

If you need help with completing the I-9 form, contact askHR at askHR@northwestern.edu or call 847-491-4700.

Deadline and Documents	
1.	<p>Section 2 of the I-9 must be completed no later than 3 days after the person's first day of employment.</p> <p>For example, if their first day is Monday, Section 2 must be completed by end of day Thursday. If the job lasts less than 3 days, it must be completed by the first day of work.</p> <p>Failure to complete Section 2 by deadline puts Northwestern in non-compliance with Federal Policy.</p>
2.	<p>Employee must present identity and employment authorization documents at Section 2 meeting.</p> <ol style="list-style-type: none">Here is the list of acceptable documents: https://hr.northwestern.edu/documents/i9documents.pdfThe employee needs to present one document from List A or a combination of one document from List B plus one document from List C.All documents presented at meeting must be original versions. Photos, scans, or photocopies are not accepted.If the employee presents a List B identity document, it must have a photograph regardless of employee's age. If the employee has religious objections to providing a List B document that has a photograph, contact askHR@northwestern.edu.If the document appears to be genuine and relates to the employee presenting it, you must accept the document as long as it fits the List A or B and C requirements. You may not request the employee to provide more documents than are necessary to establish identity and work authorization or to request specific documents.If the employee presents documents you are not familiar with (e.g. for international students and scholars), reach out to askHR@northwestern.edu or recommend that the employee complete the process with askHR.
3.	<p>Receipts for lost or stolen documents:</p> <ol style="list-style-type: none">If the employee lost a document or it was stolen, the employee may present a receipt showing that they applied for a replacement document.The initial I-9 may be completed with the receipt and the employee has 90 days from the start of their job to present the replacement document or another acceptable document.Receipts cannot be used if the job will last less than three days.
4.	<p>For additional information about the I-9 form, you can review the USCIS instructions here: https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf</p>

Meeting Options and Requirements	
1.	<p>In person meeting with the employee. In person meeting requirements:</p> <ol style="list-style-type: none"> Meet in the same room with employee Employee presents original documents Scan and upload required documents Complete Section 2 while employee is there
2.	<p>Remote meeting with employee. Remote meeting requirements:</p> <ol style="list-style-type: none"> Prior to meeting, employee sends scans of their document to the NU Section 2 processor. <ul style="list-style-type: none"> Scans must be clear and legible. The file format must be PDF or JPG. File size must be less than 4 MB. Front and back of all documents must be scanned. For US passports, the photo page and the bar code page must be scanned. The bar code page is on the inside back cover of the passport. The Section 2 processor needs to communicate to the employee the process to submit the document scans securely. The Section 2 processor is responsible for securely storing the files and preventing unauthorized access. Meet on a live video call, camera and sound on, with the employee to complete Section 2 Employee presents original documents on camera during the meeting No emailed or otherwise transmitted documents allowed as only means of verification All documents presented must be uploaded in Section 2 To indicate a remote meeting, check box on Additional Information screen saying "Check here if you used an alternative procedure authorized by DHS to examine documents."
3.	<p>Human Resources askHR team is available for both in person and remote Section 2 meetings. HR suggests that international students and scholars come to the askHR to complete their I-9 Section 2. Foreign nationals have more complex paperwork, and askHR has the expertise to handle these cases.</p> <ol style="list-style-type: none"> In person walk in appointments available in Evanston and Chicago. For location and hours see: https://hr.northwestern.edu/about/askhr/ For remote appointments click here: https://www.northwestern.edu/myhr/forms/request-i9.html
4.	<p>There are other remote options available. For more information, see: https://hr.northwestern.edu/essentials/hr-systems/e-verify/completing-your-i9.html</p>

Find Employee Record in the I-9 Service Center

1. Go to the log in page for the I-9 Service Center: <https://northwestern.i9servicecenter.com/>
2. Log in on the left, in the area under Existing Accounts. Do not log in using the New Employees area.

