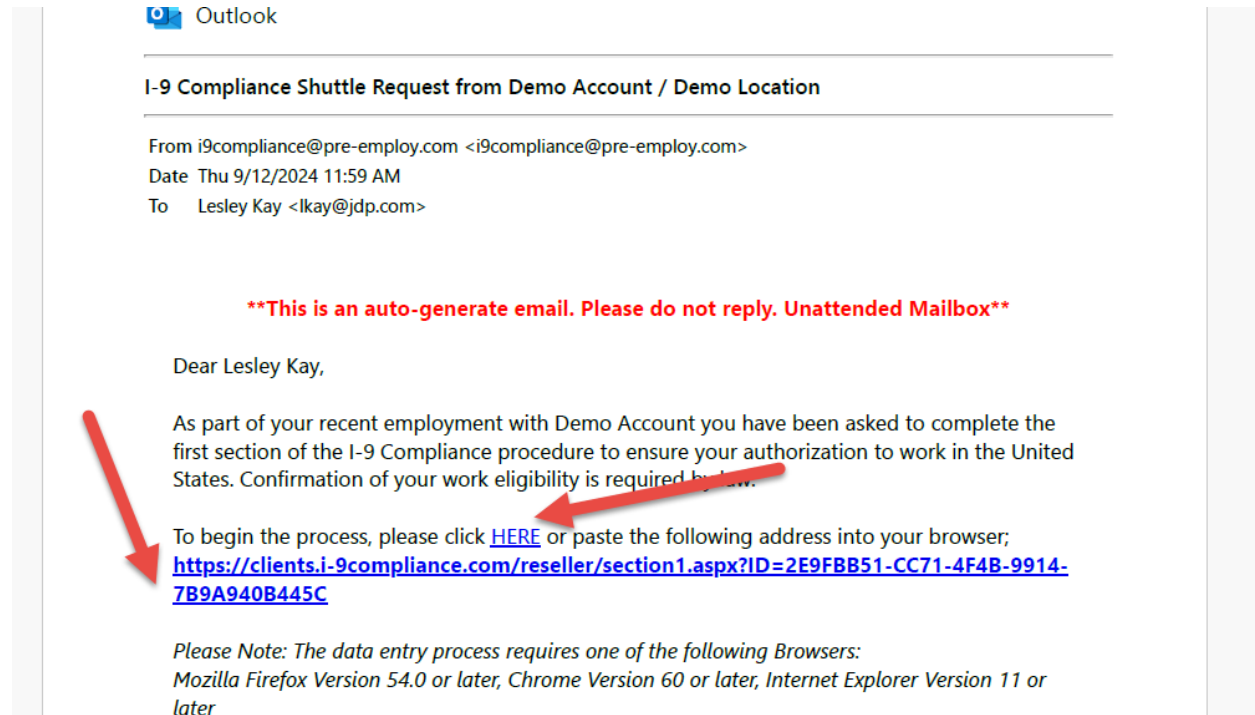


To complete Section 1 remotely, the candidate will follow the link provided in the email triggered by the queue request.



Upon following the link, the candidate will be shown the electronic signature notification.

Employee Review Page 1 of 4:

Electronic Signature Notification

You are being asked to complete and sign the Form I-9 in connection with your current employment with Demo Account ("Company").

For your ease and convenience and to expedite the Form I-9 process, we have made our application available for completion online. Accordingly, you will be asked to confirm your ability to sign and submit the Form I-9 and other necessary information pertaining to your Form I-9 electronically.

Please note that i-9compliance.com requires employees wishing to submit their Form I-9 electronically to include an identification number such as a Social Security Number. This information will be sent over a secure website and will be encrypted.

You will be asked to fully complete each step of the process to the best of your knowledge. Failure to complete all parts of the Form I-9 process will result in delay in processing and/or rejection of the Form I-9.

If you are unwilling or unable to complete this process electronically and/or need an accommodation with any of these steps, please contact Demo Account.

Cancel

Continue

The next screen contains the consents to electronic signature.

Employee Review Page 2 of 4:

CONSENT TO ELECTRONIC SIGNATURE

You have been authorized to complete online documents in connection with your employment. During this process, you will be asked to "sign" one or more of the online documents with an electronic signature. Please read the following carefully regarding the electronic signature process.

To sign a document electronically, fill out your name and Identification Number (which can be your SSN, I-94 or Alien Number) and click both the "I Accept" button and the "Submit" button appearing at the bottom of the document. NOTE: Your electronic signature will not be applied to the document until you correctly complete all of these steps.

If you do not agree to sign the document electronically, click the "I do not agree" button.

When you have completed a document that requires your electronic signature, you may use your browser to view or print the document before you sign it and/or after you sign it. Once all of the documents have been completed and signed, you may also view or print the complete, signed documents by clicking the "Print" button that appears on your screen.

"Highlight here" for the hardware/software requirements needed to access and retain the electronic records related to your application, including the documents you are asked to sign.

Once the signature process is completed, your electronic signature will be binding as if you had physically signed the document by hand.

If you believe you are unable to provide your signature in an electronic format, contact Demo Account directly to complete in a paper or non-electronic format. Please note delays are possible if the process is completed in a paper/non-electronic format.

If at any point you would like to withdraw your consent for your electronic signature, or if you need to update information needed to contact you electronically, please contact Pre-Employ.com at 1-800-300-1821. Any withdrawal of consent will be effective as of the date it is received.

