A background image of a woman with curly hair, wearing a light blue jacket over a red and white striped shirt, looking down thoughtfully. The image is dimmed and overlaid with a dark grey semi-transparent rectangle.

# Sterling I-9 User Guide Supplement B

Sterling | December 2023

## **Confidential & Proprietary Statement**

*This material constitutes confidential and proprietary information of Sterling and its reproduction, publication or disclosure to others without the express authorization of the Chief Legal and Risk Officer of Sterling is strictly prohibited. This presentation and related materials are for informational purposes and represents the expectation of Sterling today only. It is subject to change at any time, for any reason, without notice and Sterling undertakes no duty to provide any update or change at any time. The information presented is not a promise or contract of any kind. Nothing contained herein is legal advice. Sterling recommends working with your legal counsel to ensure overall screening program compliance. Sterling is a service mark of Sterling Infosystems, Inc.*

## 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.

## Table of Contents

<b>Completing Supplement B</b> .....	<b>3</b>
Launch Supplement B – Reverification or Update Form I-9.....	3
Launch Stand-Alone Supplement B – Reverification or Update Form I-9 .....	4
Launch Supplement B - Rehire .....	6
Verifier Task for Supplement B - Reverification .....	7
Verifier Task for Supplement B - Rehire.....	11
Editing Supplement B – Rehire/Reverification .....	12
Editing Supplement B – Verifier .....	13
<b>Additional I-9 Resources</b> .....	<b>17</b>

## Completing Supplement B

Per the U.S. Citizenship and Immigration Services (USCIS) guidance, Form I-9 Supplement B is used to verify an employee’s continued work authorization, record a legal name change for the employee, or indicate that an employee is a rehire within the defined period.

See [USCIS M-274 – Handbook for Employers](#) for use cases where it is compliant to use Supplement B or complete a new Form I-9.

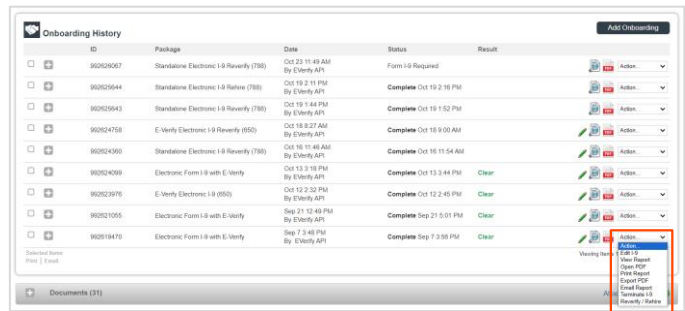
**PLEASE NOTE:** The rehire process is handled through a unique Supplement B workflow. See the separate [Supplement B – Rehire](#) section of this guide.

### Launch Supplement B – Reverification or Update Form I-9

To initiate Rehire/Reverification there are 3 primary methods used. Using these methods, it links Supplement B directly to the employee’s original Form I-9.

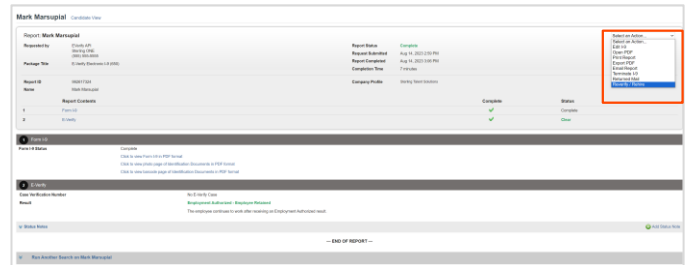
#### 1. Initiate from Candidate Profile

Locate the employee’s original I-9 from the Candidate Profile, and then click on the Action menu. Click the **Reverify/Rehire** button from the action menu.



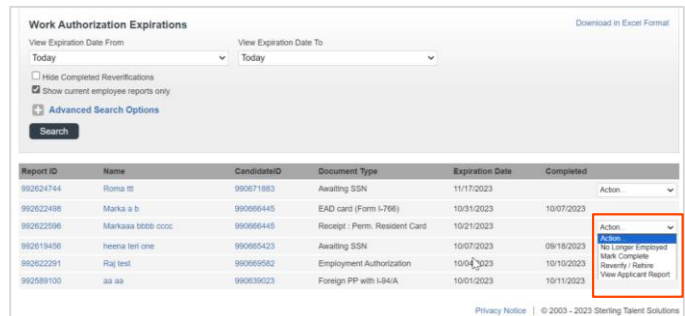
#### 2. Initiate from Form I-9 Report page

From the Reporting page, locate the employee’s original I-9 and then click on the Action menu. Click the **Reverify/Rehire** button from the action menu.



