

A background image of a woman with dark, curly hair, wearing a light blue jacket over a red and white striped shirt. She is looking down and to the left with a thoughtful expression, resting her chin on her hand. The image is overlaid with a dark grey semi-transparent layer.

# Sterling I-9 User Guide - Form I-9 Section 2

Sterling | February 2024

## **Confidential & Proprietary Statement**

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## STERLING I-9

### Our modern, end-to-end, and integrated I-9 solution helps address the complexity of U.S. employment eligibility with ease and efficiency

At Sterling, we've made it our mission to provide the foundation of trust and safety our clients need to create great environments for their most essential resource, people.

With today's stringent government policies and ever-changing regulations, costly remote hiring, form retention and audit management – an intelligent I-9 solution has never been more important. With investment in our modern, end-to-end I-9 solution, Sterling helps our clients address of complexity of U.S. employment eligibility with ease and efficiency.

#### HOW STERLING I-9 IS DIFFERENT

- **High Standards of a Single Provider.** We lead the market as an expert in the screening functions with our own end-to-end I-9 solution, allowing us to respond faster to your needs, without relying on additional providers.
- **An Adaptable, Streamlined Solution.** We provide an end-to-end, streamlined screening and I-9 experience – including service, onboarding, and support – that can quickly adapt to changing market and business needs.
- **Modern, Intuitive Experience.** We offer a modern, easy-to-use, mobile-responsive experience for both clients and their employees.
- **Integrated Solution.** Our robust Sterling Integration Platform (SIP) ecosystem streamlines the hiring process with your onboarding and core HR systems.

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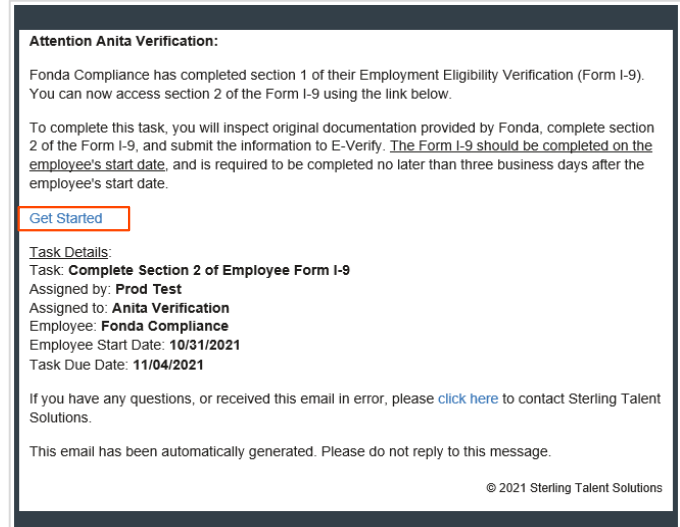
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## Completing Section 2

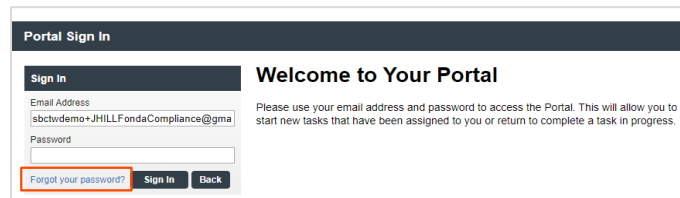
### Employer-Selected Verifier

If a specific verifier was chosen by the employer in the launch/order process, the Verifier receives an email notification once Section 1 has been completed.

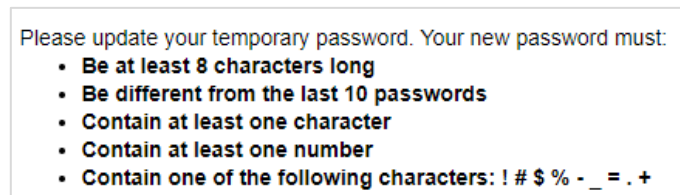
The verifier accesses Section 2 through the verifier portal by clicking **Get Started** in their notification email.



After clicking the **Get Started** button from the email message, the verifier logs in using the credentials provided in the email message.

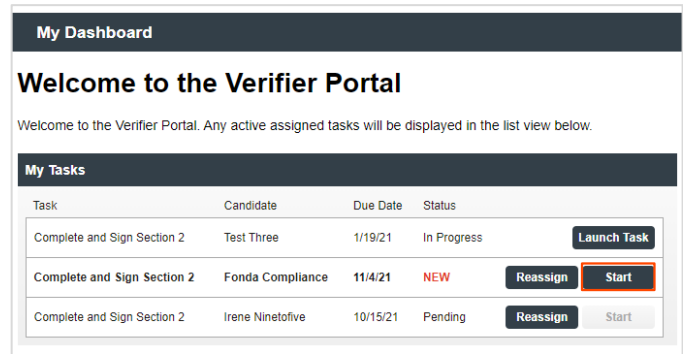


If password was not provided in the email notification and user does not remember their Sterling I-9 (formerly SterlingONE) password, they should use the **“Forgot your password?”** link. If a temporary password is used, the user will be prompted to reset/change their password to meet the pictured criteria.



