

## Form I-9 Authorization Instructions for New Hires

**Step 1** - New Hire receives an emailed invitation similar to the one below. New hire should click on the "Login Page" link

### Candidate Email:

Electronic Form I 9 Invitation Froedtert Health Inc Main (Company ID: FroHMain)



Form I-9 Compliance <services@formi9.com>

To Erica Landry



9:06 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Froedtert Health Inc Main has sent you an invitation to complete the Electronic Form I-9. Please click on Login button and log in with the following information:

First Name: ERICA  
Last Name: LANDRY  
Login ID: b9f686eac1

[Login Page](#)

**Step 2** - Log in Page. New Hire logs in with the information provided in the email.

### eForm I-9 Login

First Name:

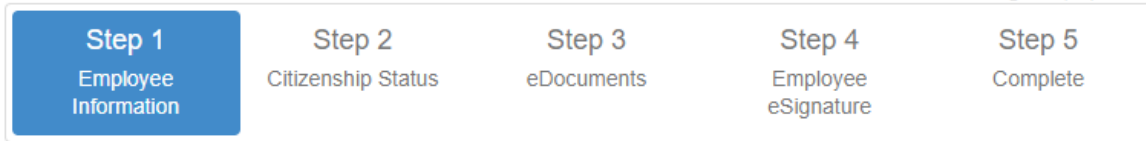
Last Name:

Login ID:

[Log In](#)

### Step 3- Preview of what to expect and complete

English | Spanish



### Step 4- Begin Form

Part 1 – Complete Employee Information. All items in **Yellow** must be completed.

## Employee Information

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available during completion of this form.**  
[Click here to view Instructions](#)  
[Click here to view List of Acceptable Documents](#)

**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.

Check box to show the Preparer / Translator section

<b>Last Name</b>	<input type="text" value="Landry"/>	?
<b>First Name</b>	<input type="text" value="Erica"/>	?
<b>Middle Initial</b>	<input type="text"/>	?
<b>Other Last Names Used</b>	<input type="text" value="(if any)"/>	?
<b>Address</b>	<input type="text" value="Street Number and Name"/>	?
<b>Apt. Number</b>	<input type="text"/>	?
<b>City or Town</b>	<input type="text"/>	?
<b>State</b>	<input type="text" value="- Select State -"/>	?
<b>Zip</b>	<input type="text"/>	?
<b>Date of Birth</b>	<input type="text" value="mm/dd/yyyy"/>	?
<b>U.S. Social Security Number</b>	<input type="text"/>	?
	<input type="checkbox"/> SSN Applied For	
<b>Email</b>	<input type="text" value="OPTIONAL"/>	?
<b>Telephone Number</b>	<input type="text" value="OPTIONAL"/>	?

## Part 2 – Complete Citizenship Status

### Citizenship Status

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** (See instructions) ?

**A lawful permanent resident** ?  
(Alien Registration Number/USCIS Number)?

**An alien authorized to work until** ?  
(Expiration date, if applicable, mm/dd/yyyy)?

Some aliens may write "N/A" in this field.  
 **N/A - Not Applicable**

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number **OR** Foreign Passport Number.

**1. Alien Registration Number / USCIS Number:** ?

OR

**2. Form I-94 Admission Number:** ?

OR

**3. Foreign Passport Number:** ?

Country of Issuance: ?

[Back](#)

[Next](#)

**Part 3 - step 1**– Identify and select what type of Documents you will use. New Hires can click on “Lists of acceptable Documents” to review the list of documents that are acceptable and what area they fall under. One must choose a “List A” OR “List B & C”

You are required to attach legible copies (front and back) of unexpired document(s) that establish both your identity and authorization to work in the United States, as identified on the Form I-9 Lists of Acceptable Documents. You can choose to attach document(s) of your choice from either List A OR List B & List C.

