidate View
Package	Electronic I-9 (Standalone)	View Report in Progress
Date Submitted	January 31, 2017	

Your Report is now processing.

All email regarding this order will be sent to Patricia.Hanley@sterlingbackcheck.com. To add or change addresses, or to turn off notifications, visit your [Preferences](#) page.

If you have any questions regarding this order, please call Customer Support at 1.866.338.6739 and reference **Report ID 100641459**.

Employee/Verifier Access

Verified Person Verifier Launch: In Person Section 1 (Previous Experience)

- If “Employer and Employee will fill all section of I-9 Form together” was selected, the employer and employee will complete the I-9 Form together “in person”.

Employment Eligibility Verification			USCIS Form I-9	
Department of Homeland Security U.S. Citizenship and Immigration Services			OMB No. 1615-0047 Expires 08/31/2019	
START HERE. Instructions : Click here for English Instructions Haga clic aquí para instrucciones Español Click here for the USCIS Handbook for Employers Click on the  ?u=accio&ts=0 for context specific help.				
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.				
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the <i>first day of employment</i> , but not before accepting a job offer.)				
Last Name (Family Name)		First Name (Given Name)		Middle Initial
				☐ Check if not applicable
Other Last Names Used (if any)				
		☐ Check if not applicable		
Address (Street Number and Name)		Apt. Number	City or Town	State
				--select--
		☐ Check if not applicable		
Zip Code	Date of Birth (mm/dd/yyyy)		U.S. Social Security Number	E-mail Address
Telephone Number				

SterlingONE™ Verifier Launch: In Person Section 1 (New Experience)

Viewing Report in Progress:

- If the employee needs to complete the form on their first day of work, a SterlingONE™ user may click **Launch Form I-9 Section 1** to initiate the Form I-9.
- The link will direct the user to a new window or tab, from which the candidate may access and complete their Section 1 task.

1 Form I-9

Form I-9 Status

In Progress

Initiator

Cindy Anderson (canderson@acme.com)

Employee Start Date

03/08/2016

Edit Date

Form I-9 Due Date

03/11/2016

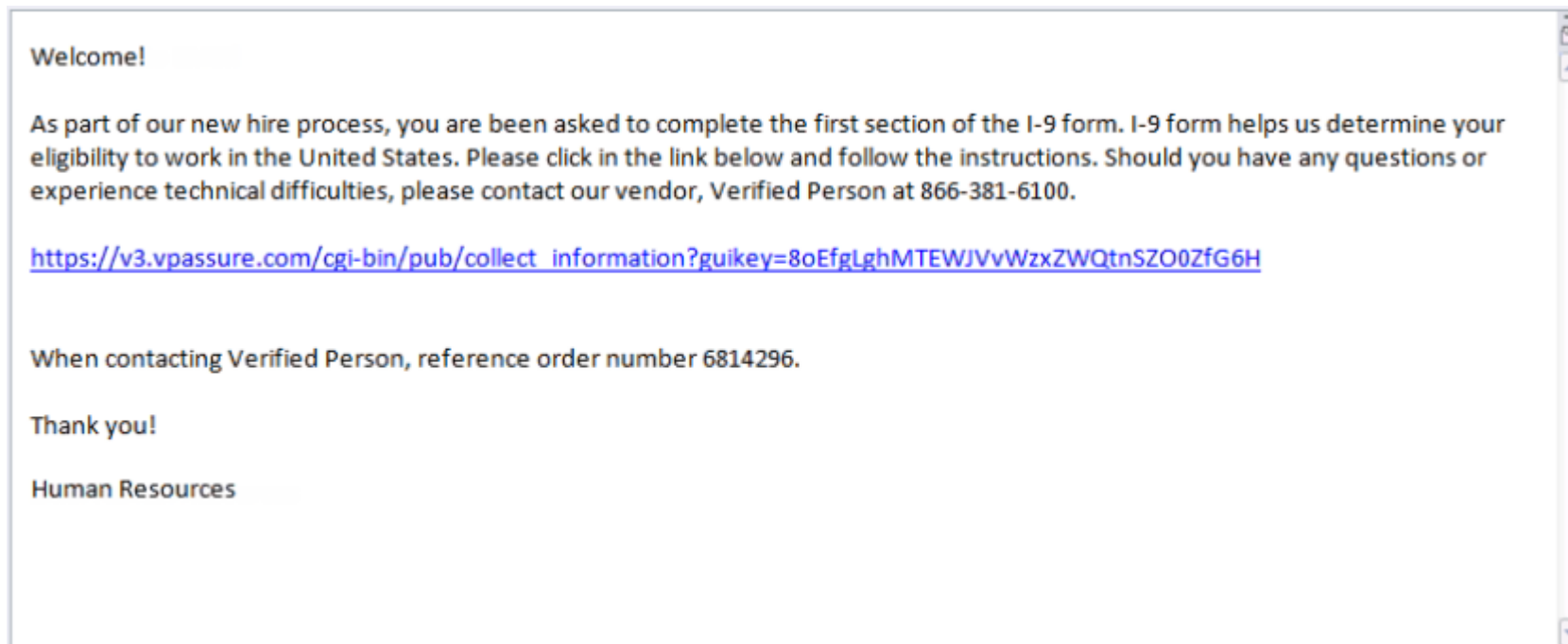
Status Summary

Sequence	Role	Signer	Status	Action
Task 1	Employee	Elaine Goodell	Notified	Launch Form I-9 Section 1
Task 2	Verifier	Sophia Carlson scarlson@acme.com		



Verified Person Remote Employee: Access Section 1 (Previous Experience)

- If “Send employee email to fill/verify and sign Section 1” was selected, the employee will receive an email notification to complete Section 1.



SterlingONE™ Remote Employee: Access Section 1 (New Experience)

Remote Invitation: Candidate Portal

- If remote was selected, the employee will receive an email from SterlingONE™ outlining the task details.
- The employee will access the SterlingONE™ candidate portal with their **Email Address** and **Password**.
 - Please note, If the employee has previously logged into the portal, they may use the password they previously set.

Attention Elaine Goodell:

Your Email Address for Sign-In: egoodell@gmail.com

Your Temporary Password: **rNRBWWzg**

Please use the button below to begin filling and signing your Employment Eligibility Verification (Form I-9) online. The Form I-9 should be completed before the due date shown below. If you have previously signed in to the Candidate Portal, you will be able to use the permanent password you previously set, or use the **Forgot your password?** option on the sign-in page to receive a new temporary password.

Task

Complete and Sign Form I-9

[Get Started](#)

Due Date

03/08/2016

Status

New

If you have any questions or received this email in error, you may contact us at xxx-xxx-xxxx or administator@talentwise.com.

This email has been automatically generated. Please do not reply to this message.

© 2016 TalentWise, Inc.

SterlingONE™ Remote Employee: Access Section 1 (New Experience)

Remote Invitation: Candidate Portal

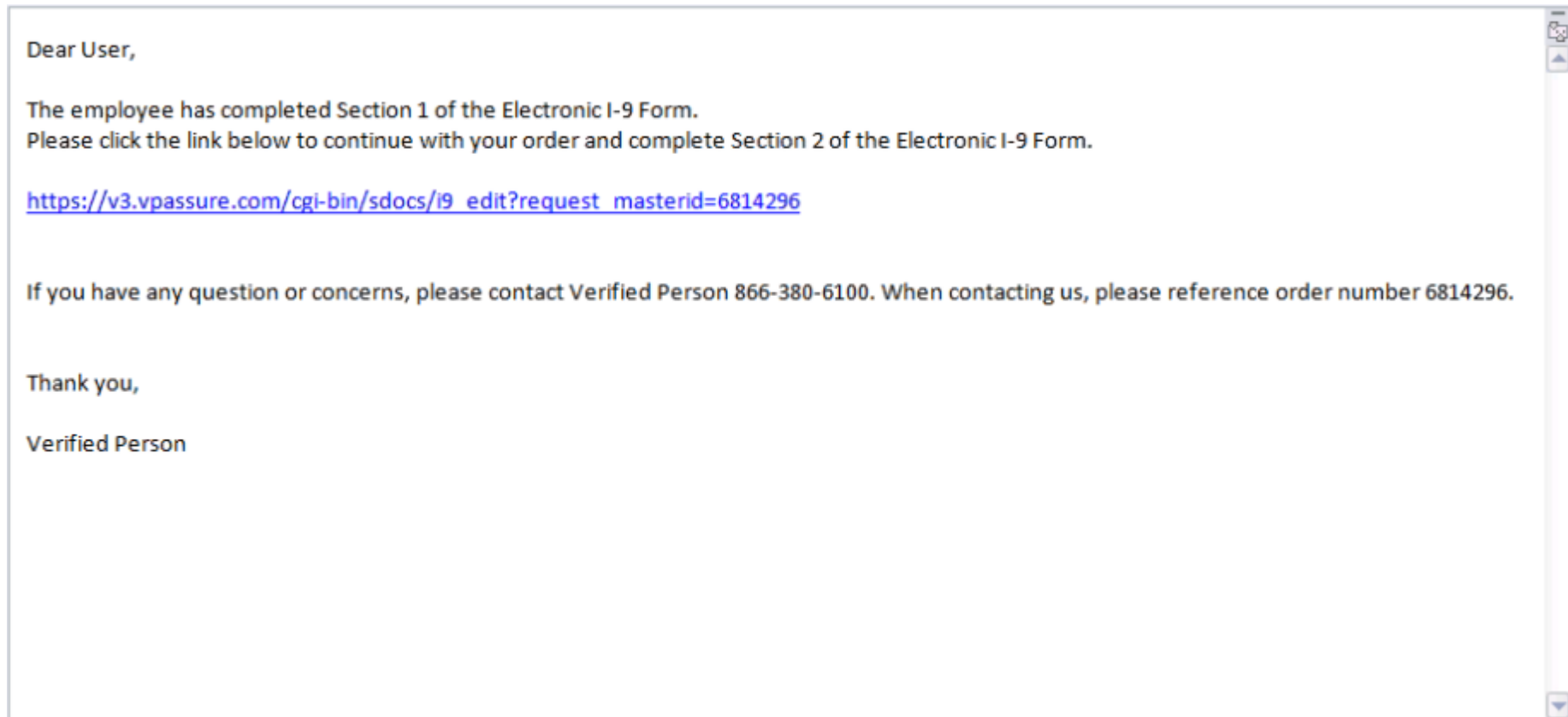
- Once logged into the Candidate Portal, the employee will click **Launch Task** to complete and sign Section 1 of Form I-9.

The screenshot shows the SterlingONE Remote Employee Candidate Portal interface. At the top right, it says "Welcome Elaine Goodell | Sign Out". On the left, there is a "My Profile" section with the following details: Name: Elaine Goodell, Email Address: egoodell@gmail.com, Address: Not on File, and Phone: Not on File. The main content area has a welcome message: "Welcome to the TalentWise Candidate Portal. Any active assigned tasks will be displayed in your Inbox below." Below this is a yellow notification box with an information icon and the text: "You have a new task! Click the Launch Task button to begin. Each time you have a new task, it will appear in your 'My Tasks' inbox. You also have a 'My Tasks' dropdown in the upper right corner that can be accessed from anywhere in your portal." A "Close this Note" link is at the bottom right of the notification. Below the notification is a "My Inbox" section with a table. The table has three columns: Task, Due Date, and Status. The first row shows the task "Complete and Sign Form I-9" with a due date of "03/08/2016" and a status of "NEW". An orange arrow points from the "NEW" status to a blue "Launch Task" button. The "Launch Task" button is located at the bottom right of the table row.

Task	Due Date	Status
Complete and Sign Form I-9	03/08/2016	NEW

Verified Person Remote Verifier: Access Section 1 (Previous Experience)

- Once the candidate has completed and signed Section 1, the Employer “verifier” will receive an email notification to review Section 1 and complete Section 2.



SterlingONE™ Remote Verifier: Access Section 1 (New Experience)

Remote Invitation: Verifier Portal

- The verifier will receive an email from SterlingONE™ outlining the task details.
- The verifier may choose to initiate Section 1 of Form I-9 from the email notification, or if they have access to SterlingONE™, they can also access Section 1 from the report view.

Attention Sophia Carlson:

You have been designated to facilitate the completion of Elaine Goodell's Employment Eligibility Verification (Form I-9). The link below will provide access to the employee portion of the Form I-9, which should be completed and signed by the employee by the end of their first day of work.

[Click here to access the Employee section of the Form I-9](#)

You will be prompted to enter your verifier login and password to allow the employee to access the I-9.

After the employee is complete, the link below will provide access to your portion of the Form I-9. You must inspect original documentation provided by the employee and complete section 2. **The Form I-9 should be completed on the employee's start date**, and is required to be completed no later than three business days after the employee's start date.

[View Task](#)

Task Details:

Task: **Complete Section 2 of Employee Form I-9**

Assigned by: **Jacob Gavin**

Assigned to: **Sophia Carlson**

Employee: **Elaine Goodell**

Employee Start Date: **03/08/2016**

Task Due Date: **03/11/2016**

If you have any questions or received this email in error, you may contact us at or .

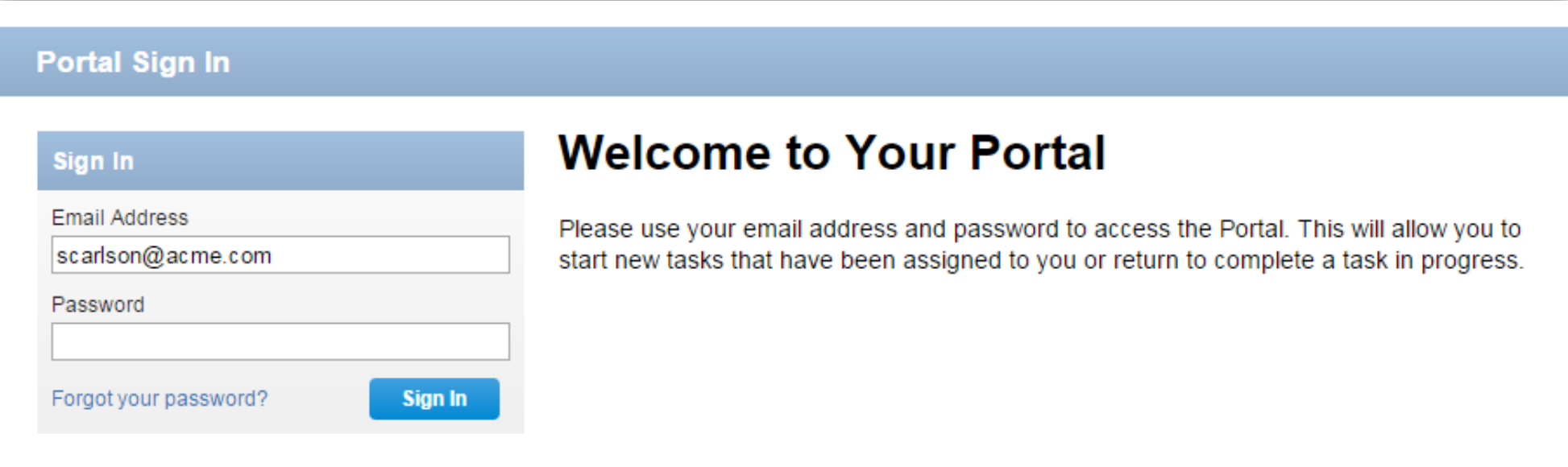
This email has been automatically generated. Please do not reply to this message.

