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 semi-transparent dark grey filter. Several small, semi-transparent squares in shades of grey and orange are scattered across the page, some overlapping the text and the background image.

Sterling I-9 User Guide

Form I-9 & E-Verify

Management

Sterling | November 2023

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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.

Table of Contents

E-Verify Case Management	4
Initial Case Status.....	4
Duplicate Case Status.....	4
Tentative Nonconfirmation (Mismatch) Status.....	5
Manage E-Verify Case.....	7
Form I-9 Management	8
Edit and Correction of Completed I-9.....	8
In-Flight Edits.....	18
Action Required – Employee – Awaiting SSN.....	19
Document Receipts.....	20
Transferring I-9s to a Related Organization.....	20
Term & Purge I-9s – Overview.....	21
Adding, Changing & Deleting Termination Dates.....	23
Bulk Upload of Termination Dates (Add, Change, Delete).....	23
Purging Form I-9s.....	24
Additional I-9 Resources	25

E-Verify Case Management

You can setup and enroll in E-Verify for seamless integration with Sterling’s I-9 solution. This setup requires assistance from the client success team and requires a new Memorandum of Understanding (MOU) with E-Verify showing Sterling as the client agent. This section refers to the process for those enabled to use Sterling’s integrated E-Verify solution. All information here is designed to support the U.S. E-Verify process. [Review specific guidelines here.](#)

Initial Case Status

Upon completing Form I-9 Section 2, an E-Verify case will be created and will return an initial case result:

- **DHS Verification in Process.** The Department of Homeland Security requires additional time to verify the information submitted. Sterling I-9 will automatically update when results are available from E-Verify.
- **Pending Duplicate Case.** E-Verify has flagged the case as a potential duplicate because a case with the same SSN was submitted by the same employer within the past 365 days. A Sterling I-9 user must review and resolve (details explained later).
- **Employment Authorized.** The information submitted matches DHS/SSA records. Sterling I-9 automatically closes the E-Verify Case as Employment Authorized – Employee Retained.
- **Tentative Nonconfirmation (TNC).** The information submitted does not initially match DHS/SSA records. An E-Verify certified Sterling I-9 user must take action to resolve (details explained later).

The Candidate Profile Report View allows the I-9 admin user to view the E-Verify result and act as needed.

2 E-Verify	
Case Verification Number	No E-Verify Case
Result	<p>Employment Authorized - Employee Retained</p> <p>The employee continues to work after receiving an Employment Authorized result.</p>

Duplicate Case Status

When a **Duplicate Case** E-Verify Status is shown, the employer will review the case details and decide whether to continue processing in E-Verify or close the case as a duplicate. Click **Manage Case**.



Review the details of the duplicate case displayed in the Duplicate Case window.

The screenshot shows the 'Duplicate Case' window with the following details:

Employee Name	E-Verify Status	Case Verification Number
Work Time	Pending Duplicate Case	Pending

The information entered for this case matches information from other case(s).

Status	Case Number	Created Date	SSN	Hire Date
EMPLOYMENT_AUTHORIZED	20232001801441A	07-19-2023	*** ** 2-22	11-01-2013

Additional fields shown include Hire Date (10/26/2023) and Citizenship Status (A citizen of the United States).

Scroll down and select the appropriate action for your current case. Choose **Continue Case** or **Close Case** based on the guidance provided.

The screenshot shows the 'Duplicate Case' window with the following details:

Document Type	Document Number	Document Expiration Date
US Passport	C12345678	08/01/2028

Indicate whether you will continue or close the case.

Continue Case
 Close Case

Take Action

- If the information is now correct, click Continue Case and indicate why you are submitting a duplicate case.
- If the information entered is not correct and cannot be updated, click Close Case.
- If you created this case in error or no longer need to continue this verification, click Close Case.

Buttons: Cancel, Continue

If you select **Continue Case**, provide an explanation for why you are submitting a duplicate case. Select Continue to complete management of the duplicate case.

The screenshot shows the 'Duplicate Case' window with the following details:

Continue Case
 Close Case

Please provide explanation

Take Action

- If the information is now correct, click Continue Case and indicate why you are submitting a duplicate case.
- If the information entered is not correct and cannot be updated, click Close Case.
- If you created this case in error or no longer need to continue this verification, click Close Case.

Buttons: Cancel, Continue

Tentative Nonconfirmation (Mismatch) Status

When the case status shows as Tentative Nonconfirmation (TNC), go to the Report View and find the details of the Tentative Nonconfirmation status.

PLEASE NOTE:

All Tentative Nonconfirmation should be handled privately and confidentially with the employee. TNC status is a temporary status – and may or may not result in full employment authorization.

The Further Action Notice (FAN) will be available in the E-Verify section. These can be downloaded, printed, and provided to the employee following a confidential/private conversation about the TNC status. The Sterling I-9 solution does NOT automatically send the FAN letter to the employee; all employee communications must be handled outside of the Sterling I-9 tools.

2 E-Verify

E-Verify Status Tentative Non-Confirmation (TNC)

Case Verification Number 2023289194028CJ

The information initially entered for the case did not match records available to both DHS and SSA. This does not necessarily mean that the employee is not authorized to work.

Next Steps:

1. Print the Further Action Notice in either English or Spanish. Confirm that the name and SSN listed at the top of the notice are correct.
 - Further Action Notice - English
 - Further Action Notice - Spanish

If the information printed on the FAN does not match the information on the Form I-9, you must close the case to indicate the case is invalid due to incorrect data, and submit a new case.

2. Review the Further Action Notice privately with the employee. Instructions are found on page one of the Further Action Notice.
3. Have the employee indicate whether he or she will contest the TNC on page two of the Further Action Notice.
4. Ensure that both the Employer and Employee section of the Further Action Notice are signed and dated. Keep the original signed copy of the Further Action Notice on file.

If you created this case in error or you no longer need to continue this verification, you must close the case.

Click **Manage Case** to take action on the case.

Manage Case

After sharing the FAN with the employee and receiving the signed copy back from the employee, the Sterling I-9 user must update the case using the **Manage Case** button.

The Sterling I-9 user makes an appropriate selection based on the FAN process.

Attach a copy of the employee-signed FAN for record keeping.

If the employee chooses to **contest the initial TNC**, the case is moved to a Referred status. The user can download, print, or send the **referral letter**.

Manage TNC

Employee Name	E-Verify Status	Case Verification Number
Work Time	Tentative Nonconfirmation	2023289194028CJ

Indicate whether the employee has been notified. You must notify the employee of the TNC if the information in the Further Action Notice is correct.