Existing Accounts
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username: JDoe123456
Password: [masked]
[Log In](#)

[Forgot your password?](#)

NEW EMPLOYEES
Start here to complete your new I-9.

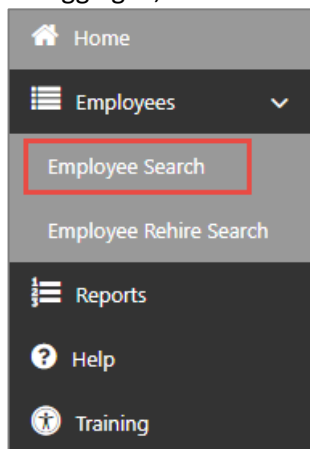
Please create a Username and Password.
Fields in red, with an asterisk (*) are required.

*Username: [text box]
4 characters minimum.
Letters and numbers only.

*Password: [text box]
*Confirm: [text box]

Password must be 15 minimum characters. They must contain one upper case, one lowercase, one numeric and one special character
Acceptable Special Characters are @ _ ! # \$ % () * + - ~ ^ & . ? . [] { } (space)

3. Log in using the credentials you received from the I-9 Service Center after you completed your I-9 training and your security request form was submitted and processed.
 - a. The username and password are specific to this website. The password is not your NetID password.
 - b. If you need your password reset, email askHR@northwestern.edu.
4. After logging in, click on the **Employees** menu on the left and click on **Employee Search** submenu.



5. Search for the employee by name and birthdate

- Type in the first 3 letters of the **Last Name**, the first 3 letters of the **First Name**, and the **Date of Birth**, then click **Search**.
- Some I-9s are not connected to myHR employee ID numbers, so searching by Employee ID often doesn't work.

Enter Your Search Criteria

Location
Select Location

Last Name
Last Name
Tes

First Name
First Name
Tes

Email Address
Email Address

Fragomen ID
Fragomen ID

I-9 ID
I-9 ID

Employee ID
Employee ID

I-9 Status
Select I-9 Status

WAE
Select WAE

Eligibility
Select Eligibility

Birthdate
Birthdate
01/01/1991

Hire Date
Start date → End date

E-Verify Case Number
E-Verify Case Number

☐ Include Terminated Employees

Clear Criteria

Search

Displaying 1 employee and 1 I-9

6. Review the results.

- You would typically expect to see a row with **Awaiting Sec. 2** status. This means that the employee completed Section 1 and the I-9 is ready for the Section 2 document verification step.
- If you see a row with **Complete** status and it does not have red termination marker (**red circle with exclamation mark**) next to the name, then the person already has a current active I-9 in the system and you do not need to complete a new I-9.
- If you see the **Awaiting Sec. 2** row for the employee, but the employee name is in grey and is not a blue clickable hyperlink, then the person chose a department for which you don't have security access. If the department is incorrect, email askHR@northwestern.edu with the name and Fragomen ID of the record and they can update the department.

7. Once you identified the correct row, click on the **Awaiting Sec. 2** blue hyperlink on the right.

Fragomen ID	Employee Name	Location Name	Birthdate	Hire Date	Employee ID	WAE	Status / Eligibility / I-9 DOB
30391249	Test, Test		1/1/1991	1/1/1991			(3002678) Awaiting Section 2 / JSC / (01/01/1991)

Complete Section 2

1. After opening the I-9 to start Section 2, a welcome page appears with basic instructions. Click **Proceed**.

The screenshot shows a web interface for completing Form I-9, Section 2. At the top, there is a dark gray header bar with the word "Actions" on the left. To the right of "Actions" are three items: "Employee Page" with a list icon, "Audit I-9" with a checklist icon, and "Transfer Control Section 1" with a transfer icon. Below "Actions" is a link "Open PDF" with a PDF icon. The main content area has a light gray background. At the top of this area is a blue header bar with the text "Completing Form I-9, Section 2". Below this, the text reads: "Federal law requires employers to verify the identity and work authorization of all US employees on the Form I-9. You are being asked to:". This is followed by a numbered list: "1. Meet with the employee in person;", "2. Review their original document(s); and", "3. Complete the requested information below." Below the list, it says "Thank you for your assistance!". At the bottom right of the main content area is a blue button with the text "Proceed".