© 2016 TalentWise, Inc.

SterlingONE™ Remote Verifier: Access Section 1 (New Experience)

Remote Invitation: Verifier Portal

- From the verifier portal, the verifier will be required to log in with their **Email Address** and **Password**.



The screenshot displays the 'Portal Sign In' interface. It features a header bar with the text 'Portal Sign In'. Below this, on the left, is a 'Sign In' box containing two input fields: 'Email Address' with the value 'scarlson@acme.com' and 'Password' which is empty. Below the password field is a link for 'Forgot your password?' and a blue 'Sign In' button. To the right of the sign-in box, the heading 'Welcome to Your Portal' is followed by a paragraph: 'Please use your email address and password to access the Portal. This will allow you to start new tasks that have been assigned to you or return to complete a task in progress.'

Complete Section 1

Verified Person Complete Section 1 (Previous Experience)

- Employee will complete Section 1. Instructions are available, if needed.

Employment Eligibility Verification				USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019	
Department of Homeland Security U.S. Citizenship and Immigration Services					
START HERE. Instructions : Click here for English Instructions Haga clic aquí para Instrucciones Español Click here for the USCIS Handbook for Employers Click on the  ?u=accio&ts=0 for context specific information. Instructions are available to employee					
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.					
Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)
				☐ Check if not applicable	☐ Check if not applicable
Address (Street Number and Name)		Apt. Number	City or Town		State
					--select--
		☐ Check if not applicable			
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		E-mail Address		Telephone Number

Verified Person Complete Section 1 (Previous Experience)

- Once complete, Section 1 is electronically signed by the employee.

☒ I am aware 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.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States

☐ A lawful permanent resident

☒ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field. (See instructions)

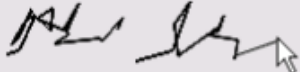
For aliens authorized to work, provide your :

☐ Form I-94 Admission Number OR ☒ Alien Registration Number/USCIS Number OR ☐ Foreign Passport

Alien Registration Number/USCIS Number :

Signature of Employee :

Please sign here, using your mouse (press and hold the left button while moving the mouse):



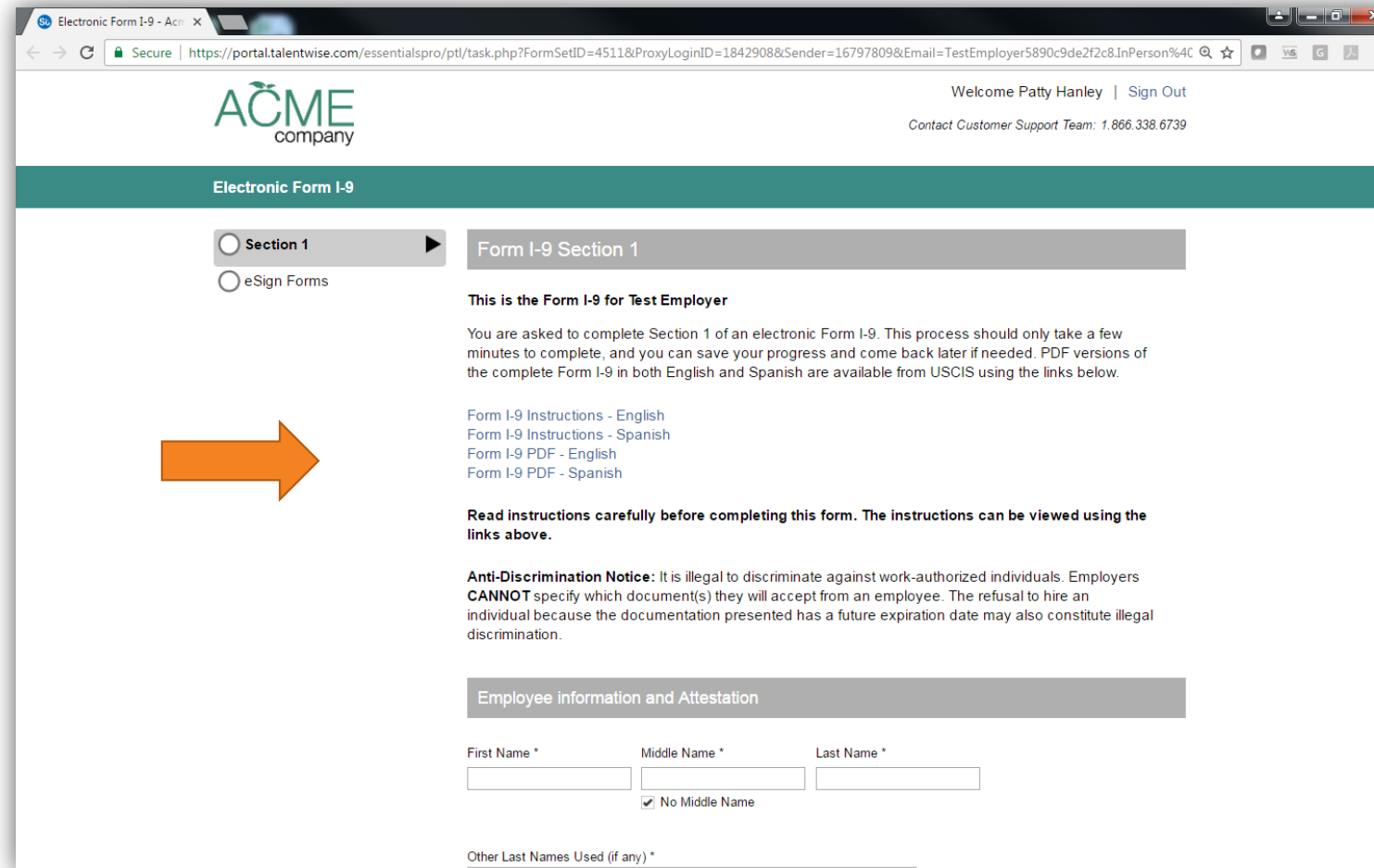
Date : 03/07/2017

Preparer and/or Translator Certification (To be completed and signed if Section I is prepared by a person other than the employee)

☒ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

SterlingONE™ Complete Section 1 (New Experience)

- The employee will review the instructions to **Form I-9 Section 1**.



The screenshot shows a web browser window displaying the SterlingONE Electronic Form I-9 interface. The browser's address bar shows a secure URL from portal.talentwise.com. The page header includes the ACME company logo and a welcome message for Patty Hanley. A green banner at the top of the form area reads "Electronic Form I-9". On the left, there are two radio buttons: "Section 1" (which is selected) and "eSign Forms". A large orange arrow points from the "Section 1" radio button towards the main content area. The main content area is titled "Form I-9 Section 1" and contains the following text:

This is the Form I-9 for Test Employer

You are asked to complete Section 1 of an electronic Form I-9. This process should only take a few minutes to complete, and you can save your progress and come back later if needed. PDF versions of the complete Form I-9 in both English and Spanish are available from USCIS using the links below.

[Form I-9 Instructions - English](#)
[Form I-9 Instructions - Spanish](#)
[Form I-9 PDF - English](#)
[Form I-9 PDF - Spanish](#)

Read instructions carefully before completing this form. The instructions can be viewed using the links above.

Anti-Discrimination Notice: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Below the notice is a section titled "Employee information and Attestation" which contains input fields for "First Name *", "Middle Name *", and "Last Name *". There is also a checkbox labeled "No Middle Name" which is checked. At the bottom, there is a field for "Other Last Names Used (if any)".

SterlingONE™ Complete Section 1 (New Experience)

- The employee will complete the required Section 1 fields under **Employee Information and Attestation**.
- If your company is enrolled in E-Verify, the employee must provide their Social Security number. If they have not yet received an SSN, they may check **Awaiting SSN**.

Employee information and Attestation

First Name *

Middle Name *

Last Name *

☒ No Middle Name

Other Last Names Used (if any) *

☒ No Other Names

Social Security Number *

Check below if you have not yet received your SSN from the SSA.

☐ Awaiting SSN

Date of Birth (MM/DD/YYYY) *

SterlingONE™ Complete Section 1 (New Experience)

- The employee must enter his/her residential street address under **Address**. Post Office boxes are also acceptable.
- The employee may choose to provide personal **Contact Information** to DHS which may be used to contact them regarding E-Verify status.

Address

Address *

Apt. Number *

☒ No Apt. Number

City *

Country/Region *

United States ▼

State or Province *

Select State ▼

Zip *

Contact Information

You may provide your email address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in the DHS or Social Security Administration (SSA) records. You may select "Do not provide to DHS" if you choose not to provide this information.

Email *

☒ Do not provide to DHS

Telephone Number *

☒ Do not provide to DHS

SterlingONE™ Complete Section 1 (New Experience)

- The employee will be asked to attest to their citizenship status and confirm their acknowledgement of federal law.

I attest, under penalty of perjury, that I am:
(check one of the following) *

☐ A citizen of the United States

☐ A noncitizen national of the United States

☐ A lawful permanent resident

☐ An alien authorized to work

I am aware 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.

☐ I Acknowledge *

Next **Save**

SterlingONE™ Complete Section 1 (New Experience)

- If the employee attests to being a lawful permanent resident or an alien authorized to work, they will be prompted to provide additional information.

I attest, under penalty of perjury, that I am:
(check one of the following) *

☐ A citizen of the United States

☐ A noncitizen national of the United States

☒ A lawful permanent resident

☐ An alien authorized to work

Alien Registration Number?

Document Type * Alien Registration Number/USCIS Number *

Select Document Type ▼

- Links are provided to help the employee identify the correct information on their work authorization documents.

SterlingONE™ Complete Section 1 (New Experience)

- The employee will be asked to consent to use an electronic signature by clicking **I Agree to Use an Electronic Signature**.
- If the employee declines to use an electronic signature, the workflow will be halted and the status set to **eSign Declined**. A new I-9 will need to be completed.

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.

If you decline to use an electronic signature by clicking the "I Decline to Use an Electronic Signature" button, you will be asked to enter your reason for declining. You should contact your employer to manually sign your document.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

You will receive a copy of the following forms.

I Agree to Use an Electronic Signature

I Decline to Use an Electronic Signature

SterlingONE™ Complete Section 1 (New Experience)

- The employee will have the option to **Select or Draw Your Electronic Signature**.
- Once a signature has been chosen, the employee will click **Proceed to eSign Preview**.

eSign Forms

[<< View Consent and Notice Regarding Electronic Signature](#)

Select or Draw Your Electronic Signature

Confirm your name:

Elaine Goodell

Confirm your initials:

EG

Select your signature

☒ Signature

Elaine Goodell

Initials

EG

☐ Or draw your signature

Initials

Clear

Clear

Proceed to eSign Preview >>

SterlingONE™ Complete Section 1 (New Experience)

- The employee will review the form to ensure all fields are completed correctly and click **Confirm and eSign Forms** to complete signing.
- If the employee identifies errors, they may return to the form by clicking **I need to correct my information before I sign**.

eSign Forms

Confirm and eSign Forms **Save and Sign Later** [I need to correct my information before I sign](#)

Form I-9

 **Employment Eligibility Verification**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Employer		First Name (Given Name) Test		Middle Initial N/A	Other Last Names Used (if any) N/A	
Address (Street Number and Name) 123		Apt. Number N/A	City or Town Chicago		State IL	ZIP Code 60631
Date of Birth (mm/dd/yyyy) 06/09/1977	U.S. Social Security Number [] [] [] - [] [] []		Employee's E-mail Address N/A		Employee's Telephone Number N/A	

I am aware 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.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☒ 1. A citizen of the United States
☐ 2. A noncitizen national of the United States (See instructions)
☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): <u>N/A</u>
☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): <u>N/A</u> Some aliens may write "N/A" in the expiration date field. (See instructions)

OMB Code - Section 1

SterlingONE™ Complete Section 1 (New Experience)

- The employee will be presented with a **List of Acceptable Documents**.
- The employee may present any document from List A, or combination of documents from List B and List C, to complete Section 2.
- A copy of the List of Acceptable documents can be downloaded by selecting the URL.

Additional Action Required!

You must still bring original versions (not copies) of **either one document from List A, or a combination of one document from List B and one document from List C** to be inspected by a representative of your employer, who will then complete section 2 of the Form I-9.

A list of acceptable list A, B, and C documents can be viewed as a PDF using the link below.

[List of Acceptable Documents.pdf](#)

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Complete Section 2

Verified Person Complete Section 2 (Previous Experience)

- The Employer “verifier” will access the I-9 via their received email notification to review Section 1 and complete Section 2.
- Selected document types will display a sample to aid in completion.

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

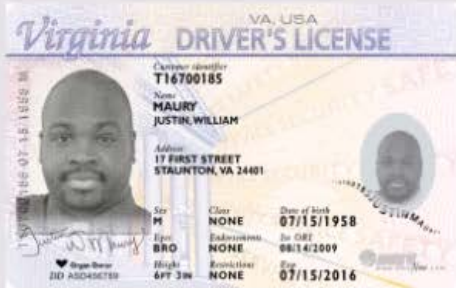
Document type
☐ Choose from List A ☒ Choose from List B, C

Document title :

Issuing authority :

Document number :

Expiration date : (mm/dd/yyyy) (mm/dd/yyyy)

 [Click image to view example document\(s\)](#)

 [Click image to view example document\(s\)](#)

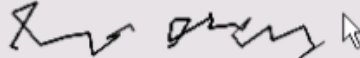
Verified Person Complete Section 2 (Previous Experience)

- Once complete, the verifier will electronically sign Section 2.

Certification

☒ I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear 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.

The employee's first day of employment (mm/dd/yyyy) : 03/07/2017

Signature of Employer or Authorized Representative Please sign here, using your mouse (press and hold the left button while moving the mouse):  Clear Signature		Date 03/07/2017 Title of Employer or Authorized Representative Account Representative	
Last Name (Family Name)	First Name (Given Name) Olivia	Employer's Business or Organization Name EMSI HR	
Employer's Business or Organization Address (Street Number and Name)	City or Town	State Texas	Zip Code

[CONTINUE](#) [Save to finish later](#)

SterlingONE™ Complete Section 2 (New Experience)

It's now the verifier's turn to complete Section 2.

- The Verifier may access Section 2 through the verifier portal by clicking **View Task** in their notification email.

Attention Sophia Carlson:

You have been designated to complete section 2 of Elaine Goodell's Employment Eligibility Verification (Form I-9). To complete this task, you must inspect original documentation provided by Elaine, and complete section 2 of the Form I-9. The Form I-9 should be completed on the employee's start date, and is required to be completed no later than three business days after the employee's start date. You will receive a notification once Elaine has completed their portion of the Form I-9.