I have notified this employee of the TNC, and they will take action to resolve the E-Verify case.
 I have notified this employee of the TNC, and they will NOT take action to resolve the E-Verify case.
 I have not notified the employee. I have identified errors in the case and do not need to notify the employee.

Cancel **Continue**

Manage TNC

Case referred successfully!

Employee Name	E-Verify Status	Case Verification Number
Jane Doe	DHS Referral	2017034131139LB

This employee was referred to DHS on 02-03-2017. Print the Referral Date Confirmation and provide this to the employee. Inform the employee that he or she has until 02-15-2017 to contact DHS. The status will be updated when results are received from E-Verify.

DHS Referral Date Confirmation - English
 DHS Referral Date Confirmation - Spanish

Close

If an employee chooses to **not contest the initial TNC**, the E-Verify case will be closed. The Sterling I-9 user must select the appropriate case closure response.

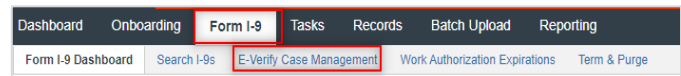
The case is now processing and is updated once a response is received from E-Verify.

A copy of the Further Action Notice (FAN) and Referral letter is found in the **Documents** section under the **Candidate Profile**.


Document	Uploaded	File Size
E-Verify DHS Referral Date Confirmation - Spanish	Feb 3 11:15 am By Patty Test	932 KB
E-Verify DHS Referral Date Confirmation - English	Feb 3 11:15 am By Patty Test	1008 KB
E-Verify DHS Tentative Nonconfirmation - English	Feb 3 11:15 am By Patty Test	36 KB
E-Verify DHS Tentative Nonconfirmation - Spanish	Feb 3 11:13 am By Patty Test	1349 KB
E-Verify DHS Tentative Nonconfirmation - English	Feb 3 11:13 am By Patty Test	979 KB
Form I-9 Form I-9.pdf	Feb 3 11:11 am By Patty Test	533 KB
Form I-9 Identification Documents Demo - Passport.pdf	Feb 3 11:10 am By Patty Test	36 KB

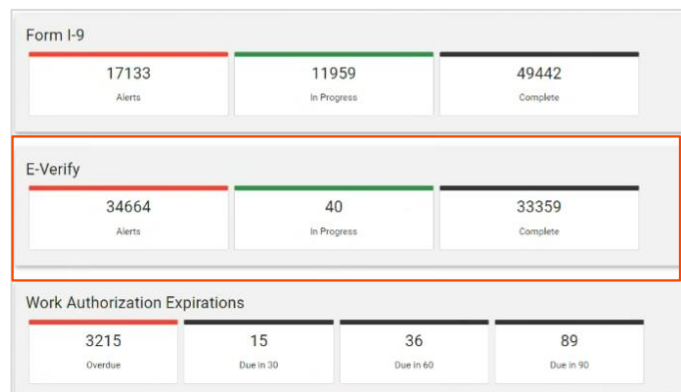
Manage E-Verify Case

To help with management of the E-Verify cases that require assistance or monitoring, Sterling I-9 users who have Sterling I-9 E-Verify certification can access the E-Verify Case Management via the menu bar by selecting **Form I-9** then **E-Verify Case Management**.



Alternatively, cases that require attention can also be accessed via Monitoring Dashboard – E-Verify section.

 To learn more about the Monitoring Dashboard, click [here](#).



On the E-Verify Case Management page, the Sterling I-9 user can view E-Verify cases that require management and their current E-Verify status.

Report ID	Name	Start Date	Case Verification Number	E-Verify Status	Action
991679426	Sara P Adams	8/19/2019	2021020208803M	Pending Document Upload	Action
991679151	Elaine P Goodell	10/6/2019	2021020194407LS	Pending Document Upload	Action
991679133	Alexa P Whitaker	10/20/2021	2021020194243AM	Unable to Process	Action
991679086	Sara P Adams	8/19/2019	20210202019128B	Pending Document Upload	Action
991677969	David P Cook	8/20/2019	202102192007JG	Tentative Nonconfirmation	Action
991677986	Elaine P Goodell	10/6/2019	2021021942629M	Pending Document Upload	Action

Each row that is actionable provides the ability to drill into the Candidate View – Report details (by clicking the person’s name) or act by using the Action menu on the right.

Report ID	Name	Start Date	Case Verification Number	E-Verify Status	Action
991679428	Sam P Adams	08/19/2019	2021293202008CM	Pending Document Upload ⓘ	Action... ▼
991679151	Elaine P Goodell	10/04/2019	2021293194417LB	Pending Document Upload ⓘ	Action... ▼
991679133	Alea P Whitaker	10/20/2021	2021293194234KM	Unable to Process ⓘ	Action... ▼
991678086	Sam P Adams	08/19/2019	2021292201912BB	Pending Document Upload ⓘ	Action... ▼
991677959	David P Cook	08/20/2019	2021292195207JG	Tentative Nonconfirmation ⓘ	Action... ▼
991677896	Elaine P Goodell	10/04/2019	2021292194352HM	Pending Document Upload ⓘ	Action... ▼
991676783	Sam P Adams	08/19/2019	2021291204734EB	Pending Document Upload ⓘ	Manage Case

Form I-9 Management

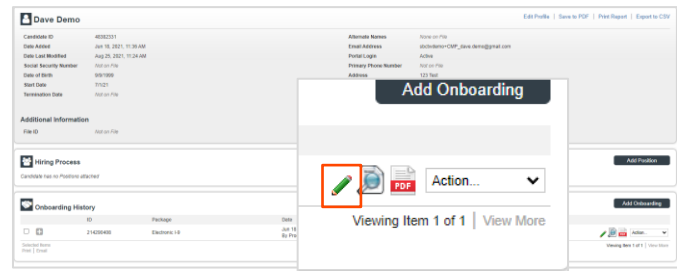
Edit and Correction of Completed I-9

The Edit I-9 feature allows users to make corrections and modifications to completed I-9 forms, in accordance with the [USCIS guidelines for making corrections](#). Please follow all guidance from Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) when making edits to completed Form I-9s.

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

There are multiple methods to access the edit feature.

- On the **Candidate Profile**, Click the pencil icon.
- On the **Report Summary Screen**, click **Select an Action** and choose **Edit I-9**.