**Click [here](#) to view the Lists of Acceptable Documents options.**

**The following Identity and Employment Authorization Documents, I choose to upload are:**

**List A: Document that establish both Identity and Employment Authorization**

**List B: Document that establish Identity**  
**AND**

**List C: Document that establish Employment Authorization**

**Part 3 – step 2** – Once you choose a button of what you will provide, you will need to select the specific documents you will use to identify yourself and your right to work in the United States. These need to be documents you can show originals of to someone and must be able to upload copies of them to the site. **Froedtert Health requires that you provide your documents in order to successfully complete the I-9 process. If you fail to do so, you will be contacted to follow up on the document upload process which may delay your start date. Froedtert Health complies with Wisconsin Law which prohibits requiring a photo copy of your birth certificate. Please ensure that you take a picture of your birth certificate to upload vs. making a copy of your birth certificate and scanning in order to successfully comply if you are providing a birth certificate.**

You are required to attach legible copies (front and back) of unexpired document(s) that establish both your identity and authorization to work in the United States, as identified on the Form I-9 Lists of Acceptable Documents. You can choose to attach document(s) of your choice from either List A OR List B & List C.

**Click [here](#) to view the Lists of Acceptable Documents options.**

**The following Identity and Employment Authorization Documents, I choose to upload are:**

**List A: Document that establish both Identity and Employment Authorization**

**List B: Document that establish Identity**

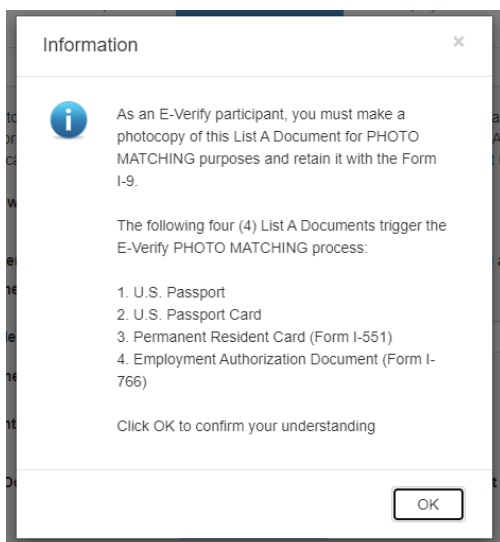
**Document Title**

**AND**

**List C: Document that establish Employment Authorization**

**Document Title**

**A Notification Window will populate with what is expected, click “OK” after reviewing**



**Part 3 - step 3** - New hires will be prompted to load copies of their documents. To complete, click on Add an eDocument. It is recommended that you have these pictures already saved on your device for easy access.

You are required to attach legible copies (front and back) of unexpired document(s) that establish both your identity and authorization to work in the United States, as identified on the Form I-9 Lists of Acceptable Documents. You can choose to attach document(s) of your choice from either List A OR List B & List C.

Click [here](#) to view the [Lists of Acceptable Documents](#) options.

The following Identity and Employment Authorization Documents, I choose to upload are:

List A: Document that establish both Identity and Employment Authorization

Document Title

List B: Document that establish Identity  
**AND**  
List C: Document that establish Employment Authorization

Click "Add an eDocument" to begin the document (front and back copies) attachment process.

**Add an eDocument**

**Part 3 - step 4** - A screen will appear to load documents. Browse file for photo of or copy Document. Once document is identified click "Upload". After you click upload a confirmation screen will appear

Add Docs ×

Drop file(s) here or **Browse file(s)...**

*(Acceptable file types: Word Documents, Excel Spreadsheets, Images)*

**Upload** **Reset** **Cancel**

If additional documents are needed click "Add an eDocument". Documents will Populate Below. Once complete click on the "Next" button.

Click "Add an eDocument" to begin the document (front and back copies) attachment process.

Add an eDocument



Back

Next

**PART 4** - Complete your digital signature by filling out the blank areas and clicking on "Sign"

## Employee eSignature

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.

Last Name

First Name

Middle Initial Name

Security Question

Your answer

When the 'Sign' button below is clicked, you acknowledge, agree and attest that you:

- Have reviewed and confirmed that the information in the Section 1 is true and correct to the best of your knowledge.
- Are the person named in Section 1.
- Freely intend to create and are adopting as your own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as your handwritten signature.
- Understand that you may refuse to sign this document electronically by selecting the 'Back' button below, or close the browser window, but instead have freely elected to sign electronically.

Back

Sign

After completing signing a verification will appear


## Employee eSignature Result

Electronic Signature is **VERIFIED AND SECURE**

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge, the information is true and correct.

**Instant Signature**

[EMPLOYEE NAME HERE]  
electronically signed the  
Form I-9, 08/31/2019, dated  
[DATE AND TIME HERE] at the  
Employee's signature line.



