New Hire will receive an email asking them to complete Section 1 of their i9. This MUST be completed prior to your first day of employment. Read email carefully and follow directions in the email and on ALL corresponding screens on the i9 site.

Enter your last name and the PIN number provided in the i9 email.

Enter ALL Required information (required information will be highlighted with red asterisk and red first letter). Section 1 information including selection of how new hire is able to work in the U.S will be on one page. When finished click on “next” at bottom of page.

Once new hire has reviewed the information in Step 2, sign electronically at the bottom of the page.
The i9 site will ask if anyone helped in the completion of Section 1 (this could be a translator etc.). If someone did help click “Yes” you will be asked to provide their contact information otherwise select “No”.

Once completed new hire will see the “Finish” page and will be provided with a selection of documents that they MUST bring in with them on the first day of employment to complete Section 2 with the hiring team.

** Any Questions contact EBI Customer Care Team **
800-324-7700