An Authorized User must complete Section 2 of the Form I-9 with the EMPLOYEE PRESENT. The employee presents one document from List A (which provides proof of both identity and employment eligibility), or a combination from List B (proof of identity), and from List C (proof of employment eligibility).

The Authorized User physically examines each unexpired, original document(s) presented by the employee to determine if it reasonably appears to be genuine and relate to the person presenting the document(s). An expired document does not mean that the employee is not authorized to work in the United States; however, an unexpired document is required in order to proceed with the process.

Note: Authorized User may NOT specify which document(s) from the government’s “List of Acceptable Documents” an employee may choose to present for Section 2. For E-Verify purposes, the List B document presented MUST contain a photo. If the employee presents a receipt for a lost, stolen or damaged document, refer to the Receipts section within this document for the complete receipt process.

1. Based on the document(s) the employee provided, the Authorized User chooses either the List A or List B document from the drop-down list.

Note: If List A is chosen, the documents listed will coincide with the citizenship status selected in Section 1. If List B is chosen, the List C document list will automatically appear.

To review Section 1, click on the magnifying glass icon.
2. The document image will appear and provide information regarding the document chosen, hover over the image to enlarge. The Authorized User completes the required fields using the document(s) the employee provided.

3. Documents may be uploaded at this time for document retention to meet company policy, individual state policy, or the E-Verify requirements for photo matching. E-Verify requires the U.S. Passport, U.S. Passport Card, Permanent Resident Card (Form I-551) or the Employment Authorization Card (Form I-766) to be photocopied and retained. **USC ONLY requires uploads of documents from List A. Do NOT upload documents from List B or C.***

   - No, I will upload supporting document at a later time: Can be chosen if documents will be uploaded at a later time and will be tracked on the Dashboard until uploaded.
   - Yes, I am attaching it below: Default choice allows for immediate document upload. Click Browse and choose the scanned document(s) to be uploaded either from a computer or a mobile device.

   *Note: The upload feature is visible when activated and is based on USC’s preferences. If using a Mobile Device, the device may prompt to snap a picture of the document. Be sure to destroy any photos saved on a device.*

4. Start Date/First Day of Employment: The system will automatically enter the date the I-9 is being completed. The Authorized User may change the date, if applicable.
5. **Confirm Start Date**: The Authorized User clicks the box to confirm the employee's start date.

   ![Confirm Start Date](image)

6. The Authorized User may enter a note in the **Notes** section.

   ![Note](image)

   **Note**: Notes entered are for internal use only and do not appear on the Form I-9 or on the Audit Trail. However, notes will attach to the Form I-9 for reference and can be searched for from the Dashboard.

7. The Authorized User reviews the **Certification/Attestation**, checks the box to accept the terms and electronically sign, or signs using the **Mouse-to-Sign** tool, if applicable. Choose one of the following:

   - **Yes-Continue**: The Form I-9 is now complete.
   - **No-Cancel**: To cancel the completion of the Form I-9. Data entered will not be saved. Process will need to begin again, if necessary.

   **Note**: The Authorized User signing Section 2 must be the same individual that reviewed the original employment verification documents presented by the employee.

8. **E-Verify Users** will receive the E-Verify result, or a Photo Match Tool question, and must complete the process. For more information regarding E-Verify results see: **E-Verify Processing**.

   ![E-Verify Results](image)
Receipts

An employee may provide a receipt for a lost, stolen or damaged document. The employee must present the new unexpired original document within 90 days.

Completing Section 2 with a Receipt:

1. From the dropdown, choose the receipt option for the document the employee is presenting a receipt for.

2. The case will reside on the Dashboard under the Form I-9s Needing Attention section. The Dashboard is located in the i9Advantage website. See our Quick Reference Guide Form i9 Processing - Logging into i9 Advantage, Navigation, Actions & Status Updates for more information concerning the dashboard. Click on the #queries are awaiting Receipt follow-up link to review a list of how many cases are waiting receipt follow-up.
3. The list will provide the employee’s last name, first name, location, hire date, what list document the receipt was used for, and the date the employee has until to provide the original document.

\[\text{Note: The case will NOT go to E-Verify until the original document is received.}\]

**Updating the Form I-9 from a Receipt**

The employee must present the new original document within 90 days.

1. Click on the **# queries are awaiting Receipt follow-up** link under the Form I-9’s Needing Attention on the Dashboard.

2. Locate the employee’s name and click on **Revise**.

3. **Section 2: Employer Review and Verification** page will appear, indicating a receipt was provided.
4. From the dropdown, change the document type from “Receipt” to the original document. Complete the required fields. Click the **Confirm Start Date** and **I accept the terms stated above** box, click on **Yes-Continue** to complete the process.

5. E-Verify users will receive the E-Verify result, or Photo Match Tool question, and must complete the process.
E-Verify Processing

E-Verify is an internet-based system that allows companies to confirm the eligibility of their Employees to work in the United States. E-Verify is a voluntary program for most employers, but mandatory for some, such as employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause, and/or employers in certain states that have legislation that mandates the use of E-Verify for some or all employers.

The system will automatically submit the Form I-9 information to E-Verify for verification with the Social Security Administration (SSA) and the Department of Homeland Security (DHS), if applicable, and a case result will be provided. The results can be initial, interim, or final. Every case must reach a final case result before it can be closed.

Authorized Users are required to follow the guidelines in the E-Verify handbook. The E-Verify Results Guide provides further information regarding each result however, is not intended to be a substitute for the required E-Verify training offered for the I-9 system. Please contact Kris Mayer at 803-777-3343 for more information regarding required E-Verify training.

E-Verify Users Must:

- Create a case by the third day after the employee started work for pay
- Review original unexpired documents
- Review a document with a photo
- Discuss and print the Further Action Notice privately with the employee

E-Verify Users Must Not:

- Create duplicate cases for the same employee
- Verify employees hired before Nov. 7, 1986
- Request specific documents from employees
- Immediately terminate employees who receive a TNC (Tentative Non-Confirmation)

If you have been designated as an i9Advantage/E-Verify User, you may receive an email from the i9Advantage team to reset your password. This would be used for actions that need to take place on their platform such as retrieving status letters, i9 updates and additional information. The system is integrated for initial log in and results from PeopleAdmin Onboarding, but it does link up to a separate site for additional processing you may need access to. After that, please bookmark their site for future use.