2. Search for the document title for the document(s) that the employee is presenting.
 - a. You can choose from the pull-down menu or you can start typing to search.
 - b. If you choose a List B document, the system will ask you to also choose a List C document.
 - c. **List B documents must contain a photograph.** This is a requirement of the E-Verify program. This requirement is true for minors as well: if a minor under 18 years old chooses to use a combination of List B plus List C documents, then the List B document must have a photo.
 - d. After you select the appropriate document title(s), click the blue **Proceed** button.
 - e. Remember: the “Receipt” items are only in the case when an employee had a document which was stolen or lost and the employee applied for a replacement. It cannot be used when a person applied for an extension for an expired document or for foreign nationals applying for a change or extension of status.
 - f. If the document doesn’t match the citizenship status the employee selected in Section 1, you will get an error message. If the employee made a mistake in Section 1, they will need to correct it before you can proceed. See the **Request Changes to Section 1 from Employee** instructions at the end of this job aid.

The screenshot displays the E-Verify system interface. At the top, there is a navigation bar with the following elements:

- Actions** (on the left)
- Employee Page** (with a list icon)
- Audit I-9** (with a list icon)
- Transfer Control Section 1** (with a person icon)
- Open PDF** (with a PDF icon)

Below the navigation bar, a blue instruction box reads: "Please identify the document(s) the employee presented from the Lists of Acceptable Documents evidencing their identity and work authorization."

A yellow prompt box says: "Please select a document."

A search input field contains the text "passport". Below the input field, a dropdown menu is open, showing the following options:

- passport
- Select a document below
- Receipt: U.S. Passport or U.S. Passport Card
- U.S. Passport or U.S. Passport Card** (highlighted in green)
- Foreign passport that contains a temporary I-551 stamp or printed notation
- Foreign Passport with Form I-94/I-94A

At the bottom right of the green highlight, the text "Press enter to select" is visible.

Actions

Employee Page

Audit I-9

Transfer Control Section 1

Open PDF

Please identify the document(s) the employee presented from the Lists of Acceptable Documents evidencing their identity and work authorization.

You have selected one identity document and one work authorization document. Please proceed to the next step.

State Driver's License

Original or Certified Copy of a US Birth Certificate

Back

Proceed

3. On the next page(s), fill out the document details.
- For example, for US Passport, enter the Passport Number and Expiration Date.
 - For State Driver's License, enter the Issuing Authority (state), driver's license number, and expiration date.
 - Once required information has been entered, click **Proceed**.

Actions

Employee Page

Audit I-9

Transfer Control Section 1

Open PDF

List A Document

Document Title

U.S. Passport or U.S. Passport Card

Issuing Authority

U.S. Passport Agency

✓

Document #

123456789

✓

U.S. Passport number must be between 6 and 9 characters..

Expiration Date

01/01/2028

✓

Back

Proceed

Please see the below sample document. The document provided by the employee may look different from the one in the sample image below. You must accept documents that reasonably appear to be genuine and to relate to the person presenting them.

Show Samples

4. Tips:

- a. For driver's licenses and state IDs, look for a license number or customer number. Do not use the DD number.
- b. For birth certificates, you can put the document number as N/A if there is no obvious document number available.
- c. Permanent Resident Cards (green cards) have the document number on the back. The document number has 3 letters and 10 number and starts in the middle of the first row of letters/numbers in the back. For example, in the example below, the document number would be LIN0000000310.



Tip: On all of the pages, there are **blue circles with question marks** that provide additional information. On the document information pages, there is a **Show Samples** button that also provides examples of documents.