Once logged into the Verifier Portal, the verifier clicks **Start** to begin the Section 2 process.

Based on other assigned Form I-9s and Group Assignment preference settings, there might be other assigned Verification tasks available, with options to **Reassign** or **Launch** assigned tasks.



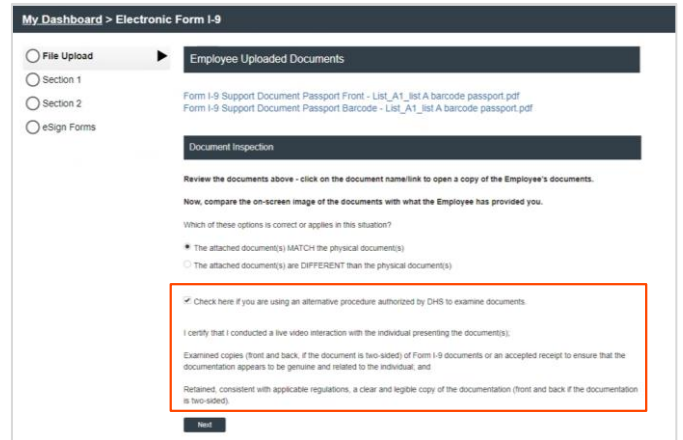
## Document Review

If enabled, the verifier is asked to review the documents uploaded by the employee. There are multiple links shown, one for each file uploaded by the employee.

The verifier should make the appropriate selection regarding the reviewed documents.

If the verifier chooses the option that **The attached documents are DIFFERENT than the physical documents**, the verifier is provided a document upload option to review, remove or add documents under each document type.

If your organization is enabled and in good standing with E-Verify, you will see the DHS alternative procedures checkbox. If you are using DHS Alternative Procedures, check the provided box.



**PLEASE NOTE:**

To use the [alternative procedures process](#), your organization must be enrolled in and using E-Verify, and you must certify that: 1) you have conducted a live video interaction with the person presenting the document(s), 2) you have examined copies of Form I-9 documents and they appear genuine, and 3) you have retained clear and legible copies of all documentation presented.

The verifier can click the **trash can** icon to remove previously uploaded document or click the **Upload a File** button to add document(s).

Once the verifier has validated that all documents match those being presented, the verifier clicks **Next**.

## Delegate to Another Verifier & Return to Employee

At this phase of the process, the verifier has an option to **Delegate to another Verifier** or **Return this Form I-9 to the employee**.

The verifier is required to provide a return note if they return the Form I-9 to the employee.

The verifier is not able to continue with Section 2 until Section 1 has been corrected, indicating why the form was returned.


**PLEASE NOTE:** The “**Delegate to another Verifier**” option is only available for known verifiers that are assigned to a verifier group. This option is NOT available for Employee Selected Verifier, Virtual Form I-9 Document Review, Notary Network, or Verifier Network verification methods.

## Section 1 Review

The verifier reviews the employee’s completed Form I-9 Section 1.

This page is read-only, and no corrections and/or edits can be made on this page. The Social Security Number and Date of Birth are masked for data security.

The verifier clicks **Next** to proceed to electronic signature page.

 To return to Section 1 completion click [here](#).

## Section 2 Data Input

On the next page, the verifier is presented with on-screen instructions, as well as options to download PDF versions of instructions.

**Form I-9 Section 2**

If you will not be able to complete this task, you may [Delegate to another Verifier](#)

You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

PDF versions of the complete Form I-9 in both English and Spanish are available from USCIS using the links below.

[Form I-9 Instructions - English](#)  
[Form I-9 Instructions - Spanish](#)  
[Form I-9 PDF - English](#)  
[Form I-9 PDF - Spanish](#)

**Read instructions carefully before completing this form. The instructions can be viewed using the links above.**

The verifier chooses whether the employee has provided [List A](#) or [List B and List C](#) documents for review.

**Employer or Authorized Representative Review and Verification**

List A

- U.S. Passport*
- Permanent Resident Card (I-551)*
- Employment Authorization Document (I-766)*
- and other documents...*

List B and C

- Driver's License or ID Card*
- Voter's Registration Card*
- U.S. Military Card or Draft Card*
- 
- Social Security Card*
- Birth Certificate*
- and other documents...*

Document choices appear based on the specific documents selected for review and verification.

