

# Electronic Form I-9 Verification Process

## How to Complete Form I-9

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You should have received an email titled: "Form I-9: Section 2 Ready for Processing"

- 1 Click the link for access to the Form I-9.  
\*Please note this is a one time use link.

The Link will direct you to the Tracker I9 system where you can "Accept" or "Decline" the request to complete Section 2 on behalf of the company.

- 2 Declining to complete the form will send a notification to the employer advising of the decline.

Accepting begins the I-9 verification process. By accepting, you confirm that you are 18 years of age or older, and will satisfy all of the other requirements identified in the Representative Instructions provided to you by ASM.

The candidate, at this point, has completed Section 1 by entering the Candidate Name and Identification information, Candidate Address and Contact Information, and Candidate Employment status.

- 3 "Section 1 Employee Information" MUST be verified by you, the Authorized Agent. Should any of the information entered in Section 1 be incorrect, do not proceed. Call 800-765-9402 (option 2).

Only the required information is mandatory and should be verified in Section 1.

- 4 The Candidate must present one original document from List A OR one document from List B and one document from List C.

**Note: You cannot tell a candidate which document(s) to provide to complete the Form I-9.**

- 5 Click any of the **Document Type** dropdown lists to launch the Document List popup for Section 2.

### Form I-9: Section 2 Ready for Processing

i9complete@trackercorp.com

This message was sent with High importance.

Sent: Mon 12/15/2014 10:00 AM

To access Section 2 of the Form I-9 online, please visit the following secure link and follow the on-screen instructions:  
[Form I-9 for Natasha Test](#)

**Questions, call: 800-765-9402, Option 2**

Note: Social security number, phone number, and email address are STRICTLY voluntary

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You MUST review the document(s) the candidate provides to ensure they are original, appear to be genuine **and to relate to the candidate**, and are listed on the Document Selection Window.

**6** When selecting a document, an example of the document will appear on the right side of the window.

**7** Refer to the image and Description, Samples, and Doc # Locator on the right of the window for more information on the documents.

**8** Once a document is selected in List A or in List B and C, Click the **Continue with Selected Document(s)** button to proceed.

**For Unrestricted Social Security Cards Only**  
You must indicate Yes or No in order to proceed.

**Sending copies of the documents to Talent Acquisition Onboarding is not a substitute for completing Section 2 of the form. All documents must be examined by the verifier in person, not through use of copies.**

*Note: You should not make copies of documents or submit them to ASM's TA Onboarding team unless expressly requested to do so by a TA Onboarding team member.*

**Once a Verifier sends documentation to Talent Acquisition, all copies must be shred. Please refer to E-Verify State Reference document for state E-Verify documentation processes or contact Talent Acquisition for questions.**

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### Authorized Employer Electronic Verification.

- 9 Enter the information for the documentation in the required fields and click **Save/Validate** button to continue. **NOTE: Accuracy is critical. Double check your entries prior to proceeding.**
- 10 Read the Certification and click **I Agree** to acknowledge.
- 11 Click **Sign Form I-9 Electronically** to complete Section 2.

**a. Issuing Authority** - The federal, state, local, or other entity that issued the document presented by the new hire. The Issuing Authority may have a default value that automatically appears.

**b. Document #** - You will enter the full document number for the document presented by the new hire. **NO SPACES OR DASHES.**

**c. Expires** - You will enter the expiration date for the document selected and presented. For document types that do not have expiration date (Birth Certificate), the Expires text box is disabled. Certain Section 2 documents can have a blank expiration date to account for exception cases, like Social Security Numbers. An alert message pop-up appears when a Section 2 document expiration is blank. Call TA with questions.

**Note:** For List B document IDs that do not expire, please select "ID Card issued by a government agency."

**A** Employment Verification Documents\* (The Employee Must Present One Document from List A OR one document from List B and List C).  
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date (s). Click the (?) button for more information about a specific document. [Click here to Clear Documents](#)

List B		List C	
Document Type:	Driver's License or Non-driver's ID Ca <input type="button" value="Reselect from list"/>	Document Type:	Social Security Account Number Card <input type="button" value="Reselect from list"/>
Driver license/ID:	Driver's License	Issuing Authority:	Social Security Administration
State:	California	Document #:	13-56-968/9
Issuing Authority:	CA Department of Motor Vehicles	Expires:	
Document #:	D1234567	Attachment:	<input type="button" value="Attach File"/>
Expires:	03/15/2014		
Attachment:	<input type="button" value="Attach File"/>		

Employee presented an acceptable receipt in lieu of an original document in List B.

**List B**

Document Type:	Driver's License or Non-driver's ID Ca <input type="button" value="Reselect from list"/>
Driver license/ID:	Driver's License
State:	California
Issuing Authority:	CA Department of Motor Vehicles
Document #:	D1234567
Expires:	03/15/2014
Attachment:	<input type="button" value="Attach File"/>

Employee presented an acceptable receipt in lieu of an original document in List B

**B** Authorized Employer Representative Electronic Verification

**CERTIFICATION** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and relate to the employee named, and that to the best of my knowledge the employee is eligible to work in the United States.

- 1 Enter your legal name and title:  
First Name\* Last Name\* Title or Position\*  
Joe AuthorizedRep Authorized Representative
- 2 Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with this Form.  
 I Agree
- 3 Click "Sign Form I-9 Electronically" to complete the electronic signature.

# E-Verify & Other State-Specific Requirements 4 of 4

In addition to the Form I-9 in the electronic system, certain candidates depending on company and/or location will go through an additional **steps, including E-Verify**. Verifiers must be informed **as to which states have unique requirements including, but not limited to, E-Verify**.

## Steps in Addition to the I-9 Verification Process:

Alabama	Mississippi
Arizona	Tennessee
Colorado	Utah
Georgia	North Carolina
Louisiana	South Carolina

If a candidate is working in one of the above states (except for Colorado) and chooses to use a valid List A document like his or her US Passport, US Passport Card, Permanent Resident Card, or Alien Authorization Card, he or she is required to provide a legible copy of the document to the Verifier to process the e-Verification "photo match."

*IMPORTANT NOTE: If the candidate does not have fax or scan capabilities to submit the copy of the document(s) to the Company, they will need to submit a legible copy of your document(s) to the Talent Acquisition Onboarding team at [compliancecoordinator.asm@advantagesolutions.net](mailto:compliancecoordinator.asm@advantagesolutions.net) or via fax at 858-964-7921 or mail to TA Onboarding, 1700 Carnegie Avenue, Suite 250, Santa Ana CA 92705. Note - the candidate can use a phone to take a photograph; however please ensure it is legible and all borders of the page are visible.*

E-Verify will be processed by the Talent Acquisition Team. You, as an Authorized Representative, ***do not*** have to complete the E-Verify step in the system. If you have any questions, please contact Talent Acquisition at 800-765-9402 Option 2.