Dave Demo Candidate View

Report: **Dave Demo**

Requested by: Prod Test
Sterling Talent Solutions
(425) 492-8117

Package Title: Electronic I-9

Report ID: 214290408
Name: Dave Demo

Report Contents: 1 Form I-9 Complete ✓

1 Form I-9

Form I-9 Status: Complete
Click to view Form I-9 in PDF format
Click to view photo page of Identification Documents in PDF format
Click to view barcode page of Identification Documents in PDF format

Report Status: **Complete**

Request Submitted: Jun 18, 2021 11:36 AM
Report Completed: Jun 18, 2021 11:44 AM
Completion Time: 8 minutes

Billing Code: Billing Code 2
Organization: 44467 - Samsung Beta
Company Profile: Screening Direct

Select an Action...
Select an Action...
Edit I-9
Open PDF
Print Report
Email Report
Inspect Doc(s)
Returned Mail

Search I-9s

- On the menu bar, choose **Form I-9** and locate the order. Select the associated **Action** menu and choose **Edit I-9**.

Name	Package	Date Searched	Status	Result
Document, Danny (222709255)	Electronic I-9 with E-Verify	Sep 29 12:03 PM By Prod Test	Closed	Action...
Ninetofvao, Irene (222300826)	Electronic I-9 with E-Verify	Sep 24 3:32 AM By Prod Test	Complete Sep 27 11:03 AM	Action... Clear
Malone, Chris		Sen 23 4:06 PM		

ACTION...

Action...

Edit I-9

View Report

Open PDF

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

Reason to change: 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.

Initiate new E-Verify Case: (as applicable) If there was an error in original Form I-9 AND original E-Verify case has been closed without receiving Employment Authorized, it is possible to execute a new E-Verify Case. Choose Yes or No.

Select which section to edit: You can only choose to edit one section at a time. If both sections require edit/change, choose Section 1 first and follow-through to completion. After Form I-9 is complete, initiate a Section 2 edit and follow-through to completion.

If Section 1 is selected:

- Due Date:** Enter the date by which employee should complete their Section 1 edit. The Notification Email address is pre-filled from Candidate Profile.

Edit I-9 for Irene Ninetofvao (222300826)

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:

Initiate a new E-Verify Case with this edit? NOTE: This will create a NEW E-Verify case. If you wish to close/cancel a previous E-Verify case due to incorrect data, please use the E-Verify Case Management tool. Failure to close/cancel E-Verify cases with incorrect data can result in E-Verify account cancellation.

Yes No

Select which section(s) to edit : Section 1 Section 2

Cancel **Submit**

If Section 2 is selected:

- Due Date:** Enter the date by which verifier should complete their Section 2 edit.

Select which section(s) to edit : Section 1 Section 2

Task 1:

Candidate Notification Email:

Due Date:

Cancel **Submit**

Select which section(s) to edit : Section 1 Section 2

Task 1:

Candidate Notification Email:

Due Date:

Cancel **Submit**

- Choose verifier: Use the drop-down menus to select the Verifier. If necessary, click the button to Create a New Verifier.

If the Edit Now option is selected, the Sterling I-9 user will be able to complete the I-9 Edits immediately without waiting for an invitation to access the Verifier Sterling I-9 dashboard.

A verifier does not need to be selected or assigned if Edit Now is selected.

Selecting the Submit button opens Section 2 of the I-9 in a new window so necessary edits can be made.

The Edit Now – Assigned edit to self banner is displayed at the top of the page to indicate you are in the Edit Now mode.

Task 2:
 Verifier: [dropdown]
 Verified By *: [dropdown]
 Zone 1: [dropdown] Create New Verifier
 Assignee *: Anita Verification (Sbctwdemo+JHILLAnitaVerification@...)
 Due Date: 09/22/2021
 [Cancel] [Submit]

You have chosen to edit an I-9 form. Changes/Edits should only be made in accordance with USCIS Rules.

Select which section(s) to edit: Section 1 Section 2

Edit Now:

Click this box to assign Section 2 Edit to yourself (current logged in user) and immediately take action to update Section 2 without going to Verifier Portal. If you need to assign this Edit to another Verifier or follow the normal Task Assignment to yourself, ensure box is unchecked.

Task 2:
 Due Date *: 08/04/2023
 Message to Verifier: Edit Now - Assigned edit to self
 [Cancel] [Submit]

Electronic Form I-9

Notification: Edit Now - Assigned edit to self

Section 2 ▶ Section 2 Employee Information
 eSign Forms

First Name *: [text] Middle Name: [text] Last Name *: [text]
 Mark [text] [text] Smith [text]
 No Middle Name

Employee Citizenship/Immigration Status:
 A citizen of the United States
 A noncitizen national of the United States
 A lawful permanent resident
 An alien authorized to work

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
 State's Registration Card
 U.S. Military Card or Draft Card
 Social Security Card
 Birth Certificate
 and other documents.

Once edits are completed, select the “I acknowledge” button. Choose the “I acknowledge” button to electronically add your digital signature to the Form I-9 where the edits/corrections were made.

Certification

Employee's first day of employment: 09/18/2023

I attest, under penalty of perjury, that I have made and reviewed the indicated edits to Section 2.

I Acknowledge *

By clicking the "Submit" button, I agree to electronically add my digital signature to the Form I-9 where edits/corrections have been made.

[Submit] [Cancel]

PLEASE NOTE: The original assigned verifier does not need to re-sign. A digital metadata stamp will be applied next to the edits/corrections.

If the Edit Now option is not selected, the verifier will be sent an email to access the Sterling I-9 Verifier Portal.

The Form I-9 review page is where the verifier can make corrections and confirm and eSign their changes.

There is an input area for a custom message to the employee (Section 1) or verifier (Section 2) for making edits/corrections.

The custom message will appear in the notification emails – as well as on the Form I-9 edit workflow page.

Following successful submission of the edits, a confirmation message appears.

Message to Employee

Now that you have received your Social Security Card, please update your Form I-9 with Social Security Number ASAP

Message to Verifier

Update I-551 Number

Attention Irene Ninetofive:

Please use the button below to begin correcting your Form I-9 online. The correction(s) should be completed before the due date shown below. If you have previously signed in to the Sterling Talent Solutions, you will be able to use the permanent password you previously set, or use the **Forgot your password?** option on the sign-in page to receive a new temporary password.

Get Started	Due Date	Status
Correct and Sign Form I-9	02/01/2023	New

Correction Note:

Now that you have received your Social Security Card, please update your Form I-9 with Social Security Number ASAP.

Get Started

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.

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Success

Your Changes/Corrections have been submitted and are processing.

Please check I-9 Dashboard or Candidate View to view status.

