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

Sterling | November 2024

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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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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.





Please update your temporary password. Your new password must:

- Be at least 8 characters long
- Be different from the last 10 passwords
- Contain at least one character
- Contain at least one number
- Contain one of the following characters: ! # \$ % _ = . +

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.

My Dashboard

Welcome to the Verifier Portal

Welcome to the Verifier Portal. Any active assigned tasks will be displayed in the list view below

ly Tasks					
Task	Candidate	Due Date	Status		
Complete and Sign Section 2	Test Three	1/19/21	In Progress	Ľ	aunch Task
Complete and Sign Section 2	Fonda Compliance	11/4/21	NEW	Reassign	Start
Complete and Sign Section 2	Irene Ninetofive	10/15/21	Pending	Reassign	Start

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: pr

To use the <u>alternative procedures process</u>, 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.

File Upload

What document(s) have been presented to you by employee? Only include documents that meet the USCIS Acceptable Documents.

One document from List A

One document from List B -AND- One document from C

list A Document Title *	
U.S. Passport	~
Attach photo page of U.S. Passport *	
Upload a File	
5MB size limit	
Previously Uploaded:	
Test List A.pdf	
Attach barcode page of U.S. Passport *	
A Upload a File	
EMD aire limit	
owe size limit Previously Uploaded:	
Test List B pdf	

When selecting the "Foreign Passport with Form I-94/I-94A containing an endorsement of the alien's nonimmigrant status" for a List A Document Title, a specific Employment Auth, Doc Type will need to be selected from the dropdown – which includes the student visa I-20 and DS-2019 options.

Based on choice in drop-down, verifier will be provided an upload space for I-20 or DS-2019.

List A Documents List A Document Title * Foreign Passport with Form I-94/I-94A containing an endorsement of the alien's nonimmigrant status Employment Auth. Doc Type * Select a Document Foreign Passport with Form I-94/I-94A Form I-94 indicating F-1 Nonimmigrant Status and Form DS-2019 GMM size limit Attach Form I-94 * Upload a File GMM size limit 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.



Castian	0	Data	1
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.

Employee info	rmation and Attestation		
First Name *	Middle Name	Last Name *	
Uploading	No Middle Name	Test	
Other Last Names Us	sed (if any)		
No Other Names			
Social Security Numb Check below if you h xxx-xx-4444 Awaiting SSN	er * ave not yet received your SSN *	from the SSA.	
Date of Birth (MM/DE	/YYYY) *		
A			
Autress			
Address * 1234 North Street	St		Apt. Number
City *	State	Zip Code *	_
Chicago	IL	60606	

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.

When using the "Foreign Passport with Form I-94/I-94A containing an endorsement of the alien's nonimmigrant status" document type and the Form I-20 or DS-2019 have the "D/S" showing for expiration date, then the Third Document section will be displayed.

In the Third Document section, the verifier may choose the correct option based on the documents presented and complete the necessary data fields for each document type.

List A Documents	
List A Document Title	
U.S. Passport	~
Receipt for a document that was lost, stolen, or damaged	
Issuing Authority *	
U.S. Department of State	
Document Number *	
Expiration Date *	

List A Documents	
irst Document	
List A Document Title *	
Foreign Passport with Form	I-94/I-94A containing an endorsement of the alien's nonimmigrant status
Employment Auth. Doc Type *	
Form I-94 indicating F-1 Nor	immigrant Status and Form I-20
Receipt for a document t	hat was lost, stolen, or damaged
Country of Issuance *	
	~
Document Number *	
Expiration Date *	
Ê	
This document does not have	an expiration date
Document Title Form I-94 / I-94A	
Issuing Authority *	
Select	~
Description in	
Document Number	
Work Authorization Expiration D	ile
D/D Oback this has 17 5	aa j
 D/S - Check this box if Form 	-94/I-94A Includes "U/S" to indicate duration of status
N/A - No Expiration Date	
Third Document	
Third Document	
Third Document Document Title	
Third Document Document Title N/A	
Third Document Document Title N/A V I-20	

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.

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.

Use this space to notate any additional information required for Form I-9 such as	5.
 Employment authorization extensions for Temporary Protected Status ber students, CAP-GAP, H-1B and H-2A employees continuing employment w changing employers, and other nonimmigrant categories that may receive Additional document(s) that certain nonimmigrant employees may presen Discrepancies that E-Verify employers must notate when participating in the Employee termination dates and form retention dates Any other comments or notations necessary for the employer's business processing 	eficiaries, F-1 OPT STEM ith the same employer or extensions of stay t he IMAGE program process
Alternative Procedure 10/05/2023	