**A Verification Screen will populate immediately follow "Sign"**  
**\*\*DO NOT EXIT THE SCREEN\*\***

**PART 5** - The Authorization Representative screen will populate right after. The New Hire will need to identify someone they can meet with in person to inspect their documents and finalize the completion of the I9. This person needs to be local and have access to email to be able to complete the form.

**Read through the instructions completely. Do not enter your information and do not send this to your employer. Please alert your representative ahead of time so they do not think this is a scam.**

**Section 2 EMAIL INVITATION REQUIRED**

**REQUIRED NEXT STEP - DO NOT EXIT**

- Select an individual, 21 years of age or older to **meet with in person** to complete Section 2 of the Form I-9. This can be a family member, friend, roommate, neighbor, etc. .
- This person will review and record the original documents that you present for Identity and Employment Authorization in the United States.
- You may provide original documents from either List A or List B and C as outlined in the [LISTS OF ACCEPTABLE DOCUMENTS](#)

**IMPORTANT:** In order for Froedtert Health Inc Main to remain in compliance with the Department of Homeland Security, you **MUST** meet with this individual in person and complete Section 2 of the Form I-9 within your third day of employment.

1. Enter the Last Name and First Name of the individual selected to complete Section 2 (this individual must be someone you will meet in-person, so they can physically review your documents).

Last Name:

First Name:

2. Enter their email address

Email:

3. Re-enter the email address to confirm

Email:

4. Click "Send Invitation" and a secure link will be sent for Section 2 completion. You must be physically present during the Section 2 completion process.

**PART 6-** The Authorized Representative will receive an email similar to the below with their information and password to log in. Click the link to access the site and log in with the info in the email.

**David Cook** selected you to complete **Section 2** of the Electronic Form I-9 as the Authorized Representative for **Teleperformance**.

**Instructions:**

- You both are required to meet in person
- David Cook is required to show you an original document from **List A** OR an original document from both **List B AND List C**. [View acceptable documents by clicking here](#)
  - You will review and record the original documents presented by David Cook in Section 2 of the Form I-9.
- You will be prompted through the form to fill out all required fields

To help ensure a quick onboarding experience for [New Hire Name], please complete Section 2 of the I-9 as soon as possible.

**To begin:**  
Please visit [Section 2 of the Form I-9 login page here](#) and log in with the following information:

First Name: bob  
Last Name: jackson  
Login ID: aab9eec8ba

**PART 7 –** The Representative will need to complete the form based on the choices of documents the New Hire had previously chosen and has provided to the Representative to review. Once complete, the Representative clicks on “Save” at the bottom.

Section 2. Employer or Authorized Representative Review and Verification					
<small>(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.")</small>					
Employee Info from Section 1	Last Name (Family Name) <small>(Employee Last Name Here)</small>	First Name (Given Name) <small>(Employee First Name Here)</small>	M.I. N/A	Citizenship/Immigration Status 1	
<b>List A</b> Identity and Employment Authorization <small>Special Rules    Document Samples</small>		OR	<b>List B</b> Identity <small>Special Rules</small>	AND	<b>List C</b> Employment Authorization <small>Special Rules</small>
Document Title					
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					
Document Title					
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					
Document Title					
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					
Additional Information			QR Code - Section 2 & 3 Do Not Write in This Space		
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): <input type="text"/> (See instructions for exemptions)					
Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
<input type="checkbox"/> Signature Validation					
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name			
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code	
<input type="button" value="Save"/> <input type="button" value="Print PDF"/> <input type="button" value="Add eDocuments"/> <input type="button" value="Add Notes"/> <input type="button" value="Cancel"/>					



**Part 8** – After clicking “Save”, the Representative will need to digitally sign too by completing the Signature screen and clicking on “E-Sign Document”. After the signature is completed, it will be sent to Froedtert Helath.

**Section 2 Employer Signature - Instant Signature**

To E-Sign: Confirm name is correct, select and answer security question, then click 'E-Sign Document'.

[Make Form I-9 Instructions Available - Click here to Print](#)

**First Name**  **MI**  **Last Name**

What is your mother's name?   YOUR ANSWER HERE

[Hide content](#)

When the 'E-Sign Document' button below is clicked, the person named above acknowledges, agrees and attests that they (1) have reviewed and confirmed that the information in the Section and signature block referenced above is true and correct, (2) are the person named in that Section of the document, (3) freely intend to create and are adopting as their own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as their handwritten signature; and (4) understand that they may refuse to sign this

**E-Sign Document** Withdraw Consent Sign On File