#### 3. Initiate from Work Authorization Expiration page

From the Form I-9 tab, locate the Work Authorization Expirations page. Locate the employee’s original I-9 and then click on the Action menu. Click the **Reverify/Rehire** button from the action menu.



Choose which type of Supplement B task is being completed – **Reverification** (work authorization document renewal) or **Update Form I-9** (name change).

Fill-in or modify all required fields. If Reverification was launched for an existing employee record, previously used Name and Expiration Date fields may be pre-populated if launched from the Action I-9 menu in the Candidate Profile.

Select the **Verifier Group** and **Assignee**. The assignee is the verifier inspecting the employee’s original documents to complete and sign Supplement B of the Form I-9.

Click **Continue**, review the order confirmation, and click **Submit**.

## Launch Stand-Alone Supplement B – Reverification or Update Form I-9

In the candidate profile, click **Add Onboarding** in the Onboarding History section and select applicable **Reverification Form I-9** option. This will auto-populate the candidate information and is linked to the original I-9.

Select the type of Supplement B task to be completed – Reverification (work authorization document renewal) or Update Form I-9 (name change).

Fill-in or modify all required fields. If Reverification was launched for an existing employee record, previously used Name and Expiration Date fields may be prepopulated.

Select the **Verifier Group** and **Assignee**. The assignee is the person inspecting the employee’s original documents to complete and sign Supplement B of the Form I-9.

Click **Continue** to review the order information.

**How will Supplement B of the Form I-9 be completed?**  
Please check one of the options below to begin.

**Reverification**

- Current employee's work authorization or document is about to expire

**Update Form I-9**

- Employee has changed their name

**Employee Profile**  
Employee Name as entered on original Form I-9

First Name*	Middle Name	Last Name*	Social Security #
Paisley	M	Clark	xxx-xx-6789
Due Date*	Previous Document Expiration Date*	Previous Report ID	
04/29/2016	06/01/2016	62050036	

**Verifier**  
The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Supplement B of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Verified By \*

Zone 1 ▼ Create New Verifier

Assignee \*

Anita Verification (Sbctwdemo+JHILLAnitaVerification@ ▼)

ID	Package	Date	Status	Action
2020780	Electronic I-9 with E-Verify	Nov 12 12:38 PM '16	Completed Nov 12 12:38 PM '16	Clear
2020452	Electronic I-9 with E-Verify	Nov 10 12:18 PM '16	Completed Nov 10 12:18 PM '16	Clear
2020204	Validated Form I-9 with E-Verify	Nov 9 10:22 AM '16	Closed	Clear
2020887	Electronic I-9 with E-Verify	Nov 11 1:00 PM '16	Completed Nov 9 3:08 PM '16	Clear
2020476	Electronic I-9 with E-Verify	Nov 22 10:08 AM '16	Completed Oct 20 11:32 AM '16	Clear

Action: Edit I-9, View Report, Open PDF, Print Report, Email Report, Terminate I-9, **Reverify / Renew**

**Launch Onboarding** Close

- Paper I-9 with E-Verify** Price: \$0.00 Launch
- Electronic I-9 with E-Verify** Price: \$0.00 Launch
- Reverify Electronic Form I-9** Price: \$0.00 Launch
- Rehire Electronic I-9** Price: \$0.00 Launch
- I-9 Verifier Network Standalone** Price: Launch
- I-9 Verifier Network with E-Verify** Price: Launch
- I-9 Notary Network w E-Verify** Price: Launch
- I-9 Notary Network w E-Verify URGENT** Price: Launch

**PLEASE NOTE:** A stand-alone reverification may be ordered but will NOT link to the original I-9.

**PLEASE NOTE:**

If there is no candidate profile click [Quick Launch Onboarding](#) from the left-side navigation to create a stand-alone [Reverify/Electronic Form I-9](#).

Select which type of Supplement B task will be completed – **Reverification** (work authorization document renewal) or **Update Form I-9** (name change).

Fill-in or modify all required fields. If **Reverification** was launched for an existing employee record, previously used Name and Expiration Date fields may be prepopulated.

Select the **Verifier Group** and **Assignee**. The assignee is the person inspecting the employee’s original documents to complete and sign Supplement B of the Form I-9.

Click **Continue** to review the order information.

Review the order confirmation and click **Submit**.