The verifier enters the document information into the required fields, and the form displays alerts if information appears to be missing or inaccurate.

If the employee presents a receipt for a document that was **lost, stolen, or damaged**, then the verifier may check the box and enter the receipt details. For Form I-9, a receipt is valid for 90 days from the date of hire, and the system will automatically calculate the due date.

**List A Documents**

List A Document Title

Receipt for a document that was lost, stolen, or damaged

Issuing Authority \*

Document Number \*

Expiration Date \*

The verifier has an opportunity to provide expanded details in the **Additional Information** box.

If the verifier chose the “alternative procedure authorized by DHS To examine documents” option during the document upload review (if applicable), the following information is automatically entered in the Additional Information box: **Alternative Procedure MM/DD/YYYY**.

**Additional Information**

Use this space to notate any additional information required for Form I-9 such as:

- Employment authorization extensions for Temporary Protected Status beneficiaries, F-1 OPT STEM students, CAP-GAP, H-1B and H-2A employees continuing employment with the same employer or changing employers, and other nonimmigrant categories that may receive extensions of stay
- Additional document(s) that certain nonimmigrant employees may present
- Discrepancies that E-Verify employers must notate when participating in the IMAGE program
- Employee termination dates and form retention dates**
- Any other comments or notations necessary for the employer’s business process

Alternative Procedure 10/05/2023

The verifier enters the employee’s first date of employment (pre-populated based on original launch/order value).

Next, the verifier enters their name, title, and the employer’s business or organization details.

Employer business information may be prefilled based on account configuration.

The verifier attests via the checkbox and then clicks the **Next** button.

**Certification**

Employee’s first day of employment

Title of Employer or Authorized Representative \*

Employer’s Business or Organization Name \*

Address (Do not provide P.O. Box) \*

City \*  Country/Region \*  State or Province \*  Zip \*

I attest, under penalty of perjury, that

1. I have examined the documents(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.

I Acknowledge \*

## Verifier Uploaded Documents

If the I-9 workflow is not set up for Employee document upload and document retention is required, the verifier may be prompted to attach a copy of the employee’s identification documents.

**List A Documents**

List A Document Title \*

Attach photo page of U.S. Passport \*  
  
SMB size limit

Attach barcode page of U.S. Passport \*  
  
SMB size limit



Select **Browse** and locate the file, then choose **Upload File**. Repeat as necessary for multiple attachments.

If necessary, documents may be removed by clicking the **trash icon**.

## Employment Authorization Documents and Auto Extensions

When the verifier is presented with an Employment Authorization Document (EAD) and/or a proof of an automatic extension to employment eligibility, Section 2 workflow captures the necessary entries for proper completion of Form I-9 for EAD card (Form I-766).

**PLEASE NOTE:** Users and verifiers must follow guidance provided in the [M-274 Handbook for Employers](#) (USCIS) for the current procedures and processes of handling EAD auto-extensions.

When the verifier chooses *Employment Authorization Document (Form I-766)* from the List A document menu, they are asked to confirm whether the employee also qualifies for an **automatic extension** to their current expired/expiring EAD card.

If the verifier chooses **No**, then Section 2 completion process continues without additional entries.

If the verifier chooses **Yes**, then the verifier must provide additional information to confirm the employee qualifies for an EAD auto-extension.

Depending on the EAD category provided, the verifier may see validation prompting for an EAD auto-extension expiry date.

If needed, the verifier can also click the link to open the USCIS EAD auto-extension calculator.

After completion of the EAD auto-extension workflow, the final Form I-9 displays with entered dates and the notes added to the **Additional Information box**.

**Note:** Based on the EAD information provided, this meets USCIS eligibility requirements for EAD automatic extension. Please use the link below to calculate the new EAD expiration date. Then, please enter the new EAD expiry date on Form I-9.

[link to new USCIS EAD calculator](#)

EAD auto-extended until \*

02/23/2024

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

	LIST A	OR	LIST B	AND	LIST C
Document Title 1	U.S. Passport		N/A		N/A
Issuing Authority	U.S. Department of State		N/A		N/A
Document Number (if any)	C12345678		N/A		N/A
Expiration Date (if any)	9/1/2024		N/A		N/A
Document Title 2 (if any)			Additional Information		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Check here if you used an alternative procedure authorized by DHS to examine documents.

## Section 2 eSignature

The verifier is asked to consent to use an electronic signature by clicking **I Agree to Use an Electronic Signature**.