OK

Section 1 Edit/Correction

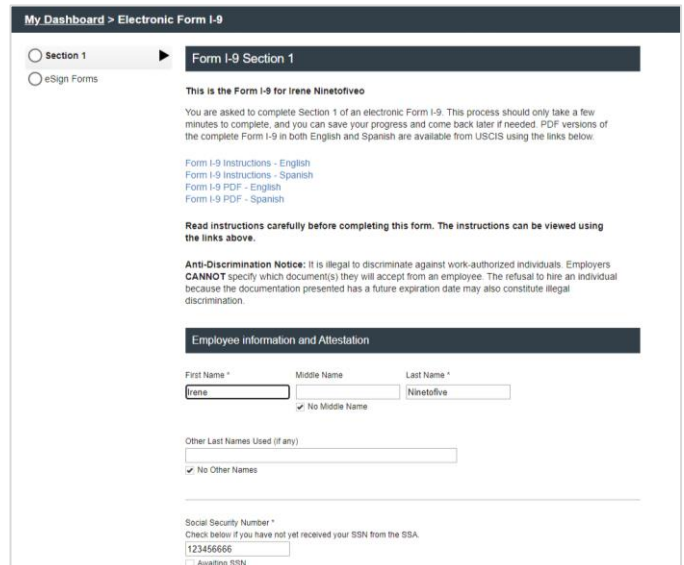
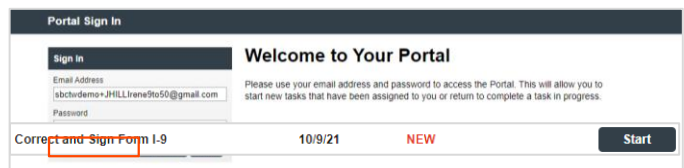
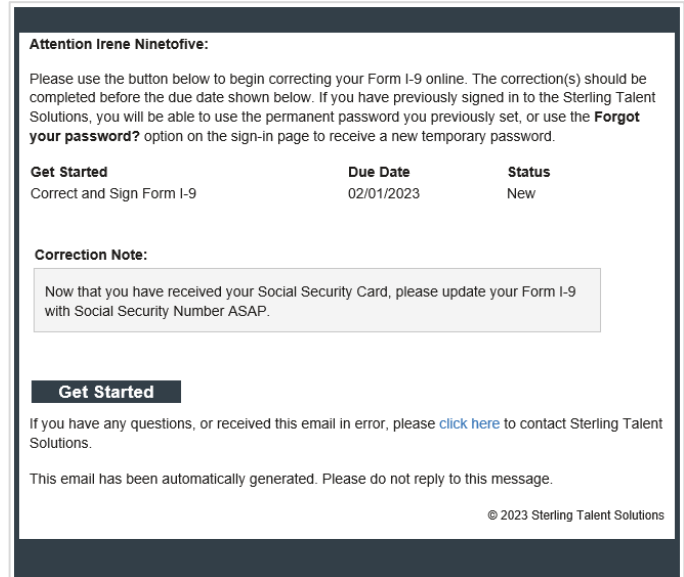
The employee receives a notification email to begin their edit.

After clicking the **Get Started** button, the employee is prompted to log into their Sterling I-9 Portal using the same credentials used for the original I-9 submission.

If necessary, the employee can use the “Forgot your password” link to reset their password.

The employee will find their **Correct and Sign Form I-9** start task in their Inbox.


Like the original I-9 completion, an employee will be presented with entry fields for the Form I-9 Section 1. The employee makes the necessary changes or corrections to the data that is pre-populated. Upon finishing corrections, the employee clicks **Next**.



If either Section 1 or Section 2 signatures must be corrected, the employee/verifier would choose the appropriate option.

- If an edit is needed for Supplement A, and the Preparer/Translator information has to be updated, click the **“Check here to update original Preparer/Translator information”** and click **Next**. This will expand the data fields allowing for the edit. Once edits are complete click **Save**.

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

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

Employees have the option to choose a standard signature or draw their own. The employee proceeds to preview.

PLEASE NOTE: Edits are noted on the rendering of the Form I-9, with strike-through of the original value, printing of the new value, and digital signature next to each change.

Update original Section 1 Signature

Check here to update original Preparer/Translator information

Preparer/Translator First Name (Given Name) * Sarah
 Preparer/Translator Last Name (Family Name) * Goodman

Preparer/Translator Address (Street Number and Name) * 123 Broadway St

Preparer/Translator City/Town * Seattle
 Preparer/Translator State * Washington
 Preparer/Translator Zip Code * 98115

As a Preparer/Translator: I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

I Acknowledge *

Next **Save**

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

eSign Forms

Confirm and eSign Forms **Save and Sign Later** I need to correct my information before I sign

Corrected Form I-9

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS Form I-9
 OMB No 1615-0047
 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B. Re-verification and Retiree: Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) Ninetofve
 First Name (Given Name) Irene
 Middle Initial (if any)
 Other Last Names Used (if any)

Address (Street Number and Name) 1234 North Street St
 City or Town Chicago
 State IL
 ZIP Code 60606

Date of Birth (mm/dd/yyyy) 06/01/1950
 U.S. Social Security Number 1 2 3 4 5 - 6 - 6 - 6
 Employee's Email Address

Employee's Telephone Number

I also agree that Federal law I am a citizen of the United States
 I am a non-citizen permanent resident (Enter USCIS or A-Number)
 I am a non-citizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4, enter one of these:
 USCIS A-Number
 Form I-9e Admission Number
 Foreign Passport Number and Country of Issuance

Signature of Employee
 Today's Date (mm/dd/yyyy)

The employee confirms and e-signs the form. A copy of the corrected Section 1 is now available in the employee dashboard.

Section 2 Edit/Correction

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.

My Documents		
Document Type	Document	Date Signed
Form I-9	Corrected Form I-9.pdf	10/6/21

Attention Anita Verification:

You have been designated to correct section 2 of Irene Ninetofive's Employment Eligibility Verification (Form I-9). To complete this task, you must inspect original documentation provided by Irene, and make the required corrections to section 2.

[Get Started](#)

Task Details:
 Task: **Correct Section 2 of Employee Form I-9**
 Assigned by: **Prod Test**
 Assigned to: **Anita Verification**
 Employee: **Irene Ninetofive**
 Employee Start Date: **11/01/2022**
 Task Due Date: **02/01/2023**
 Correction Note : **Update I-551 Number**

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.

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The verifier logs in using 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
sbchrdemo+JHILLirene9to50@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 Section 2 task in their Inbox. Selecting **Start** launches the task.