[View Task](#)

Task Details:

Task: **Complete Section 2 of Employee Form I-9**

Assigned by: **Jacob Gavin**

Assigned to: **Sophia Carlson**

Employee: **Elaine Goodell**

Employee Start Date: **03/08/2016**

Task Due Date: **03/11/2016**

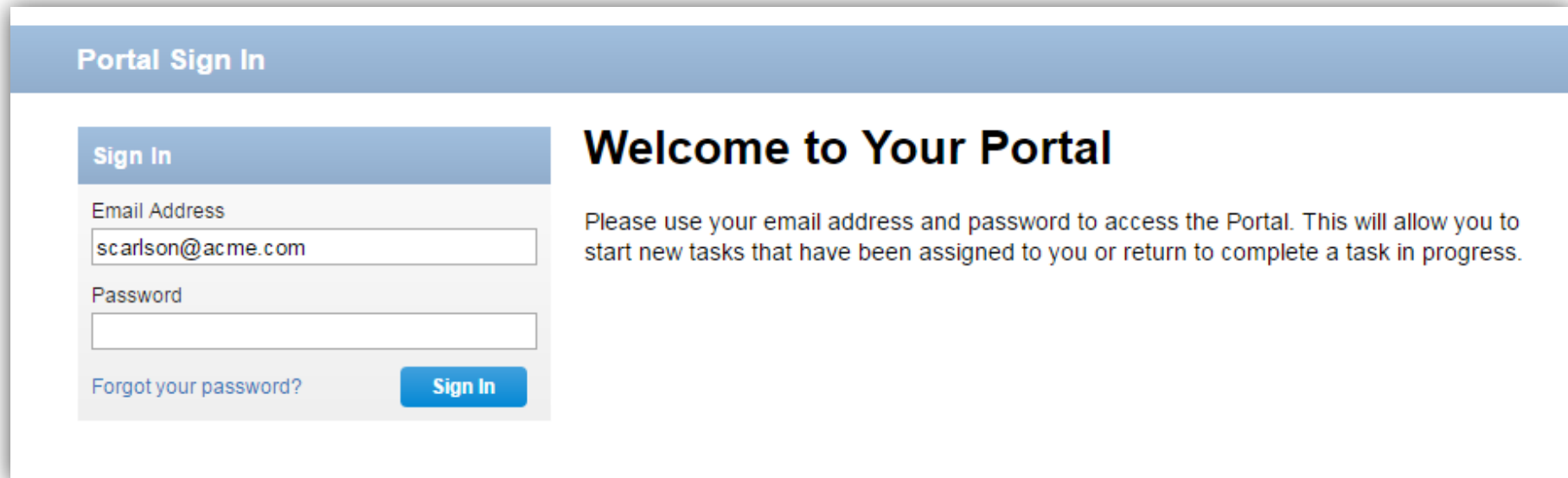
If you have any questions or received this email in error, you may contact us at xxx-xxx-xxxx or administrator@talentwise.com.

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SterlingONE™ Complete Section 2 (New Experience)

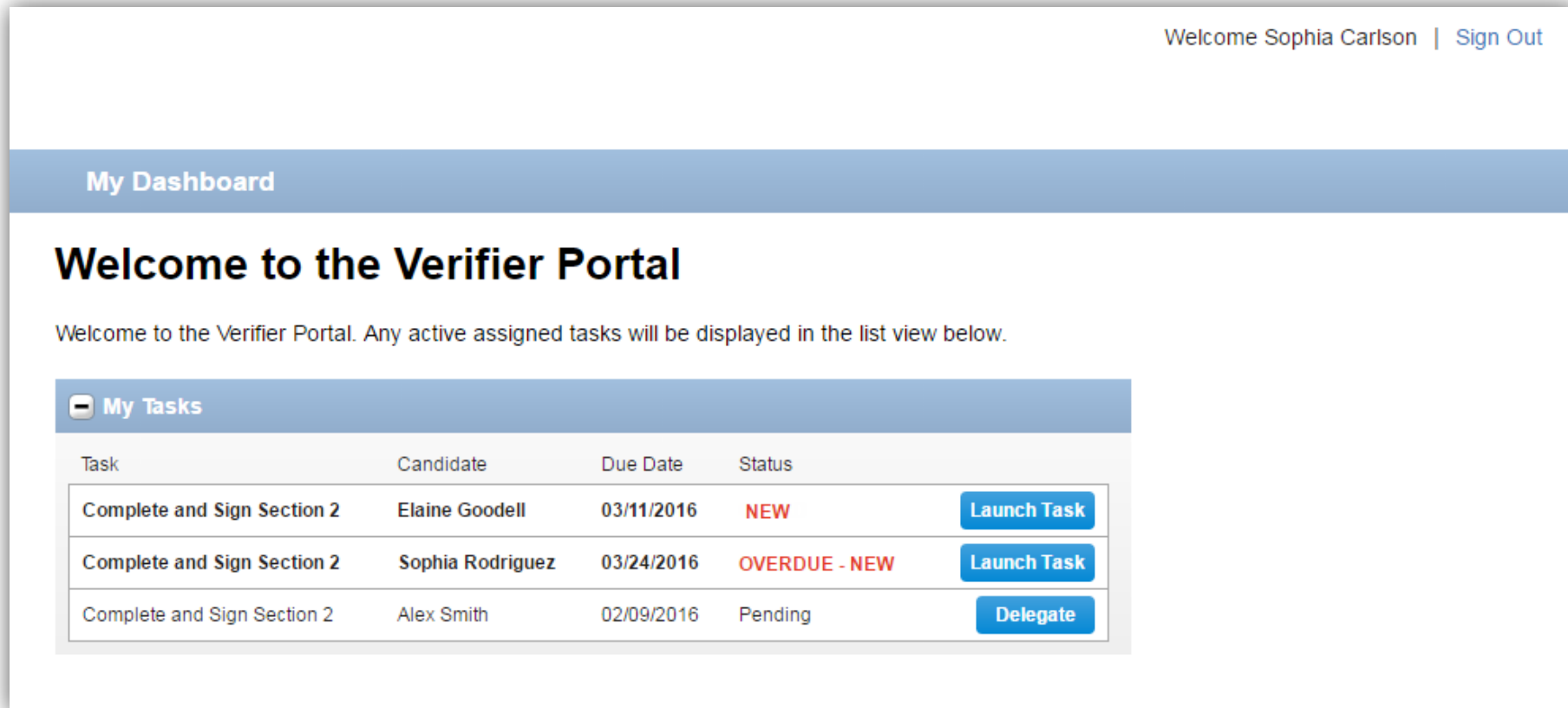
- The verifier will access Section 2 from the verifier portal with their Email Address and Password.



The screenshot shows the 'Portal Sign In' interface. It features a blue header bar with the text 'Portal Sign In'. Below this, on the left, is a 'Sign In' box with a blue header. Inside this box are two input fields: 'Email Address' with the value 'scarlson@acme.com' and 'Password' which is empty. Below the password field is a link 'Forgot your password?' and a blue 'Sign In' button. To the right of the sign-in box, the heading 'Welcome to Your Portal' is displayed in bold. Below the heading is a paragraph of text: 'Please use your email address and password to access the Portal. This will allow you to start new tasks that have been assigned to you or return to complete a task in progress.'

SterlingONE™ Complete Section 2 (New Experience)

- The verifier will click **Launch Task** for the appropriate employee.



Welcome Sophia Carlson | [Sign Out](#)

My Dashboard

Welcome to the Verifier Portal

Welcome to the Verifier Portal. Any active assigned tasks will be displayed in the list view below.

My Tasks

Task	Candidate	Due Date	Status	
Complete and Sign Section 2	Elaine Goodell	03/11/2016	NEW	Launch Task
Complete and Sign Section 2	Sophia Rodriguez	03/24/2016	OVERDUE - NEW	Launch Task
Complete and Sign Section 2	Alex Smith	02/09/2016	Pending	Delegate

SterlingONE™ Complete Section 2 (New Experience)

- Alternately, a verifier who has SterlingONE™ user access may access Section 2 from the report.

1 Form I-9

Form I-9 Status

In Progress

Initiator

Jacob Gavin (everifydemo@talentwise.com)

Employee Start Date

03/08/2016  Edit Date

Form I-9 Due Date

03/11/2016

Status Summary

Sequence	Role	Signer	Status	Action
 Task 1	Employee	Elaine Goodell	Complete	
 Task 2	Verifier	Sophia Carlson scarlson@acme.com 	Notified	Launch Form I-9 Section 2

2 E-Verify

E-Verify will be initiated automatically when all signers have completed the electronic Form I-9.

SterlingONE™ Complete Section 2 (New Experience)

- The verifier will review the employee's completed **Form I-9 Section 1**.

The screenshot shows a web interface for reviewing Form I-9 Section 1. On the left, there is a sidebar with three radio button options: 'Section 1' (which is selected and highlighted with a grey bar and a right-pointing arrow), 'Section 2', and 'eSign Forms'. The main content area has a grey header bar that says 'Form I-9 Section 1'. Below this, the text reads: 'This is the Form I-9 for Test Employer'. A blue link says 'If you will not be able to complete this task, you may [Delegate to another Verifier](#)'. Another paragraph states: 'You must review the information the employee provided in Section 1 as displayed to ensure that it was completed properly. If you identify errors in Section 1, you may [Return this Form I-9 to the employee](#) for correction.' Below this is another grey header bar labeled 'Employee information and Attestation'. Underneath, there are three input fields: 'First Name *' with the value 'Test', 'Middle Name' with a checked checkbox and the text 'No Middle Name', and 'Last Name *' with the value 'Employer'. At the bottom, there is a field for 'Other Last Names Used (if any)' with a checked checkbox and the text 'No Other Names'.

SterlingONE™ Complete Section 2 (New Experience)

- If the verifier identifies any errors, they may click **Return this Form I-9 to the employee**. They will need to provide a **Return Note** indicating why the form was returned.
 - The verifier will not be able to continue with Section 2 until Section 1 has been corrected.

*Return will send the Form back to the selected Task owner. The required note will be included in Task Notification email and will be **visible to all Task Owners listed below**.*

Task Owner

☐ Task 1: Elaine Goodell - Candidate

Return Note

400

Close **Submit**

SterlingONE™ Complete Section 2 (New Experience)

- The verifier will indicate whether the candidate has provided **List A** or **List B** or **C** documents.

The screenshot shows the SterlingONE user interface for completing Form I-9 Section 2. At the top right, it says "Welcome Sophia Carlson | [Sign Out](#)". Below this is a blue header bar with the text "My Dashboard > Electronic Form I-9". On the left side, there is a vertical menu with three options: "Section 1" (checked with a checkmark), "Section 2" (selected with a radio button and a right-pointing arrow), and "eSign Forms" (radio button). The main content area is titled "Form I-9 Section 2" in a grey box. Below this, it says "If you will not be able to complete this task, you may [Delegate to another Verifier](#)". Then, it states: "You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any." Below this is another grey box titled "Employer or Authorized Representative Review and Verification". Under this box, there are two radio button options: "List A" and "List B and C". Under "List A", the following documents are listed: "U.S. Passport", "Permanent Resident Card (I-551)", "Employment Authorization Document (I-766)", and "and other documents...". Under "List B and C", the following documents are listed: "Driver's License or ID Card" and "Voter's Registration Card".

Welcome Sophia Carlson | [Sign Out](#)

[My Dashboard](#) > Electronic Form I-9

☒ Section 1

☐ **Section 2** ▶

☐ eSign Forms

Form I-9 Section 2

If you will not be able to complete this task, you may [Delegate to another Verifier](#)

You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

Employer or Authorized Representative Review and Verification

☐ List A

U.S. Passport
Permanent Resident Card (I-551)
Employment Authorization Document (I-766)
and other documents...

☐ List B and C

Driver's License or ID Card
Voter's Registration Card

SterlingONE™ Complete Section 2 (New Experience)

The form will display document entry fields for List A or List B and C, depending on the verifier's selection.

- The verifier will enter document information into the required fields.
- The form will display alerts if any information is missing or incorrect.

List A Documents

List A Document Title

U.S. Passport

☐ Receipt for a document that was lost, stolen, or damaged

Issuing Authority *

U.S. Department of State

Passport or Passport Card Number *

123

Passport Number must be 9 digits or a 'C' followed by 8 digits.

Expiration Date *

SterlingONE™ Complete Section 2 (New Experience)

- If the employee presents a **Receipt for a document that was lost, stolen, or damaged**, enter the receipt details.
 - For Form I-9 purposes a receipt is valid for date 90 days from the date of hire, and the system will automatically calculate the follow-up date.

List B Documents

List B Document Title *

Driver's license issued by a State or outlying possession of the United States ▼

☒ Receipt for a document that was lost, stolen, or damaged

Issuing Authority *

Select State/Territory ▼

Receipt Number *

123456789

Note: A receipt is only valid for up to **90 days** from the employee's start date. The employee must present you with a replacement document for which the receipt was originally given on or before **4/18/2017**.

SterlingONE™ Complete Section 2 (New Experience)

- The verifier will verify the employee's first day of employment, enter their title and enter the employer's business name and address to complete the **Certification**.
 - The employer information may be prefilled based on account configuration.

Certification

Employee's first day of employment

Title of Employer or Authorized Representative *

Employer's Business or Organization Name *

Address *

City *

Country/Region *

State or Province *

Zip *

SterlingONE™ Complete Section 2 (New Experience)

- The verifier may be prompted to attach a copy of the employee's identification documents.
- Simply **Choose File**, **Upload File**, and repeat as necessary for multiple attachments.
- Documents may be removed with the **trash icon**, if necessary.

The image shows three sequential screenshots of a web interface, numbered 1, 2, and 3 in blue circles on the right. Each screenshot is a white box with a light gray border and a drop shadow.

Step 1: The box is titled "Attach copy of documents *". It contains a "Choose File" button, the text "No file chosen", and an "Upload File" button. Below these is the text "Max file size is 15MB".

Step 2: The box is titled "Attach copy of documents *". It contains a "Choose File" button, the text "USPassport.gif", and a blue "Upload File" button. Below these is the text "Max file size is 15MB".

Step 3: The box is titled "Attach copy of documents *". It contains a "Choose File" button, the text "No file chosen", and a gray "Upload File" button. Below these is the text "Max file size is 15MB". At the bottom, it says "Previously Uploaded:" followed by a trash icon and the text "USPassport.gif".

SterlingONE™ Complete Section 2 (New Experience)

- The verifier will be asked to consent to use an electronic signature by clicking **I Agree to Use an Electronic Signature**.
- If the verifier declines to use an electronic signature, the workflow will be halted and the status set to **eSign Declined**. A new I-9 will need to be completed.

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.

If you decline to use an electronic signature by clicking the "I Decline to Use an Electronic Signature" button, you will be asked to enter your reason for declining. You should contact your employer to manually sign your document.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

You will receive a copy of the following forms.