The candidate will check the boxes, enter the PII required, enter their name for the signature, and choose a font from the dropdown. Once completed, they will confirm the signature (checkbox) and agree to the terms (checkbox). Now they will hit the blue "I Accept" button. They will not be able to submit the form until all these steps have been completed.

CONSENT TO USE ELECTRONIC SIGNATURES:

- ☒ I consent to provide an electronic signature rather than a handwritten signature in connection with my Form I-9 and related documents and whenever I sign documents on this website
- ☒ I understand that by typing my name and my Identification number, which can be my Social Security Number, Alien# or I-94 and by clicking on "I Accept" below, and clicking on the "Submit" button below, that I am electronically signing this Consent. I also understand that when I am asked to sign other documents in connection with my application on this website, I will use the same process to electronically sign such documents.
- ☒ I understand that my electronic signatures will be binding as though I had physically signed these documents by hand. I agree that a printout of this authorization may be accepted with the same authority as the original.

Last Name:

ID Type:

First Name:

ID Number:

☐ Draw ☒ Type

Test Test

☒ Confirm Signature

☒ I Agree To The E-Signature Terms

After completing this form, please click "I Accept" and then "Submit"

Once this has been completed, the "Submit" button will be blue. They will click it to move to the next screen.

Please click "Submit".

I do not agree

Cancel

I Accept

Submit



In Section 1, the candidate will enter their information. Any field in red is required, but we recommend they enter as much information as possible. If they have a middle name, they are required to enter the middle initial, per E-Verify's guidelines.

Enter your information below.
Fields are required fields.

Last Name:

First Name:

Middle Initial:

Other names used:

SSN:

Date of Birth:

Address:

***PO Boxes are not accepted.**

Apt. #:

City:

State:

Zip Code:

E-mail Address:

Telephone Number:

I attest under penalty of perjury that I am:

- ☐ A citizen of the United States
- ☒ A noncitizen national of the United States
- ☐ A lawful permanent resident
- ☐ An alien authorized to work

Submit

At the bottom of the screen, they will choose the appropriate citizenship type. The system will prompt the candidate to enter any pertinent information (example: if they choose An alien authorized to work, more fields will expand). They will now hit “Submit”.

<input checked="" type="radio"/> An alien authorized to work	Until:	<input type="text"/>
		<input type="checkbox"/> No Date available
Document Type:		I-94/Alien ▼
I-94/Alien #:		<input type="text"/>

The next screen allows the candidate to review the information entered thus far (in the yellow box). If this all looks correct, they will continue to the attestation checkboxes and signature fields.

Section 1 Summary

Below is the Section 1 Information submitted.

Last Name:	Test
First Name:	Test
Middle Initial:	K
Other names used:	Toast
Date of Birth:	01/01/1980
SSN:	999-99-9999
Address:	123 Main Street
City/State/Zip:	Anytown, California 99999
Citizen Type:	A citizen of the United States

SECTION 1 - REVIEW AND CONFIRMATION


I have read and agree to the following statements:

- ☒ I attest, under penalty of perjury, that I am a citizen of the United States
- ☒ I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with completion of this form.
- ☒ I understand that by typing my name and my identification number, which can be my Social Security Number, Alien # or I-94 and by clicking on "I Accept" below, and clicking on the "Submit" button below, that I am electronically signing Section 1 of the preceding Form I-9, that I confirm the accuracy of the data provided therein, and that I agree to the acknowledgements set forth therein and above.
- ☒ I understand that my electronic signatures will be binding as though I had physically signed this document by hand. I agree that a print out of this authorization may be accepted with the same authority as the original.

Just like on the previous signature page, the candidate will be required to enter all the information, enter a signature and choose a style, confirm and agree to the terms. Once again, they will hit "I Accept" and "Submit" will then become available.

Last Name: **ID Type:** **First Name:** **ID Number:**

☐ Draw ☒ Type




☒ Confirm Signature

☒ I Agree To The E-Signature Terms

After completing this form, please click "I Accept" and then "Submit"

Click "Submit" to move forward.

Please click "Submit".



The next screen confirms that Section 1 is complete and provides links to the signed attestations. Click "continue".

Employee Review Page 4 of 4:

ELECTRONIC SIGNATURE AND REVIEW COMPLETE

The electronic signature and Section One i-9 Review is complete, below are links to your electronically signed documents.

[Consent to Electronic Signatures](#)

[Electronically signed Section 1](#)

The Employee Review section is complete. Demo Account's representative should now take over processing the I-9.

Continue

If the checkbox to prompt the candidate to upload Section 2 documents was checked when the invite was sent, the next screen will prompt the candidate to upload the appropriate documentation. Please note – the candidate may still move forward and submit Section 1 without uploading documents, but they will first be prompted. They will choose the appropriate dropdown from the document list, select the issuing authority, and enter the document number and expiration date (if available). Once this information is entered, an upload button will appear underneath the list. The candidate will click “choose file”, upload the photo/scan/document from their device, then hit “Yes – Save”.

Section 2: Documents

Examine either one document from List A, or one document from both List B and C and make the appropriate selections in the drop downs below.

Fields are required.

A or B Documents:

Issuing Authority:

Document Number:

Expiration Date:

☒ No Date available

Scanned Document - List A/B: No file chosen
[Info on uploading document Scans](#)

Yes - Save