Welcome to the Verifier Portal


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

My Tasks				
Task	Candidate	Due Date	Status	
Complete and Sign Section 2	Test Three	1/19/21	In Progress	Launch Task
Complete and Sign Section 2	Irene Ninetofive	10/9/21	NEW	Reassign Start

Like the original I-9 Section 2 completion, the verifier is first presented with Form I-9 Section 1 as read-only for review.

After they review Section 1, clicking **Next** will bring the verifier to the entry fields for the Form I-9 Section 2. 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.

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](#).

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

[My Dashboard](#) > **Electronic Form I-9**

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

Anita Verification

Initials
AV

Or draw your signature [Clear](#) [Initials](#) [Clear](#)

[Proceed to eSign Preview >>](#)

The changes are noted on the rendering of the Form I-9, with strike-through of the original value, printing of the new value, and a digital signature next to each change.

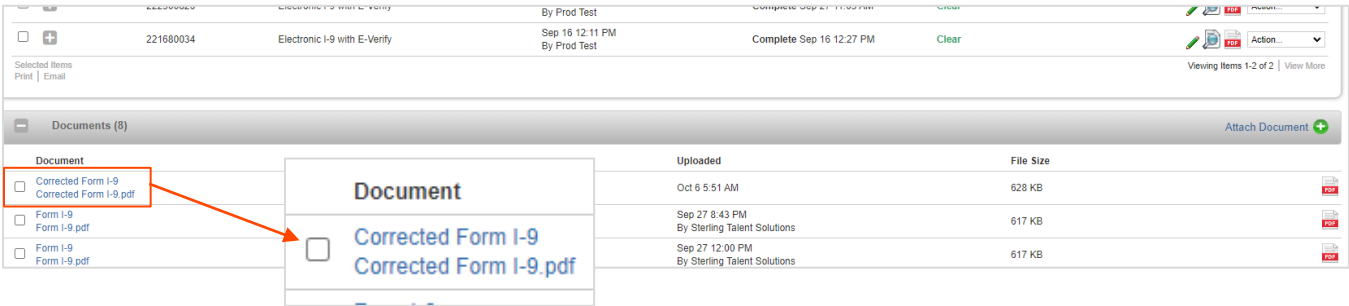
Section 2. Employer or Authorized Representative Review and Verification					
<small>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed or of Acceptable Documents.)</small>					
Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigratic	
	Ninetofive	Irene	N/A	1	
List A		OR	List B	AND	List C
Identity and Employment Authorization		Identity	Employment Author		
Document Title	U.S. Passport	Document Title	N/A	Document Title	N/A
Issuing Authority	U.S. Department of State	Issuing Authority	N/A	Issuing Authority	N/A
Document Number	098518993 c15518993	Document Number	N/A	Document Number	N/A
Expiration Date (if any) (mm/dd/yyyy)	09/30/2024	Expiration Date (if any) (mm/dd/yyyy)	N/A	Expiration Date (if any) (mm/dd/yyyy)	N/A
Document Title	N/A	Additional Information		OR Code - Sections 2 & 3	Do Not Write In This Space
Issuing Authority	N/A				

Viewing the Corrected I-9

After edits or corrections are processed and the Form I-9 is in Complete status, an updated/corrected Form I-9 is available to view. This can be accessed via multiple places.

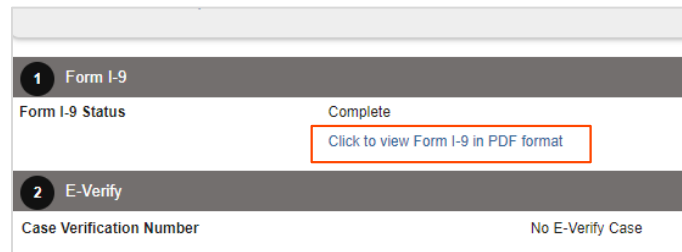
From the Candidate View

Find “Corrected Form I-9” in the Documents panel.



From the Report Details

Click on the [Click to view Form I-9 in PDF Format](#).



When opened, corrected items shown with original values struck-through, new values printed, and digital signature next to each correction.

Section 1. Employee Information and Attestation (Employer to complete for the employee prior to the first day of employment, but not before accepting a job offer)

Last Name (Family Name): Ninetofive
 First Name (Given Name): Irene

Address (Street Number and Name): ~~1234 North Street St~~
1234 North Avenue

Date of Birth (mm/dd/yyyy): 06/01/1955
 U.S. Social Security Number: ~~1 2 3 - 4 5 - 6 6 6 6~~
1 2 3 - 4 5 - 4 4 4 4

I am aware that federal law provides for imprisonment and/or fine in connection with the completion of this form.
 I attest, under penalty of perjury, that I am (check one of the following):
 1. A citizen of the United States

Sample Section 1

Section 2. Employer or Authorized Representative Review and Verification
 (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. The employer or authorized representative must physically examine one document from List A OR a combination of one document from List B and one document from List C.)

Employee Info from Section 1: Last Name (Family Name) Ninetofive, First Name (Given Name) Irene, M.I. N/A, City N/A

List A	OR	List B	AND	List C
Document Title: U.S. Passport		Document Title: N/A		Document Title: N/A
Issuing Authority: U.S. Department of State		Issuing Authority: N/A		Issuing Authority: N/A
Document Number: 15518993 15518993		Document Number: N/A		Document Number: N/A
Expiration Date (if any) (mm/dd/yyyy): 09/30/2024		Expiration Date (if any) (mm/dd/yyyy): N/A		Expiration Date (if any) (mm/dd/yyyy): N/A

Additional Information: [Empty box]

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the 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 and belief, the employee is authorized to work in the United States.
 The employee's first day of employment (mm/dd/yyyy): ~~09/17/2021~~
09/25/2021 (See instructions for exceptions)

Signature of Employer or Authorized Representative: [Signature]
 Today's Date (mm/dd/yyyy): 09/27/2021
 Title of Employer or Authorized Representative: [Blank]

Sample Section 2

PLEASE NOTE: In accordance with USCIS guidelines, the PDF-rendering of the Form I-9 will include the most-current corrected version AND the original version(s) of the Form I-9. This is available as the most current Form I-9 on the Reports page.

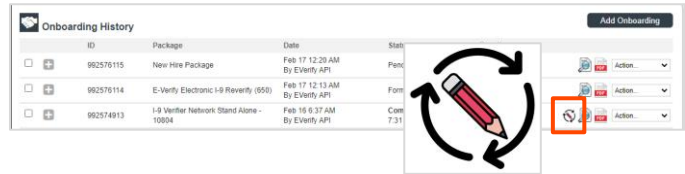
In-Flight Edits

PLEASE NOTE: Sterling I-9 restricts candidates from having more than one task open for edit/input at the same time. This includes not having more than one I-9 being Edited or having a new Form I-9 and Edit I-9 at the same time. One task must be completed or cancelled to launch another.