I Agree to Use an Electronic Signature

I Decline to Use an Electronic Signature

SterlingONE™ Complete Section 2 (New Experience)

- The verifier will have the option to **Select or Draw Your Electronic Signature**.
- Once a signature has been chosen, the verifier will click **Proceed to eSign Preview**.

eSign Forms

[<< View Consent and Notice Regarding Electronic Signature](#)

Select or Draw Your Electronic Signature

Confirm your name:

Confirm your initials:

Select your signature

☒ Signature

Sophia Carlson

Initials

SC

☐ Or draw your signature

Initials

Clear

Clear

Proceed to eSign Preview >>

SterlingONE™ Complete Section 2 (New Experience)

- The employee will review the form to ensure all fields are completed correctly and click **Confirm and eSign Forms** to complete signing.
- If the employee identifies errors, they may return to the form by clicking **I need to correct my information before I sign**.

eSign Forms

Confirm and eSign Forms **Save and Sign Later** [I need to correct my information before I sign](#)

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
Employer	Test		N/A	1

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title U.S. Passport	Document Title N/A	Document Title N/A
Issuing Authority U.S. Department of State	Issuing Authority N/A	Issuing Authority N/A
Document Number 123456789	Document Number N/A	Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 02/01/2017	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A	Additional Information	
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy)		

QR Code - Sections 2 & 3
Do Not Write In This Space

SterlingONE™ Complete Section 2 (New Experience)

- Once eSigning is complete, the verifier may [Return to Dashboard](#) to complete assigned I-9 tasks for other employees, or [Logout](#) of the verifier portal.

eSign Forms

 **eSigning Complete**

You have completed electronically signing your Form I-9.

Your signed documents can be accessed through the links below, or through the My Documents panel on your dashboard.

[Form_I9_Goodell_Elaine_2016-03-21_1454PDT.pdf](#)
[USPassport.pdf](#)

[Return to Dashboard](#)[Logout](#)

Form I-9/E-Verify

E-Verify Processing

Verified Person Overdue Reason (Previous Experience)

- If the verifier completes Section 2 of the Form I-9 more than 3 days after the employee's first day of employment, the I-9 task will be considered overdue. The verifier must select an **Overdue reason**.

Certification

☒ I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear 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.

The employee's first day of employment (mm/dd/yyyy) : 03/01/2017

Overdue reason :

--select--

--select--

Awaiting Social Security Number

Technical Problems

Audit Revealed that New Hire Was Not Run

Federal Contractor with E-Verify Clause verifying an existing employee

Other

left button while moving the mouse):

Date 03/21/2017

Title of Employer or Authorized Representative

Clear Signature

Other:

Certification

☒ I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear 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.

The employee's first day of employment (mm/dd/yyyy) : 03/01/2017

Overdue reason :

Other

Overdue other reason :

SterlingONE™ Overdue Reason (New Experience)

- If the verifier completes Section 2 of the Form I-9 more than 3 days after the employee's first day of employment, the I-9 task will be considered overdue. The verifier must select an **Overdue Reason** and click **Continue** to complete submission.

eSign Forms

✓ eSigning Complete

You have completed electronically signing your Form I-9.

Your signed documents can be accessed through the links below, or through the My Documents panel on your dashboard.

[Form_I9_Goodell_Elaine_2016-03-21_1454PDT.pdf](#)
[USPassport.pdf](#)

⚠ This case is considered overdue because it is not submitted within three (3) business days of hire. Please give reason:

Overdue Reason

[Continue](#)

[Return to Dashboard](#) [Logout](#)

Select

- Awaiting Social Security Number
- Technical problems
- Audit revealed that new hire was not run
- Federal Contractor with E-Verify Clause verifying an existing employee
- Other

Verified Person Photo Matching (Previous Experience)

- If the employee provided a U.S. passport or passport card, I-551 or I-766, the verifier will be asked to complete the **photo match** for E-Verify.

Initial Response



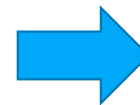
Eligibility Text: Photo Matching Required
Eligibility Details:

[Case details](#)

Initiate Photo Confirmation

Close Case - Currently Employed

Close Case - Not Employed



If the photo matches the employee click the Confirm Photo button. If the photo does not match or the match is uncertain, click the "Do NOT Confirm" button to begin/continue the DHS referral process.

Confirm Photo

Do NOT Confirm Photo

Go Back

SterlingONE™ Photo Matching (New Experience)

- If the employee provided a U.S. passport or passport card, I-551 or I-766, the verifier will be asked to complete the **photo match** for E-Verify.
- The verifier will click **Yes or No** to indicate if the photo matches and then click **Continue**.

eSign Forms

eSigning Complete

You have completed electronically signing your Form I-9.

Your signed documents can be accessed through the links below.

[Form_I9_Goodell_Elaine_2015-11-25_1100PST.pdf](#)
[USPassport.pdf](#)

Important: Please Verify the Photo Below

Does this photo match the photo on the U.S. Passport or U.S. Passport Card provided by the employee?

Note: If "No Photo on this Document" appears below, select **Yes**.



☒ YES
☐ NO

[Continue](#)

E-Verify Photo Matching (New Experience)

- E-Verify will return initial verification within 3-5 seconds.

eSign Forms

✓ eSigning Complete

You have completed electronically signing your Form I-9.

Your signed documents can be accessed through the links below.

[Form_I9_Goodell_Elaine_2015-11-25_1100PST.pdf](#)
[USPassport.pdf](#)

Important: Please Verify the Photo Below

Does this photo match the photo on the U.S. Passport or U.S. Passport Card provided by the employee?

Note: If "No Photo on this Document" appears below, select **Yes**.



☒ YES
☐ NO

Continue

E-Verify has completed with a result of **Employment Authorized - Employee Retained**
The employee continues to work after receiving an Employment Authorized result.

E-Verify Case Management

E-Verify Results

Upon submission of a completed Form I-9, E-Verify will return one of the following results:

- **DHS Verification in Process**

The Department of Homeland Security requires additional time to verify the information submitted. SterlingONE™ will automatically update when results are available from E-Verify.

- **Pending Duplicate Case**

E-Verify has flagged the case as a potential duplicate because a case with the same SSN was submitted by the same employer in the past 30 days. A SterlingONE™ user must review and resolve.*

- **Employment Authorized**

The information submitted matches DHS/SSA records. SterlingONE™ automatically closed the E-Verify Case as **Employment Authorized - Employee Retained.**

- **Tentative Nonconfirmation (TNC)**

The information submitted does not initially match DHS/SSA records. An E-Verify certified SterlingONE™ user must take action to resolve.*

**For more information on E-Verify user certification and E-Verify case management through SterlingONE™, search for E-Verify in Help & Resources*

Verified Person Duplicate Case (Previous Experience)

- When a duplicate case returns, the employer will review the case details and decide whether to continue processing in E-Verify, or close the case out as a duplicate.

Employee Data	
Hire Date: 03/14/2017	Citizenship Status: A citizen of the United States
Overdue	Add'l Overdue Info:
Reason:	
Document List B and C	Document 05/23/2024
Type: Documents	Expiration Date:
I94 Number:	Alien Number:
Card Number:	Visa Number:
Passport	Country of Issue:
Number:	
	List B: Driver's license or ID card issued by a U.S. state or outlying possession
List C: Social Security Card	List B supporting: Driver's license
List B state: TN	List B number: 093136489

Initial Response
Eligibility Text: Duplicate Case
Eligibility Details:

[Case details](#)

Verified Person Duplicate Case (Previous Experience)

Initial Response

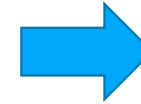
Eligibility Text: Duplicate Case
Eligibility Details:

[Case details](#)

Initial Response

Eligibility Text: Duplicate Case
Eligibility Details:

[Case details](#)



Warning: Duplicate case data detected at E-Verify. Correction is permitted only once.

E-Verify Duplicate Case List

Case	SSN	Create Date	Order Information	Hire Date	Eligibility
2017075074241NA	7292			2017-03-14T00:00:00	Employment Authorized

Close/Continue Case with or without modification?

Continue Case [With] Changes

Continue Case [Without] Changes

Close Case

Warning: Duplicate case data detected at E-Verify. Correction is permitted only once.

E-Verify Duplicate Case List

Case	SSN	Create Date	Order Information	Hire Date	Eligibility
2017075074241NA	7292			2017-03-14T00:00:00	Employment Authorized

Please select a continuation reason from the list:

- ☐ The employee is a rehire and I am required to create a new case.
- ☐ The previous case is invalid because of incorrect data.
- ☐ Other

Do NOT Submit

Submit

Other Continuation Reason :

SterlingONE™ Duplicate Case (New Experience)

Important: Duplicate Case Found

Carefully review the information below. Under **Take Action:**

- If the information is correct, click **Continue Case**. If the information is NOT correct, update the appropriate field(s) and click **Continue Case**.
- If the information entered is not correct and cannot be updated, click **Close Case**. If you created this case in error or no longer need to continue this verification, click **Close Case**.

The information you entered for this case matches information from another case entered by this employer.

Status	Case Number	Created Date	SSN	Hire Date
Case Incomplete	2017032180841ZQ	02-01-2017	*** ** 123456789	01-31-2017
Duplicate Case	2017032175405ZL	02-01-2017	*** ** 123456789	01-31-2017
Employment Authorized	2017032175153ZF	02-01-2017	*** ** 123456789	01-31-2017

Check that the following information is correct.

Last Name	First Name	Middle Initial
Doe	Jane	
Other Last Names Used	Date of Birth	Social Security Number
	June 9 1977	123 - 45 - 6789
Hire Date	Citizenship Status	
02/14/2017	A citizen of the United States	
Document Type	Document Number	Document Expiration Date
US Passport	123456789	04/06/2018
Take Action:		
☐ Continue Case		
☐ Close Case		

Take Action:

- ☒ Continue Case
- ☐ Close Case

Select the appropriate statement:

- ☒ The employee is a rehire and I am required to create a new case.
- ☐ The previous case is invalid because of incorrect data.
- ☐ Other

Continue

Take Action:

- ☐ Continue Case
- ☒ Close Case

Select the appropriate statement:

- ☒ The case is a duplicate because the employer created a case with the same data within the past 30 days.
- ☐ The case is invalid because the data entered is incorrect.

Continue

- When a duplicate case returns, the employer will review the case details and decide whether to continue processing in E-Verify, or close the case out as a duplicate.

Verified Person Tentative Nonconfirmation (Previous Experience)

- When a TNC response is received. The employer can close the case or begin the DHS Referral Process.

Initial Response

Eligibility Text: DHS Verification in Process
Eligibility Details:

Additional Verification

DHS Tentative Nonconfirmation (TNC)

[Case details](#)

Initiate DHS Referral (TNC)

Close Case - Currently Employed

Close Case - Not Employed

Verified Person Tentative Nonconfirmation (Previous Experience)

- Once the “Initiate DHS Referral” button has been selected, the following Further Action Forms will be displayed.

Additional Verification

DHS Tentative Nonconfirmation (TNC)

[Case details](#)

[Employee Department of Homeland Security Tentative Nonconfirmation Notice \(English version\)](#)
[Employee Department of Homeland Security Tentative Nonconfirmation Notice \(Spanish version\)](#)

The above **Department of Homeland Security Tentative Nonconfirmation Notice** should be printed, filled out and discussed with the employee prior to taking further action. Upon completion of these tasks, **you MUST click the Employee given form button** after providing the employee with the document. You will not be able to refer your employee to the SSA or DHS without completing these tasks.

Employee given form

Verified Person Tentative Nonconfirmation (Previous Experience)

- Once the employee has been provided with the Further Action notice, if the would like to contest, the employer will submit a Referral. Once a referral has been initiated, a secondary link will be displayed allowing the employer to print the Referral Confirmation notice.

Additional Verification

DHS Tentative Nonconfirmation (TNC)

[Case details](#)

You may upload supporting documentation in GIF or JPEG format as an alternative to mailing them. This is an optional feature applicable only when DHS has provided a document image that is in conflict with one in the employees possession. Supporting documents may not be duplicates of those previously received.

Select Supporting Documents No file selected.

Click the Submit Referral button to refer the employee to the DHS.

Verified Person Tentative Nonconfirmation - TNC Closure Reasons (Previous Experience)

Additional Verification

DHS Tentative Nonconfirmation (TNC)

[Case details](#)

Currently employed Close Case Options :

- ☐ The employee continues to work for the employer after choosing not to contest a Tentative Nonconfirmation.
- ☐ The case is invalid because another case with the same data already exists.
- ☐ The case is invalid because the data entered is incorrect.
- ☐ The case is being closed because the document is expired.
- ☐ The case is being closed because DHS or SSA instructed this employer to close the case.
- ☐ The employer is no longer our client.
- ☐ The case is being closed because DHS or SSA instructed this employer to create a new case for this employee.

Close Case

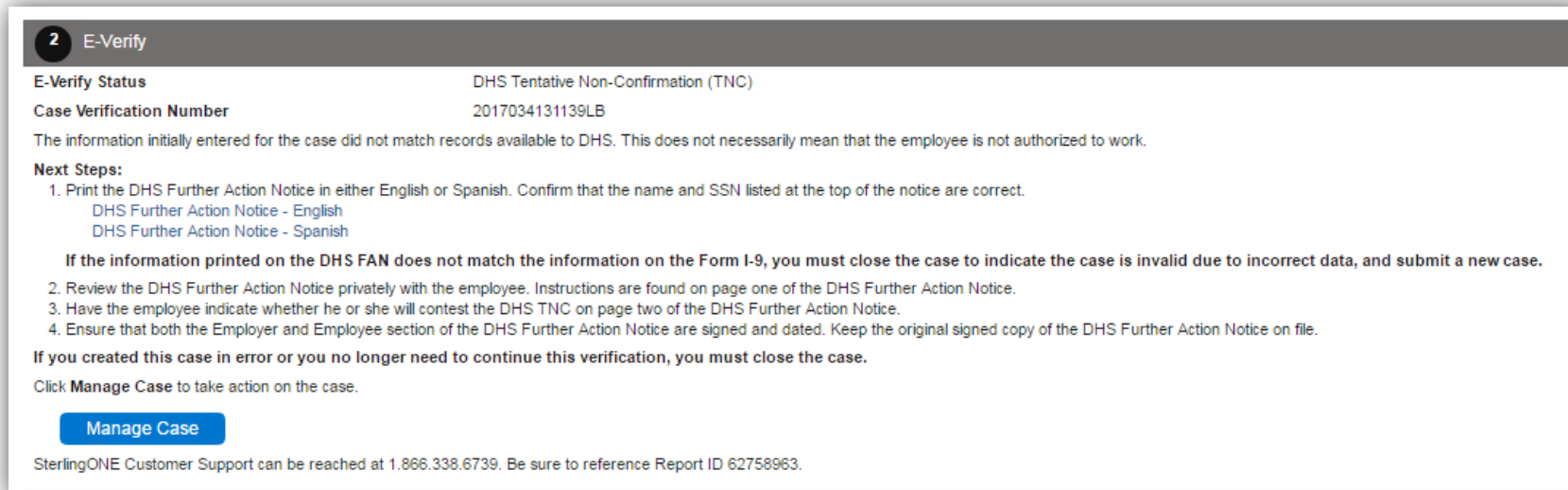
Do NOT Close Case

SterlingONE™ Tentative Nonconfirmation (New Experience)

- If the result is a Tentative Nonconfirmation (TNC), go to the report and print the Further Action Notices. TalentWise provides detailed steps to assist with the process.
- All Tentative Nonconfirmation should be handled privately with the employee.

To process a Tentative Nonconfirmation (TNC):

- Complete the **Next Steps** outlined in the E-Verify report to generate the Further Action Notice (FAN).