5. On the **Additional Info** page, leave the checkbox **unchecked** and click **Proceed**.

- a. Additional information is used for certain automatic extensions for foreign national work authorizations. These are automatically entered by the system when needed. Do not enter information into the Additional Information field.

The screenshot shows the 'Additional Information' page. The header includes 'Actions' and buttons for 'Employee Page', 'Audit I-9', and 'Transfer Control Section 1'. Below the header is a section titled 'Additional Information' with a blue plus icon. A red circle highlights the text 'Leave box unchecked'. Below this is a checkbox labeled 'If you have been instructed to enter a note in the Additional Information field, please check the box.' At the bottom are 'Back' and 'Proceed' buttons.

6. Second **Additional Information Alternative Procedure** page. Whether you check this box depends on type of meeting.

a. **In Person meeting:** leave the checkbox **unchecked** and click **Proceed**.

The screenshot shows the 'Additional Information' section of the I-9 form. The top bar includes 'Actions', 'Employee Page', 'Audit I-9', and 'Transfer Control Section 1'. Below the bar, there's a section titled 'Additional Information' with a blue plus icon. A red callout bubble points to the unchecked checkbox with the text 'Leave box unchecked'. The checkbox is labeled 'Check here if you used an alternative procedure authorized by DHS to examine documents.' At the bottom, there are 'Back' and 'Proceed' buttons.

b. **Remote Meeting:** check box to indicate you met with employee remotely and click **Proceed**.

The screenshot shows the 'Additional Information' section of the I-9 form. The top bar includes 'Actions', 'Employee Page', 'Audit I-9', and 'Transfer Control Section 1'. Below the bar, there's a section titled 'Additional Information' with a blue plus icon. A red callout bubble points to the checked checkbox with the text 'You must check this checkbox.' The checkbox is labeled 'Check here if you used an alternative procedure authorized by DHS to examine documents.' At the bottom, there are 'Back' and 'Proceed' buttons.

7. Enter the **employees' first date of employment**. This is the date when they start(ed) performing work, not when they accepted the job offer. Then click **Proceed**.

The screenshot shows the 'Section 2 Date of Hire' page. The top bar includes 'Actions', 'Employee Page', 'Audit I-9', and 'Transfer Control Section 1'. Below the bar, there's a section titled 'Section 2 Date of Hire' with the subtitle 'The employee's first day of employment'. The 'Date of Hire' field contains '01/01/2024'. Below the field, there's a note: 'Please enter the date the employee began, or expects to begin, employment.' At the bottom, there are 'Back' and 'Proceed' buttons.

8. On the **Employer or Authorized Representative Information** page, enter your name and title.
- This is the person completing Section 2, not the new employee who is being hired.
 - The Employer's Business or Organization Name should be **Northwestern University**.
 - The Employers' Address should be **633 Clark St., Evanston, IL, 60028**. Use this address regardless of the employee's work location.
 - Click **Proceed**.

The screenshot shows the 'Employer or Authorized Representative Information' page. At the top, there is a dark grey header with 'Actions' on the left and three menu items: 'Employee Page', 'Audit I-9', and 'Transfer Control Section 1'. Below the header is a light grey bar with a PDF icon and the text 'Open PDF'. The main content area has a title 'Employer or Authorized Representative Information' and a sub-header 'Please review the information below for accuracy and make any necessary changes if appropriate.' Below this are several input fields: 'Title of Employer or Authorized Rep' (with 'Testing Job Title' entered), 'Last Name (Family Name)' (with 'Doe' entered), 'First Name (Given Name)' (with 'Jane' entered), 'Employer's Business or Organization Name' (with 'Northwestern University' entered), 'Employer's Business Street Address' (with '633 Clark Street' entered), 'City or Town' (with 'Evanston' entered), 'Select State' (with 'IL' selected), and 'Zip Code' (with '60208' entered). Each field has a blue question mark icon to its right. At the bottom, there are 'Back' and 'Proceed' buttons.

