

Sterling I-9 User Guide - Supplement A

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STERLING I-9

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

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

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

HOW STERLING I-9 IS DIFFERENT

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

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Supplement A

Start Supplement A

After an employee completes Section 1 of the Form I-9, they are asked if a preparer or translator assisted them in the completion of Section 1.

- If the answer is yes, the employee clicks the checkbox **Yes, I used a preparer/translator** which automatically populates the fields for the preparer/translator to input the required information.

The preparer/translator clicks **I Acknowledge** to attest assistance in the completion of Section 1 and clicks **Next**.

- If the answer is no, employee clicks the checkbox, **No, I did not use a preparer/translator**, and clicks **Next** to resume the normal workflow in Sterling I-9.

Once the preparer/translator section is complete, the workflow resumes as normal.

If the Section 1 Preparer/Translator option is indicated in the workflow, then the Form I-9 PDF will include the Supplement A page with the provided information.

If Section 1 was completed without Preparer/Translator, then the Supplement A page will be omitted from the Form I-9 PDF.

Edit Supplement A

To edit Supplement A information, please refer to page 13, [Section 1 Edit/Correction section of the Form I-9 and E-Verify Management User Guide](#).

View Corrected I-9

To view the corrected I-9, you may refer to page 17, “[Viewing the Corrected I-9](#)” section of the [Form I-9 and E-Verify Management User Guide](#).

Additional I-9 Resources

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