### Reverify Electronic Form I-9

\* Indicates required field

**Company Information**

Company Profile\*  
Screening Direct

**How will Supplement B of the Form I-9 be completed?**  
Please check one of the options below to begin.

**Reverification**

- Current employee's work authorization or document is about to expire

**Update Form I-9**

- Employee has changed their name

**Employee Profile**  
Employee Name as entered on original Form I-9

First Name*	Middle Initial	Last Name*	Social Security #
John	B	Doe	123456789

Due Date\*  
01/01/1978

**Verifier**  
The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Supplement B of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Verified By \*

Zone 1 Create New Verifier

Assignee \*

Meme Specialist (sbctwdemo+Misaspecialist@gmail.cc)

**Order Tracking**

Organization Name\*  
Additional Organization

Billing Code\*  
Billing Code 1

**Continue**

### Review Information

**Package**      Reverify Electronic Form I-9

Please review the package details below. To submit your purchase, click the **Submit** button. To change any information, use the **edit** links.

**Order Details** edit


Company Profile:	Screening Direct
Form I-9 Supplement B Completion:	Reverification
Employee:	John Doe
Due Date:	10/31/2023
Verifier Group:	Sterling Users
Verifier:	Unassigned
Organization:	27885 - Sterling Talent Solutions
Billing Code:	Billing Code 1

**Submit**

## Launch Supplement B - Rehire

In the candidate profile, click **Add Onboarding** in the Onboarding History section and select **Rehire Electronic Form I-9**. Enter the Employee Rehire Start Date and click **Continue**.

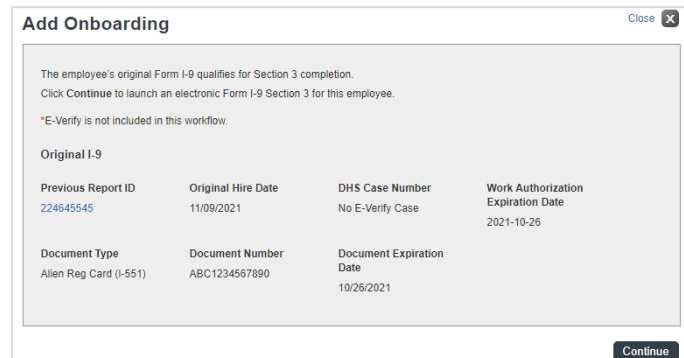
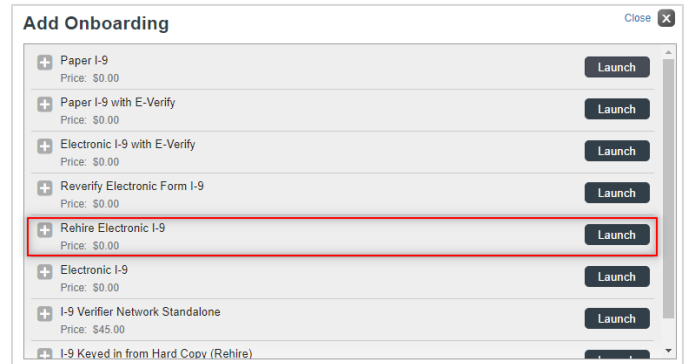
If **more than 3 years** have passed since the original Form I-9, a message appears to direct the Sterling I-9 user to create a new Form I-9. Click **Continue** to launch a new I-9.

 Go to the [Section 1 User Guide](#) to learn how to initiate the Form I-9.

Enter the **Employee Rehire Start Date**.

If the rehire qualifies for Supplement B completion, a confirmation message appears.

Click **Continue** to proceed.



Complete the **Employee Profile** information if not prefilled. The due date for the rehire Supplement B task is automated based on the employee's rehire start date.

Select an **Assignee** to verify the Supplement - Rehire Electronic I-9. Click **Continue**, review, and select **Submit**.

**Irene Ninetofive** Candidate View

**Rehire Electronic I-9**

**Company Information** \* Indicates required field

Company Profile\*

**Employee Profile**

Employee Name as entered on original Form I-9

First Name*	Middle Initial	Last Name*	Social Security #
<input type="text" value="Irene"/>	<input type="text"/>	<input type="text" value="Ninetofive"/>	<input type="text" value="xxx-xx-4444"/>

Employee Rehire Start Date\*

**Verifier**

The verifier is the employee or qualified agent who will review the employee's identity documentation to complete Section 3 of the Form I-9. The verifier will be notified by email when the I-9 process is initiated for each employee.

Verified By \*

[Create New Verifier](#)

Assignee \*

**Order Tracking**

Organization Name\*

Billing Code\*

[Continue](#)

An email notification is sent to the verifier. To access Supplement B, the verifier selects **Get Started**.