9. On the **Electronic Signature** page, read the attestation. If you agree with it, check the checkbox and type in your First Name and Last Name. Click **Sign and Continue**.

The screenshot shows the 'ELECTRONIC SIGNATURE for Section 2 Employer' page. At the top, there is a dark grey header with 'Actions' on the left and three menu items: 'Employee Page', 'Audit I-9', and 'Transfer Control Section 1'. Below the header is a light grey bar with a PDF icon and the text 'Open PDF'. The main content area has a title 'ELECTRONIC SIGNATURE for Section 2 Employer'. Below this is a blue-bordered box containing the attestation text: '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.' Below the text is a checkbox that is checked. Below the checkbox is a text input field with the text 'I verify I am:' and 'Jane Doe' entered. To the right of the input field is a green checkmark icon and a blue question mark icon. Below the input field is the text 'Please type your name, as stated in section 2, in the field above.' At the bottom, there are 'Back' and 'Sign and Continue' buttons.

Upload Documents and Complete Photo Match

1. For in person meeting, only the following need to be scanned and uploaded:

- a. US Passport
- b. US Passport Card
- c. Permanent Resident Card
- d. EAD card

If none of the above documents were presented at in person meeting, click **Confirm and Proceed**.

For **remote** meeting, **all** documents presented need to be uploaded.

- 2.**
- a. For cards, you will need to upload a scan of the front and the back of the card.
 - b. For the **US Passport**, you will need to upload a scan of the biographical (photo) page, **and a scan of the bar code page (inside back cover)**. See examples below.
 - c. The scans need to be in PDF, JPG, or PNG file format and the file size must be under 4 MB.



3. On the Review Employee's Uploaded Document(s) page, search for the document title.

Actions

Employee Page

Audit I-9

Transfer Control Section 1

Open PDF

Review Employee's Uploaded Document(s)

U.S. Passport or U.S. Passport Card

For US Passport Cards, Permanent Resident Cards (I-551), and Employment Authorization Documents (I-766) please scan and upload both the front and back of the document.

For US Passports, please scan and upload both the front page and the back barcode page (Required).

Please select the document orientation before uploading the document.

- 4. Next, Select Document Orientation.** If a single file has the scans of both the front and back (or both the biographical page and the bar code page), then select **Both**. Otherwise, select **Front** or **Back**.

5. Upload the files one at a time.
- Click the button **Click here to upload a file for the selected document type** that is in blue in the center of the page.
 - Select the file on your computer.
 - You should be able to see that you uploaded the file near the bottom of the page: there is a grey row showing the document title and orientation.
 - If you need to upload a second file, change the document orientation, and then click the **Click here to upload a file for the selected document type** button again, and upload the second file.
 - Click **Confirm and Proceed** when you are done.

Actions

Employee Page

Audit I-9

Transfer Control Section 1

Open PDF

Review Employee's Uploaded Document(s)

U.S. Passport or U.S. Passport Card

For US Passport Cards, Permanent Resident Cards (I-551), and Employment Authorization Documents (I-766) please scan and upload both the front and back of the document.

For US Passports, please scan and upload both the front page and the back barcode page (Required).

Please select the document orientation before uploading the document.

Select Document Orientation:


Front

Click here to upload a file for the selected document type.

6. If the employee used a US Passport, a US Passport Card, a Permanent Resident Card, or an Employment Authorization Document card, the system will prompt you for **E-Verify photo matching**.

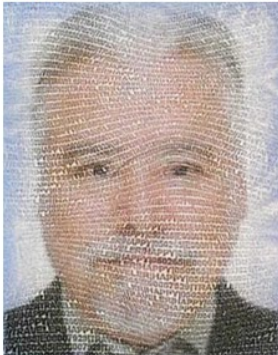
On the next page, you will see two pictures.