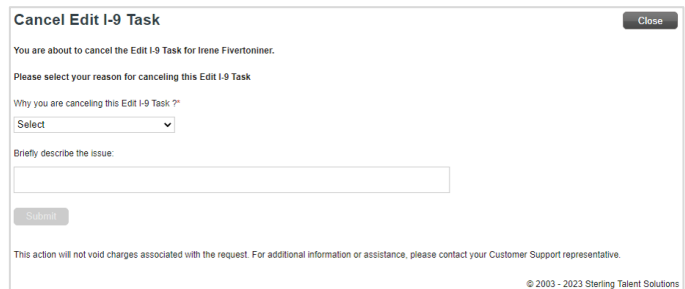
When an edit has been initiated for a particular Form I-9 report, the following places will show that this report has a pending edit.

Candidate Profile – Onboarding History

In the **Onboarding History** section of the **Candidate Profile**, there is a cycle-pencil icon showing a specific Form I-9 has an in-flight (pending) edit.

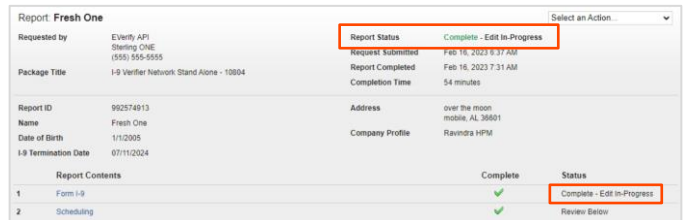


Clicking on the in-flight edit icon will present the Cancel/Close Edit dialog box.



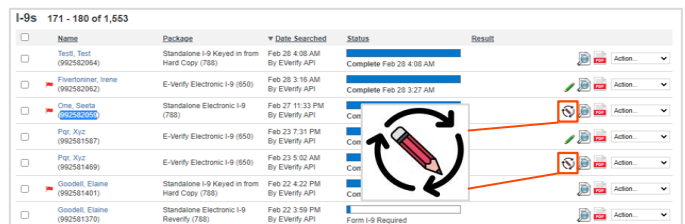
Form I-9 – Report Page

On the Form I-9 **Report** page, the Report Status fields will include **Edit In-Progress**.



Search I-9 Dashboard

The search results in the **Search I-9** dashboard will include the in-flight pencil icon for any Form I-9s with pending edits.



Clicking [Download to Excel Format](#) provides a listing of the searched I-9 records. The [Edit In-Progress](#) column will show a TRUE for any report that is currently pending a Form I-9 edit.

us Date	Result	COVID Remote Insp	Edit In-Progress	Ref Co
26/2023 10:10		FALSE	TRUE	
/19/2023 9:04		FALSE	FALSE	
18/2023 14:09		FALSE	FALSE	
12/2023 10:02		FALSE	TRUE	

Action Required – Employee – Awaiting SSN

If the employee had not yet received their Social Security Number (SSN) from the Social Security Administration (SSA) at the time they completed their Form I-9, their report will be flagged as [Awaiting SSN](#).

2
E-Verify

E-Verify Not Submitted - Awaiting SSN

A case could not be created in E-Verify because the employee is awaiting a Social Security Number. A new E-Verify case must be created when the employee receives their SSN from the Social Security Administration.

View the [Form I-9 Expiration Report](#) for additional details or to submit a new E-Verify case.

PLEASE NOTE: An E-Verify case cannot be submitted until the SSN has been recorded.

Records awaiting SSN are also viewable in the [Work Authorization Expiration](#) report.

Form I-9 Expiration

View Expiration Date From: Previous 30 Days | View Expiration Date To: Next 30 Days

Go

[Download in Excel Format](#)

Report ID	Name	Document Type	Expiration Date	Completed
61928648	Ethan J Anderson	Awaiting SSN	03/26/2016	
61620933	Kim Zhang	Receipt	02/09/2016	

Action...

Action...
No Longer Employed
Complete and Submit E-Verify
View Applicant Report

To add the SSN, use the [Edit I-9 feature](#) to order a correction of Section 1 by the employee.

For E-Verify enabled accounts, [choose YES](#) to the E-Verify case submission question when starting the edit.

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](#)

Document Receipts

If the employee initially submitted a receipt for a document that was **lost, stolen, or damaged** to complete Section 2 of the Form I-9:

- A case will not be created in E-Verify if an employee **provided a receipt** for a document that was lost, stolen or damaged to complete their Form I-9.
- **Employee Provided Form I-9 Document Receipts** are valid until their printed expiration date or 90 days following the employee’s date of hire, whichever is earlier.
- Reports are distributed via email on a weekly basis to identify receipts nearing expiration. Receipts are viewable in the **Work Authorization Expiration** menu.
- The **Edit I-9** feature is used to update Section 2 to show that the actual document (not a receipt) has been provided – and an E-Verify case submission can be ordered.

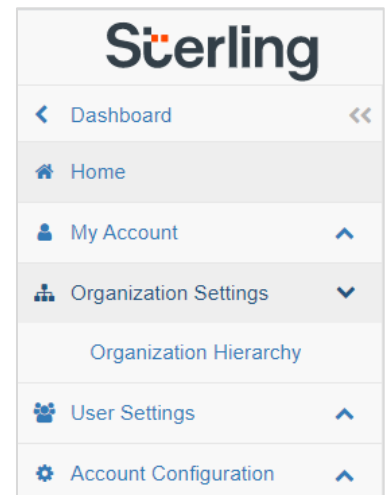
 To learn more about Section 2 click [here](#).

Transferring I-9s to a Related Organization

If your organization is set up with **Organization Settings** or **Organization Hierarchy**, you can transfer an I-9 from one organization or sub-organization to another (under the same parent-account).

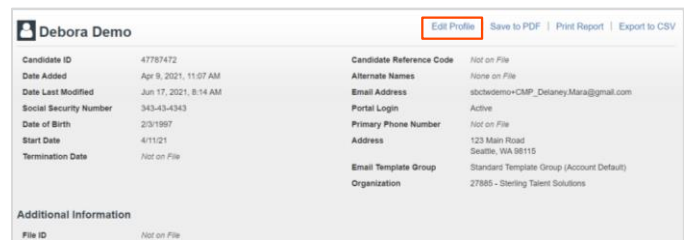
To confirm if your account is set up with Organization Settings, click on the **Admin** tab in the upper right-hand corner of the platform.