A verifier who has Sterling I-9 user access may access Supplement B from the report.

**Attention Anita Verification:**

You have been designated to complete Supplement B of Irene Ninetofive's Form I-9. To complete task you complete the required portions of Supplement B and inspect original documentation provided Irene if the employee's work authorization documents have expired since the completion of their original Form I-9.

[Get Started](#)

**Task Details:**  
 Task: **Complete Supplement B of Employee Form I-9**  
 Assigned by: **Prod Test**  
 Assigned to: **Anita Verification**  
 Employee: **Irene Ninetofive**  
 Task Due Date: **11/01/2021**

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.

## Verifier Task for Supplement B - Reverification

The assigned verifier receives an email with access to complete and sign Form I-9 Supplement B.

The verifier may access the Supplement B task through the verifier portal by clicking **Get Started** in their notification email.

**Attention Anita Verification:**

You have been designated to complete Supplement B of Irene Ninetofive's Form I-9. To complete task you complete the required portions of Supplement B and inspect original documentation provided Irene if the employee's work authorization documents have expired since the completion of their original Form I-9.

[Get Started](#)

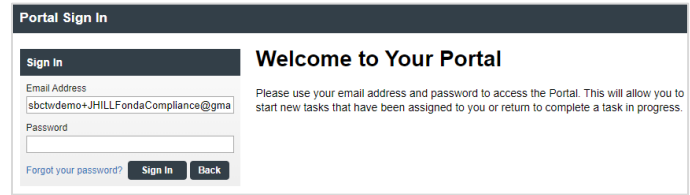
**Task Details:**  
 Task: **Complete Supplement B of Employee Form I-9**  
 Assigned by: **Prod Test**  
 Assigned to: **Anita Verification**  
 Employee: **Irene Ninetofive**  
 Task Due Date: **11/01/2021**

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

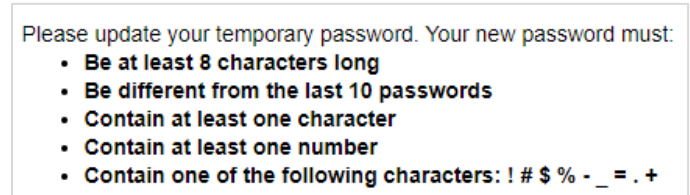
This email has been automatically generated. Please do not reply to this message.



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

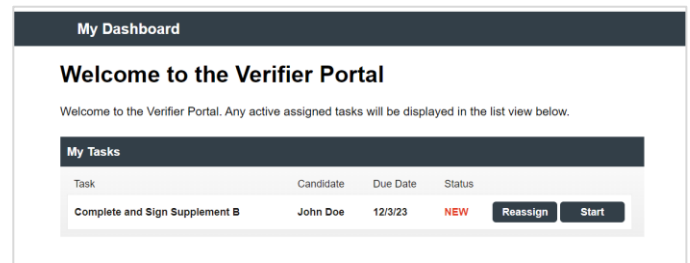


If the password was not provided in the email notification and user does not remember their Sterling I-9 password, they should use the “Forgot your password?” link. If a temporary password is used, the user is prompted to reset/change their password.



Once logged into the Verifier Portal, the verifier clicks on the **Start** button to begin the Supplement B process.

**PLEASE NOTE:** There might be other assigned Verification tasks available, with options to Reassign or Launch assigned tasks.



Task	Candidate	Due Date	Status
Complete and Sign Supplement B	John Doe	12/3/23	NEW

The verifier updates the employee’s name (if applicable).



Next, the verifier completes Supplement B based on the employee's original, updated work authorization document and enters the document title, document number, and expiration date (if applicable).

If required, the verifier uploads a file containing an image of the document inspected for reverification.

**C. Reverification (if applicable)** ⓘ

If the employee's previous grant of employment authorization has expired, provide the information for the document from the List A or List C the employee presented that establishes current employment authorization.

List A/C Document Title \*

U.S. Passport

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

Passport or Passport Card Number \*

Expiration Date \*

This document does not have an expiration date

---

**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

Attach copy of documents \*

50MB size limit

Please upload the front and back of the document(s) that you are providing.

The verifier attests to and acknowledges the statement shown and clicks **Next**.

**Certification**

I attest, under penalty of perjury, that

**a. this employee is authorized to work in the United States, and**

**b. if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

I Acknowledge \*

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 will be 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.

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

Once a signature is selected, the verifier clicks on the **Proceed to eSign Preview** button.

