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

<table>
<thead>
<tr>
<th>Request Changes to Section 1 from Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>2. Find the employee record and open the I-9.</td>
</tr>
<tr>
<td>3. In the grey Actions menu bar at the top, click Audit I-9.</td>
</tr>
</tbody>
</table>

**Actions** page with options to open PDF, Transfer Control Section 1, and Designate Authorized Representative. Below, a section titled "Completing Form I-9, Section 2" with instructions:

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:

1. Meet with the employee in person;
2. Review their original document(s); and
3. Complete the requested information below.

Thank you for your assistance!

[Proceed button]
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.

![Form Image]

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

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