If you have **Organization Settings** turned on, they will appear as an option in the left-hand navigation bar.



To transfer an I-9, navigate to the **Candidate Profile** by searching for the employee by Name, ID, or Email in the Find a Candidate quick search on the left-hand side.

From the Candidate Profile, click the **Edit Profile** link.



Scroll to the **Organization Name** field, update the drop-down menu to the appropriate organization and click **Save Changes**.

In the Candidate Profile Log, a note is added indicating the transfer of the I-9 from one organization to another. Sterling I-9 users assigned to the sending organization no longer have access to the I-9. Sterling I-9 users assigned to the receiving organization will now have access to the I-9.

Log (28)		
Log Entry	User	Date
Candidate Reference Code(s) added [Location 1]	Prod Test	Jun 17 11:19 AM
Electronic I-9 with E-Verify (ID: 214176849) transferred from 27885 - Sterling Talent Solutions to 44235 - Corporate	Prod Test	Jun 17 11:19 AM
Paper I-9 with E-Verify (ID: 188121590) transferred from 27885 - Sterling Talent Solutions to 44235 - Corporate	Prod Test	Jun 17 11:19 AM

Term & Purge I-9s – Overview

Based on USCIS regulations, employers can permanently delete or purge the Form I-9, E-Verify case and supporting documents for terminated employees three years after their date of hire, or one year after the date employment ends, whichever is later. Sterling I-9 provides a **Term & Purge** action area that surfaces I-9s that meet those requirements. Access to this report is given via permission per user, as it is an administrator function.

Sterling I-9 offers the ability to enter a termination date at the **Candidate Profile** level for simple tracking purposes. Using this termination field will have impact on ANY Form I-9 that does NOT have a populated report-level termination date.

Sterling I-9 also offers **report-level** termination date(s). This will allow for each I-9 to track with separate termination dates. If this field is populated for a particular Form I-9, the Candidate Profile data is ignored.

Irene Ninetofive Candidate View

Report: Irene Ninetofive

Requested by	Prod Test Sterling Talent Solutions (425) 492-8117
Package Title	Electronic I-9 with E-Verify

Report ID	236118977
Name	Irene Ninetofive
Social Security Number	xxx-xx-4444
Date of Birth	6/1/1950
I-9 Termination Date	06/05/2022

Accessing Termination Date from the Candidate View

In the specific employee’s candidate view, find the report that requires a termination date, click on the **Action** menu, and choose **Terminate I-9**.

Onboarding History Add Onboarding

ID	Package	Date	Status	Result
<input type="checkbox"/> + 239269101	Arbitration Acknowledgment ONB	Jun 7 6:39 AM By Prod Test	Pending	
<input type="checkbox"/> + 236118977	Electronic I-9 with E-Verify	Apr 15 1:27 PM By Prod Test	Complete	Apr 15 1:40 PM
<input type="checkbox"/> + 235447894	Electronic I-9 with E-Verify	Apr 5 8:03 AM By Prod Test	Closed	
<input type="checkbox"/> + 232453588	Electronic I-9 with E-Verify	Feb 18 8:08 AM By Prod Test	Complete	Feb 18 8:13 AM
<input type="checkbox"/> + 232313775	Paper I-9 with E-Verify	Feb 16 2:09 PM By Prod Test	Pending	

Action...

Edit I-9

View Report

Open PDF

Print Report

Email Report

Terminate I-9

Inspect Doc(s)

Selected Items
Print | Email

Accessing Termination Date from the Report View

In the specific Form I-9 report view, click on the **Select an Action** menu and choose **Terminate I-9**.

Irene Ninetofive Candidate View

Report: Irene Ninetofive

Requested by Prod Test
Sterling Talent Solutions
(425) 492-8117

Package Title Electronic I-9 with E-Verify

Report ID 236118977

Name Irene Ninetofive

Social Security Number xxx-xx-4444

Date of Birth 6/1/1950

I-9 Termination Date 06/05/2022

Report Contents

1	Form I-9
2	E-Verify

Report Status Complete

Request Submitted Apr 15, 2022 1:27 PM

Report Completed Apr 15, 2022 1:40 PM

Completion Time 13 minutes

Address 1234 North S
Chicago, IL 6

Billing Code Billing Code

Organization 27885 - Steri

Company Profile Screening Di

Select an Action...

Select an Action...

Edit I-9

Open PDF

Print Report

Select an Action...

Select an Action...

Edit I-9

Open PDF

Print Report

Email Report

Terminate I-9

Inspect Doc(s)

Returned Mail

Adding, Changing & Deleting Termination Dates

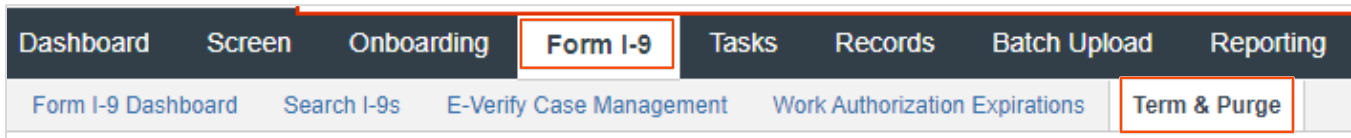
When presented with a pop-up window, enter the Termination Date and click **Save Changes**.

To change termination dates, overwrite the current value and click **Save Changes**.

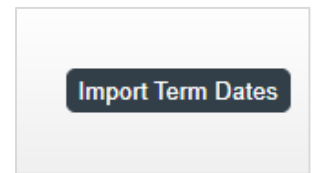
To delete termination dates, move all values back to default (Month, Day, Year) and click **Save Changes**.

Bulk Upload of Termination Dates (Add, Change, Delete)

Click on the **Form I-9** link from the menu bar, then the **Term & Purge** sub menu.



Click on the **Import Term Dates** button.



In the pop-up window, open the template file for bulk upload and save to your computer.

Fill in necessary data for all reports (Form I-9 records) that require termination date update. **Report IDs** can be found in the Form I-9 record, or via various reports found in Sterling I-9. Report IDs are numeric and are generally eight or nine characters long.

Report ID	I-9 Termination Date
<i>Typically 9-digit - numbers only</i>	<i>must be in following format MM/DD/YYYY</i>
<i>Example: 123456789</i>	<i>Example: 06/01/2020</i>
Do NOT REMOVE top 4 rows - Enter date BELOW THIS ROW - Start entering data in ROW 5 - Save as CSV	

Save the file in **.CSV format** and do NOT delete the 4 header rows. It may be necessary to convert the Termination Date fields to text-type values for leading-zeros to be preserved.