### eSign Forms

[<< View Consent and Notice Regarding Electronic Signature](#)

#### Select or Draw Your Electronic Signature

Confirm your name:  Confirm your initials:

Select your signature

Signature Initials

Anita Verification

A V

Or draw your signature Clear Initials Clear

**Proceed to eSign Preview >>**

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

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

Date of Rehire (if applicable)		New Name (if applicable)	
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
N/A	N/A	N/A	N/A
<small>Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.</small>			
Document Title	Document Number (if any)		Expiration Date (if any) (mm/dd/yyyy)
U.S. Passport	C12345678		11/16/2024
<small>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</small>			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Anita Verification	E-Signed by Anita Verification on October 19, 2023		10/19/2023
Additional Information (Initial and date each notation.)			<input checked="" type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable)		New Name (if applicable)	
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
11/07/2023	N/A	N/A	N/A
<small>Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.</small>			
Document Title	Document Number (if any)		Expiration Date (if any) (mm/dd/yyyy)
U.S. Passport	C12345678		11/16/2024
<small>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</small>			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Anita Verification	E-Signed by Anita Verification on October 19, 2023		10/19/2023
Additional Information (Initial and date each notation.)			<input checked="" type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

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**

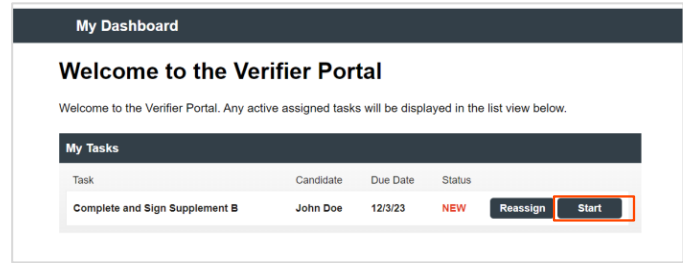
You have completed electronically signing your Form I-9.

Return to Dashboard

Logout

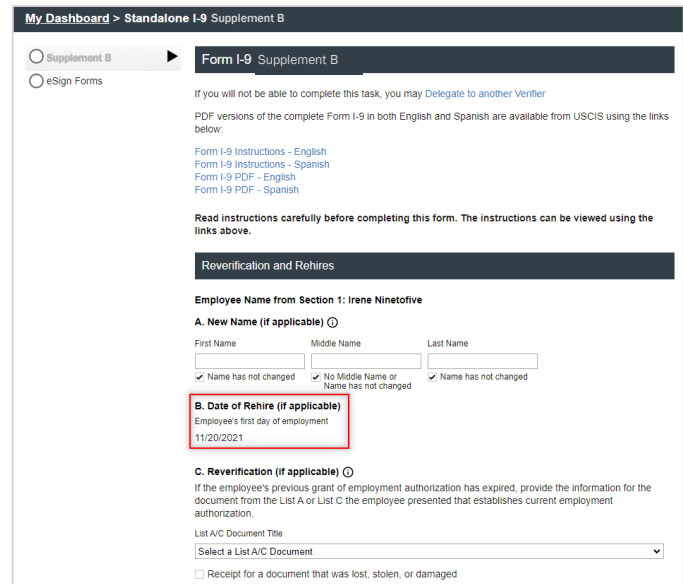
## Verifier Task for Supplement B - Rehire

The verifier accesses Supplement B by clicking the **Start** button next to the appropriate Form I-9 Supplement B task.



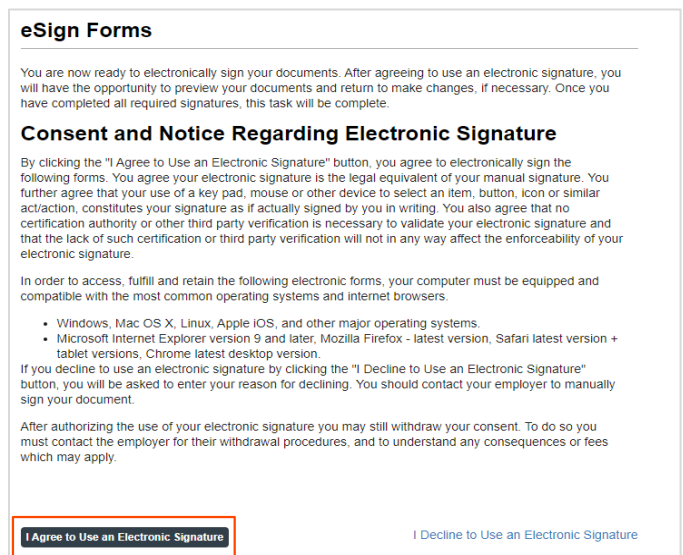
The rehire process allows for the entry of new name and work authorization details. **Date of Rehire** section is populated with the information provided with the original order.