2 E-Verify

E-Verify Status DHS Tentative Non-Confirmation (TNC)

Case Verification Number 2017034131139LB

The information initially entered for the case did not match records available to DHS. This does not necessarily mean that the employee is not authorized to work.

Next Steps:

1. Print the DHS Further Action Notice in either English or Spanish. Confirm that the name and SSN listed at the top of the notice are correct.
DHS Further Action Notice - English
DHS Further Action Notice - Spanish

If the information printed on the DHS FAN does not match the information on the Form I-9, you must close the case to indicate the case is invalid due to incorrect data, and submit a new case.

2. Review the DHS Further Action Notice privately with the employee. Instructions are found on page one of the DHS Further Action Notice.
3. Have the employee indicate whether he or she will contest the DHS TNC on page two of the DHS Further Action Notice.
4. Ensure that both the Employer and Employee section of the DHS Further Action Notice are signed and dated. Keep the original signed copy of the DHS Further Action Notice on file.

If you created this case in error or you no longer need to continue this verification, you must close the case.

Click **Manage Case** to take action on the case.

Manage Case

SterlingONE Customer Support can be reached at 1.866.338.6739. Be sure to reference Report ID 62758963.

SterlingONE™ Tentative Nonconfirmation (New Experience)

Manage TNC

Employee Name	E-Verify Status	Case Verification Number
Jane Doe	Tentative Nonconfirmation	2017034131139LB

Indicate whether the employee has been notified. You must notify the employee of the TNC if the information in the Further Action Notice is correct.

☒ I have notified this employee of the TNC

☐ I have not notified the employee. I have identified errors in the case and will create a new case for this employee

Attach a copy of the signed Further Action Notice (FAN)

Select File

No file chosen

(Formats accepted: PDF, JPG, GIF, PNG)

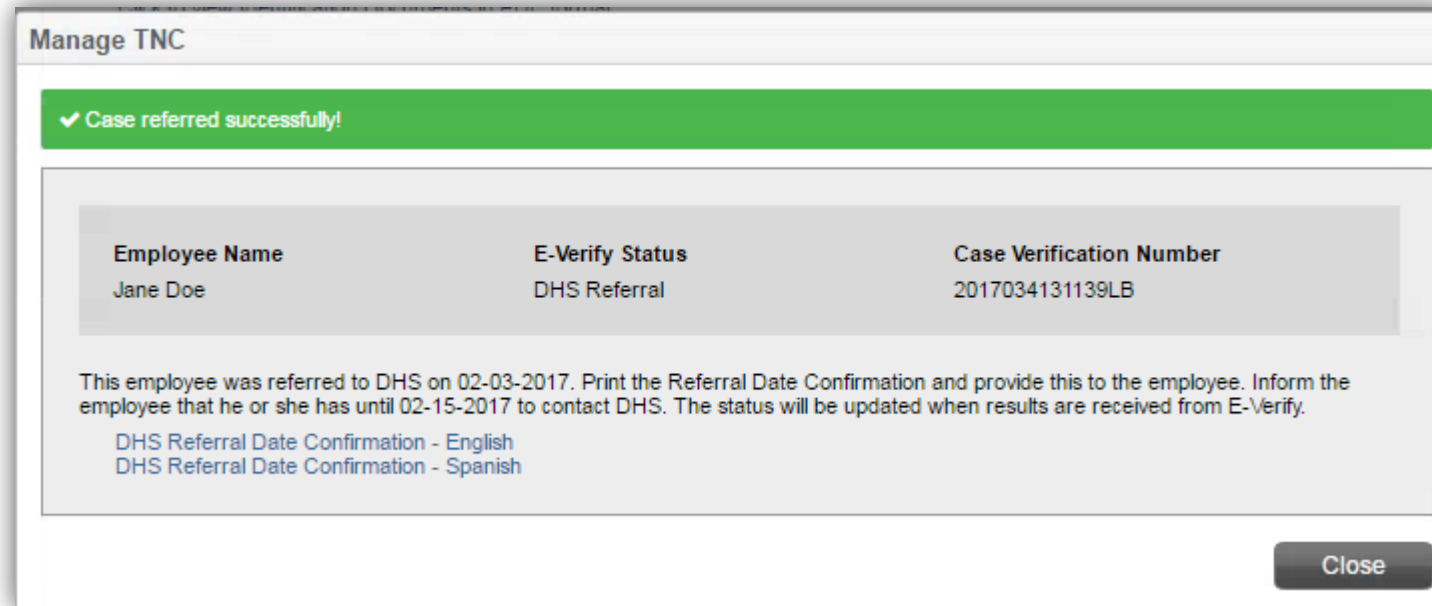
Take Action

- If the employee chose to contest the DHS TNC, click Refer Case.
- If the employee chose to not contest the DHS TNC, click Close Case.
- If the case was created in error or you no longer need to continue this verification, click Close Case.

- Select “I have notified this employee of the TNC” and upload a copy of the signed TNC letter.
- Read the instructions
 - If the employee will contest, select “Refer Case”
 - If the employee will not contest, select or the case was created in error, select “Close Case”

SterlingONE™ Tentative Nonconfirmation (New Experience)

- If the case is referred, the system will provide a referral letter. Download a copy of the letter and provide to the employee.



The screenshot shows a web application window titled "Manage TNC". At the top, a green banner displays a checkmark and the text "Case referred successfully!". Below this, a table with three columns is shown:

Employee Name	E-Verify Status	Case Verification Number
Jane Doe	DHS Referral	2017034131139LB

Below the table, a text block states: "This employee was referred to DHS on 02-03-2017. Print the Referral Date Confirmation and provide this to the employee. Inform the employee that he or she has until 02-15-2017 to contact DHS. The status will be updated when results are received from E-Verify." Below this text are two links: "DHS Referral Date Confirmation - English" and "DHS Referral Date Confirmation - Spanish". A "Close" button is located in the bottom right corner of the window.

- If the case is not referred and will be closed, select the appropriate case closure response.

SterlingONE™ Tentative Nonconfirmation (New Experience)

- The case is now processing, and will be updated once a response is received from E-Verify.

2 E-Verify

E-Verify Status DHS Referral

Case Verification Number 2017034131139LB

This employee was referred to DHS on 02-03-2017. Print the Referral Date Confirmation and provide this to the employee. Inform the employee that he or she has until 02-15-2017 to contact DHS. The case status will be updated when results are received from E-Verify.

[DHS Referral Date Confirmation - English](#)
[DHS Referral Date Confirmation - Spanish](#)

SterlingONE Customer Support can be reached at 1.866.338.6739. Be sure to reference Report ID 62758963.

- A copy of the Further Action Notice (FAN) letter and Referral letter can always be retrieved from documents under the candidate profile.

Documents (7)			
Document	Uploaded	File Size	
☐ E-Verify DHS Referral Date Confirmation - Spanish	Feb 3 11:15 am By Patty Test	932 KB	
☐ E-Verify DHS Referral Date Confirmation - English	Feb 3 11:15 am By Patty Test	1008 KB	
☐ E-Verify DHS Tentative Nonconfirmation - English	Feb 3 11:15 am By Patty Test	36 KB	
☐ E-Verify DHS Tentative Nonconfirmation - Spanish	Feb 3 11:13 am By Patty Test	1349 KB	
☐ E-Verify DHS Tentative Nonconfirmation - English	Feb 3 11:13 am By Patty Test	979 KB	
☐ Form I-9 Form I-9.pdf	Feb 3 11:11 am By Patty Test	533 KB	
☐ Form I-9 Identification Documents Demo - Passport.pdf	Feb 3 11:10 am By Patty Test	36 KB	

SterlingONE™ E-Verify Case Management Menu

Unresolved E-Verify cases can be accessed by certified SterlingONE™ users through the Onboarding Menu. If a unresolved E-Verify case requires action by the user, a dropdown list will appear next to the record.

- Select **E-Verify Case Management**.

E-Verify Case Management ☐ Show me actionable reports only [Download in Excel Format](#)

Select Saved Search... [Save New Search](#) [Update Saved Search](#)

Report ID: 62686042 First Name: Last Name: SSN:

[+ Advanced Search Options](#) [Search](#) [Clear All](#)

Report ID	Name	Start Date	Case Verification Number	E-Verify Status	Action
62686042	Tes Employee	01/19/2017	2017013102443AJ	Pending Duplicate Case i	Action... ▼

1 - 1 of 1 items

SterlingONE™ E-Verify Case Management Menu

- Select the action drop down list, then select **Manage Case** or **Submit Case** (options may vary based on the status of the case).

E-Verify Case Management ☐ Show me actionable reports only [Download in Excel Format](#)

Select Saved Search... [Save New Search](#) [Update Saved Search](#)

Report ID: 62686042 First Name: Last Name: SSN:

[+ Advanced Search Options](#) [Search](#) [Clear All](#)

Report ID	Name	Start Date	Case Verification Number	E-Verify Status	Action
62686042	Tes Employee	01/19/2017	2017013102443AJ	Pending Duplicate Case i	Action... Action... Manage Case

1 15 items per page 1 of 1 items

- The system will direct you to the E-Verify case for review.
- Please refer to the E-Verify Tutorials for additional guidance on how to close E-Verify cases.

Form I-9/E-Verify

Form I-9 Action Required - Employee

SterlingONE™ allows you to submit an I-9 using receipts or awaiting an SSN, E-Verify can then be initiated once required documents are received.

SterlingONE™ Awaiting SSN

If the employee had not yet received their Social Security Number (SSN) from the Social Security Administration (SSA) at the time they completed their Form I-9:

- A case will not be created in E-Verify without the employee's SSN.

1 Form I-9

Form I-9 Status Complete
[Click to view Form I-9 in PDF format](#)
[Click to view Identification Documents in PDF format](#)

2 E-Verify

E-Verify Not Submitted - Awaiting SSN
A case could not be created in E-Verify because the employee is awaiting a Social Security Number. A new E-Verify case must be created when the employee receives their SSN from the Social Security Administration.
[View the Form I-9 Expiration Report](#) for additional details or to submit a new E-Verify case.
TalentWise Customer Support can be reached at 1.866.338.6739. Be sure to reference Report ID 61928648.

SterlingONE™ Awaiting SSN

- An employee's Form I-9 must be updated with the employee's new SSN once received.
- Reports are distributed via email on a weekly basis to identify employees' who are awaiting their SSN from the SSA.
- Records Awaiting SSN are viewable in the Form I-9 Expiration report under the Reporting tab.
- You can select Complete and Submit E-Verify when an employee has provided their SSN.

Form I-9 Expiration[Download in Excel Format](#)

View Expiration Date From

View Expiration Date To

Previous 30 Days

Next 30 Days

Go

Report ID	Name	Document Type	Expiration Date	Completed
61928648	Ethan J Anderson	Awaiting SSN	03/26/2016	Action...
61620933	Kim Zhang	Receipt	02/09/2016	Action...

Action...

Action...

No Longer Employed

Complete and Submit E-Verify

View Applicant Report

SterlingONE™ Awaiting SSN

- The employee's original Form I-9 must be manually updated by the employee with their SSN once received from the SSA.
- Use the Paper Form I-9 with E-Verify workflow to update the employee's I-9 record in SterlingONE™ with the employee SSN and submit an E-Verify case.

Complete Form I-9 Close X

When the employee has received a Social Security number from the Social Security Administration, you must direct them to manually update the original Form I-9:

1. Enter the SSN in Section 1 of the Form I-9.
2. Initial and date the change.

After updating the form, click **Launch** to enter the SSN and attach the edited Form I-9.

+

Paper Form I-9 with E-Verify

Price: \$0.00

Launch

SterlingONE™ Document Receipts

If the employee initially submitted a receipt for a document that was lost, stolen or damaged to complete Section 2 of the Form I-9:

- A case will not be created in E-Verify if an employee provided a receipt for a document that was lost, stolen or damaged to completed their Form I-9.

1 Form I-9

Form I-9 Status

Complete

[Click to view Form I-9 in PDF format](#)

2 E-Verify

E-Verify Not Submitted - Receipt

A case could not be created in E-Verify because the employee presented a receipt. A separate E-Verify case must be created when the employee presents the actual document for which the receipt was presented.

View the [Form I-9 Expiration Report](#) for additional details or to submit a new E-Verify case.

TalentWise Customer Support can be reached at 1.866.xxx.xxxx. Be sure to reference Report ID 61252959.

SterlingONE™ Document Receipts

- Employee Provided Form I-9 Document Receipts are valid until their printed expiration date, or 90 days following the employee's date of hire, whichever is earlier.
- Reports are distributed via email on a weekly basis to identify receipts nearing expiration.
- Receipts are viewable in the **Form I-9 Expiration** report under the **Reporting** tab.
- You can select **Complete and Submit E-Verify** when an employee has provided the original document for which the receipt was issued.

Form I-9 Expiration[Download in Excel Format](#)

View Expiration Date From

View Expiration Date To

Previous 30 Days

All

Go

Report ID	Name	Document Type	Expiration Date	Completed
61258683	Marly G Otomba	Receipt	05/05/2015	Action...
61258662	Felicia Biye	Receipt	07/06/2015	Action...

Action...

No Longer Employed

Complete and Submit E-Verify

View Applicant Report

SterlingONE™ Document Receipts

- The employee's original Form I-9 must be manually updated with the actual document information once received from the issuing authority.
- Use the **Paper Form I-9 with E-Verify** workflow to update the employee's I-9 record in SterlingONE™ with new document details and submit an E-Verify case.

Complete Form I-9

Close X

When the employee presents the actual document to replace the receipt, you must manually update the original Form I-9:

1. Cross out the word "receipt" and any accompanying document number and expiration date.
2. Insert the number from the actual document presented.
3. Initial and date the change.

After updating the form, click **Launch** to enter the document information and attach the edited Form I-9.

+ Paper Form I-9 with E-Verify

Launch

Form I-9/E-Verify

Launch and Complete Section 3

Verified Person Section 3 (Previous Experience)

- Section 3 can be completed for reverifications and rehires.

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)			
A. New Name (if applicable) Last Name (Family Name)	First	Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy)
C. If employee's previous grant of employment authorization has expired, provide the information for the document form List A or List C the employee presented that establishes current employment authorization in the space provided below.			
Document Title :	Document Number :	Expiration Date (if any)	
--select--		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 document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative Please sign here, using your mouse (press and hold the left button while moving the mouse): Clear Signature		Print Name of Employer or Authorized Representative : Date : 03/07/2017	
CONTINUE Save to finish later			

SterlingONE™ Reverification Overview

An employee's employment eligibility must be reverified (Section 3) if their work authorization recorded in Section 1* on their Form I-9 is temporary and their authorization or one of the following documents is expiring:

- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation
- Employment Authorization Document (Card) (Form I-766)
- Form I-94
- Form I-20
- Form DS-2019

**Employers should not reverify U.S. citizens, lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2, or any List B documents.*

SterlingONE™ Reverification Overview

Reverification Reports are distributed via email on a weekly basis to identify employees' with expirations within the past 30 and next 90 days.

- Recipients of the Reverification Report can be configured in SterlingONE™ Admin under My Account → Preferences → I-9/E-Verify Notifications

Pending reverifications can be viewed in the **Form I-9 Expiration** report under the **Reporting** tab.