Additional Information

10/19/2023					
Title of Employer or A	uthorized Representative *				
Authorized Repres	entative				
Employer's Business	or Organization Name *				
Ravindra HPM Nar	me				
Address (Do not prov	ide P.O. Box) *				
Address (Do not prov. sadasda	ide P.O. Box)*				
Address (Do not prov sadasda	ide P.O. Box) *				
Address (Do not prov sadasda City *	ide P.O. Box) *	State or Province *		Zip *	
Address (Do not prov sadasda City * mobile	Country/Region *	State or Province * Alabama	~	Zip * 36601	
Address (Do not prov sadasda City * mobile	Country/Region *	State or Province * Alabama	~	Zip * 36601	
Address (Do not prov sadasda City * mobile I attest, under pei	Country/Region *	State or Province * Alabama	~	Zip * 36601	
Address (Do not prov sadasda City * mobile I attest, under per 1. I have exan	Country/Region * United States	State or Province * Alabama esented by the above-r	▼ aamed o	Zip * 36601 employee,	

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 *	
U.S. Passport	~
Attach photo page of U.S. Passport *	
Upload a File SMB size limit	
Attach barcode page of U.S. Passport *	
Upload a File SMB size limit	
Next	Save

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.

Depload a File	
5MB elze limit	
Previously Uploaded:	
download password list A.pdf	
Attach barcode page of U.S. Passport *	
Upload a File	
Previously Uploaded:	
download password list A.pdf	

When selecting the "Foreign Passport with Form I-94/I-94A containing an endorsement of the alien's nonimmigrant status" for a List A Document Title, a specific Employment Auth, Doc Type will need to be selected from the dropdown – which includes the student visa I-20 and DS-2019 options.

Based on choice in drop-down, verifier will be provided an upload space for I-20 or DS-2019.

.ist A Document Title *	
Foreign Passport with Form I-94/I-94A containing an endorsement of the alier	's nonimmigrant status 🔹 🗸
Employment Auth. Doc Type *	
Select a Document	
Select a Document	
Foreign Passport with Form I-94/I-94A	
Form I-94 indicating F-1 Nonimmigrant Status and Form I-20	
50MB size limit	
Attach Form I-94 *	
Copicad a The	

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 <u>M-274 Handbook for Employers</u> (USCIS) for the current procedures and processes of handling EAD auto-extensions.

When the verifier chooses *Employment Authorization Document (Form I-766)* (EAD) 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.

List A Documents	
List A Document Title *	
Employment Authorization Document (Form I-766)	~
Receipt for a document that was lost, stolen, or damaged	
Issuing Authority *	
U.S. Citizenship and Immigration Services	

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 autoextension.

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.

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.

Has the employee indicated that they qualify for EAD auto-extension?
Yes No
I-797 Receipt Number *
WAC1234567890
I-797 Received Date *
08/15/2022
I-797 Eligibility Category
C24 ~

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 calcula EAD auto-extended until '

8/08/2026	100
-----------	-----

	List A	OR	List B	AND	List C
Document Title 1	EAD (I-766) A08	N/A		N/A	
Issuing Authority	U.S. Citizenship and Immigration Services	N/A		N/A	
Document Number (if any)	SRC000000000	N/A		N/A	
Expiration Date (if any)	08/08/2026	N/A		N/A	
Document Title 2 (if any)	N/A	Additional Information			
Issuing Authority	N/A	EAD EXT 07/31/2024 EV			
Document Number (if any)	N/A	•			
Expiration Date (if any)	N/A	1			
Document Title 3 (if any)	N/A	1			
Issuing Authority	N/A	1			
Document Number (if any)	N/A	1			
Evolution Data (il and	N/A	Check bere if you used an alternative procedure authorized by DHS to examine do			d by DUP to supplies do supp

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the 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 circanture. 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.

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.

onfirm your name:	Confirm you	ur initials:		
laha Isa	MI			
elect your signature				
Signature			Initials	
Maha Isa			М.	7
Or draw your signature		Clear	Initials	Clea

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.



eSign Forms

eSigning Complete

You have completed electronically signing your Form I-9.

Return to Dashboard

Logout

Attention Veronica Verifier

test test has selected you to complete Section 2 for their Form I-9. You can now access Section 2 of the Form I-9 using the link below.

To complete this task, you must **be present in person to physically inspect** original documentation provided by test and complete Section 2 of the Form I-9 electronically. You must complete this task by 07/04/2021.



If you have any questions, or received this email in error, please click here to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

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.

Welcome to the Verifier Portal

y Tasks				
Task	Candidate	Due Date	Status	
Complete and Sign Section 2	Test Test	7/4/21	NEW	Launch Task

My Dashboard > Electronic Form	1-9
eSign Forms	
A eSigning Complete	
You have completed electronically signing y	our Form I-9.
A This case is considered overdue becaus	se it is not submitted within three (3) business days of hire. Please give reason:
Overdue Reason	
Select	
Select	V
Continue Return to Dashboard	Logout

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 an option 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.

Important: Please Verify the Photo Below

Does this photo match the photo on the U.S. Passport provided by the employee?



Additional I-9 Resources

Looking for something specific? Click on the <u>Sterling I-9 User Guide Resource Page</u>.