COMPLETING YOUR ELECTRONIC I-9

Employee Instructions

Step 1: Open the New I-9 Web site.

1. Open your Web browser and type https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=14803 in the address bar and press Enter.

Step 2: Login.

1. In the Enter the text above field, enter the characters displayed in the picture above the field.
2. Click Continue.

Step 3: Complete the I-9 information.

1. In the fields provided, enter your name, address, date of birth, and Social Security number. Name on the Social security card must match what is entered in the Last (Family Name), First (Given Name), and Middle Initial field.
2. Select the appropriate citizenship option, and if required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.
3. Click Continue.

Note: A message will display with applicable fields if there are mistakes you need to correct.
### Step 4: Review your information.

1. Carefully review your information. If any information is incorrect, click the **Change Information** link.

2. Sign your I-9 electronically by selecting the check box.

   **Note:** To view the information in English or Espanol, click the appropriate link.

3. Click **Continue**.

### Step 5: Logout.

1. Review your information in the **Employee Summary** section.

2. Review the list of employment eligibility documents you will be asked to present on your first day of work.

   **Note:** The list of documents varies based on the citizenship status you entered in Section 1 of your I-9.

3. Click **Logout**.

### Step 6: Close the Internet Explorer Web browser.

1. When this page opens, close the Web browser to ensure your information is cleared from the browser's memory.

2. Notify the hiring manager that you have completed your I-9 information or if you were unable to complete your I-9.

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**Thank you for using I-9 Express. You have successfully ended your online session. To log back in, click here.**

To completely clear your activity from your Internet browser’s memory, we recommend that you close the window. Closing the window is especially important if you use a shared or public computer.

[Account Login]