- You can select **Reverify Employee** when an employee needs to be submitted for reverification.

Form I-9 Expiration [Download in Excel Format](#)

View Expiration Date From: View Expiration Date To:

[Go](#)

Report ID	Name	Document Type	Expiration Date	Completed
61019039	Jonah Stark	Receipt	12/15/2014	Action...
60963928	Sophia Vanort-Tyler-Smith	FSM PP with I-94/A	09/01/2015	Action... No Longer Employed Reverify Employee View Applicant Report

SterlingONE™ Launch: Electronic Form I-9 – Section 3

To initiate a new Electronic Form I-9 Reverify task for a current employee:

- Click **Add Onboarding** in the **Onboarding History** section and select **Reverify Electronic Form I-9**.



The screenshot shows a user interface for the 'Onboarding History' section. At the top left is a blue icon with a white plus sign and the text 'Onboarding History'. Below this, it says 'Candidate has no onboarding history'. To the right of the header is a blue button labeled 'Add Onboarding'. Below the header are two sections: 'Documents (0)' and 'Notes (0)', each with a plus icon. To the right of the 'Notes (0)' section is a blue button labeled 'Add Note' with a green plus icon.

Note, reverification tasks may also be launched through the **Form I-9 Expiration Report** by selecting **Reverify Employee** from the **Action** menu.

SterlingONE™ Launch: Electronic Form I-9 – Reverify

- Select **Reverification**.

How will Section 3 of the Form I-9 be completed?

* Indicates required field

Please check one of the options below to begin.

☒ **Reverification**

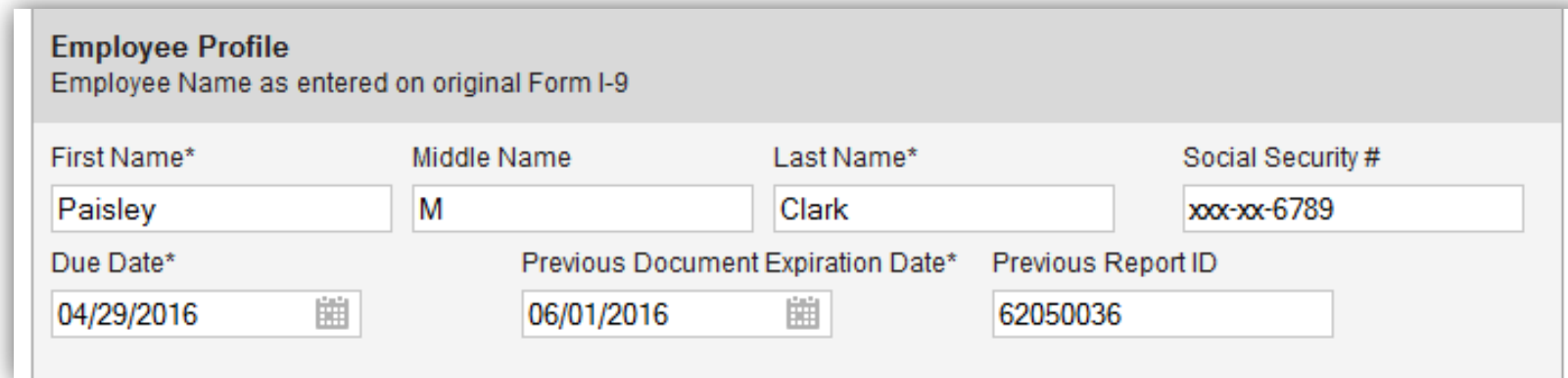
- Current employee's work authorization or document is about to expire

☐ **Update Form I-9**

- Employee has changed their name

SterlingONE™ Launch: Electronic Form I-9 – Reverify

- Fill in the **Employee Profile**.
 - Enter the employee's name as shown on the original Form I-9 and SSN if not prefilled.
 - Select a due date for the Section 3 Reverification task.
 - If launched against an existing candidate record, the **Previous Document Expiration Date** and **Previous Report ID** will be prefilled.

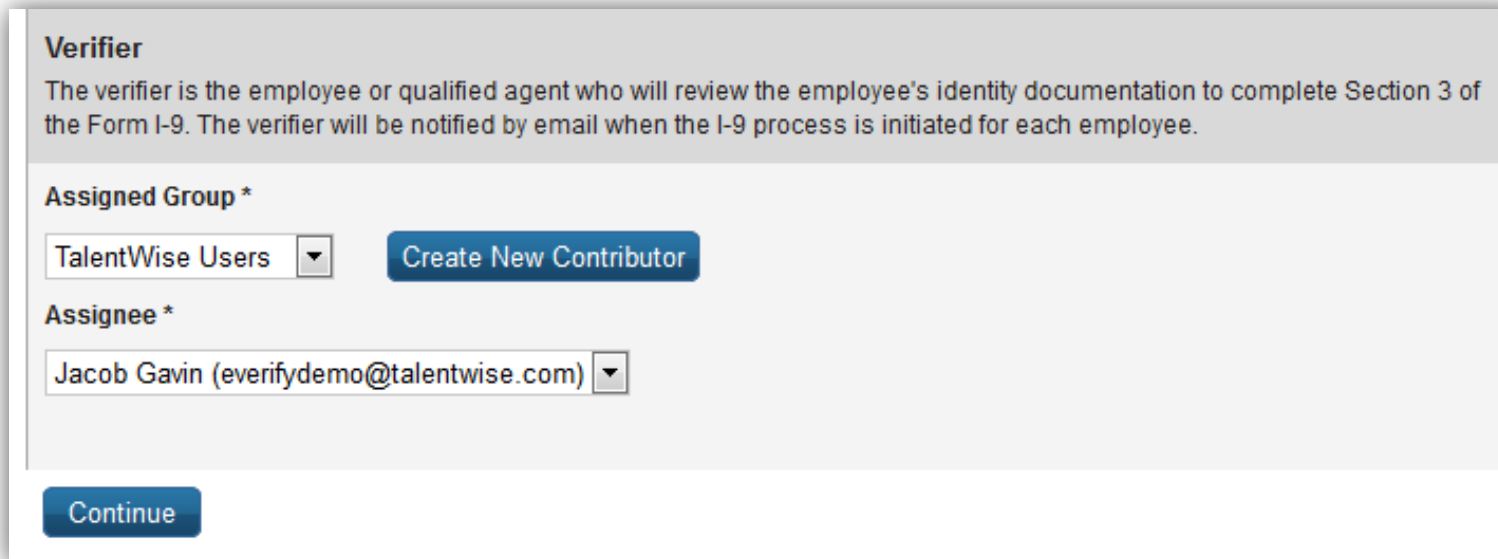


The screenshot shows the 'Employee Profile' form. The title 'Employee Profile' is at the top, followed by the instruction 'Employee Name as entered on original Form I-9'. The form contains several input fields: 'First Name*' with the value 'Paisley', 'Middle Name' with the value 'M', 'Last Name*' with the value 'Clark', and 'Social Security #' with the value 'xxx-xx-6789'. Below these are three more fields: 'Due Date*' with the value '04/29/2016' and a calendar icon, 'Previous Document Expiration Date*' with the value '06/01/2016' and a calendar icon, and 'Previous Report ID' with the value '62050036'.

First Name*	Middle Name	Last Name*	Social Security #
Paisley	M	Clark	xxx-xx-6789
Due Date*	Previous Document Expiration Date*		Previous Report ID
04/29/2016	06/01/2016		62050036

SterlingONE™ Launch: Electronic Form I-9 – Reverify

- Assign the **Verifier**.
 - Select the Assigned Group and Assignee. This will be the person verifying the employee's acceptable documents and signing Section 3 of the Form I-9 .
 - Click **Continue**.



Verifier

The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Section 3 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Assigned Group *

TalentWise Users ▼ [Create New Contributor](#)

Assignee *

Jacob Gavin (everifydemo@talentwise.com) ▼

[Continue](#)

SterlingONE™ Launch: Electronic Form I-9 – Reverify

- Review Your Order and select **Purchase**.

Review Your Order

PackageReverify Electronic Form I-9

Please review the package details below. To submit your purchase, click the **Purchase** button. To change any information, use the **edit** links.

Order Details  [edit](#)

Employee:	Paisley Clark
Social Security Number:	xxx-xx-6789
Previous Applicant ID:	62050036
Verifier Group:	TalentWise Users
Verifier:	Jacob Gavin (everifydemo@talentwise.com)

Total Package Price:

\$0.00*

Purchase

* Total price shown does not include any state and local taxes.

SterlingONE™ Name Change Overview

An employee's Form I-9 may be updated with their new name in Section 3:

- The employee has recently changed their name since completing their original Form I-9.
- If your company chooses to update employee's Forms I-9 with name changes, it is best practices to apply this process consistently for all employee name changes.

SterlingONE™ Launch: Electronic Form I-9 - Name Change

To initiate a new Electronic Form I-9 Name Change task for a current employee:

- Click **Add Onboarding** in the **Onboarding History** section and select **Reverify Electronic Form I-9**.



The screenshot displays the 'Onboarding History' section of the SterlingONE interface. At the top left, there is a blue icon of two hands shaking next to the text 'Onboarding History'. Below this, a message states 'Candidate has no onboarding history'. In the top right corner of this section, there is a blue button labeled 'Add Onboarding'. Below the 'Onboarding History' section, there are two grey bars. The first bar has a plus icon and the text 'Documents (0)'. The second bar has a plus icon and the text 'Notes (0)', with an 'Add Note' button and a green plus icon in the bottom right corner.

SterlingONE™ Launch: Electronic Form I-9 - Name Change

- Select **Update Form I-9**
 - The employee's name has changed since their original Form I-9 was completed.

How will Section 3 of the Form I-9 be completed? * Indicates required field

Please check one of the options below to begin.

☐ **Reverification**

- Current employee's work authorization or document is about to expire

☒ **Update Form I-9**

- Employee has changed their name

SterlingONE™ Launch: Electronic Form I-9 - Name Change

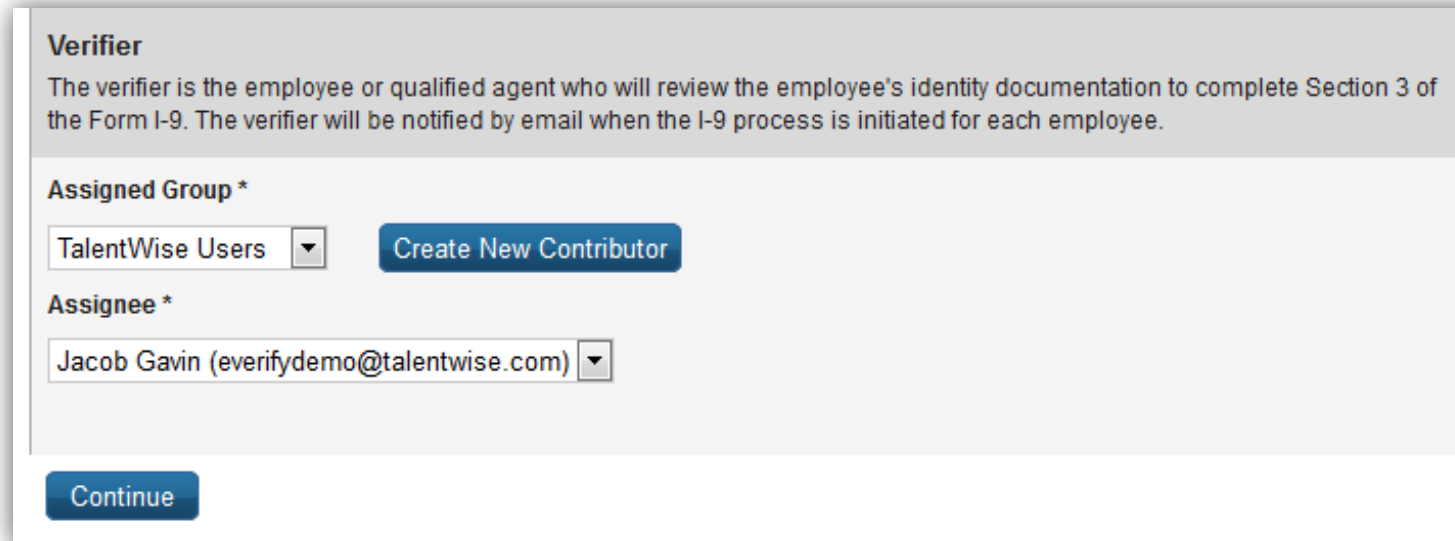
- Fill in the **Employee Profile**.
 - Enter the employee's name as shown on the original Form I-9 and SSN if not prefilled.
 - Select a due date for the Section 3 Name Change task.

Employee Profile
Employee Name as entered on original Form I-9

First Name*	Middle Name	Last Name*	Social Security #
Magda	Elena	Bender	123456789
Due Date*			
04/30/2016 			

SterlingONE™ Launch: Electronic Form I-9 - Name Change

- Assign the **Verifier**.
 - Select the Assigned Group and Assignee. This will be the person entering the employee's new name and signing Section 3 of the Form I-9 .
 - Click **Continue**.



Verifier

The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Section 3 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Assigned Group *

TalentWise Users

Assignee *

Jacob Gavin (everifydemo@talentwise.com)

SterlingONE™ Launch: Electronic Form I-9 - Name Change

- Review Your Order and select **Purchase**.

Review Your Order

Package

Reverify Electronic Form I-9

Please review the package details below. To submit your purchase, click the **Purchase** button. To change any information, use the **edit** links.

Order Details

 edit

Employee:	Magda Bender
Social Security Number:	xxx-xx-6789
Verifier Group:	East Coast Branch
Verifier:	Sophia Carlson (scarlson@acme.com)

Total Package Price:

\$0.00*

Purchase

* Total price shown does not include any state and local taxes.

SterlingONE™ Rehire Overview

Employers must complete or update a Form I-9 for all rehired employees.

- Employers may choose to always use a new Form I-9 for rehired employees, or
- Employers may choose to simply update Section 3 of their rehired employee's original Form I-9 for employees rehired within 3 years of the completion of their original Form I-9.
- If employers choose to use Section 3 for rehired employees, they should implement this process consistency for all rehires, except in scenarios requiring a NEW Form I-9 as specified by USCIS in the M-775, E-Verify User Manual pages 12-13, for employers enrolled in E-Verify.

**Submitting a Form I-9 Section 3 will not create a new case in E-Verify. To E-Verify a rehired employee in SterlingONE™, submit a NEW Form I-9 with E-Verify.*

SterlingONE™ Launch: Electronic Form I-9 - Rehire

To initiate a new Electronic Form I-9 Rehire task for a current employee:

- Click **Add Onboarding** in the **Onboarding History** section and select **Rehire Electronic Form I-9***.