**PLEASE NOTE:** As document validation is not required for rehire, document upload section is NOT required, and can be skipped accordingly for the rehire process.



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 is set to **eSign Declined**. A new I-9 needs to be completed.



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

Once a signature is chosen, the verifier clicks on **Proceed to eSign Preview**.

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

## Editing Supplement B – Rehire/Reverification

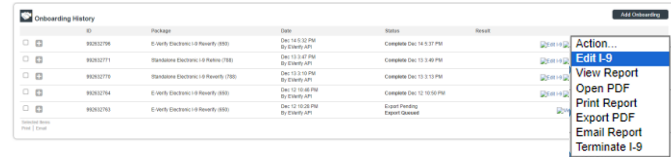
The Edit I-9 feature allows users to make corrections and modifications to a completed Supplement B.

**PLEASE NOTE:** Only Form I-9s in the Complete status are available to be edited. If I-9 is not in the Complete status, Edit options are not be available.

Locate and click on the Employee’s Electronic I-9 Supplement B to be edited. Clicking on the entry will take you to the Onboarding History

Activity	Status	Date
Electronic I-9 Supplement B	Complete	Dec 14
E-Verify Electronic I-9 Reverify (556)	Reverification Complete	Dec 14
Stand-alone I-9 Package	Complete	Dec 14
Stand-alone Electronic I-9 (788)	Stand-Alone I-9 Complete	Dec 14
New Candidate	Created	Dec 14

On the **Onboarding History Screen**, click on the **Action** menu and choose **Edit I-9**.



After selecting the Edit I-9 option, provide input:

**Reason to change Supplement B:** This is an audit tracking note as to why this change/edit is necessary. This information will NOT appear on the Form I-9 but will be available in the Status Notes/Tracking Log. Once the reason for changed is completed and the verifier is selected, click **Submit** and this will notify the verifier by email.

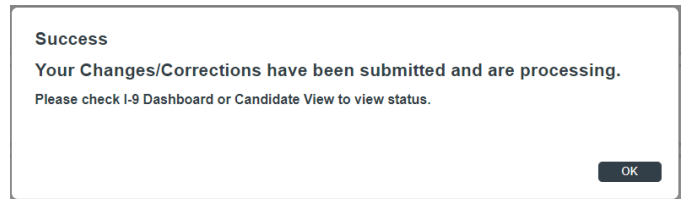
**Edit I-9 for John B Doe (992632796)**  
*You have chosen to edit an I-9 form. Changes/Edits should only be made in accordance with USCIS Rules.*

**Reason to change? (Audit tracking log)**  
 Please enter specific reason for this change/edit:

**Task 1:**  
 Verifier: \_\_\_\_\_ Due Date: 12/28/2023  
 Verified By \*  
 Verifier Group: [dropdown] **Create New Verifier**  
 Assignee \*  
 Meme Specialist (sbctwdemo+MispecialistITIME123@) [dropdown]  
 Message to Employee: \_\_\_\_\_

**Cancel Submit**

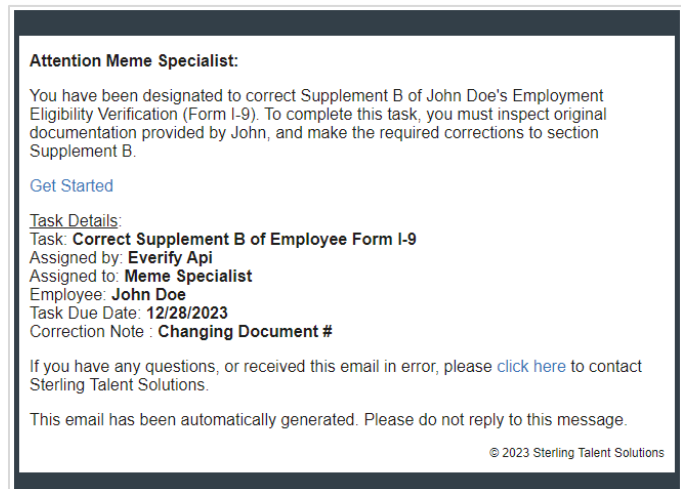
A **Success Note** will appear when an edit has been successfully sent to the verifier to complete.



## Editing Supplement B – Verifier

The verifier receives a notification email to begin the edit.

By clicking the **Get Started** button, the verifier is brought to their Sterling I-9 Portal login page.



The verifier logs in using the same credentials that were used for the original I-9 verification. If necessary, they can use the **Forgot your password** link to reset their password.