- On the top is the photo that the government has on file for this document number.
- On the bottom is the picture you uploaded. (Use the drop-down menu to select among multiple uploads if needed)
- The two pictures should be identical.
- If that is the case, select **"Yes, the photos match"** and click **Continue**.
- If the photos do not match or there is no photo on the top, contact askHR@northwestern.edu.
Sometimes there is a glitch with the E-Verify system and we need to resubmit the E-Verify case.


E-Verify Photo Match 

Indicate whether the photos below are reasonably identical. This selection will be sent to the government.

E-Verify



Employee's Image



☒ Yes, the photos match

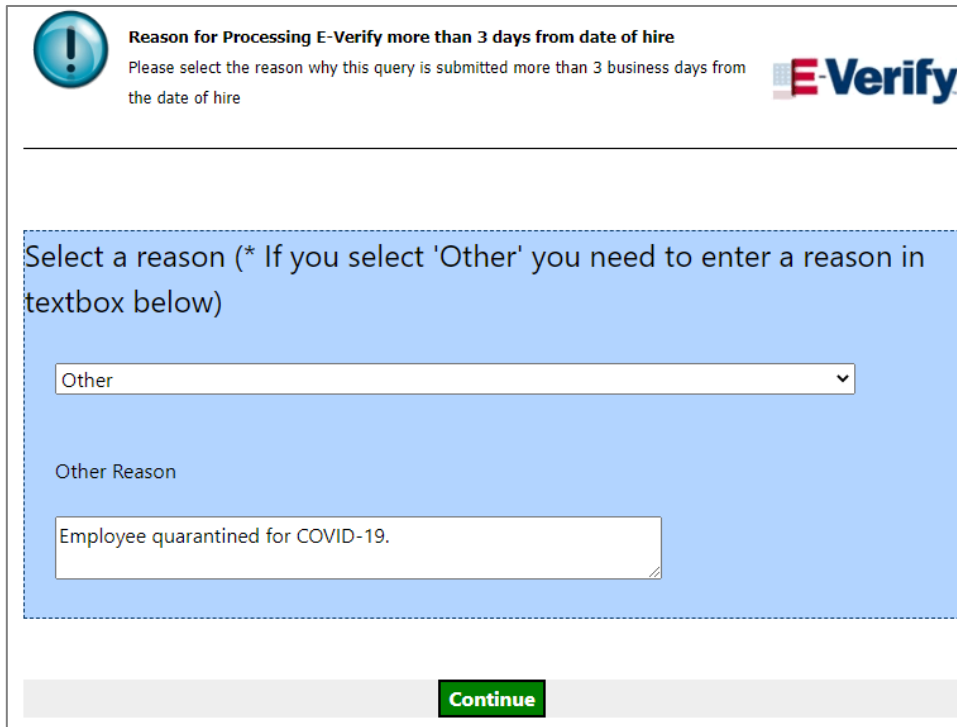
☐ No, the photos do NOT match

☐ No photo displayed: E-Verify did not display a photo, or the image does not depict a person