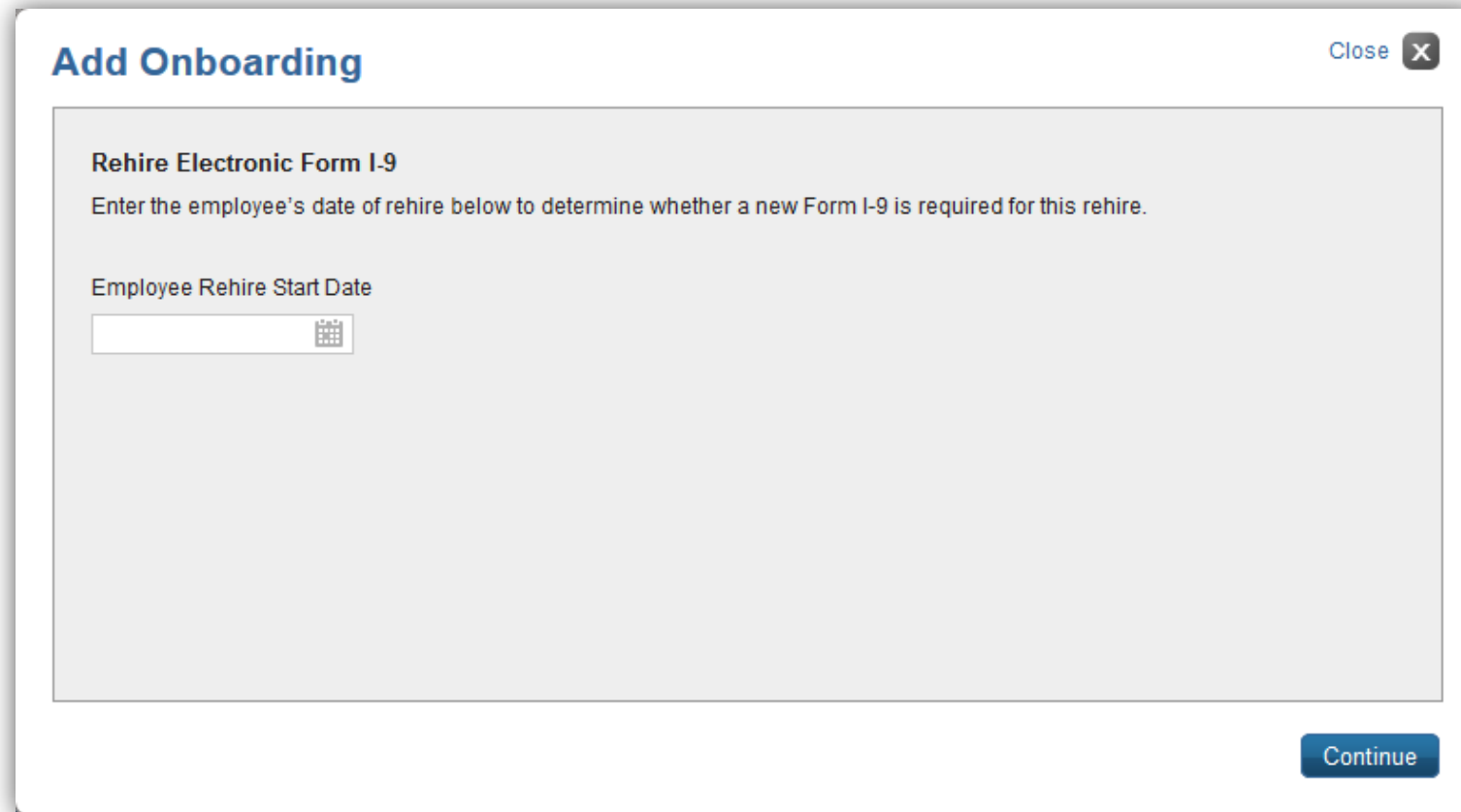


The screenshot shows a user interface for 'Onboarding History'. At the top left is a blue icon of two hands shaking, followed by the text 'Onboarding History'. Below this, it says 'Candidate has no onboarding history'. In the top right corner of this section is a blue button labeled 'Add Onboarding'. Below the 'Onboarding History' section are two grey bars. The first bar has a plus icon and the text 'Documents (0)'. The second bar has a plus icon and the text 'Notes (0)', with an 'Add Note' link and a green plus icon to its right.

**The Rehire Electronic Form I-9 package can be deployed or suppressed upon request. Please contact your designated SterlingONE™ representative to ensure your account is configured in alignment with your organizations process for rehires.*

SterlingONE™ Launch: Electronic Form I-9 - Rehire

- Enter the **Employee Rehire Start Date** and click **Continue**.



The screenshot shows a modal window titled "Add Onboarding" with a "Close" button in the top right corner. Inside the modal, the heading "Rehire Electronic Form I-9" is followed by the instruction "Enter the employee's date of rehire below to determine whether a new Form I-9 is required for this rehire." Below this, the label "Employee Rehire Start Date" is positioned above a date input field. The input field is a white rectangle with a small calendar icon on its right side. At the bottom right of the modal, there is a blue button labeled "Continue".

SterlingONE™ Launch: Electronic Form I-9 - Rehire

- If *more than 3 years have passed* since the original Form I-9, a new Form I-9 must be completed. Click **Continue** to launch a new I-9.

Add Onboarding Close X

The employee's original Form I-9 does not qualify for Section 3 completion because it was completed more than 3 years prior to the date of rehire. Click **Continue** to launch a new electronic Form I-9 with E-Verify.

Original I-9

Previous Report ID	Original Hire Date	DHS Case Number
61019594	11/06/2014	2014310111830NG
Document Type	Document Number	Document Expiration Date
US Passport	111111111	12/13/2018

Continue

SterlingONE™ Launch: Electronic Form I-9 - Rehire

- If the *date of rehire is within 3 years* of the original Form I-9, a Section 3 rehire may be completed. Click **Continue** to launch the Section 3 task.

Add Onboarding Close X

The employee's original Form I-9 qualifies for Section 3 completion.
Click **Continue** to launch an electronic Form I-9 Section 3 for this employee.

*E-Verify is not included in this workflow.

Original I-9

Previous Report ID	Original Hire Date	DHS Case Number
61599334	10/30/2015	2015303162902JY
Document Type	Document Number	Document Expiration Date
US Passport	441209749	04/06/2018

Continue

SterlingONE™ Launch: Electronic Form I-9 - Rehire

- Fill in the **Employee Profile**.
 - Enter the employee's name as shown on the original Form I-9 and SSN if not prefilled.
 - The due date for the rehire Section 3 task will be automated based on the employee's rehire start date.

Employee Profile

* Indicates required field

Employee Name as entered on original Form I-9

First Name*	Middle Name	Last Name*	Social Security #
Sushant		Srinivas	xxx-xx-0006

Employee Rehire Start Date*

SterlingONE™ Launch: Electronic Form I-9 - Rehire

- Assign the **Verifier**.
 - Select the Assigned Group and Assignee. This will be the person completing and signing Section 3 of the Form I-9 .
 - Click **Continue**.

Verifier

The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Section 3 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Assigned Group *

TalentWise Users ▼

Create New Contributor

Assignee *

Jacob Gavin (everifydemo@talentwise.com) ▼

Continue

SterlingONE™ Launch: Electronic Form I-9 - Rehire

- Review Your Order and select **Purchase**.

Review Your Order

PackageRehire Electronic Form I-9

Please review the package details below. To submit your purchase, click the **Purchase** button. To change any information, use the **edit** links.

Order Details  [edit](#)

Employee:	Sushant Srinivas
Social Security Number:	xxx-xx-0006
Verifier Group:	East Coast Branch
Verifier:	Sophia Carlson (scarlson@acme.com)

Total Package Price: \$0.00*

Purchase

* Total price shown does not include any state and local taxes.

SterlingONE™ Complete Section 3

- A verifier who has SterlingONE™ user access may access Section 3 from the report.

1 Form I-9

Form I-9 Status

In Progress

Initiator

Jacob Gavin (everifydemo@talentwise.com)

Status Summary

Sequence	Role	Signer	Status	Action
+ Task 1	Verifier	Jacob Gavin everifydemo@talentwise.com	Notified	Launch Form I-9 Section 3

⌵ Status Notes

+ Add Status Note

— END OF REPORT —

SterlingONE™ Complete Section 3

- The Verifier may access Section 3 through the verifier portal by clicking **View Task** in their notification email.

Attention Jacob Gavin:

You have been designated to complete Section 3 of Paisley Clark's Form I-9. To complete this task you complete the required portions of Section 3 and inspect original documentation provided by Paisley if the employee's work authorization documents have expired since the completion of their original Form I-9.

[View Task](#)

Task Details:

Task: **Complete Section 3 of Employee Form I-9**

Assigned by: **Jacob Gavin**

Assigned to: **Jacob Gavin**

Employee: **Paisley Clark**

Task Due Date: **04/29/2016**

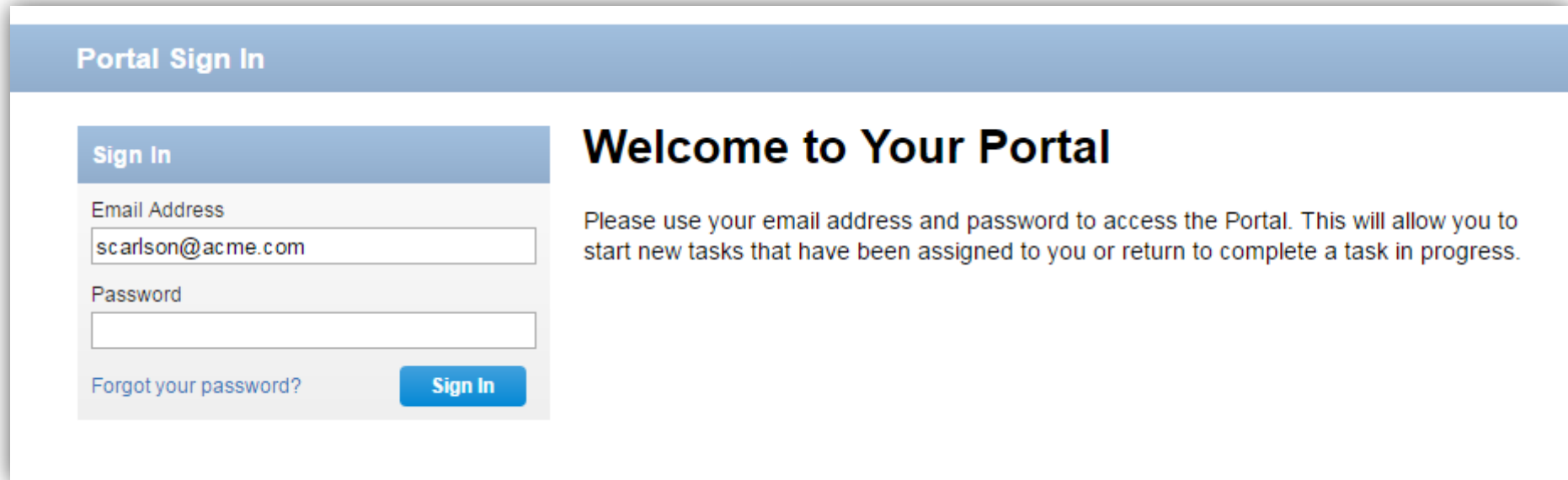
If you have any questions or received this email in error, you may contact us at or .

This email has been automatically generated. Please do not reply to this message.

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SterlingONE™ Complete Section 3

- The verifier without SterlingONE™ user access will log into the verifier portal with their **Email Address** and **Password**.



The screenshot shows the 'Portal Sign In' interface. On the left, there is a 'Sign In' box with two input fields: 'Email Address' containing 'scarlson@acme.com' and 'Password' which is empty. Below the password field is a link 'Forgot your password?' and a blue 'Sign In' button. On the right, the heading 'Welcome to Your Portal' is displayed above a paragraph of instructions: 'Please use your email address and password to access the Portal. This will allow you to start new tasks that have been assigned to you or return to complete a task in progress.'

SterlingONE™ Complete Section 3

- The verifier will access Section 3 by clicking **Launch Task** next to the appropriate Form I-9 Section 3 task.

Welcome to the Verifier Portal

Welcome to the Verifier Portal. Any active assigned tasks will be displayed in the list view below.

My Tasks

Task	Candidate	Due Date	Status	
Complete and Sign Section 3	Sophia Vasquez	04/20/2016	NEW	Launch Task
Complete and Sign Section 3	Paisley Clark	05/04/2016	NEW	Launch Task
Complete and Sign Section 2	Alex Smith	02/09/2016	Pending	Delegate
Complete and Sign Section 2	Elaine Goodell	03/31/2016	Pending	Delegate

SterlingONE™ Complete Section 3

- The form will display required and optional Section 3 fields, depending on the task launched:
 - Reverification will allow the entry of a new name and require entry of work authorization details (see illustration)
 - Name change will require entry of a new name. Please only enter the part of the name that has changed.
 - Rehire will allow the entry of new name and work authorization details and require date of rehire

Reverification and Rehires

Employee Name from Section 1: Employee Test

A. New Name (if applicable)

Complete Block A if an employee's name has changed at the time you complete Section 3. Enter only the part of the name that has changed.

For example: If the employee changed only his or her last name, enter the updated last name in the Last Name field, then select "Name has not changed" checkbox for the First Name field.

First Name	Middle Name	Last Name *
		Smith
☒ Name has not changed	☒ No Middle Name or Name has not changed	☐ Name has not changed

C. Reverification (if applicable)

If the employee's previous grant of employment authorization has expired, provide the information for the document from the List A or List C the employee presented that establishes current employment authorization.

To complete Block C:

- Examine either List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
- Record the document title, document number, and expiration date (if any)

List A/C Document Title *

☐ Receipt for a document that was lost, stolen, or damaged

Social Security Card Number *

SterlingONE™ Complete Section 3

- The verifier will be asked to consent to use an electronic signature by clicking **I Agree to Use an Electronic Signature**.
- If the verifier declines to use an electronic signature, the workflow will be halted and the status set to **eSign Declined**. A new I-9 will need to be completed.

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.

If you decline to use an electronic signature by clicking the "I Decline to Use an Electronic Signature" button, you will be asked to enter your reason for declining. You should contact your employer to manually sign your document.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

You will receive a copy of the following forms.

I Agree to Use an Electronic Signature

[I Decline to Use an Electronic Signature](#)

SterlingONE™ Complete Section 3

- The verifier will have the option to **Select or Draw Your Electronic Signature**.
- Once a signature has been chosen, the verifier will click **Proceed to eSign Preview**.

eSign Forms

[<< View Consent and Notice Regarding Electronic Signature](#)

Select or Draw Your Electronic Signature

Confirm your name: Confirm your initials:

Select your signature

☒ Signature

☐ Or draw your signature

[Proceed to eSign Preview >>](#)

SterlingONE™ Complete Section 3

- The verifier will review the completed Section 3 information and click **Confirm and eSign Forms**.

Section 3. Reverification and Rehires <i>(To be completed and signed by employer or authorized representative.)</i>			
A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
Smith	N/A	N/A	N/A
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)	
Social Security Card (Unrestricted)	123456789	N/A	
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 document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative	
 Patty Hanley	01/31/2017	Acme Co	

Form I-9 11/14/2016 N Page 2 of 3

Form I-9/E-Verify

Paper Form I-9

SterlingONE™ Launch: Paper Form I-9 - Section 1/2

To enter a previously completed paper Form I-9 into SterlingONE™:

- Select the Candidate Record under the Records tab. Click **Add** Onboarding in the **Onboarding History** section and select **Paper Form I-9 with E-Verify**.