**Portal Sign In**

**Sign In**

Email Address: [sbctwdemo+JHILLtrene9to5@gmail.com]  
 Password: [ ]

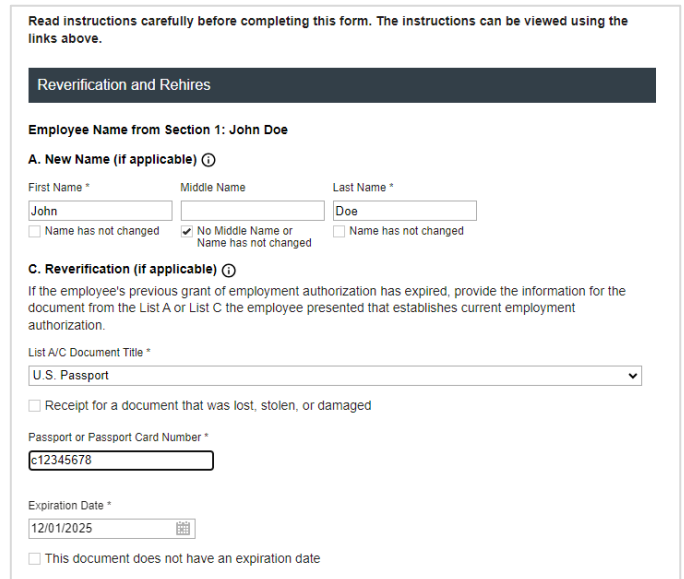
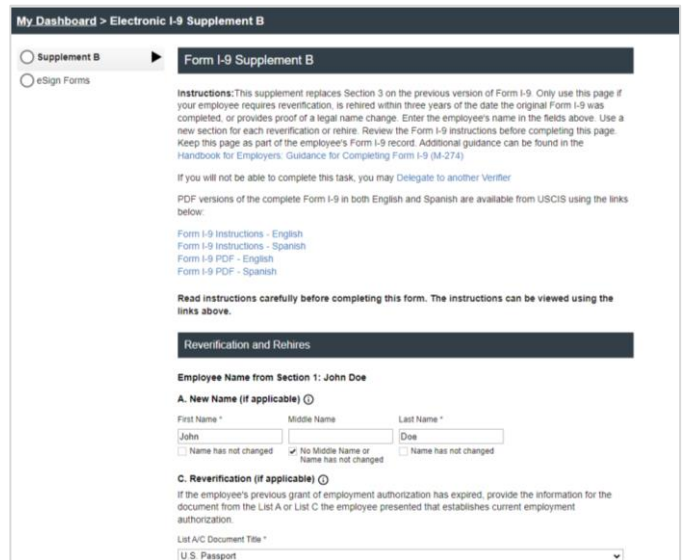
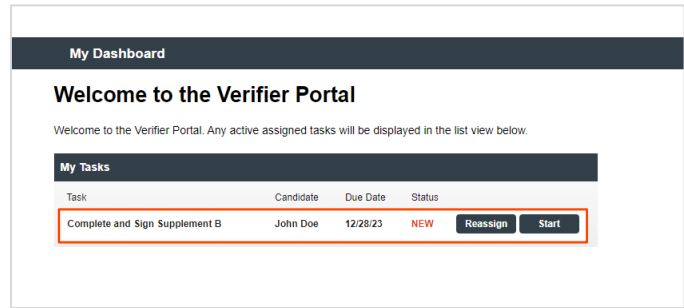
[Forgot your password?](#) **Sign In** **Back**

**Welcome to Your Portal**

Please use your email address and password to access the Portal. This will allow you to start new tasks that have been assigned to you or return to complete a task in progress.

The verifier will find their Complete and Sign Supplement B task in their Inbox. Selecting **Start** launches the task.

The verifier makes the necessary changes/corrections to the data that is pre-populated. Upon finishing the corrections, the verifier clicks the **Next** button at the bottom of the page.




Additional notes should be entered in the Additional Information box.

For both Reverification/Update and Rehire workflows, the choice to indicate that the DHS-authorized alternative procedure can be found below the Additional Information input box.

Upon finishing the corrections, the verifier clicks the **Next** button at the bottom of the page.

The verifier is presented with the eSign instructions and agreement page. The verifier should review and indicate agreement to the statement. If the verifier declines, a Paper Form I-9 will be required to complete the edit/correction.

 To learn more about the Paper Form I-9, click [here](#).