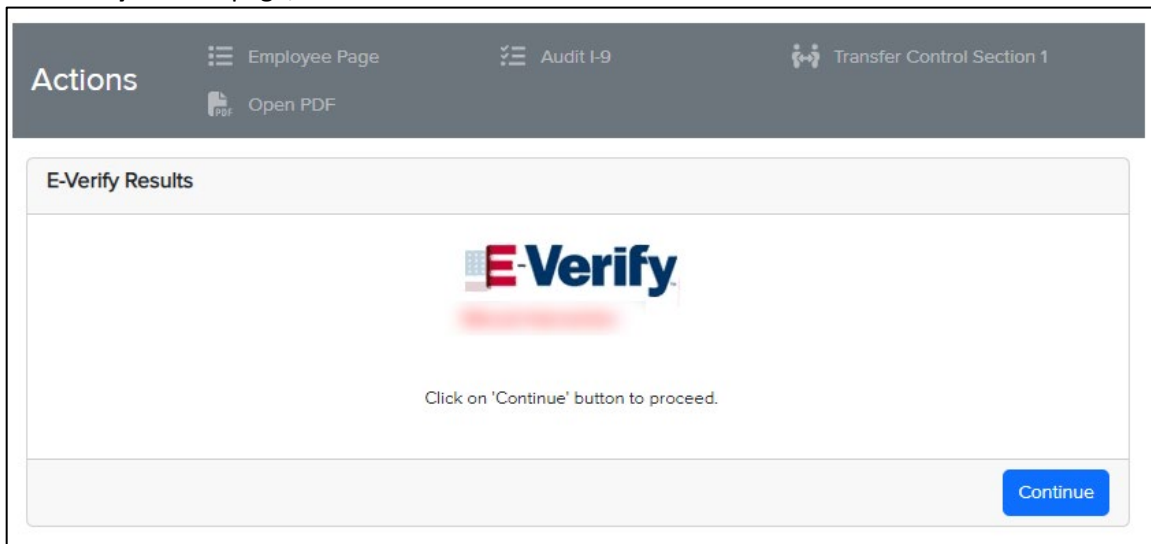
[Continue](#)

Get Electronic Signature Receipt and Log Out

1. If you are completing the I-9 more than 3 days after the start date, you will see a page that will ask you to **Select a reason** for being late.
 - a. Select a reason from the pull-down menu.
 - b. If you select **Other**, you will need to put in a brief explanation into the **Other Reason** text box.
 - c. If the Continue button is grey, hit the Tab key on your keyboard, or click outside the text box, then the Continue button will become green.
 - d. Click **Continue**.



2. On the **E-Verify Results** page, click **Continue**.



2. At the end of the process, you will be provided with an **Electronic Signature Receipt**. You are not required to keep the receipt. If you would like to keep the receipt, you can email it to yourself or print it.

The screenshot shows the 'Electronic Signature Received!' screen. At the top, there is a navigation bar with 'Actions', 'Employee Page', 'Audit I-9', and 'Transfer Control Section 1'. Below the navigation bar, there is a section titled 'Electronic Signature Received!' with the text 'Please keep a copy of this receipt by choosing one of the options below.' In the center, there is a box containing the following information: 'I-9 Service Center', 'Electronic Signature Receipt #', 'SP22736631-28717917-21-U322342', 'Employee: Test, Test', 'Time: 10/31/2023 10:04:20 AM ET', and 'Section: 2 (employer)'. Below the box, there are two links: 'Open a printer-friendly version of this receipt' and 'Send me this receipt via email'. At the bottom right, there is a blue 'Continue' button.

3. You can log out of the system by clicking your user initials on the top right corner and then click **Logout**. Confirm that you want to log out and then close the browser tab.

The screenshot shows the I-9 Service Center interface. At the top, there is a purple header with the Northwestern University logo and the text 'I-9 SERVICE CENTER'. Below the header, there is a navigation bar with 'Employees', 'Reports', 'Help', and 'Training'. In the top right corner, there is a user profile dropdown menu with the initials 'JD' and the name 'Jane Doe'. Below the profile, there is a 'Logout' button. The main content area shows the 'Electronic Signature Received!' screen, which is the same as the one in the previous screenshot.

Request Changes to Section 1 from Employee

1. If the employee made a mistake in Section 1, they should correct it before you complete Section 2. Only the employee can modify Section 1 because it is under their signature.
2. Find the employee record and open the I-9.
3. In the grey **Actions** menu bar at the top, click **Audit I-9**.

The screenshot shows the 'Actions' menu bar at the top of the interface. It contains several options: 'Employee Page', 'Audit I-9' (highlighted with a red box), 'Designate Authorized Representative', 'Transfer Control Section 1', and 'Open PDF'. Below the menu bar, there is a section titled 'Completing Form I-9, Section 2' with instructions on how to verify the employee's identity and work authorization. A 'Proceed' button is located at the bottom right of this section.