- If no candidate record is in the system, click **Launch** next to the **Paper Form I-9 with E-Verify** package on the SterlingONE™ Dashboard tab.



SterlingONE™ Launch: Paper Form I-9 - Section 1/2

- Identify the version of Form I-9 that was completed.
- Input Section 1 of the completed Form I-9 under **Form I-9 Section 1: Employee Information and Verification**.*
- Enter the employee's start date under **Form I-9 Section 2: Employee's First Day of Employment**.
- Click **Continue**.

Paper I-9 (Standalone)

What version of Form I-9 was completed?

Several versions of Form I-9, Employment Eligibility Verification, have been issued since the form was first introduced in 1987. To determine the version, please review the date printed on the bottom left hand corner of the form, and not the expiration date printed at the top of the form.

Please select the version you are using from the options below:

- ☒ Current Version of Form I-9 (Rev. 11/14/2016 N)
☐ Previous Version of Form I-9 (Rev. 03/08/13 N or earlier)

Form I-9 Section 1: Employee Information and Verification

* Indicates required field

Last Name (Family Name)*	First Name (Given Name)*	Middle Initial	Other Last Names Used (if any)
Address (Street Name and Number)*	Apt #	City or Town	State/Territory
			Select State/Territory ▼
Date of Birth (mm/dd/yyyy)*	U.S. Social Security #*	Email Address	Phone Number
m ▼ d ▼ y ▼			

☐ No SSN in Section 1

Employee attests to being (check one):*

- ☐ A citizen of the United States
☐ A noncitizen national of the United States (see Form I-9 for instructions)
☐ A lawful permanent resident
☐ An alien authorized to work until

Form I-9 Section 2: Employee's First Day of Employment

Start Date*

m ▼	d ▼	y ▼
-----	-----	-----

Continue

**If the candidate already has an I-9 on file in SterlingONE™, the fields will be prefilled with data from the most recent I-9.*

SterlingONE™ Launch: Paper Form I-9 - Section 1/2

- Input Section 2 of the Form I-9 into **Form I-9 Section 2: Employer Review and Verification**.
- Click the **I Affirm** ...check box to confirm the information entered.
- Click **Browse** ... to browse and attach the scanned Form I-9 file and any included identification documents.
- Click **Continue**.

Review Your Order

Form I-9 Section 1: Employee Information and Verification

Name

Smith, Employee

Address

123 Company
Chicago, IL 60631

Date of Birth

9/2/1996

Social Security #

Eligibility Type

Citizen

Form Version

Form I-9 (Rev. 11/14/2016 N)

Form I-9 Section 2: Employee's First Day of Employment

Start Date

2/17/2017

Form I-9 Section 2: Employer Review and Verification

List A Document

U.S. Passport

Issuing Authority

US Department of State

Document #

123456789

Expiration Date

9/2/2021

Certification

I-9 File Attached

Demo - Driver's License.pdf

Order Confirmation

Please review the information you have provided.
Click the **Purchase** button to order E-Verify.

Purchase

SterlingONE™ Launch: Paper Form I-9 - Section 1/2

- Review Your Order and select **Purchase**.
- If submitting to E-Verify:
 - You may be prompted to take additional steps, such as E-Verify photo matching. Please see **E-Verify Photo Matching** for more information on photo matching.
 - E-Verify results will be displayed within 3-5 seconds. Please see **E-Verify Results** for more information on E-Verify results.

Review Your Order

Form I-9 Section 1: Employee Information and Verification

Name

Smith, Employee

Address

123 Company
Chicago, IL 60631

Date of Birth

9/2/1996

Social Security #

Eligibility Type

Citizen

Form Version

Form I-9 (Rev. 11/14/2016 N)

Form I-9 Section 2: Employee's First Day of Employment

Start Date

2/17/2017

Form I-9 Section 2: Employer Review and Verification

List A Document

U.S. Passport

Issuing Authority

US Department of State

Document #

123456789

Expiration Date

9/2/2021

Certification

I-9 File Attached

Demo - Driver's License.pdf

Order Confirmation

Please review the information you have provided.
Click the **Purchase** button to order E-Verify.

Purchase

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SterlingONE™ Launch: Paper Form I-9 - Section 3

To enter a previously completed paper Section 3 into SterlingONE™:

- Select the Candidate Record under the Records tab. Click **Add** Onboarding in the **Onboarding History** section and select **Reverify/Rehire Paper Form I-9**.



- If no candidate record is in the system, click **Launch** next to the **Reverify/Rehire Paper Form I-9** package on the SterlingONE™ Dashboard tab.



SterlingONE™ Launch: Paper Form I-9 - Section 3

- Select how the Form I-9 will be completed:
 - **Reverification:** Verifier will complete Section 3 reverification for a current or rehired employee.
 - **Update Form I-9:** Verifier will complete Section 3 to update a current employee's name, or an employee has been rehired within 3 years of original Form I-9 completion who does not require reverification.

Paper Reverify or Rehire (Section 3)

How will Section 3 of the Form I-9 be completed?

* Indicates required field

Please check one of the options below to begin.

☐

Reverification

- Current employee's work authorization or document is about to expire
- Rehired employee's original work authorization or document has since expired

☐

Update Form I-9

- Employee has changed their name
- Employee has been rehired within 3 years of original Form I-9 completion

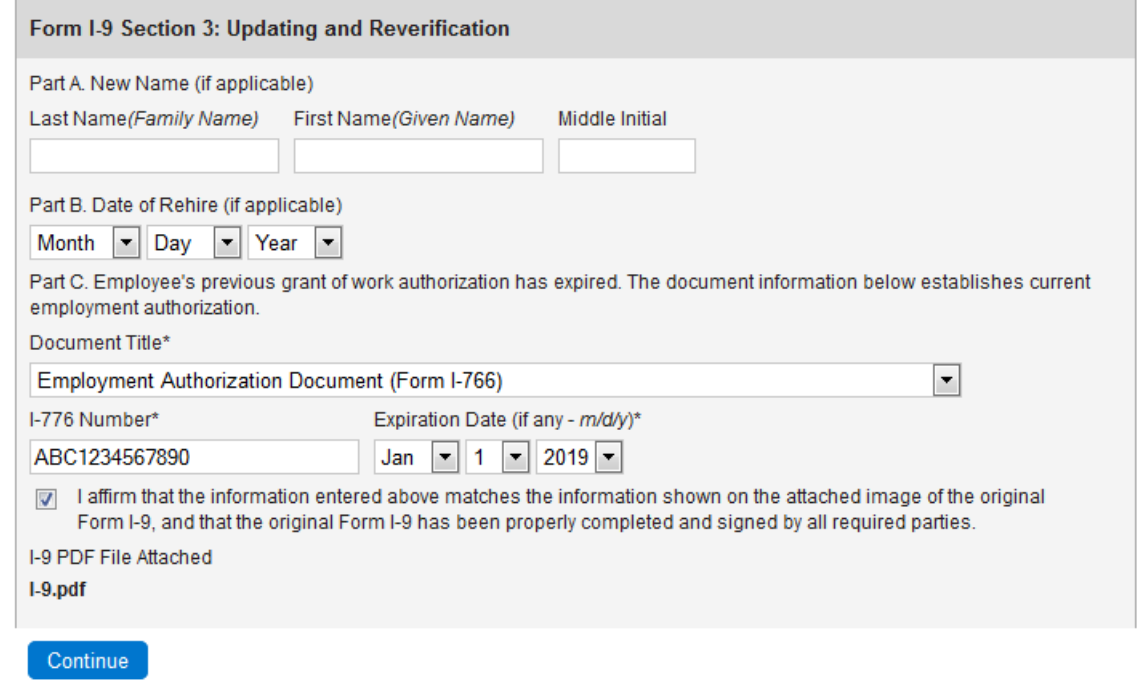
SterlingONE™ Launch: Paper Form I-9 - Reverification

- Fill in the **Form I-9 Section 1: Employee Information and Verification**.
- Enter the employee's name and SSN. These fields may be prefilled with employee profile information from the candidate record in SterlingONE™.
- The **Previous Report ID** field will ensure the completed reverification updates the employee's I-9 record in the **Form I-9 Expiration** report.

Form I-9 Section 1: Employee Information and Verification		
Last Name*	First Name*	Middle Initial
Taylor	John	P
Social Security #*	Previous Report ID	
xxx-xx-6789	84767182	

SterlingONE™ Launch: Paper Form I-9 – Reverification

- Fill in the **Form I-9 Section 3: Updating and Reverification**:
 - If the employee's name has changed since their original Form I-9, enter **Part A. New Name**.
 - If the reverification is being completed for a rehired employee, enter **Part B. Date of Rehire**.
 - Enter the employee's updated List A or List C **document title, document number, and expiration date** to complete the reverification.
 - Complete the **affirmation** and **attach** a copy of the completed Section 3 reverification document.
 - Click **Continue** to proceed.



The screenshot displays the 'Form I-9 Section 3: Updating and Reverification' interface. It is divided into three main sections: Part A, Part B, and Part C. Part A, 'New Name (if applicable)', contains three input fields for 'Last Name(Family Name)', 'First Name(Given Name)', and 'Middle Initial'. Part B, 'Date of Rehire (if applicable)', features three dropdown menus for 'Month', 'Day', and 'Year'. Part C, 'Employee's previous grant of work authorization has expired. The document information below establishes current employment authorization.', includes a 'Document Title*' dropdown menu with 'Employment Authorization Document (Form I-766)' selected, an 'I-776 Number*' input field with 'ABC1234567890', and an 'Expiration Date (if any - m/d/y)*' with 'Jan', '1', and '2019' selected. Below these fields is a checked checkbox for an affirmation statement. At the bottom, it indicates 'I-9 PDF File Attached' with the filename 'I-9.pdf' and a blue 'Continue' button.

Form I-9 Section 3: Updating and Reverification

Part A. New Name (if applicable)

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

Part B. Date of Rehire (if applicable)

Month Day Year

Part C. Employee's previous grant of work authorization has expired. The document information below establishes current employment authorization.

Document Title*

Employment Authorization Document (Form I-766)

I-776 Number* Expiration Date (if any - m/d/y)*

ABC1234567890 Jan 1 2019

☒ I affirm that the information entered above matches the information shown on the attached image of the original Form I-9, and that the original Form I-9 has been properly completed and signed by all required parties.

I-9 PDF File Attached

I-9.pdf

Continue

SterlingONE™ Launch: Paper Form I-9 - Reverification

- Review Your Order and select **Purchase**.

Review Your Order

Form I-9 Section 1: Employee Information and Verification

Name

Taylor, John P

Social Security #

xxx-xx-6789

Previous Report ID

84767182

edit

Form I-9 Section 3: Updating and Reverification

Document Title

Employment Authorization Document (Form I-766)

I-776 Number

ABC1234567890

Expiration Date

1/1/2019

I-9 File Attached

I-9.pdf

edit

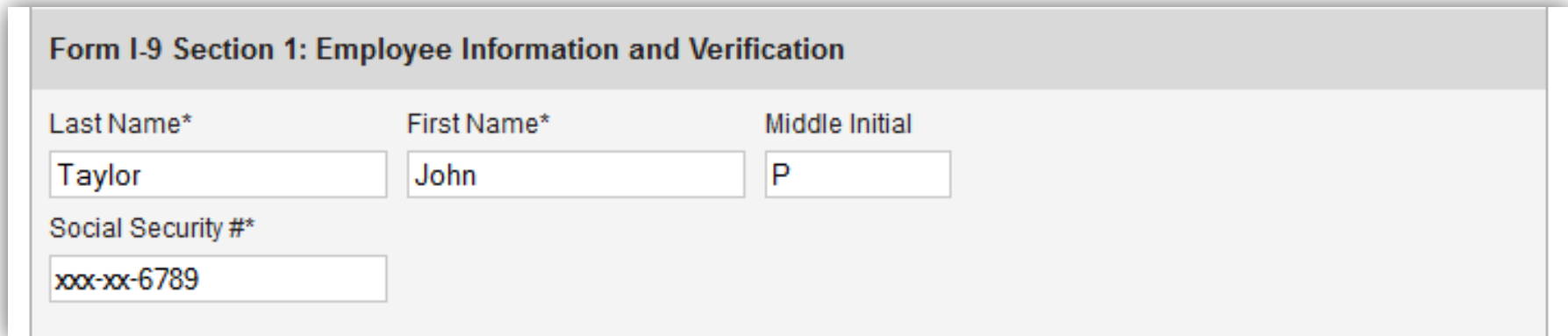
Order Confirmation

Please review the information you have provided.
Click the **Purchase** button to order E-Verify.

Purchase

SterlingONE™ Launch: Paper Form I-9 - Name Update/Rehire

- Fill in the **Form I-9 Section 1: Employee Information and Verification**.
 - Enter the employee's name and SSN. These fields may be prefilled with employee profile information from the candidate record in SterlingONE™.



The screenshot shows a digital form titled "Form I-9 Section 1: Employee Information and Verification". It contains four input fields. The first row has three fields: "Last Name*" with the value "Taylor", "First Name*" with the value "John", and "Middle Initial" with the value "P". The second row has one field: "Social Security #*" with the value "xxx-xx-6789".

Form I-9 Section 1: Employee Information and Verification		
Last Name*	First Name*	Middle Initial
Taylor	John	P
Social Security #*		
xxx-xx-6789		

SterlingONE™ Launch: Paper Form I-9 - Name Update/Rehire

- Fill in the **Form I-9 Section 3: Updating and Reverification**:
 - If the employee's name has changed since their original Form I-9, enter **Part A. New Name**.
 - If the employee has been rehired within 3 years of their original Form I-9, enter **Part B. Date of Rehire**.
 - Complete the **affirmation** and **attach** a copy of the completed Section 3 update document.
 - Click **Continue** to proceed.

The screenshot displays the 'Form I-9 Section 3: Updating and Reverification' interface. It is divided into two main sections: 'Part A. New Name (if applicable)' and 'Part B. Date of Rehire (if applicable)'. Part A includes three input fields for 'Last Name(Family Name)', 'First Name(Given Name)', and 'Middle Initial'. Part B includes a date selection interface with dropdown menus for the month (currently 'July'), day (currently '1'), and year (currently '2016'). Below these sections is a checkbox for an affirmation, which is checked. The text of the affirmation states: 'I affirm that the information entered above matches the information shown on the attached image of the original Form I-9, and that the original Form I-9 has been properly completed and signed by all required parties.' Below the affirmation, it indicates 'I-9 PDF File Attached' and shows the filename 'I-9.pdf'. At the bottom of the form is a blue 'Continue' button.

SterlingONE™ Launch: Paper Form I-9 - Name Update/Rehire

- Review Your Order and select **Purchase**.

Review Your Order

Form I-9 Section 1: Employee Information and Verification

Name

Taylor, John P

Social Security #

xxx-xx-6789

 edit

Form I-9 Section 3: Updating and Reverification

Rehire Date

7/1/2016

I-9 File Attached

I-9.pdf

 edit

Order Confirmation

Please review the information you have provided.
Click the **Purchase** button to order E-Verify.

Purchase

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