**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

updated the passport #

Attach copy of documents \*

Upload a File

50MB size limit

Previously Uploaded:

[download list A.pdf](#)

**Please upload the front and back of the document(s) that you are providing.**

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

I certify that I conducted a live video interaction with the individual presenting the document(s);

Examined copies (front and back, if the document is two-sided) of Form I-9 documents or an accepted receipt to ensure that the documentation appears to be genuine and related to the individual; and

Retained, consistent with applicable regulations, a clear and legible copy of the documentation (front and back if the documentation is two-sided).

**Certification**

I attest, under penalty of perjury, that

a. this employee is authorized to work in the United States, and

b. if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

I Acknowledge \*

Next

Save

Welcome Meme Specialist | [Contact Us](#) | [Sign Out](#)

My Dashboard > Electronic I-9 Supplement B

Supplement B

eSign Forms

### 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 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 has the option to choose a standard signature or draw their own. The verifier proceeds to preview.

My Dashboard > Electronic I-9 Supplement B

Supplement B **eSign Forms**

e Sign Forms

<< View Consent and Notice Regarding Electronic Signature

**Select or Draw Your Electronic Signature**

Confirm your name: Meme Specialist Confirm your initials: MS

Select your signature

Signature  Initials

*Meme Specialist* MS

Proceed to eSign Preview >>

Complete the form by clicking **Confirm and eSign Forms**.

My Dashboard > Electronic I-9 Supplement B

**eSign Forms**

[Confirm and eSign Forms](#) [Save and Sign Later](#) [I need to correct my information b](#)

**Reverification and Rehire (formerly Section 3)** **Form I-9 Supplement B**  
 Department of Homeland Security OMB No. 1615-0047  
 U.S. Citizenship and Immigration Services Expires 07/31/2026

Last Name (Family Name) from Section 1: Doe First Name (Given Name) from Section 1: John Middle Initial (if any) from Section 1: B

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (8-274)

Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial
N/A	Doe	John	B

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
U.S. Passport	e12345678	12/01/2025

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Meme Specialist	E-Signed by Meme Specialist on December 12, 2023	12/12/2023

Additional Information (initial and date each notation.)  
 changed type of document changed the expiration date  Check here if you used an alternate procedure authorized by DHS to examine documents.

Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
	E-Signed by Meme Specialist on December 13, 2023	12/13/2023

Additional Information (initial and date each notation.)  Check here if you used an alternate procedure authorized by DHS to examine documents.

(Date of Rehire (if applicable) | Name Name (if applicable))

The confirmation indicates that Supplement B is signed and completed.

My Dashboard > Electronic I-9 Supplement B

**eSign Forms**

**eSigning Complete**

You have completed electronically signing your Form I-9.

[Return to Dashboard](#) [Logout](#)

## Final Output - Print Supplement B

In the event of multiple Supplement B entries or multiple edits there is a print option found in the Action menu of the original Form I-9. By clicking **Print Supp. B**, Sterling I-9 will generate a compiled Supplement B including all linked reverifications/rehires and their respective edits.

Supplement B, Reverification and Rehire (formerly Section 3)				USCIS Form I-9 Supplement B OMB No. 1615-0047 Expires 07/31/2026
Last Name (Family Name) from Section 1. Doe		First Name (Given Name) from Section 1. John		Middle Initial (if any) from Section 1. B
<small>Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers, Guidance for Completing Form I-9 (M-274)</small>				
Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name) N/A	First Name (Given Name) John	Middle Initial B	
<small>Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.</small>				
Document Title U.S. Passport	Document Number (if any) c12345678	Expiration Date (if any) (mm/dd/yyyy) 12/01/2025		
<small>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</small>				
Name of Employer or Authorized Representative Meme Specialist	Signature of Employer or Authorized Representative E-Signed by Meme Specialist on December 12, 2023		Today's Date (mm/dd/yyyy) 12/12/2023	
<small>Additional information (initial and date each notation): changed type of document changed the expiration date</small>				
<input checked="" type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.				
Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name) N/A	First Name (Given Name) John	Middle Initial B	
<small>Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.</small>				
Document Title U.S. Passport	Document Number (if any) c12345677	Expiration Date (if any) (mm/dd/yyyy) 12/01/2024		
<small>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</small>				
Name of Employer or Authorized Representative Meme Specialist	Signature of Employer or Authorized Representative E-Signed by Meme Specialist on December 13, 2023		Today's Date (mm/dd/yyyy) 12/13/2023	
<small>Additional information (initial and date each notation):</small>				
<input checked="" type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.				
<a href="#">Confirm and e Sign Forms</a> <a href="#">Save and Sign Later</a>			I need to correct my information before I sign	

## Additional I-9 Resources

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