If the verifier declines to use an electronic signature, the workflow is halted, and the status set to **eSign Declined**. A paper I-9 is required at this point.

### eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

#### Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.

If you decline to use an electronic signature by clicking the "I Decline to Use an Electronic Signature" button, you will be asked to enter your reason for declining. You should contact your employer to manually sign your document.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

**I Agree to Use an Electronic Signature** I Decline to Use an Electronic Signature

The verifier is prompted to either select a signature or draw their own.

Once a signature has been selected, the verifier clicks **Proceed to eSign Preview**.

The verifier reviews the form to ensure all fields are complete and clicks **Confirm and eSign Forms** to sign.

If the verifier identifies errors, they may return to the form by clicking **I need to correct my information before I sign**.

Once eSigning is complete, the verifier may **Return to Dashboard** to complete assigned I-9 tasks for other employees or **Logout** of the verifier portal.

## Employee-Selected Verifier

If the employee selects their own verifier, that person receives an invitation via email.

To begin the process, the verifier clicks the **Get Started** link in the email notification.

Upon logging in, the verifier experiences a similar Section 2 workflow as described above. On the Welcome page, they select the **Launch Task** button.

The verifier reviews Section 1 and completes Section 2 in the same manner described above.

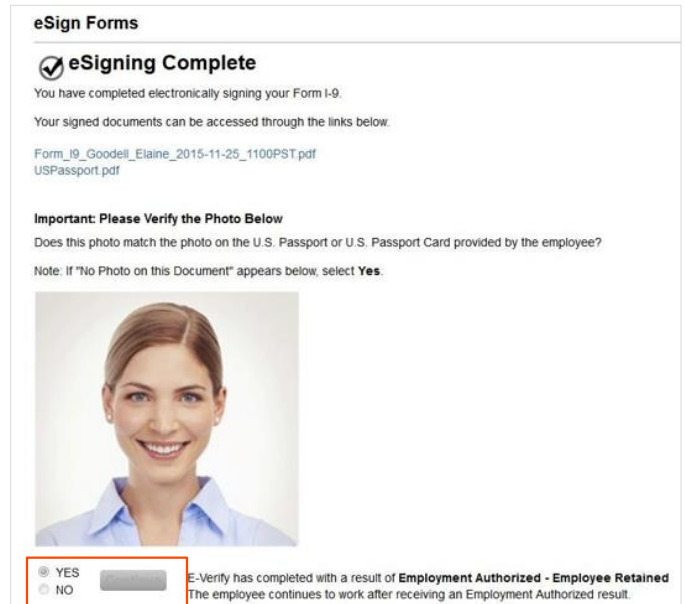
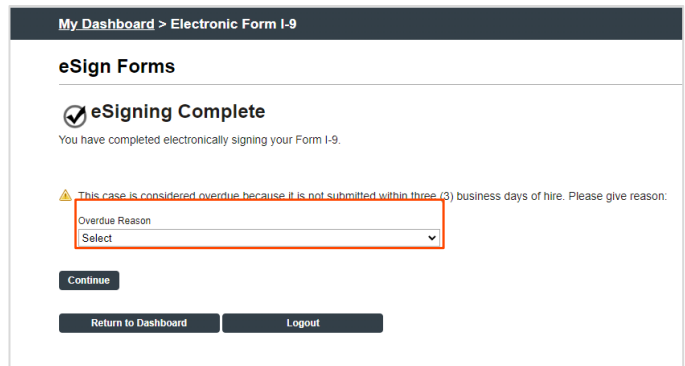
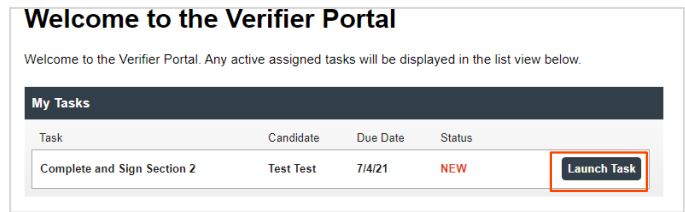
### Late I-9 Verification

For accounts enabled with E-Verify, if the verifier completes Section 2 of the Form I-9 more than 3 days after the employee's first day of employment, the verifier must select an **Overdue Reason** and click **Continue** to complete submission.

### E-Verify Photo Match

If an account is enabled with E-Verify, then the verifier may be asked to complete the **photo match** process.

The verifier selects Yes or No to indicate whether the photo on the screen matches the photo on the physical document the employee provided. After making a choice, the verifier clicks the **Continue** button.



## Additional I-9 Resources

Looking for something specific? Click on the [Sterling I-9 User Guide Resource Page](#).