Click **Choose File** and navigate to the saved .CSV file location. **Open** the file. Then click **Import**.

Once import has started, a message will appear below the import area.

Bulk update process can take up to 60 minutes to complete.

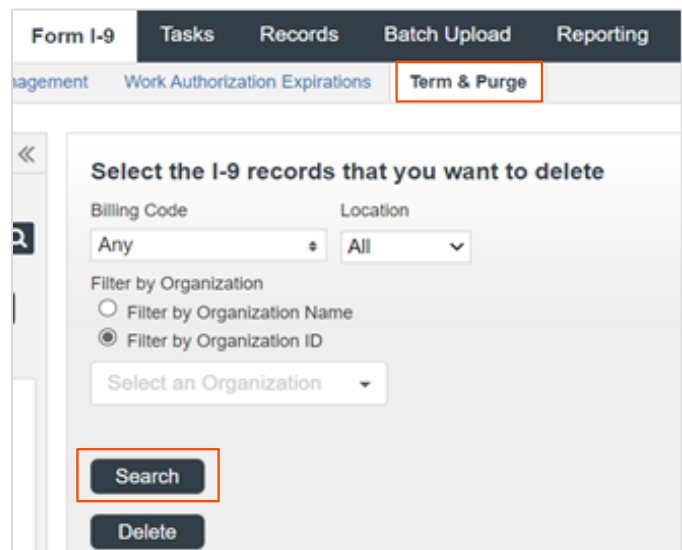
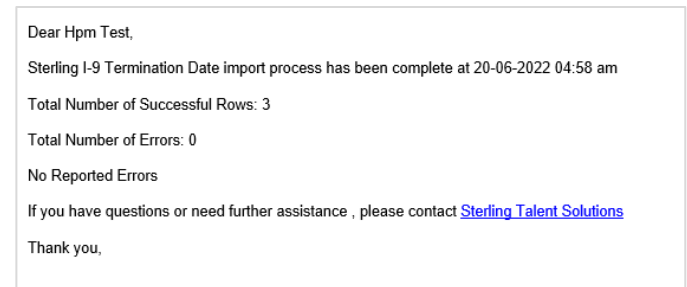
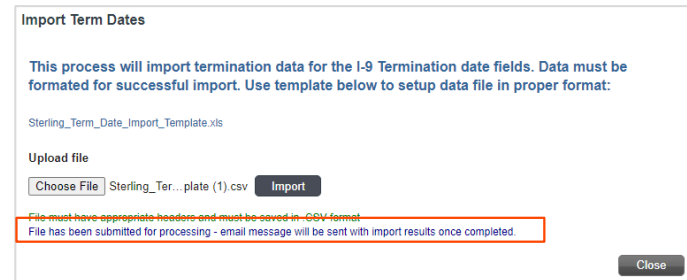
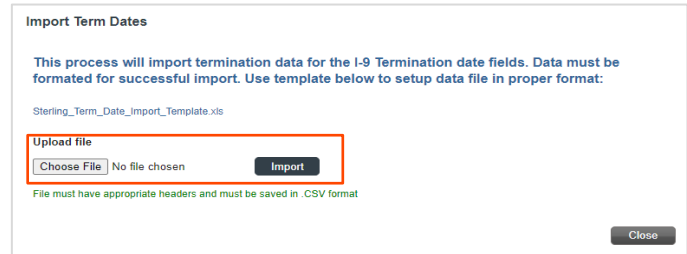
The Sterling I-9 user receives an email notification once process is completed.

Purging Form I-9s

Click on the **Form I-9** link from the menu bar, then the **Term & Purge** sub menu.

By default, all I-9s eligible for purge will appear. If you wish to filter the results, update the filter options and click **Search**.

PLEASE NOTE: Filtering options will vary per client.



Review the I-9 list for accuracy, then select the I-9s that you wish to purge. To select all I-9s, click the top checkbox to select all.

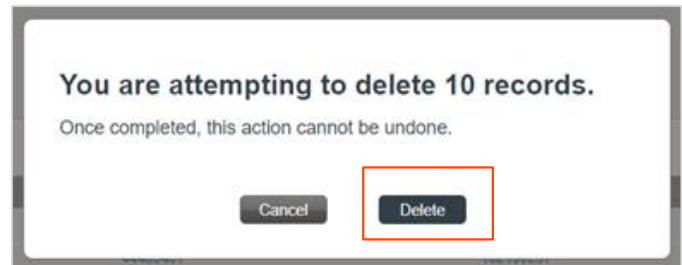
Records 1 - 10 of 19

<input checked="" type="checkbox"/>	Name	CandidateID	Report ID	Hire Date	Termination Date
<input checked="" type="checkbox"/>	Fiona Renton	44483461	182192608	2020-03-25	2020-03-18
<input checked="" type="checkbox"/>	Fiona Renton	44483461	182190257	2020-03-25	2020-03-18
<input checked="" type="checkbox"/>	Fiona Renton	44483461	182183318	2020-03-09	2020-03-18
<input checked="" type="checkbox"/>	Sarah Jones	44181990	177856789	2020-01-18	2020-01-22
<input checked="" type="checkbox"/>	Lara Preston	41649549	162580201	2019-08-07	2019-07-31
<input checked="" type="checkbox"/>	Rupall Dinesh	42328715	162275022	2019-08-02	2020-02-06
<input checked="" type="checkbox"/>	Lara Preston	41649549	161334543	2019-07-23	2019-07-31
<input checked="" type="checkbox"/>	Lara Preston	41649549	158672717	2019-06-14	2019-07-31
<input checked="" type="checkbox"/>	Lara Preston	41649549	158038239	2019-06-14	2019-07-31
<input checked="" type="checkbox"/>	Lara Preston	41649549	157563797	2019-06-11	2019-07-31

◀ Prev Next | Items per Page: 10 30

Click the **Delete** button, and confirm the action.

PLEASE NOTE: This action cannot be undone.



The selected and deleted I-9s will disappear from the Term & Purge report. After a short processing time, the I-9 reports and associated data will disappear from the Candidate Profile as well.

A status note will be left in the Candidate Profile to document the purged I-9 report.

Log (29)

Log Entry	User	Date
Electronic I-9 (ID: 185531979) I-9 Purged Based on USCIS Requirements	Prod Test	Jun 16 4:45 PM

PLEASE NOTE: The Candidate record will remain, even though the Form I-9 report has been deleted.

Additional I-9 Resources

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