4. Find the field that needs to be corrected and click the **Plus Sign (+)** next to that field. This will highlight the field in pink.

The screenshot shows the I-9 form for 'TEST, Test (I-9 ID: 28715870) (Current)'. It includes navigation links to go back to employee details or the I-9 page. The 'Audit Instructions' section provides steps for identifying fields for correction. The 'Section 1. Employee Information and Attestation' section contains fields for employee information and a declaration of citizenship or immigration status. The 'Date of Birth' field is highlighted in pink, indicating it is the field to be corrected.

TEST, Test (I-9 ID: 28715870) (Current)

Go back to employee details page
Go back to I-9 Page

Audit Instructions

1. Identify the field that requires correction/audit.
2. Click the plus sign to open the field for audit.
3. If multiple fields require audit, you may open as many fields as necessary.
4. If someone else is making the correction, click the button "Send email(s) for corrections."
5. If you will be making the correction, click the button "Make correction(s) now."

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name) +	First Name (Given Name) +	Middle Initial +	Other Last Names Used (if any) +	
Test	Test			
Address (Street Number and Name) +	Apt. Number +	City or Town +	State +	Zip Code +
123 Main St.		Evanston	IL	60208
Date of Birth (mm/dd/yyyy) +	U.S. Social Security Number +	Employee's E-mail Address +	Employee's Telephone Number +	

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)

☒ 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) 06/10/2028

If you check Item Number 4., enter one of these:

USCIS A-Number + Form I-94 Admission Number + Foreign Passport Number + and Country of Issuance +

5. Click the button **Send email(s) for online corrections** button that's just above the form.

TEST, Test (I-9 ID: 28715870) (Audit) (Current)

[Show Change Log](#)

[Go back to employee details page](#)

[Go back to I-9 Page](#)

☒ [Send Email\(s\) for on-line corrections](#)

Audit Instructions

1. Identify the field that requires correction/audit.
2. Click the plus sign to open the field for audit.
3. If multiple fields require audit, you may open as many fields as necessary.
4. If someone else is making the correction, click the button "Send email(s) for corrections."
5. If you will be making the correction, click the button "Make correction(s) now."

[Send email\(s\) for corrections](#)

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) +		First Name (Given Name) +		Middle Initial +	Other Last Names Used (if any) +	
Test		Test				
Address (Street Number and Name) +		Apt. Number +	City or Town +		State +	Zip Code +
123 Main St.			Evanston		IL	60208
Date of Birth (mm/dd/yyyy) +	U.S. Social Security Number +		Employee's E-mail Address +		Employee's Telephone Number +	
I am aware that federal law provides for imprisonment		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input type="checkbox"/> 1. A citizen of the United States				

6. You can edit the email subject and body. If the employee does not remember their password, you can reset their password with the checkbox at the bottom. Then click **Send Email** at the bottom.

TEST, Test (I-9 ID: 28715870)
McCormick - MCC Mechanical Engineering

[Go back to the employee details page.](#)
[Go back to viewing the I-9.](#)
[Designate Authorized Representative](#)

Employee Error Correction Email (There are errors that the employee needs to correct)

From:
I-9 Service Center <i9servicecenter@fragomen.com>

To:
test@northwestern.edu

Subject :
Attention Test Test: Your I-9 needs to be corrected

We received the I-9 form for you.

Please note, required information in Section 1 of the I-9 form is inaccurate and needs to be corrected.

Please click on the link below (or cut and paste the link into your browser) and utilize the username provided to you to access Section 1 of the I-9 form.

Please note, you will be asked to electronically sign the I-9 form to confirm the correction(s) have been completed.

If you have any additional questions, please contact Human Resources at askHR@northwestern.edu or call 847-491-4700.

<https://northwestern.i9servicecenter.com/RecordLogin.aspx/>

☐ Send Password Email?

Send Email

7. After the employee updated Section 1, navigate back to the record and complete Section 2.